All Blue text should be deleted prior to sending to Recipients. Red text requires information to be filled out. Delete this text box prior to sending it to recipients.

,

Subject: Consultant shall fill in important Information Regarding Project. Delete all blue text prior to sending.

Dear :

This letter should be sent out as soon as we have a preliminary horizontal and vertical alignment. Delete all blue text prior to sending.

We are writing to inform you about the upcoming Capital Improvement Project by the City of Sioux Falls on [Street Name, Vicinity, Description, etc.]. The project entails [Scope of Work] and is scheduled for construction during the [Year] construction season.

Our records indicate that your company may have facilities within the project area. Please carefully review the attached preliminary plans and inform us of the following information:

* Whether you have facilities within the project limits.
* If any of your facilities are missing or inaccurately represented on the attached plans, please annotate the necessary adjustments on the plans.
* Additionally, feel free to share any concerns or comments.

Please forward the above requested information to the City Engineer’s Office, Attention [Project Manager, contact information] and our engineering consultant [Consultant, contact Information]. We will consider integration of your information and comments into the project.

According to Codified law SDCL 31-26-23, the city is required to choose one of the following options: either to schedule a coordination meeting or to initiate the 30-day comment period. Consultant shall check one of the boxes below and delete all blue text once a decision is made.

In addition, we kindly request your attention to the following matters:

We are providing your company with a thirty-day written comment window period pursuant to SDCL 31-26-23.

To enhance efficiency and disruptions to your utilities, we are setting up a coordination meeting [location, date, time, etc.] pursuant to SDCL 31-26-23.

As the design for this project is currently in its preliminary stage, utility conflicts may not have been determined yet. Your prompt response is essential to ensure the project’s success. Our objective is to reduce construction delays and mitigate the impact on utility facilities.

As the project progresses, further information will be provided.

We greatly appreciate your attention to these matters and your contribution to the project’s success.

Thank you.

Sincerely,

City Center

231 North Dakota Avenue

605-367-8601

Attachments: [information]