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### M 100 UTILITY COORDINATION

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### **M100 UTILITY COORDINATION**

Utility Coordination (M100); Bureau of Engineering Manual text will not be numbered for General Provisions Figure GP1. It is included here as an interim reference for the Bureau of Engineering until such time when the text information relative to policy and procedure for Utility Companies substructure coordination is formally re-edited for the Manual as Chapter M100.

It is:

**TENTATIVE; SUBJECT TO CHANGE**

**MANUAL TITLE**

1987 UTILITY COORDINATION PROCEDURE MANUAL

including an Addendum listing phone numbers and addresses of Utility Companies and

Contractors for Notification purposes

January 30, 1987

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## UTILITY COORDINATION RESPONSIBILITIES

The Utility Coordination Section performs two main functions, utility notification and utility coordination, **AFTER** project plans are signed. (Prior to plan signing, utility coordination has the responsibility of the Design Office as outlined on Page 3).

### 1. UTILITY NOTIFICATION

This Section notifies the utility companies involved in many of the City's Public Works projects designed by this Bureau. A series of three notices are sent to the utility companies for all projects that are awarded.

The **First Notice** is sent out approximately six months prior to scheduled bid date. It gives the scheduled bid date, and requests a written commitment and a detailed description of any utility work required by the proposed project.

The **Second Notice** is mailed at the time the project is advertised. This notice orders the companies to complete any of its work necessary to accommodate our project.

The **Third Notice** is mailed out the day the Board awards the contract. This notice serves to alert the companies of imminent work by our contractor.

The information returned by the companies, in reply to our First Notice, is compiled in the Summary of First Notice Replies for each project. After being checked by a utility coordinator, this information is forwarded to the Project Engineer for his review and comments. After the Project Engineer has approved the summary it is included with the bid documents and distributed to the Bureau of Contract Administration, the Design Office, utility companies and other interested parties.

### COMMENTARY

Originally, First Notices were mailed out as soon as plans were signed. The companies knew that it might be 2 to 3 years before we advertised the project and, in some cases, projects were abandoned. Therefore, they gave our plans a cursory check or did not bother to obtain our plans and, not knowing what their requirements might be in 2 to 3 years, their replies were seldom reliable. After discussing this problem with the companies it was agreed that First Notices would be mailed closer to the bid date. A First Notice mailed out six months prior to bid date allows the companies adequate time to obtain our plans, give a proper reply to our inquiries on the notice, design their proposed new facilities and on most jobs, to perform their work ahead of our contractor. Whenever the First Notice information is over one year old and the job has not been advertised, a Supplemental First Notice is mailed out and the companies are requested to update their replies.

### 2. UTILITY COORDINATION

The Utility Coordinators are responsible for the following activities:

- a) Review all project plans **AFTER** they are signed. (This involves logging the presence of all utilities shown on the plans). Try to anticipate obvious problems created by grade changes, narrow parkways, power undergrounding vs. Overhead, and necessary tree removals which will interfere with pole relocation work, etc.
- b) Review the Summary of First Notice Replies for each project. (These companies furnish information on their existing facilities, proposed improvements, and scheduling. They also tell us of any coordinated work they anticipate. )
- c) If a major utility coordination problem becomes apparent prior to project advertisements, arrange a meeting with the companies involved, designers, and the Specifications Section so that a schedule acceptable to the City may be worked out and included on the plans or in the Special Provisions. (Most of the coordination problems are occasioned by large grade changes and major utility company installations).
- d) When a job is advertised, review the utility company replies and log in the Second notice file. Then contact these company which indicated; they would complete reallocations prior to cur bid date and check the status of their work. If the company has not completed its work and it appears that our contractor may be delayed, then prepare a supplement to the First Notice summary and distribute to all prospective bidders. (If this work will require extensive coordination, an addendum to the specifications is prepared and distributed to all prospective bidders . )
- e) When a job is awarded, review the Second Notice file and determine whether a pre-construction utility coordination meeting is needed. Then prepare a list of parties who have facilities or interests in the job. Contact the contractor to set up a time and place for the meeting and notify all other parties. Also, arrange meeting upon request of any interested party (i.e. designer, utility company, contractor, etc. ) .

At the meeting, introduce the contractor to the personnel of the various utility companies and City departments and bureaus with whom he may be dealing with during construction. Request the utility company representatives to explain and clarify their proposed work and; to indicate the time required or anticipated completion date. Request the representatives to provide plans of any facilities not shown on our plans.

