## Month, day, year

RE: **Cedar Rapids Roadway Improvement Project:**

PROJECT NAME (CIP #XXXXXXX)

Dear Resident or Owner:

The City of Cedar Rapids is proud to share that street improvements are scheduled in your neighborhood. You are cordially invited to an open house to learn about the projects, including details of the work and how construction will be phased to help minimize impacts to the area.

**Open House**

**Day, Date**

**5:30 PM – 6:30 PM**

**Location Name  
Location Address**(20-minute presentation to begin at 5:30 PM)

If you are unable to attend the open house, we welcome your comments and questions through the following methods:

**Call us**: The City’s project team can answer your general questions at 319-286-5778.

If you have specific project questions, please contact the City’s Project Manager, Design PM Name, desk phone, email address.

**Email us: pavingforprogress@cedar-rapids.org**. Please include your mailing address, so we know which property you are referring to.

**Comment form:** Complete the enclosed comment form and mail it back. You can also complete the form online at **www.cityofcr.org/pavingsurvey**.

Thank you for your support.

Sincerely,



Douglas F. Wilson, P.E.

Paving for Progress Program Manager, City of Cedar Rapids

**PROJECT INFORMATION**

**SUMMARY OF IMPROVEMENTS:**

This project includes reconstruction of roadway pavement, sanitary sewer main and services, sidewalks, water main and services, storm sewers and intakes, and related work.

**PROJECT TIMELINE:**

We expect to relocate private utilities including electrical and communications lines, gas mains, and other facilities in season, year. Bids for the first construction contract are currently scheduled to be taken during season, year with construction starting in year when weather permits. Construction is expected to take X years.

**WILL STREETS BE CLOSED DURING CONSTRUCTION?**

Portions of streets in the project areas will be closed during water main and storm sewer replacement, and pavement reconstruction. Efforts will be taken to minimize impact to area residents and businesses during closures and coordinate detour signage with other construction projects in the area. Business and resident access will be maintained to the extent possible.

**WILL SIDEWALKS OR DRIVEWAYS BE REPLACED?**

Sidewalks will be both reconstructed and extended as part of this project, at City cost.

***Thank you for your collaboration as we work to improve our streets.***

[MAP OF PROJECT AREA]

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the Public Works Department Paving for Progress team at (319) 286-5778 or pavingforprogress@cedar-rapids.org as soon as possible, but no later than 48 hours before the scheduled event. TTY users may also call 711 (Iowa Relay Service).