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1695 Bellevue Street
Green Bay, WI 54311-4251

920-491-9081
800-472-7372
FAX 920-491-9020

PRECONSTRUCTION MEETING NOTICE

To: Whom It May Concern
From: Thad M. Majkowski, P.E., Cedar Corporation
Project: Sidewalk Project
City of Niagara
Date: August 3, 2021

A preconstruction conference will be held at the **City of Niagara City Hall, 1029 Roosevelt Road, Niagara, Wisconsin**, on August 10, 2021, at 3:00 p.m.

As stated in the General Conditions, the purpose of the preconstruction conference is:

1. Establish a working understanding among the parties as to the Work.
2. Discuss the following preliminary schedules prepared by the Contractor.
 - a. Progress Schedule.
 - b. Schedule of Submittals, including Shop Drawings and Sample Submittals.
3. Procedures for handling Shop Drawings and other Submittals.
4. Processing Applications for Payment.
5. Maintaining required records.
6. Other project requirements.
7. Designations of Owner & Contractor Representatives.

An agenda will be distributed at the meeting.

If you are unable to attend, or have questions regarding this project, please call me at (920) 785-7302 or via e-mail: thad.majkowski@cedarcorp.com.

Sincerely,

CEDAR CORPORATION



Thad M. Majkowski, P.E.
Project Manager

Cc: Audrey Fredrick, City of Niagara