

Streetlighting Removal Procedure During Construction

1. Will the work be released to construction immediately? (if not, skip to step 2). If “Yes”, the Contract Specialist (Berry Lutz) will:
 - a. Insert the date in the “Date Released to Constr” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
 - b. Write a letter to Black & McDonald informing them to “release to construction”. The letter should reference the Work Request Number, the project name and CIP number. Include the original proposal form signed by the Director of Public Works and a copy of the purchase order that encumbers the funds.
 - c. Copy the following on the letter to Black & McDonald releasing the work to construction:
Project Manager
Transportation Project Inspector
Traffic Maintenance Supervisor
Traffic Engineering Technician, Sr (Larry Killer)
City Traffic Engineer
 - d. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Release to Construction Letters to Black & McDonald
 - e. Skip to step 4
2. If the work will not be released to construction initially, the Contract Specialist (Berry Lutz) will:
 - a. Insert the word “HOLD” in the “Current Status” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
 - b. Write a letter to Black & McDonald informing them to “hold until further notice”. The letter should reference the Work Request Number, the project name and CIP number. Include the original proposal form signed by the Public Works Director and a copy of the purchase order that encumbers the funds.
 - c. Copy the following on the letter to Black & McDonald releasing the work to construction:
Project Manager
Transportation Project Inspector
Traffic Maintenance Supervisor
Traffic Engineering Technician, Sr (Larry Killer)
City Traffic Engineer
 - d. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Release to Construction Letters to Black & McDonald
 - e. Skip to step 4
3. When the work is finally ready to “release to construction”, (if it was already released, skip to step 4), the project manager will be required to:

- a. Write a letter to Black & McDonald informing them to “release to construction”. The letter should reference the Work Request Number, the project name and CIP number and the purchase order number.
 - b. The project manager will insert the date in the “Date Released to Constr” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
 - c. Copy the following on the letter to Black & McDonald releasing the work to construction:
Project Manager
Transportation Project Inspector
Traffic Maintenance Supervisor
Traffic Engineering Technician, Sr (Larry Killer)
City Traffic Engineer
 - d. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Release to Construction Letters to Black & McDonald
4. Black & McDonald will inform their staff when to begin the removal process based on the City of Overland Park’s correspondence. They will coordinate with Cellnet to make sure they remove any equipment from the poles prior to the removal.
5. When Black & McDonald has completed the removal, they will send the final invoice to the Overland Park project manager or traffic engineering representative and let them know the work has been completed.
 - a. Make sure the invoice references the WR#, the description of work showing the appropriate street(s) and our Purchase Order number.
6. The Overland Park project manager or traffic engineering representative will:
 - a. Perform a field review to insure that all the work, including restoration (if required), is complete
 - b. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Invoices from Black & McDonald
 - c. Insert the date into the “Field Check” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
 - d. Insert the date into the “Invoice Date” column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
 - e. Sign and submit the invoice from Black & McDonald to Berry Lutz and indicate the work is complete
7. The Contract Specialist (Berry Lutz) will:
 - a. Stamp the original copy of the invoice for approval
 - b. Make one copy of the Invoice and save it in the “KCP&L Streetlight Buyout” paper file
 - c. Send the original invoice to Finance for payment.
8. Finance will:
 - a. Return a copy of the original invoice to Black & McDonald with our payment.
 - b. Keep the original copy for their files

9. The project manager will write a letter to KCP&L (Elvis Butler) telling them what lights have been removed with instructions for them to remove them from their database prior to the next monthly invoice. The information they need is as follows:
 - a. The project name the removals are associated with, along with the CIP number
 - b. The Work Request Number for each street
 - c. The PK numbers associated with each Work Request Number
 - d. The date each of the Work Requests were completed
 - e. A request to revise the data associated with our account and to adjust the billing amount.
 - f. Copy the following on the letter to KCP&L:
City Traffic Engineer
Traffic Engineering Technician, Sr. (Larry Killer)
Project Manager
Manager of Maintenance Operations
Traffic Maintenance Supervisor
 - g. Insert the date the letter was sent to KCP&L in the "Date Letter Sent to KCP&L" column on the "Invoice Status" tab in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
 - h. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Removal Notice Letters to KCP&L
 - i. Insert the date the lights were removed in the "Date Removed" column on the "Inventory" tab in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
10. The Traffic Engineering Technician (Larry Killer) will:
 - a. Delete the streetlights out of the CAMP database immediately after receiving a copy of the letter to KCP&L
 - b. Track the KCP&L monthly billings and verify that the removed lights have been indicated on the monthly billing
 - c. Insert the date in the "Date Deleted from CAMP" column in the KCP&L Streetlight Buyout Removal Log spreadsheet
 - d. Insert "Complete" in the "Current Status" column in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet
11. Traffic Maintenance Supervisor will:
 - a. Write an email to Black & McDonald (Jennifer Mathes) requesting them to revise the billing agreement they have with the City since lights have been removed from our system.
 - b. The email should be copied to:
Manager Operations Manager