

City Hall • 8500 Santa Fe Drive
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www.opkansas.org

SAMPLE

August 21, 2018

Jennifer Mathes
Black & McDonald
6001 Front Street
Kansas City, MO 64120

STREET LIGHT REMOVAL REQUEST
QUIVIRA ROAD – 159TH STREET TO 179TH STREET
CIP PROJECT NUMBER TH-1665

Dear Jennifer:

On August 20, 2018, the Acting Director of Public Works approved the following Work Request:
WR#1035 – Quivira Road , PK3691

Enclosed is a signed copy of your proposal. A purchase order will not be created for this Work Request. Please process this paperwork but **DO NOT RELEASE TO CONSTRUCTION UNTIL SO ADVISED IN WRITING BY THIS DEPARTMENT.**

We would appreciate at least 48 hours notice prior to removal of any streetlight pole containing traffic control signs (i.e. STOP or YIELD). Please contact Sean Ruis (913-327-6655) if any City traffic control signs need to be removed from your facility prior to removal.

After completion of the actual work in the field, please invoice the undersigned and reference the applicable Work Request Number(s). Payment will be made from budgeted City funds.

Sincerely,

SALLY WACHTEL
CONTRACT SPECIALIST

Enclosure

Email: Brian C. Shields, P.E., City Traffic Engineer
Bruce Wacker, P.E., Assistant City Traffic Engineer
Zach Matteo, P.E., Sr. Civil Engineer
Sean Ruis, Supervisor, Public Works Maintenance
Larry Killer, Sr. Traffic Engineering Technician