

Last Revised 7/14/14

July 14, 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