April 13, 2015

John A. Partner

Project Manager

Partnering Construction Co., Inc.

2222 E. Good Road, Suite D9

Anywhere, AZ 86018

RE: I-IR-40-301R / H243801C

I-40 Pavement Repair Preconstruction Conference

A Preconstruction Conference for this contract has been arranged for 1:00 p.m. on April 15, 2015 at the Flagstaff District Office located at 1801 S. Milton Road, Flagstaff, AZ 86001.

This contract specifies submittal of the following items at the Preconstruction Conference:

* Project Schedule (108.03)
* Etc.

*(Prepare a list of all the submittals required by the Contractor and cite the appropriate subsection in parentheses.)*

The remainder of the meeting is outlined in the enclosed tentative agenda. We can modify it to include any other areas that you might feel are necessary. This project meets the criteria to allow Partnering to be included in the preconstruction conference. An abbreviated Partnering workshop will be conducted during the preconstruction conference.

Please invite your suppliers and Subcontractors to attend since their expertise may be of help at the meeting. We would be glad to furnish any information that we can. Please feel free to contact me at 928-712-1111.

Sincerely,

[Delete this text before printing, and sign here.]

Build A. Road

Resident Engineer

Enclosures: Authorized Signature form and others, as may be necessary Agenda

John Doe, District Engineer

Jane Doe, EEO/Affirmative Action Office

John Smith, Affected Utility Company

Jane Smith, City of Flagstaff

*(cc: all those you intend to invite to the conference by name and organization and send them a copy of this letter and the agenda.)*