

City Hall • 8500 Santa Fe Drive  
Overland Park, Kansas 66212  
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www.opkansas.org

June 28, 2018

**SAMPLE**

Dana Vandiver  
Lead Dispatcher  
Black & McDonald  
6001 Front Street  
Kansas City, MO 64120

**STREET LIGHT REMOVAL REQUESTS  
CIP PROJECT NUMBER SL-1437**

Dear Dana:

On October 9, 2017, the Director of Public Works approved the following Work Requests:

- Work Request No. 1017 – 11 streetlights-PK0127 to 0134 and 0136 to 0138
- Work Request No. 1025 – 4 streetlights-PK0922, 0924, 0925, 3591
- Work Request No. 1026 – 30 streetlights-PK3471 to 3482, 3485 to 3502
- Work Request No. 1027 – 16 streetlights-PK3436 to 3451
- Work Request No. 1028 – 28 streetlights-PK1587, 1647 to 1651, 1685, 1698 to 1699, 1762 to 1780
- Work Request No. 1029 – 13 streetlights-PK2999 to 3002, 3057,3058, 3061,3062, 3065,3066,3070,3071, 3074
- Work Request No. 1030 – 14 streetlights-PK1574 to 1580, 1785, 1889 to 1894

Enclosed are signed copies of your proposals and purchase order(s) for your file.

This letter serves notice that you are hereby authorized to proceed with the work. Please process this paperwork and **RELEASE TO CONSTRUCTION** as soon as you can.

*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 the poles prior to removal.*

Be advised that the streetlights being removed are included in the overall number of streetlights you contractually maintain for our Maintenance Division. Upon completion of the work requested here, the number of lights contained in the agreement can be reduced to 1,848.

Please invoice the undersigned and reference the applicable Work Request Number(s) once the field work is completed. Payment will be made from budgeted City funds.

Guy Alon  
Civil Engineer Senior

Enclosures

email:

Brian Shields, P.E., City Traffic Engineer  
Rich Profaizer, Manager of Maintenance Operations  
Sean Ruis, Public Works Maintenance Supervisor

Larry Killer, Traffic Engineering Technician Senior  
Dennis Torrence, Transportation Inspector I  
Jennifer Gilbert, Contract Specialist