(Date)

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

1111 Louisiana – 943A 6500 West Loop South, Zone 1.3

Houston, Texas 77002 Houston, Texas 77401

Attn: **Ms. Cynthia Martinez** Attn: **Mr. Marc F Johnson**

713-207-6555 713-213-4868

cindy.martinez@centerpointenergy.com mj1964@att.com

**CenterPoint Energy / Gas Comcast**

1111 Louisiana, 22nd Fl., Gas Engineering 8590 W. Tidwell Rd.

Houston, Texas 77002 Houston, Texas 77040

Attn: **Gas Engineering Support**  Attn : **Ms. Dana Moreno**

713-207-4622 281- 924-0240

HOU-PI-Review@centerpointenergy.com Dana\_Moreno@comcast.com

**CenterPoint Energy, Street Lighting PS LIGHTWAVE**

4700 S. Shaver, Bldg. I 5959 Corporate Drive, Suite 3300

Houston, Texas 77034 Houston, Texas 77002

Attn: **Mr. David Diggs** Attn: **Mr. Emmanuel Maldonado**

 713-945-3780 832‑615‑8000

david.diggs@centerpointenergy.com relocates@pslightwave.com

**Phonoscope Enterprises Group Verizon Wireline Network**

10555 Westoffice Drive 14503 Luthe Rd,

Houston, Texas 77042 Houston, TX 77039

Attn: **Mr. Ruel Cabungcal** Attn: **Mr. John Calhoun**

 713-272-4600 713-470-4660

relocates@phonoscope.com vz.houston.bau@verizon.com

**Zayo Group Logix Fiber Networks**

6630 Roxburgh Dr, Ste 150 2950 N. Loop W. 10th Floor

Houston TX 77041 Houston, TX 77092

Attn: **Mr. Dean Lippe** Attn: **Mr. Jerry Jones**

 713-344-2171 713-865-8128

zayo.relo.texas@zayo.com Jerry.Jones@Logix.com

**Crown Castle Lumen / CenturyLink**

8020 Katy Freeway 7060 Empire Central Dr,

Houston, Texas, 77024 Houston TX, 77040

Attn: **Mr. Joshua Traverse** Attn: **Mr. Michael Chavez**

 713-945-3780 281-618-3992

david.diggs@centerpointenergy.com relocations@lumen.com

**Verizon Wireless Brightspeed**

14123 Cicero Road 312 Higgins ST Office 2

Houston, Texas 77095 Humble, Texas 77338

Attn: **Mr. Willis W. Willcox, Jr** Attn: **Mr. Patrick Ross**

 251-300-7109 980-376-1465

willis.willcox@verizonwireless.com Patrick.Ross@brightspeed.com

**Transtar, City of Houston**

6922 Katy Rd

Houston, TX 77024

Attn: **Mr. Fernando Gonzalez**

713-881-3169

Fernando.Gonzalez@houstontx.gov

**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,

Assistant Director

Infrastructure, Houston Public Works

AD:KLM:HIJ:EFG:abc

ec:

Distribution List:

CIP Utility Coordinator

File No. (WBS Number) (2.5)

Link of Documents\ Project Description

Construction Communication

Utilities (Including Pipeline Companies)

Utility Pre-Construction Conference Letter.doc