(Date)

**AT&T Texas CenterPoint Energy / Gas**

6500 West Loop South, Zone 1.3 1111 Louisiana, 22nd Floor, Gas Engineering

Houston, Texas 77401 Houston, Texas 77002

Attn: **James Manahl** Attn: **Lory Simmons**

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Attn: **Kevin Priest**  Attn : **Cynthia Martinez**

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**CenterPoint Energy, Street Lighting CenterPoint Energy / Gas**

4700 S. Shaver, Bldg. I 1111 Louisiana, 22nd Fl., Gas Engineering

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Attn: **Randy Morehead** Attn: **Tara Hunter**

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713-945-3773 Fax 713-207-0980 Fax

estella.rodriguez@centerpointenergy.com tara.hunter@centerpointenergy.com

**Re:** (**Project Name)**

 **WBS No. (Number); Outline Agreement No. (Number)**

 **PRE-CONSTRUCTION CONFERENCE**

Ladies& Gentlemen:

A contract on the above project has been awarded to (Contractor’s Name). A work order has been issued with an effective date of (Date). In the event you have facilities which are in conflict with the proposed construction, it is necessary that you adjust the facilities immediately so as not to delay work on the project. If additional copies of the plans for the proposed construction are needed, please contact this office.

If a relocation or rearrangement of your facilities is necessitated by this project, please return a copy of this letter to this office indicating the date work was or will be completed.

A Pre-Construction Conference for the subject project is scheduled for (Time), (Date). The conference will be held (Location) Houston, Texas 77002.

Sincerely,

(Sr. Assistant Director’s Name)

Sr. Assistant Director

Capital Projects

AD:KLM:HIJ:EFG:abc

ec: Michael Y. Ereti (City of Houston)

Distribution List:

CIP Utility Coordinator

File No. (WBS Number) (2.5)

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