

PROCEDURE FOR ASSIGNING A COMPRESSED NATURAL GAS SERVICE ADDRESS TO A TRAFFIC SIGNAL AND ACQUIRING GAS SERVICE ON SITE

Initial Project Coordination with Kansas Gas Service or Atmos Energy

The project manager or consultant should perform the initial work to locate the compressed natural gas (CNG) generator based on field conditions where there is an existing gas service. In general, the CNG generator should be located on the same corner as the traffic signal controller whenever possible. If having the same location is not possible, the address on the CNG generator shall still match the address for the traffic signal controller with the exception of the two letter suffix at the end (SC & GS).

The Kansas City Metro Gas Service Area Boundary Map (Exhibit 1) should be consulted to determine which gas company should be contacted, Kansas Gas Service or Atmos Energy. The appropriate gas company should be contacted to verify if a natural gas service can be provided to the proposed location before the preliminary plan set is created. Coordination with the appropriate gas company can be performed verbally or in writing. In either case, it may be beneficial to send the gas company a plan sheet or conduct a field meeting.

When requesting a gas service, determine if there will be a charge to obtain service at the proposed location. The gas companies can generally provide service to the proposed location, but there may be a significant cost associated. A gas main extension agreement should be avoided if possible. Ensure that the proposed location is the best and most cost effective location and that an existing gas line cannot be used to provide a better or cheaper alternative. If the CNG generator can be relocated to a more optimal location, make the design change. If not, ask the gas company to provide an estimate of the cost associated with obtaining service.

If a gas service is needed from Atmos Energy, a separate contract will need to be set up with their pre-approved contractor (Exhibit 2). Obtain a quote from the pre-approved contractor (Exhibit 2) in order to get an estimated cost of the work.

If the consultant is coordinating this effort, the consultant should provide a copy of all correspondence to the gas companies to insure that the necessary discussions have occurred. Save copies of all letters and emails in the project directory on the K: drive.

After the gas company has agreed to a preliminary service location, the project manager or consultant should prepare a preliminary plan sheet showing the location of the CNG generator and the approximate location of the gas line with notes indicating the location of where gas service will be obtained.

Coordination with Planning & Development Services Department for Compressed Natural Gas Service Address

A site plan sheet layout with the following shall be provided to Therese Lyons, Development Coordinator, (extension 6237) for all control center and meter address requests:

1. A street intersection including the names of the streets (public and/or private drives);
2. A north arrow;
3. Approximately 200 feet radius of address point information, or greater if there is no new development around the proposed CNG generator.

All of the above information can be obtained from the Arc Map (GIS) or copied from plans. On new developments, a copy of the plans will suffice since the aerials will not show the new development. Therese will need a hard copy of the plan sheet with the above information.

Put the above information on an 8 ½” by 11” piece of paper with a description of what you are requesting and the date you gave it to Therese. Either put it in Therese’s mailbox or email with the attachment. The words “**Address Requests**” should be printed somewhere or in the “subject” field of an email.

