DISTRICT #

CONSTRUCTION FIELD OFFICE

ADDRESS | CITY, CA XXXXX

MOBILE (XXX) XXX-XXXX | FAX (XXX) XXX-XXXX TTY 711

[www.dot.ca.gov](http://www.dot.ca.gov)

Current Date Contract XX-XXXXXX

County—Route—Postmile

Project Name

Contractor Representative’s Name

Contractor Representative’s Title

Contractor’s Company Name

Contractor’s Address

Contractor’s City, ST ZIP

Dear Contractor’s Representative’s Name:

Recently, our office was notified of the approval of Contract XX-XXXXXX and we look forward to working with you. Caltrans is committed to promoting the formation of a successful partnering relationship with contractors and stakeholders on every project; partnering is our way of doing business. Please accept this letter as an invitation to cooperatively work together as partners for the duration of this project.

Professionally facilitated partnering for this project is [**encouraged or required**], according to Section 5-1.09, “Partnering,” of the *Standard Specifications*. Please respond to this letter within 15 days and request the initial partnering workshop, following Section 5-1.09B(2), “Partnering Facilitator, Workshops, and Meetings.” Once received by Caltrans, we will work cooperatively to select a facilitator to provide the partnering services. I will reach out if a response is not received within 15 days.

For additional guidance, refer to the *Field Guide to Partnering on Caltrans Construction Projects,* available on the Division of Construction Partnering website:

<https://dot.ca.gov/programs/construction/partnering>

The guide is a valuable resource provided for both Caltrans and contractor personnel working at the project level to convey a commitment to partnering, define responsibilities, and provide tools for successful partnering.

Please contact me at (XXX) XXX-XXXX or by email at [Firstname.Lastname@dot.ca.gov](mailto:Firstname.Lastname@dot.ca.gov) if you have any questions.

Sincerely,

NAME

Resident engineer

Caltrans

c: File Category 55

Office engineer’s name

Caltrans office engineer