



Department of Public Works
Engineering Division
 Robert F. Phillips, P.E., City Engineer
 City-County Building, Room 115
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 Madison, Wisconsin 53703
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Deputy City Engineer
 Gregory T. Fries, P.E.
Deputy Division Manager
 Kathleen M. Cryan
Principal Engineer 2
 John S. Fahrney, P.E.
 Christopher J. Petykowski, P.E.
 Janet Schmidt, P.E.
Principal Engineer 1
 Christina M. Bachmann, P.E.
 Mark D. Moder, P.E.
 James M. Wolfe, P.E.
Facilities & Sustainability
 Bryan Cooper, Principal Architect
Land Information & Official Map Manager
 Eric T. Pederson, P.S.
Financial Manager
 Steven B. Danner-Rivers

DATE

To: Contractor Name
 Address Drive or Road
 Madison, WI Zip

To Whom It May Concern:

On MONTH DAY, YEAR the Common Council awarded to you the contract for the following construction:

CONTRACT NAME
CONTRACT NNNN

This is official notification to begin work within seven (7) calendar days from the date of this notice. Work shall proceed so that the contract is fully completed SEE SPECIAL PROVISIONS.

The deduction for non-completion within the Contract time limit shall be in accordance with the Standard Specifications.

Additionally, per Madison General Ordinance 33.07(7), Company A-Z must become prequalified with the City of Madison. This company may not begin work on the project site until prequalification is approved.

Additionally, per Madison General Ordinance 33.07(7), Company A-Z may need to provide documentation of active apprentices depending on the content of their Subcontractor BVC Compliance form.

Alternatively, a written request to be exempt from the active apprentice requirement for Contract NNNN may be submitted to City Engineering. Allowable exemptions are detailed at: <http://www.cityofmadison.com/Business/PW/BestValueContracting.cfm>. Company A-Z may not begin work on the project site until apprenticeship compliance or exemption is determined.

If materials are not presently available to complete this project, please notify the City Engineer immediately so it can be determined whether or not there will be a delay in starting this project. Also submit any supporting documents you have.

Are all permits in?

Sincerely,

 John S. Fahrney, P.E. or Bryan Cooper
 Construction Engineer *Principal Architect*

JSF: amb Mail to Charter!

Nick Schroeder, MGE
 Steve Beversdorf, MGE
 ATT of Wisconsin
 Charter Communications, USPS
 Melissa Gombar, Department of Civil Rights

Adam Wiederhoeft, Water Utility
 Greg Fries, Engineering Division
 Bill McGlynn, Engineering Division
 Bryan Manning, Engineering Division
 Mark Moder, Engineering Division

Janet Schmidt, Engineering Division
 Alderperson
 Engineer, Engineering Division
 Inspector, Engineering Division

For Facilities:
 Alderperson

Melissa Gombar, Dept. of Civil Rights

Engineer, Engineering Division