

Sample Letters to the Contractor Regarding Spread Footings and Seal Courses

This attachment includes the following four sample letters to assist the Structure Representative when writing letters to the contractor:

- [Figure 1](#). *Bottom of Footing Elevation Sample Letter*
- [Figure 2](#). *Bridge Footing and Seal Course Concrete Revisions Sample Letter*
- [Figure 3](#). *Final Footing Elevation Determination – Bent XX Sample Letter*
- [Figure 4](#). *Final Seal Course Use Determination Sample Letter*

When writing letters to a contractor always start with the [current template](#) from the Director's Office.

California Department of Transportation



CENTRAL REGION CONSTRUCTION
MILLBROOK CONSTRUCTION OFFICE
3240 N. MILLBROOK AVENUE
FRESNO, CA 93726
PHONE: (559) 243-3543
FAX: (559) 243-3545

<Current Date>

File: XX-XXXXXX
District-County-Route-RX/X
Project ID: XXXXXXXXXXXX
Fed No. XXXXXXXX-XXXX

<Mr. Contractor>
Project Manager
ABC USA
123 South 3rd Street
Fresno, CA 93726

Subject: Bottom of Footing Elevation

Dear <Mr. Contractor>:

This letter is to bring your attention to some important guidance information in the contract specifications about field revisions of the elevation of bottom of footings. You are reminded that Section 51-1.03C(1) of the 2018 Standard Specifications states that "Bottom of footing elevations shown are approximate" and "The Engineer may order changes in footing dimensions or elevations."

The Engineer will establish the final bottom of footing elevations at the earliest time possible consistent with the progress of work, and you will be informed in writing of the Engineer's decision. This is change order work. CO #XX will be issued to address this change.

You are reminded that should you elect to do any work or order any materials before receiving the Engineer's decision regarding bottom of footing elevations you do so at your own risk and assume the responsibility for the cost of alterations to such work or materials in the event that revisions are required.

If you have any questions, feel free to call me at XXX-XXX-XXXX.

Sincerely,

"Provide a safe and reliable transportation network that serves all people and respects the environment"

NAME
Structures Representative
For
Resident Engineer
Attachments:
(none)

c. RE file
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Figure 1. Bottom of Footing Elevation Sample Letter

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<Mr. Contractor>
Project Manager
ABC USA
123 South 3rd Street
Fresno, CA 93726

Re: Bridge Footing and Seal Course Concrete Revisions

Dear <Mr. Contractor>,

This letter is to direct your attention to some important guidance information in the contract specifications regarding field revisions of the footing elevation and seal course thickness, and the potential elimination of the seal course.

Section 5I-1.03C(1) of the 2018 Standard Specifications states the bottom of footing elevations are approximate and the Engineer may order changes to the footing dimensions or elevations.

The Engineer will also determine whether seal courses shown on the plans must be used as shown, changed in thickness, or entirely eliminated, depending upon the water conditions existing at the time. Refer to Section 5I-1.03D(3) of the 2018 Standard Specifications.

The Engineer will establish final footing elevations, and/or determine the need for seal courses at the earliest time possible consistent with progress of the work. This is change order work. CO #XX will be issued to address this change.

You will be informed in writing of the Engineer's decision.

Should the you elect to do any work or order any materials before receiving the Engineer's decision regarding footing elevations, or pile footing elevations where seal

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<Mr./Ms./The Honorable Name>, <Title>

<Date>

<Page 5

courses are involved, and revision or elimination of the seal course is required, you do so at your own risk and assume the responsibility for the cost of alterations to such work or materials in the event that revisions are required.

If you have any questions, feel free to call me at XXX-XXX-XXXX.

Sincerely,

<NAME>

Structures Representative

For

Resident Engineer

Attachments:

(none)

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Job file

Figure 2. Bridge Footing and Seal Course Concrete Revisions Sample Letter

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<Current Date>

File: XX-XXXXXX
District-County-Route-RX/X
Project ID: XXXXXXXXXXXX
Fed No. XXXXXXXX-XXXX

<Mr. Contractor>
Project Manager
ABC USA
123 South 3rd Street
Fresno, CA 93726

Subject: Final Footing Elevation Determination – Bent XX

Dear <Mr. Contractor>:

As a follow up to Bridge Letter XX-XXX "of Bottom of Footing Elevation", upon a determination of field conditions and contract provisions, there will be no changes to the elevations and/or dimensions to the footing of Bridge XXXXXX(Br #xx-xxxx), at Bent XX. You are to proceed to construct the bridge bottom of footing with elevations and limits as specified per contract plans and specifications.

[OR]

As a follow up to Bridge Letter XX-XXX "of Bottom of Footing Elevation", upon a determination of field conditions and contract provisions, the bottom of footing elevation will be lowered two (2) feet to elevation 245.0, for Bridge XXXXXX(Br #xx-xxxx), at Bent XX.

A change order is forth coming to adjust the final pay quantities for Structural Concrete, Bridge Footing and Bar Reinforcing Steel (Bridge)for this change.

If you have any questions, feel free to call me at XXX-XXX-XXXX.

Sincerely,

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<Mr./Ms./The Honorable Name>, <Title>
<Date>
<Page 7

<NAME>
Structures Representative
For
Resident Engineer
Attachments:
(none)

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Figure 3. Final Footing Elevation Determination – Bent XX Sample Letter

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<Current Date>

File: XX-XXXXXX
District-County-Route-RX/X
Project ID: XXXXXXXXXXXX
Fed No. XXXXXXXX-XXXX

<Mr. Contractor>
Project Manager
ABC USA
123 South 3rd Street
Fresno, CA 93726

Subject: Final Seal Course Use Determination

Dear <Mr. Contractor>:

As a follow up to Bridge Letter XX-XXX "Bridge Footing and Seal Course Concrete Revisions" and upon a determination of field conditions and contract provisions, the seal course thickness for Bridge XXXXXX(Br #xx-xxxx), Bent XX, must be reduced from a plan thickness of 4' to 3'. There are no revisions to the bottom of footing elevation or its dimensions.

If you have any questions, feel free to call me at XXX-XXX-XXXX.

Sincerely,

NAME
Structures Representative
For
Resident Engineer
Attachments:
(none)

c. RE file
Job file

Figure 4. Final Seal Course Use Determination Sample Letter

"Provide a safe and reliable transportation network that serves all people and respects the environment"