

Last Revised 7/14/14

July 14, 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 (74<sup>th</sup> Street to 75<sup>th</sup> Street)  
Work Request No. 1002 – 78<sup>th</sup> 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,  
CONTRACT SPECIALIST

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