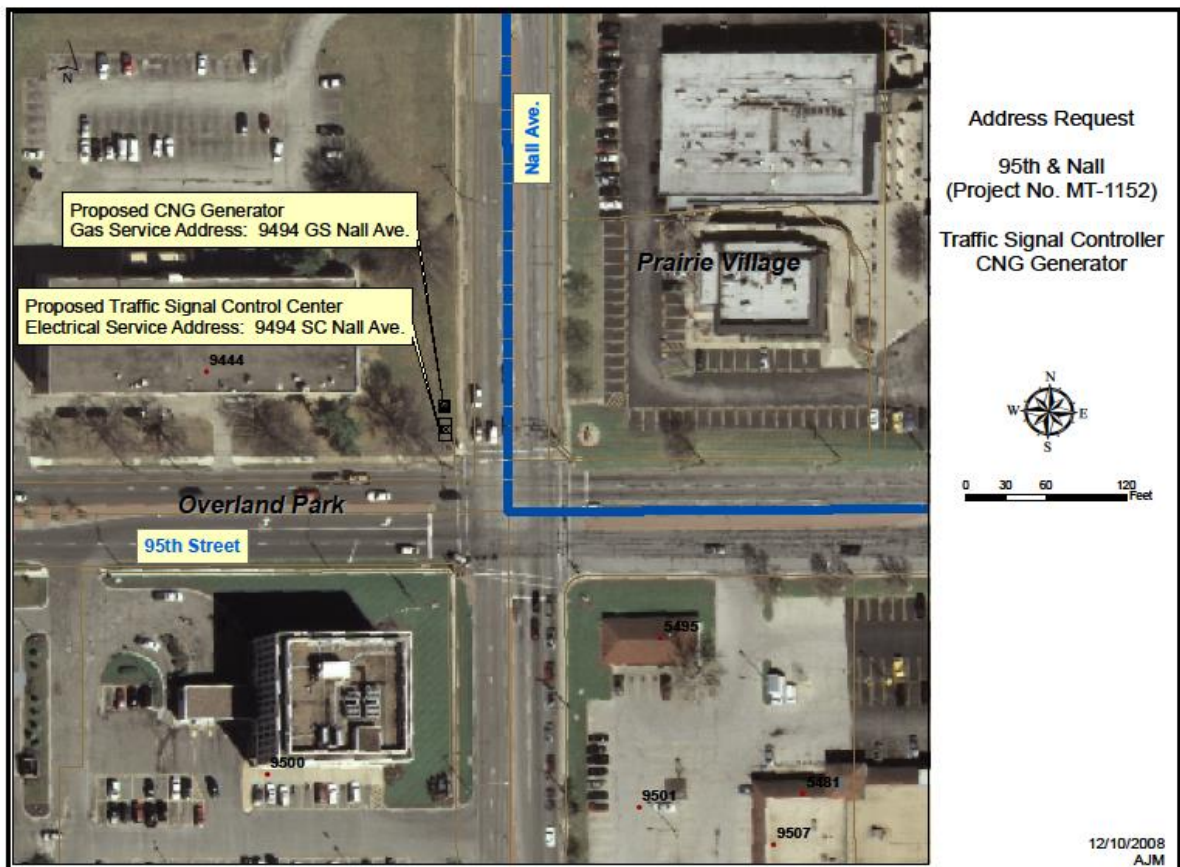
In lieu of the above, the preferred method is to create a site plan layout in GIS and export it as a JPEG or PDF file to the K:\projects directory. Below is a summary of steps of how to create a site plan sheet for addressing requests in GIS:

Creating a Site Plan Sheet Layout in GIS

1. Open up ArcMap and bring up the latest aerial where the controller will be located.
2. Add appropriate address information by clicking on the “Add Layers” button on the side tool bar and click on the “+” sign in front of “general” to expand the folders. Click on the box next to “Address Points” then click “Add Selected Layers” at the bottom of the window. Note, the “Address Points” layer should appear in the far right hand side and should be active. Right click on the “Address Points” in the layer control and select “Label Features”.
3. You will then be able to see all addresses. Try not to duplicate an address unless otherwise impossible to avoid.
4. Use the “Graphics” tool on the lower tool bar to draw a circle where the controller will be located.
5. Use the “Callout Text” tool to draw a text box and insert the proposed address according to standard practice. CNG Generators will have a “GS” extension, but the numerical address will match the traffic signal controller exactly.