Discuss any necessary coordinated work and establish a tentative schedule which will minimize delays. (The coordinator is often asked to suggest a schedule or act as an arbitrator whenever a conflict arises.)

Minutes of the meetings are handwritten or transcribed from tape-recording. Copies of the Minutes are usually distributed to all who attended the meeting within 2 weeks.

- f) After construction starts, utility interference problems may arise due to unforeseen problem, failure of parties to meet target dates,

and erroneous elevation and location information. When informed of major interference, the Utility Coordination Section, in accordance with S006-0269, arranges a meeting with the interfering party, the designer, the Change Order Section, inspector, and the contractor to resolve the problem.

Minor interference problems are usually resolved by calling the parties involved and reminding them of prior commitments or of City accepted procedures used on other projects.

The coordinator may visit the projects periodically to make sure that minor problems do not become major problems.

### **RESPONSIBILITY OF THE DESIGNERS (Project Engineer)**

All preliminary utility coordination is the responsibility of the Design office. This includes:

1. Searching known records for existing utilities in the area of the improvement and indicating these utilities on the design plans.
2. When major utility relocation will be required to accommodate a proposed improvement, check with utility companies regarding their future plans and right-of-way requirements. Provide for coordinated construction when necessary.
3. Checking excavation permit applications to insure that proposed utility construction will not interfere with proposed City projects.
4. Ordering potholes when substructure maps do not supply sufficient information to assure clearance. Many conduits are placed by boring methods and, therefore, it is not uncommon to find a utility a foot or more out of alignment.
5. Furnishing utility companies copies of preliminary plans.
6. The Utility Coordination Section will forward the summary of First Notice Replies to the Project Engineer for review and comment. The Project Engineer shall carefully review and be in total agreement with the summary of First Notice Replied before they are included in the bid documents.

Occasionally, an unidentified pipeline creates an interference. If the designer cannot find it on the substructure map, a coordinator upon request will contact the utilities for assistance in identifying the pipeline. If the pipeline remains unidentified, the Project Engineer has various options, some of which are listed below:

- 1) Order the contractor in accordance with change order procedure to tap the line to determine if it is in use or abandoned. If abandoned, he can order removal by the contractor using proper abandonment procedures for any portion not removed.

- 2) If the line is in use and ownership can be established, he can order removal or relocation by the owner.
- 3) The designer may redesign when feasible to clear the interfering pipeline.

The coordinator upon request will assist the designer by explaining established City policy and practices and they can furnish names and phone numbers of utility representatives. Utility Coordination section may be contacted in the Construction Division, extension 53891.

## **PLAN CHECK PROCEDURE**

### **Step by Step Procedure for Coordinator**

1. Plans are received (normally brought in by some one from the Estimating Section)
2. A "Status card" is filled out with certain information, such as:
  - a. Date plans were reviewed (received)
  - b. Date plans were signed by the City Engineer
  - c. In the lower portion of said card, fill out the following:
    1. Division/District
    2. Division number
    3. Designer name and phone number
    4. Limits of Project
    5. Title Project
    6. Work Order Number (A'll or W.O.)
  - d. While reviewing the plans, note all the utilities shown and give attention to those that might conflict with the project. Note special items of interest on the status card and highlight items in yellow which might be of special interest.
3. After the plans have been checked, roll the plans from left to right and sign one corner outside of 1st page to indicate that the plans have been checked by the Utility Coordinating section.
4. Return plans to Civil Engineer, Estimating Section.



