CERTIFIED LETTER

Resident/Consultant Office

Address

City, State Zip

Date

Contractor’s Name

Address

City, State Zip

SUBJECT: PRECONSTRUCTION SURVEY

Job Description:

Project No.:

Dear {Sir or Madam}:

Preliminary checks of the original ground line, as shown in the plan cross sections, have been made and the Central Florida Expressway Authority will take appropriate action as follows:

# [CHOICE #1]

Preliminary checks indicate that the original ground line, as shown in the plan cross sections are in substantial compliance with section 7-3.2 of the General/Technical Specifications. Therefore, no preconstruction survey will be performed and the original ground line, as shown in the plans, will be used for final pay purposes.

# [CHOICE #2]

Preliminary checks of the original ground line, as shown in the plan cross sections, indicate that changed conditions may exist.

A complete Preconstruction Survey will be performed, as necessary, and final pay quantities will be adjusted as per Section 7-3.2 of the General/Technical Specifications as appropriate.

A copy of the preconstruction survey and any quantity adjustments will be available as they are completed; however, due to a limited amount of time prior to the start of construction, it is recommended that (CONTRACTOR’S NAME) take the appropriate action for “verification” prior to disturbance of the original ground as per the contract specifications. (CONTRACTOR’S NAME) representative upon request, may accompany our survey crew in a joint effort or as part of your own “verification” process.

Contractor

Project No.

Page 2

# (THIS SECTION IS INCLUDED ON LETTER REGARDLESS OF WHICH VERSION CHOSEN)

If you are in agreement with this action, please return this original letter with your signature to the address above. If you have any questions or if we can be of further assistance, please contact me at (PHONE NUMBER). Your failure to respond within ten (10) calendar days from receipt of this notice shall be considered evidence of your agreement with the CFX position as stated above.

Sincerely,

Project or Resident Engineer

XXX/xx

By signature of this letter, (NAME OF CONTRACTOR) agrees to the recommendation as outlined above.

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Contractor’s Signature Date