6. The two-letter extensions to be assign to the back of each address is as follows:
 - Street Lighting Control Centers – “LC”
 - Traffic Signal Control Centers – “SC”
 - Compressed Natural Gas Generator – “GS”
 - Parks and Recreation Services – “PR”
 - Flood Warning Alert Systems – “FW”
 - Road Weather Information System – “WS”
 - Emergency Sirens – “ES”
7. Select the “Create Layout” button to create a report of what you have added to the site plan. Modify the title as “CNG Generator Service” request for _____” as appropriate.
8. Click “File”, “Export” and export the file to a JPEG or PDF file and save a copy in the K:\projects directory.
9. Email Therese a copy of the file with the words “CNG Service Address Request”.
10. Save the email in the K:\projects directory as “Gas Service Address Request to Lyons.
11. When Therese sends a reply back that the system has been updated, save a copy of his email in the K:\projects directory as “Gas Service Address Request from Lyons”.

Example of address request submittal to Planning and Development Services .



The project file shall have a copy of when you requested it from Therese and when you received the information from him for tracking purposes.

Therese will approve the address or modify the address as needed and enter the address into the Tidemark system. The Tidemark system is Planning's tracking system and it contains all addresses that have been approved in the City. This process must be followed so the contractor can acquire a service permit at the time of construction. If the contractor requests a permit for the work, but the address is not in the Tidemark system, a permit cannot be pulled.

Expect at least one full day before an address can be provided and entered into the Tidemark system.

Applying for Gas Service with Kansas Gas Service

The project manager should complete the process of applying for gas service from Kansas Gas Service. Tony Cellitti is the contact person for Kansas Gas Service. Kansas Gas requires a "Service Line Application" (rev 1-1-14) (Exhibit 3) in order to request gas service. The gas service address shall match the address approved by Planning and Development Services. The CNG generator address shall be shown on the plans in the lower right hand corner outlined with a box.

A copy of the "Service Line Application" (rev 1-1-14) (Exhibit 3) should be sent to the Kansas Gas Service with a plan sheet and cover letter (Exhibit 4). The cover letter (Exhibit 4) should indicate the project schedule, when power is required, and should include the words:

"Please begin whatever work is necessary to ensure that we can obtain gas service at these locations at the specified time."

This will trigger the Kansas Gas Service to send the paperwork to their construction division so they can begin to develop a plan.

Keep a copy of all correspondence. There have been times when they have indicated that the request was never received. This occurs primarily because the request was made up to 2 years ahead of construction. Being able to pull out copies of the letter and "Service Line Application" (rev 1-1-14) (Exhibit 3) is imperative.

If there will be a charge for providing the gas service, the Kansas Gas Service will likely send a cover letter, plan sheet, and invoice back. The provided plan sheet will detail the work required to provide the work and indicate any work that may be the responsibility of the City of Overland Park and work that is the responsibility of the Kansas Gas Service. The invoice will need to be paid before Kansas Gas Service initiates any work.

Approve the invoice by signing and dating it. Write the project number on the invoice and give it to the contract specialist who is assigned to the project. Also, send an email to

the project manager that explains the charge that will be assessed to the project and the associated cost.

Applying for Gas Service with Atmos Energy

The project manager should complete the process of applying for gas service from Atmos Energy. Tony Benedict is the contact person for Atmos Energy. Atmos Energy requires a “New Meter Set Application” (Exhibit 5) and a “Request for Elevated Pressure” (Exhibit 6) in order to request gas service. The gas service address shall match the address approved by Planning and Development Services. The CNG generator address shall be shown on the plans in the lower right hand corner outlined with a box.

A copy of the “New Meter Set Application” (Exhibit 5) and the “Request for Elevated Pressure” (Exhibit 6) should be sent to Atmos Energy with a plan sheet and cover letter (Exhibit 7).

Cost estimates for performing the work shall then be obtained from the pre-approved Atmos Energy contractor (Exhibit 2) as Atmos Energy will not be performing the construction of the gas service. The project manager should make a determination if the quote is acceptable. If the cost is exorbitant, the City may opt for not installing natural gas connections at the site. A copy of the “New Meter Set Application” (Exhibit 5) and the “Request for Elevated Pressure” (Exhibit 6) should also be sent to the gas service contractor with a plan sheet and cover letter (Exhibit 7).

