

DEPARTMENT OF TRANSPORTATION

DIVISION OF CONSTRUCTION

(Field Office Address)

PHONE (XXX) XXX-XXXX

FAX (XXX) XXX-XXXX



ATTACHMENT A

Date

EA

RTE-CO-PM

Name of Project

Construction Company Name

Company Address

Company City, State, Zip Code

Attention: Company Representative (name & title)

Dear Contractor,

Subject: Overhead Sign Structures

The Department is performing a statewide review of overhead sign structures (including changeable message signs) on going contracts. Should a review of this project indicate that the materials or work performed in the fabrication or installation of overhead sign structures does not conform to the plans and specifications, you will be notified and required to remedy any defective work discovered.

You are not required to perform any remedial work at this time. However, you are reminded that it is the contractor's responsibility to furnish materials and perform work that complies with the plans and specifications. Therefore, it is recommended that you perform your own quality control review of the overhead sign structures for this project to determine if they are in compliance with the contract requirements.

If you have any questions on this, please call me at (XXX) XXX-XXXX.

Sincerely,

RESIDENT ENGINEER

Attachment/Enclosure

c: