(Sample Notice of Reimbursable Work Letter)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

 Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Highway Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parcel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

# Notice of reimbursable work

It is our desire to acquire easement rights from your company. Reimbursement will be made for facilities presently located on private property that will require adjustment. Attached for your approval and execution are the following documents:

1. Highway form \_\_\_\_\_\_\_\_\_\_\_, conveyance of rights in lands identified as highway Parcel # \_\_\_\_\_\_\_\_\_\_\_.

2. Right of way plat showing the location of your utility facilities in relation to the proposed right of way for this highway.

3. Highway form \_\_\_\_\_\_\_\_\_\_\_, conveyance agreement providing for the reimbursement of the associated utility relocation work.

4. Associated plans and cross-section.

In connection with the conveyance agreement, we herewith extend plan preparation authority and ask that you prepare the detail plans and estimates for the anticipated relocation work. The plans should show both the present affected facility and the relocated or replaced facility. Please also provide some stationing tie with the highway plan so that the location can be readily identified. The estimate should be based on (FHPM 23-CFR-645 Sub-Part A) requirements and replacement-in-kind theory, with appropriate credits indicated for used life, salvage and betterments, and should follow standard utility accounting practices.

We would appreciate receipt of two (2) copies of the executed documents and sets of the plan and estimate exhibits by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **PLEASE CONTACT US IMMEDIATELY IF YOU ANTICIPATE THIS DEADLINE CANNOT BE MET!**

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We also ask that you comment in your transmittal letter on:

1. Total estimated construction time in days or weeks.

2. Need, if any, to coordinate this work with the physical construction.

3. List the continuing contractors that will be used on this project.

When outside consultants are employed, the following documents must be furnished:

1. Copy of agreement for consulting engineering services.

2. Certification of consultant.

3. When consultant engineering is expected to exceed $10,000, the Wisconsin Department of Transportation must review and approve the Consultant Contract.

It should be understood that construction authorization for this work is not here extended. Any construction performed before the contract is accepted will be considered outside the scope of this agreement.

Respectfully,

*(LPA signature)*

LPA Title

Contact information

Attachment