DATE 20\_\_

Primary Contact

Utility Company

Mailing Address

City, State, Zip

Re: Preliminary Notification Letter

 Project Name

 WBS No. Z-000000-0000-3

Dear NAME:

Pursuant to Section 40-395 of the City of Houston (City) Utility Relocation Ordinance Program (URO), this letter shall serve as written notice to UTILITY COMPANY of the planned Public Works Project referenced above and the potential conflicts with your facilities.

Based on information provided by your company to our Consultant,NAME, the following is a description of the potential conflicts with the proposed TYPE OF WORK improvements:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No,** | **STREET, & STATION** | **OFFSET** | **EXISTING****FACILITY** | **PROPOSED****FACILITY** | **DESCRIPTION** | **COMMENT** |
| 1 | ABC Street,44+05 | 32’ RT | Electric Cable | Water Line | Potential Conflict | Conflict with Proposed Water Line. |
| 2 | ABC Street1+27 | 7' LT | U/G Street Light Cable | Storm Sewer and Pavement | Potential Conflict | Conflict with Proposed Storm Sewer and Top of Pavement |
| 3 | ABC Street5+55 | 7' RT | U/G Street Light Cable | Storm Sewer and Pavement | Potential Conflict | Conflict with Proposed Storm Sewer and Top of Pavement |
| 4 | ABC Street11+95 to 13+60 | 28' RT | U/G Street Light Cable | Pavement | Potential Conflict | Buried line may not have enough cover due to roadway excavation. |

Preliminary Notification Letter

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Please be aware that the Final Conflict Notifications for this project are expected to be mailed within 120days. The anticipated construction award date for this project will be DATE\_\_\_\_, 20\_\_, at which time all required utility relocation work is expected to be completed. The most current (60%, 90%, or final) design project plans and specifications are available to download and review from the City web site at: <https://www.publicworks.houstontx.gov/contracting-services>

If you would like to discuss with the City the specific conflicts identified and possible design alternatives that may resolve these conflicts, please contact PROJECT MANAGER at 832-395-000 or CIP Utility Coordinator at email utilitycoordinator2@houstontx.gov within 15 calendar days from the date of this notice to schedule a coordination meeting.

Sincerely,

NAME.

Assistant Director

Capital Projects

AD:TL:SE:PM:abc

Enclosure:

ec: Director Capital Projects

Preliminary Notification Letter

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WBS No. Z-000000-0000-3

Distribution List: (internal document only, separate page)

 CIP Utility Coordinator (UC \_\_\_\_\_\_)

 Design Consultant

 File No. WBS Z-000000-0000-3 (1.8)