

Attachment 2

Date

Construction Company
Address
City, State, Zip

RE: UNSATISFACTORY PERFORMANCE on
Project No. _____, **JP #** _____, _____ **County, Description** _____

Dear Mr. _____:

I have reviewed your company's progress on the referenced project and the Department's records indicate that your current work performance is unacceptably below the Department's guidelines for satisfactory construction. At this time more than ____ percent of the allotted contract time has elapsed and only _____ percent of the contracted work has been completed. It appears that at this rate of progress you will not complete the work within the allotted time in compliance with the terms of our Contract for Highway Construction. In addition, the following unsatisfactory conditions exist:

- 1.
- 2.
- 3.

In order to resolve these issues, please contact the Oklahoma Department of Transportation Division _____ Engineer at _____ within 15 days of your receipt of this letter to arrange a meeting to discuss work performance and determine solutions for all problems identified. At this meeting you should be prepared to offer your proposed solutions and present a revised work schedule to the Department that demonstrates how your company's resources will complete the remaining project work within the remaining contract time and to an acceptable performance standard. Failure to appropriately respond to this letter within the 15 day time period may result in the Department's refusal to issue proposals to your company or suspension of your company's pre-qualification status pursuant to applicable Oklahoma Transportation Commission Rules and the terms of your contract. Please contact me if you have any questions.

Sincerely,

Resident Engineer
_____ Residency

cc: Division Engineer
Construction Engineer
Office Engineer
General Counsel