SDepartment of Public Works

**Engineering Division**

Robert F. Phillips, P.E., City Engineer

|  |
| --- |
| **Deputy City Engineer**  Gregory T. Fries, P.E.  **Deputy Division Manager** Kathleen M. Cryan  **Principal Engineer 2**  John S. Fahrney, P.E.  Christopher J. Petykowski, P.E.  Janet Schmidt, P.E.  **Principal Engineer 1**  Christina M. Bachmann, P.E.  Mark D. Moder, P.E.  James M. Wolfe, P.E.  **Facilities & Sustainability**  Bryan Cooper, Principal Architect  **Land Information &  Official Map Manager**  Eric T. Pederson, P.S.  **Financial Manager**  Steven B. Danner-Rivers |

City-County Building, Room 115

210 Martin Luther King, Jr. Boulevard

Madison, Wisconsin 53703

Phone: (608) 266-4751

Fax: (608) 264-9275

[engineering@cityofmadison.com](mailto:engineering@cityofmadison.com)

[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

December 23, 2022

Contractor Name

Address Road or Drive

Madison, WI Zip

**CONTRACT NO. NNNN**

**PROJECT: NAME**

The City Engineering Division has received a request that the above named project be submitted for acceptance.

Enclosed you will find two copies of the final cost sheet. If these figures agree with your records, **please sign the original,** which is attached to the **Final Subcontractor List,** and return it to this office at **1600 Emil Street, Madison, WI 53713**. **(The copy attached to this letter is for your records.)** The Final Subcontractor List, which is a listing of **every** subcontractor who was on site during this project, must be completed by you and returned to this office as well. Please be sure to include the names, addresses, phone numbers, emails, and Date Work Completed of **all** subcontractors. If there are any questions when completing the Final Subcontractor List, please call Alane Boutelle, City Engineering Office, at (608) 267-1197.   
If you have already provided the Final Subcontractor List, additional action is not required.

Upon receipt of the signed final cost sheet and the Final Subcontractor List, the Engineering Division will, upon approval of the Department of Civil Rights, send a letter to the Finance Director accepting this project. Final payment will be made once this letter has been sent.

Sincerely,

John S. Fahrney, Construction Engineer

JSF:amb

Encl.