**DATE:**

**TO:** District Engineer **PRIMARY COUNTY:**

**FROM:** Office of Design **PHASE #:**

**BID LETTING DATE:** **WORK CODE:**

The following sheets have been revised or added for this project:

See sheet A.0? for a description and signature blocks for the revisions.

cc: Kent Nicholson --Design Engineer

VACANT --Assistant Design Engineer

James Nelson --Office of Bridges and Structures

Wes Musgrove--Office of Materials & Construction

Name --Assistant District Engineer

Name --Resident Construction Engineer (email plus 2 full size copies)

[Timothy Marshall](Timothy.marshall@dot.gov) – FHWA

Original --W:\OperationsFinance\DocumentServices\Oce\Plan Revisions

**District Engineer:**

District 1 - Smyth, Allison;

District 2 - Humpal, Nickolas;

District 3 - Felix, Jessica;

District 4 - Schram, Scott;

District 5 - Younie, Bob;

District 6 - Schnoebelen, Jim

**cc**:

Kennerly, Michael; Nicholson, Kent; Nelson, James S; Musgrove, Wes; Marshall, [Timothy](file:///\\ntdfs\(W)DataStor\Highway\Design\MethodsSection\ShellLetters\ShellLettersOnWeb\Timothy.marshall@dot.gov);

**Assistant District Engineer:**

District 1 - Vortherms, Jeremy;

District 2 - Kelly, Mary;

District 3 - Tymkowicz, Shane;

District 4 - Mayberry, Wes;

District 5 - McElmeel, Steven;

District 6 - Tibodeau, Jesse;

**Resident Construction Engineers**:

District 1 - Leong, Frank; Hoskins, Jenny; Skogerboe, Dustin;

District 2 - Olsen, Andrew; Loecher, Ron;

District 3 - Klemme, Jason; {Resident Construction Engineer};

District 4 - Dorsett, David; Smith, Brian;

District 5 - Finarty, Liz; VanBuskirk, Christy;

District 6 - Lamping, John; Simonson, Adrian; Holak, Hugh;

**Contact revision request:**

Email [DOT-Shell-Support](mailto:DOT-Shell-Support@iowadot.us?subject=Cover%20Memo%20Shell%20Letter%20Contact%20revision%20request)

Subject: Cover Memo Shell Letter Contact revision request

Copy and Paste into body of email

Please change the Shell Letter Contact *[Contacts name and email]*.

They were in this position *[Title ; position ; District ; Bureau].*

They reported to *[Contacts name and email].*

*[Contacts name and email]* is the New *[Title ; position ; District ; Bureau]*.

This change needs to be done on *[ALL Shell Letters; Indicate Shell Letter(s) if different then email subject].*

Thank you

**Revision request:**

Email [DOT-Shell-Support](mailto:DOT-Shell-Support@iowadot.us?subject=Cover%20Memo%20Shell%20Letter%20revision%20request)

Subject: Cover Memo Shell Letter revision request

Copy and Paste into body of email

Please find the attached Markup with the requested change. [Screen image of change, or marked up document]

This change needs to be done on *[ALL Shell Letters; Indicate Shell Letter(s) if different then email subject].*

Thank you