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 by 60% plans. Delete all blue text prior to sending.

We are reaching out to inform you of the upcoming construction project. Enclosed, you will find preliminary construction plans and specifications illustrating the location of street and utility construction that may necessitate adjustments to your company’s facilities. The project entails [Scope of Work]. The current schedule targets the project letting in [month and year]. **This letter serves as formal notification of the impending construction.**

If your existing facility is located within the public right-of-way, your facility may have to be adjusted to accommodate the project’s construction. Such adjustments will be undertaken at no cost to the city, in accordance with SDCL 31-26-23. This legal provision mandates the relocation of your facilities **within 90 days of receiving this notice** unless alternative arrangements are made with the City Engineer. To perform any adjustments to your existing facility in the public right-of-way, a utility permit is necessary. You can complete the permit application online at <https://css.siouxfalls.org/energov_prod/selfservice/#/home>.

Should any portion of your adjustment costs be eligible for reimbursement (pertaining to utilities on private easements or those previously in private easements prior to the dedication of the overlaying right-of-way), please annotate the necessary adjustments on the plans. Furthermore, prepare a detailed estimate of the costs and submit both documents to the City Engineer’s Office, Attention [Project Manager, contact information].

**If relocation work is required, it must be finalized by** [date] **or sequenced in conjunction with the construction process, subject to approval by the City’s project manager** [Project Manager, contact information] **and engineering consultant** [Consultant, contact information]. **Please expedite the submission of your cost estimate if needed. Prompt submission will allow us to prepare the necessary agreement and grant authorization for your work at the earliest possible juncture.**

The City’s engineering consultant will provide assistance in locating your facilities to mitigate potential future conflicts.

We appreciate your prompt attention to these matters, which are pivotal to the successful execution of this project. Please do not hesitate to reach out should you have any questions or require further clarifications.

Sincerely,

City Center

231 North Dakota Avenue

605-367-8601

Attachments: [information]