



Department of Public Works  
**Engineering Division**  
 Robert F. Phillips, P.E., City Engineer  
 City-County Building, Room 115  
 210 Martin Luther King, Jr. Boulevard  
 Madison, Wisconsin 53703  
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 Fax: (608) 264-9275  
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[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

**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.

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, Department of Civil Rights  
 Engineer, Engineering Division