Keep a copy of all correspondence. There have been times when they have indicated that the request was never received. This occurs primarily because the request was made up to 2 years ahead of construction. Being able to pull out copies of the letter, “New Meter Set Application” (Exhibit 5) and the “Request for Elevated Pressure” (Exhibit 6) is imperative.

The gas service contractor will likely send a cover letter, plan sheet, and invoice back. The provided plan sheet will detail the work required to provide gas and indicate any work that may be the responsibility of the City of Overland Park and work that is the responsibility of the gas service contractor. For quotes under \$5,000, the Contract Specialist can get the work approved via a purchasing card (P-card). For work greater than \$5,000, a purchase order will have to be generated. Quotes between \$5,000 and \$10,000 can be approved with a purchase order at the department level. If the quote is between \$10,000 and \$30,000, proper staff comments are required for approval of a sole source contractor.

Obtaining a Gas Service Permit at the Time of Construction

Prior to beginning construction on the CNG gas generator control center, the contractor is required to apply for a Gas Service Permit (Commercial Building Permit Application) (Exhibit 8) from the City of Overland Park Planning and Development Services

Department. Building Permit Representative at the front counter will help with this. The contractor will not be required to pay a fee as long as it is for a City project. The form needs to be picked up and filled out and returned to the Planning and Development Services Department counter in City Hall.

The contractor will have to complete all sections.

- In Section 1, insert the controller address with the proper GS extension where it says “Project Address”;
- In Section 2, check the box for “Other” and indicate “CNG Gas Generator Controller, 1 PSIG”. The “Project Valuation” should be \$30,000.
- In Section 3, complete as indicated.

The Building Permit Representative of Planning and Development Services will then check to see if the contractor is licensed in Johnson County and if the controller address is in the Tidemark system. If the contractor is not licensed in Johnson County or the address is not in the Tidemark system, the contractor will not be able to pull the permit. It is imperative that the project manager ensures the address has been coordinated with Planning & Development Services and has been entered into the Tidemark system.

The permit should be taped to the exterior of the cabinet once it is installed.

A separate form will have to be filled out for each gas service that is to be installed for the project. For example, if the project requires four (4) CNG gas generators, the contractor will have to complete four (4) forms and obtain four (4) different permits.

Requesting Gas at the Time of Construction

Once the controller is installed and ready for turn-on, the inspector inspects the installation and fills out a “Planning & Development Services Department Building Safety Inspection Record”.

The inspector is required to list the following information on the top portion of the Inspection Record form:

- Project Location / Controller Address
- Date Inspected
- Type of Service
- Permit Number
- Inspector Name
- Results of the Inspection

In the comments section, the inspector should list the gas delivery pressure of the cabinet (typically 1 PSIG for CNG generators).

The inspector will complete the form and return it to the Building Permit Representative at the Planning & Development Department counter.

Following receipt of the appropriate Inspection Record form, the Building Permit Representative will fax and mail a “Service Clearance Notice” to the appropriate gas company. For installations in the Kansas Gas Service area, representatives from Kansas Gas Service will install the service line from their main to the generator cabinet. In the case of Atmos Energy service area, their pre-approved contractor will have to be informed to begin the installation of the service line and connection to the main. After the service line is installed and connection is made to the gas main, the inspector shall call the appropriate number to request a “meter set”. The following telephone numbers should be used to call:

Kansas Gas Service – 1-800-794-4780

Atmos Energy – 888-286-6700

Please allow at least two weeks for service. Therefore, the inspector will have to inspect the cabinet, complete the inspection record, have the Building Permit Representative fax it to all parties, and call for a meter set at least two weeks in advance of the desired turn-on date.

The gas companies would still like the inspector to contact them after the Building Permit Representative faxes the “Service Clearance Notice” to them. The telephone call from the inspector will give them a “heads up” to look for the fax notice. The fax notice is the tangible document they want for their records.