

Streetlighting Removal Procedure During Construction

The following procedure describes the process that is required in order to remove existing streetlighting that the City of Overland Park purchased from Kansas City Power and Light (KCP&L). This process is the same whether it is associated with a project or as a stand alone request that is not project related.

1. Will the work be released to construction immediately? (if not, skip to step 9). 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)
Manager of Maintenance Operations
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 11
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 11
3. When the work is finally ready to “release to construction”, (if it was already released, skip to step 11), 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
Manager of Maintenance Operations
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 (David Sutphin) 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 wattage and type (OW or USE, etc.)
 - e. The date each of the Work Requests were completed
 - f. A request to revise the data associated with our account and to adjust the billing amount.
 - g. 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
 - h. 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.
 - i. 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
 - j. 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:

Last Revised 11/20/14

- 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

Last Revised 11/20/14

August 8, 2013

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

SAMPLE

**STREET LIGHT REMOVAL REQUESTS
2014 CDBG NEIGHBORHOOD STREET RECONSTRUCTION
CIP PROJECT NUMBER SR-1426**

Dear Jennifer:

This letter serves as a request for Black & McDonald to provide a cost to remove eighteen (18) streetlights in conjunction with the 2014 CDBG Neighborhood Street Reconstruction project. The streetlights are located on different streets. Therefore, I have listed them on separate work requests. The following identifies each of the streetlights that will need to be removed. I have also included plan sheets showing the locations of each pole. The construction for the project is scheduled to begin March 2014 and be completed by November 2014. The work most likely will not occur on all streets at once. I will provide you a letter releasing each street to construction at the appropriate time. At this time please provide a separate cost to remove the streetlights for each of the work request numbers listed below along with a construction drawing showing the work required.

73rd Street (Metcalf Avenue to Lamar Avenue) Work Request No. 1000

PK-0526, PK-0527, PK-0528, PK-0529, PK-0530, PK-0543, PK-0542, PK-0540, PK-0539

Total of 9 streetlights

Glenwood (74th Street to 75th Street) Work Request No. 1001

PK-0555, PK-0554, PK-6021

Total of 3 streetlights

78th Terrace (Walmer to the west) Work Request No. 1002

PK-3669, PK-0597, PK-0598, PK-0599, PK-0600, PK-0601

Total of 6 streetlights

If you have any questions or comments, please feel free to contact me at (913) 895-6027.

Sincerely,

BRUCE L. WACKER, P.E.
ASSISTANT CITY TRAFFIC ENGINEER

initials

Enclosure: Plan Sheet

email:

Brian C. Shields, P.E., City Traffic Engineer
Sean Ruis, Traffic Maintenance Supervisor
Contract Specialist

Richard Profaizer, Manager of Maintenance Operations
Larry Killer, Traffic Engineering Technician, Sr.
David Sutphin, KCP&L

EXHIBIT 2



SAMPLE

6001 Front Street, Kansas City, MO. 64120
Phone: 816-483-0257 Fax: 816-483-5159

Proposal

SUBMITTED TO: CITY OF LENEXA, KS	DATE: 5/8/2012
	PHONE/FAX: 913-915-9600
ATTENTION: MONTY ZIMMERMAN	JOB NAME THE RICE HOUSE
ADDRESS: 12350 W 87 ST PKWY	JOB LOCATION: 87 ST & LACKMAN
CITY/STATE/ZIP: LENEXA, KS 66215	ENGINEER/DATE OF PLANS: 5/8/2012
SCOPE OF WORK TO BE PERFORMED: TRANSFER UNDERGROUND SERVICE TO NEW KCPL POLE. OUTAGE FOR RICE HOUSE TO BE SCHEDULED DURING OVERTIME HOURS. KCPL WILL TRANSFER SERVICE AND WILL COORDINATE WITH B&MCD.	
Exclusions and clarifications: <ol style="list-style-type: none">1. Tax is excluded.2. Any repair or replacement of the existing conduit system, circuit cable or junction boxes is excluded.3. Any permits or fees are excluded.4. Any major traffic control is excluded.	
We propose to complete the project according to the plans for the sum of: SIX THOUSAND, NINE HUNDRED DOLLARS AND NO CENTS----- (\$6,900.00)	
Authorized Signature:	
Acceptance of proposal:	Date:

Last Revised 11/20/14

November 26, 2014

SAMPLE

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

STREET LIGHT REMOVAL REQUESTS
2014 CDBG NEIGHBORHOOD STREET RECONSTRUCTION
CIP PROJECT NUMBER SR-1426

Dear Jennifer:

On September 1, 2013, the Director of Public Works approved the following Work Requests:

Work Request No. 1000 – 73rd Street (Metcalf Avenue to Lamar Avenue)
Work Request No. 1001 – Glenwood (74th Street to 75th Street)
Work Request No. 1002 – 78th Terrace (Walmer to the west)

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

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.

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.

