

## Streetlighting Removal Procedure

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 2). If “Yes”, the Contract Specialist will:
  - a. Insert the date in the “Date Released to Constr” column on the “Invoice Status” tab 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 4
2. If the work will not be released to construction initially, the Contract Specialist will:
  - a. Insert the word “HOLD” in the “Current Status” column on the “Invoice Status” tab 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
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 on the “Invoice Status” tab 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 on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
  - d. Insert the date into the “Invoice Date” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet.
  - e. Sign and submit the invoice from Black & McDonald to Contract Specialist and indicate the work is complete
7. The Contract Specialist 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 Adamczyk) 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. The KWH removed (which can be found on the “Inventory” tab of the KCP&L Buyout Streetlight Removal Log EXCEL spreadsheet.
  - g. A request to revise the data associated with our account and to adjust the billing amount.
  - h. 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
  - i. 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.
  - j. 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
  - k. 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 LUCITY 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 LUCITY” column in the KCP&L Streetlight Buyout Removal Log spreadsheet
  - d. Insert “Complete” in the “Current Status” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log EXCEL spreadsheet

Last Revised 12/26/17

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

Last Revised 12/26/17

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 (Metcalfe 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 (74<sup>th</sup> Street to 75<sup>th</sup> Street) Work Request No. 1001

PK-0555, PK-0554, PK-6021

**Total of 3 streetlights**

78<sup>th</sup> 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 Profazer, Manager of Maintenance Operations  
Larry Killer, Traffic Engineering Technician, Sr.  
David Adamczyk, 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"> <li>1. Tax is excluded.</li> <li>2. Any repair or replacement of the existing conduit system, circuit cable or junction boxes is excluded.</li> <li>3. Any permits or fees are excluded.</li> <li>4. Any major traffic control is excluded.</li> </ol>	
We propose to complete the project according to the plans for the sum of: <b>SIX THOUSAND, NINE HUNDRED DOLLARS AND NO CENTS-----</b> <b>(\$6,900.00)</b>	
Authorized Signature:	
Acceptance of proposal:	Date:

Last Revised 12/26/17

December 27, 2017

# 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.

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

EXHIBIT 8

Last Revised 12/26/17

December 27, 2017

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 (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 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.

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

October 1, 2013

EXHIBIT 9



Last Revised 12/26/17

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

# SAMPLE

RE: REMOVAL OF EXISTING STREET LIGHTS  
WORK REQUEST NO. 1000 – 73<sup>RD</sup> STREET (METCALF AVE TO LAMAR AVE)  
WORK REQUEST NO. 1001 – GLENWOOD (74<sup>TH</sup> STREET TO 75<sup>TH</sup> ST)  
WORK REQUEST NO. 1002 – 78<sup>TH</sup> 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 (74<sup>th</sup> Street to 75<sup>th</sup> Street)  
Work Request No. 1002 – 78<sup>th</sup> 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

Last Revised 12/26/17

October 31, 2017

David Adamczyk  
Sr. Energy Consultant  
Kansas City Power & Light  
1 KC Place  
PO Box 418679  
Kansas City, MO 64141-9679

# SAMPLE

**RE: STREET LIGHT REMOVALS FROM PURCHASED LEASED LIGHTS**

80<sup>th</sup> Street (Metcalfe Ave to Broadmoor)  
Avenue Eighty Project

Dear Mr. Adamczyk:

The City of Overland Park **removed 2 streetlights** as part of the Avenue Eighty building project. 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 removal listed below has 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 date indicated below:

PK Number	Pole Address	PoleType	Wattage	Date Removed	KWH Removed
PK1486	6901 80 <sup>th</sup> St	KCPL-OW	100	10/31/2017	49.08333333
PK1487	6955 80 <sup>th</sup> St	KCPL-OW	100	10/31/2017	49.08333333

**Total of 2 streetlights removed October 31, 2017**

**Total number of streetlights remaining as of the date of this letter is 1972**

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

Sincerely,

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

email: Brian Shields, P.E., City Traffic Engineer  
Rich Profaizer, Manager, Maintenance Operations

Sean Ruis, Supervisor, Public Works Maintenance  
Larry Killer, Traffic Engineering Technician, Sr.

EXHIBIT 16