DATE

Jennifer Mathes

Black & McDonald

6001 Front Street

Kansas City, MO 64120

STREET LIGHT REMOVAL REQUESTS

PROJECT NAME

CIP PROJECT NUMBER NUMBER

Dear Jennifer:

On DATE, the Director of Public Works approved the following Work Requests:

Work Request No. NUMBER – STRET NAME (WHERE TO WHERE)

Work Request No. NUMBER – STRET NAME (WHERE TO WHERE)

Work Request No. NUMBER – STRET NAME (WHERE TO WHERE)

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.*

Please also 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 XXXX.

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.

NAME

TITLE

Enclosures

email:

Brian C. Shields, P.E., City Traffic Engineer

Rich Profaizer, Manager of Maintenance Operations

Sean Ruis, Supervisor, Public Works Maintenance

Name, Transportation Project Inspector, Sr

Larry Killer, Traffic Engineering Technician, Sr

Project Manager Name & Title (if applicable)