



Carter & Sloope
CONSULTING ENGINEERS

MEMORANDUM

DATE: December 3, 2013

TO: Mr. Bob Schwartz, City of Oxford
Mr. Jody Reid, City of Oxford
Ms. Connie Head, Technical Forestry Services
Mr. Chase West, P.E., Carter & Sloope, Inc.
Ms. Gina Shelnut, Anderson Grading & Pipeline, Inc.
Mr. Jason Anderson, Anderson Grading & Pipeline, Inc.
Mr. Pete Taylor, Carter & Sloope, Inc.

FROM: Martin C. Boyd, P.E., Carter & Sloope, Inc.

RE: City of Oxford
Water System Improvements on S.R. 81 and Asbury Street
C & S Project No. O9800.001

The preconstruction conference has been scheduled for **December 18, 2013 at 8:30 a.m.** at the City of Oxford located at 110 West Clark Street, Oxford, Georgia. Your presence at this meeting is required so that we may coordinate plans, discuss the contract requirements and address any questions or concerns prior to construction. The Contractor should bring a project schedule, a sample pay estimate and an estimated construction draw schedule to this meeting. I appreciate your valuable time and cooperation. Please contact me if you have any questions or concerns.