**Plan Revision Memo electronic submittal, sent by the Section Engineer.**

**You can use the sample email below to paste the text and cc list into your email (add any information listed in red).**

**From:** Your name will appear here automatically (Section Engineer)
**Sent:** Date will appear automatically

**To:**  District Engineer
**Cc:** Kennerly, Michael; Nelson, James S; Musgrove, Wes; Assistant District Engineer, Resident Construction Engineer

**Subject:** Insert Phase Number – Plan Revision, Bid Letting date: (XXXXX)

Plan Revision

        Primary County:

        Phase Number:

        Project Code:

This memo is to inform you of an upcoming plan revision for this project. The revision will involve \_\_\_\_\_\_.

If you have any questions or comments feel free to email me.

**District Engineer**:

District 1 - Gustafson, Tony;

District 2 - Ranney, Ejon;

District 3 - Lazarowicz, Tony;

District 4 - Schram, Scott;

District 5 - Younie, Bob;

District 6 - Schnoebelen, Jim

**Assistant District Engineer:**

District 1 - Smyth, Allison;

District 2 - Humpal, Nickolas;

District 3 - Tymkowicz, Shane;

District 4 - Mayberry, Wes;

District 5 - McElmeel, Steven;

District 6 - Tibodeau, Jesse;

**Resident Construction Engineers:**

District 1 - Meyer, Brian; Hoskins, Jenny; Skogerboe, Dustin;

District 2 - Howe, Kenneth; Loecher, Ron;

District 3 - Herbst, Dean; Johnson, Kirk;

District 4 - Dorsett, David; Smith, Brian;

District 5 - Finarty, Liz; Giarmo, Lauren;

District 6 - Neuhaus, Shane; Simonson, Adrian; Holak, Hugh;

**District TSMO Engineers:**

Swisher, Andy;   District 1, District 2 (except Blackhawk Co.), and I-35 in District 5

Yates, Austin;   District 3 and District 4

Abuissa, Newman;   District 6, District 5 (except I-35), and Blackhawk Co. (District 2)