BERRY LUTZ,
Enclosures

email:
Brian C. Shields, P.E., City Traffic Engineer
Kyle Kieckmann, P.E., Civil Engineer II
Sean Ruis, Supervisor, Public Works Maintenance
Ron DeSota, Transportation Project Inspector, Sr
Larry Killer, Traffic Engineering Technician, Sr

EXHIBIT 8

Last Revised 11/20/14

November 26, 2014

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

SAMPLE

STREET LIGHT REMOVAL REQUESTS
2014 CDBG NEIGHBORHOOD STREET RECONSTRUCTION
CIP PROJECT NUMBER SR-1426

Dear Jennifer:

On September 1, 2013, the Director of Public Works approved the following Work Requests:

Work Request No. 1000 – 73rd Street (Metcalf Avenue to Lamar Avenue)

Work Request No. 1001 – Glenwood (74th Street to 75th Street)

Work Request No. 1002 – 78th Terrace (Walmer to the west)

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

BERRY LUTZ,
CONTRACT SPECIALIST

Enclosures

email:

Brian C. Shields, P.E., City Traffic Engineer
Kyle Dieckmann, P.E., Civil Engineer II
Sean Ruis, Supervisor, Public Works Maintenance
Ron DeSota, Transportation Project Inspector, Sr
Larry Killer, Traffic Engineering Technician, Sr

EXHIBIT 9

October 1, 2013

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

SAMPLE

RE: REMOVAL OF EXISTING STREET LIGHTS
WORK REQUEST NO. 1000 – 73RD STREET (METCALF AVE TO LAMAR AVE)
WORK REQUEST NO. 1001 – GLENWOOD (74TH STREET TO 75TH ST)
WORK REQUEST NO. 1002 – 78TH TERRACE (WALMER TO THE WEST)

Dear Jennifer:

On September 1, 2013, the Director of Public Works approved the following Work Requests associated with the 2014 CDBG Neighborhood Street Reconstruction project (CIP No. SR-1426):

Work Request No. 1000 – 73rd Street (Metcalf Avenue to Lamar Avenue)
Work Request No. 1001 – Glenwood (74th Street to 75th Street)
Work Request No. 1002 – 78th Terrace (Walmer to the west)

The signed Work Requests and purchase orders have previously been sent to you but the work was not released to construction at that time. At this time, we would like you to **RELEASE TO CONSTRUCTION**.

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,

BRUCE L. WACKER, P.E.
SUPERVISORY CIVIL ENGINEER

Email: Brian C. Shields, P.E., City Traffic Engineer
Kyle Dieckmann, Civil Engineer II
Ron DeSota, Transportation Inspector, Sr
Larry Killer, Traffic Engineering Technician, Sr.
Sean Ruis, Supervisor, Public Works Maintenance

EXHIBIT 10

October 15, 2013

Mr. David Sutphin
Kansas City Power & Light
P.O. Box 418679
Kansas City, MO 64141-9679

SAMPLE

RE: Street Light Removals from Purchased Leased Lights

Dear David:

The City of Overland Park **removed 14 streetlights** as part of our roadway improvement projects. Prior to their removal, these streetlights were part of the City's leased lighting purchase with KCP&L that became effective July 1, 2013 with the Streetlight Sale Agreement. The purpose of this letter is to confirm that the streetlight removals listed below have been or will be accurately reflected on the City's bill for this account (Account No. 2528348469). This account is based on estimated energy usage per kilowatt hour calculated in accordance with Tariff Schedule 70, Off-Peak Lighting Service. Therefore, the charge needs to be adjusted for every streetlight that is removed or modified in accordance with Section 4.4 of the Agreement as follows:

At any time the City makes any changes to the System that may affect energy consumption, it will provide the Company a report detailing such changes. The Company will adjust its billing as appropriate.

The following streetlights were removed on the dates indicated below. Please see the breakdown of wattage, type and PK number:

73rd Street (Metcalf to Lamar)

Five (5) 100W HPS OW: PK-0526, PK-0527, PK-0529, PK-0530, PK-0543,

One (1) 250W HPS OW: PK-0528

Three (3) 100W HPS USE: PK-0539, PK-0540, PK-0542

Total of 9 streetlights removed 5/6/14

Glenwood (73rd Street to 75th Street)

Two (2) 100W HPS OW: PK-0555, PK-6021

One (1) 100W HPS USE: PK-0554,

Total of 3 streetlights removed 5/6/14

Riggs Lane (74th Street to 75th Street)

Two (2) 100W HPS USE: PK-0549, PK-0550

Total of 2 streetlights removed 5/6/14

Please adjust our account accordingly. If you have any questions or comments, please feel free to contact me at (913) 895-6027.

Sincerely,

Last Revised 8/8/13

BRUCE L. WACKER, P.E.
ASSISTANT CITY TRAFFIC ENGINEER

Email:

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

Kyle Dieckmann, Civil Engineer II
Larry Killer, Traffic Engineering Technician, Sr.