DATE 20\_\_

Primary Contact

Utility Company

Mailing Address

City, State, Zip

Re: Final Notification Letter

Project Name

WBS No. Z-000000-0000-3

Dear NAME:

Pursuant to Section 40-396 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 Street  1+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 Street  5+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 Street  11+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. |

Final Notification Letter

Project Name

WBS No. Z-000000-0000-3

The City requests that UTILITY COMPANY submit a proposed schedule for relocation of their facilities to the City for approval. We request that you submit this proposed schedule by DATE\_\_\_\_\_, 20\_\_and plan for completion of all relocation activities not to exceed the anticipated construction award date of DATE\_\_\_\_\_, 20\_\_.

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>

In making this determination and requirement, we recognize that the potential requirement for relocation was previously communicated to you by the City as follows:

* Utility Coordination Meetings: DATE
* Preliminary Notification Letter: DATE

And that in the course of these communications, UTILITY COMPANY was given the opportunity to confer with the City concerning the design of the above specified project in order to reduce relocation impacts. Furthermore, UTILITY COMPANY was provided sufficient plans and drawings with respect to this public works project to enable the design and relocation of their facilities.

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](mailto: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

Final Notification Letter

Project Name

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)