*Rev2 10-Feb-14*

*Email Template from Contractor to MassDOT*

RE: Initial Communication of Potential Utility Delay

FROM: Contractor Name

TO: MassDOT Resident Engineer (Name), Impacted/follow-on Utilities (Name(s))

CC: MassDOT District Area Engineer (Name)

SUBJECT: Initial Assessment – Potential Utility Delay

In accordance with MassDOT Contract No. (000000) and as referenced in the Division I, Standard Specifications, Subsections 8.14 (Utility Coordination) and 8.10 (Determination and Extension of Contract Time for Completion), the Contractor is required to communicate with MassDOT and impacted utilities upon becoming aware that a utility is not advancing their work in accordance with the approved utility schedule.

This email serves as an initial assessment of a potential delay to MassDOT and all impacted utilities. (Contractor Name) will be developing information on the full extent of the delay and the impacts to all utilities and providing further information in the days ahead.

Note:

This email is not a formal Notice-of-Delay from (Contractor Name) to MassDOT.