Division No. \_\_\_\_\_

Page No. \_\_\_\_\_

Dist. Office \_\_\_\_\_

**UTILITY NOTIFICATION SHEET**

JOB TITLE \_\_\_\_\_

\_\_\_\_\_ ON \_\_\_\_\_ DUE \_\_\_\_\_ ORDER NUMBER \_\_\_\_\_

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. Dept. Water &amp; Power, Underground</li> <li>2. Dept. Water &amp; Power, Water System</li> <li>3. Dept. Water &amp; Power, Overhead</li> <br/> <li>4. Southern Calif. Gas Co.</li> <br/> <li>5. Bureau of Street Lighting</li> <li>6. Pacific Telephone Company</li> <li>7. So. Calif. Rapid Transit District</li> <li>8. General Services/c. Dept.</li> <li>*****</li> <li>9. A.T. &amp; S.F. R.R. CO.</li> <li>10. Access</li> <li>11. Alhambra, City of</li> <li>12. American Cable Systems, Inc.</li> <br/> <li>13. AMTRAK Corporation</li> <li>14. ARCO Oil &amp; Gas Company</li> <br/> <li>15. B.P. North America Trading</li> <br/> <li>16. Beverly Hills, City of</li> <li>17. Beverly Hills, City of Water Dept. Company</li> <br/> <li>Company</li> <li>18. Buenavision Telecommunications</li> <li>19. Burham Castrol</li> <li>20. Calmat Company</li> <li>21. Century Cable TV</li> <li>22. Champlin Petroleum Company</li> <li>23. Champlin Petroleum Co. (Refinery)</li> </ul> | <ul style="list-style-type: none"> <li>24. Chevron USA, Inc.</li> <li>25. Communicon, Inc.</li> <br/> <li>26. Community Redevelopment Agency Inc.</li> <li>27. Copley/Colony Harbor Cablevision</li> <li>28. Culver City Bus Line</li> <li>29. Culver City, City Hall</li> <li>30. Dominguez Water System</li> <li>31. Dow Chemical USA</li> <li>32. Eagle Rock System</li> <li>33. Edgington Oil Company, Inc.</li> <li>34. Exxon</li> <li>35. Fletcher Oil &amp; Refining Company</li> <li>36. Four Corners Pipeline Co. (ARCO)</li> <li>37. GATX Terminals</li> <br/> <li>38. General Telephone Co., San Fernando</li> <li>39. General Telephone Co., Santa Monica</li> <li>40. Glendale, City of</li> <li>41. Golden Eagle Refining</li> <br/> <li>42. Golden West Refining</li> <br/> <li>43. Harbor Belt Line Rail</li> <li>44. Harbor Steam Plant</li> <li>45. Hawthorne, City of</li> <li>46. King Videocable Company</li> <li>47. Las Virgenes Mun. Water District</li> </ul> |
|--|--|

- 48. LA County Communications Dept.
- 49. LA County Facilities Mngmnt. Dept.
- 50. LA County Floods Control District
- 51. LA County Public Works
- 52. LA County Water Works
- 53. Metropolitan Water District (The)
- 54. Mobil Oil Corporation
- 55. National Metal and Steel Company
- 56. Pacific Coast Gas Company
- 57. Phillips Oil Company
- 58. Sammons Communications, Inc.
- 59. San Fernando, City of
- 60. Santa Monica, City of
- 61. Santa Monica Water Division
- 62. Santa Monica System
- 63. Shell Oil Company
- 64. Shelter Media, Inc.
- 65. Sherman Oaks System
- 66. So. Pasadena, City of
- 67. Southern California Edison Co.
- 68. Southern California Water Co.
- 69. Southern Pacific Pipeline, Inc.
- 70. Southern Pacific Transportation Co.
- 71. Sun Exploration and Production
- 72. Times Mirror Dimension Cable TV
- 73. Telesystem/Falcon Company
- 74. Texaco, Inc.
- 75. Time Oil Company

- 76. Torrance Water Dept.
- 77. UNOCAL (Union Oil of California)
- 78. U.S. Army Corps of Engineers
- 79. (US Navy) Defense Fuel Oil Co.
- 80. Union Pacific R.R.
- 81. United Cable TV of LA, Inc.
- 82. Valley Cable TV, Inc.
- 83. West Rosecrans Gasoline Co.
- 84. Western Fuel Oil Company
- 85. Western Union Telegraph Co.
- 86. \_\_\_\_\_
- 87. \_\_\_\_\_
- 88. \_\_\_\_\_

## UTILITY COORDINATION PROCEDURE BREAKDOWN

0 Month	SEND FIRST-NOTICE	APPROXIMATELY SIX MONTHS PRIOR TO BID DATE
1 Month	REPLIES TO FIRST-NOTICES RECEIVED	SHOULD BE WITHIN THIRTY DAYS AFTER MAILING OF FIRST-NOTICES
1 1/2 Month	SUMMARY OF REPLIES COMPLETED	APPROXIMATELY FORTY-FIVE DAYS AFTER MAILING OF FIRST-NOTICES
5 Months	SECOND NOTICE SENT	WHEN PROJECT IS ADVERTISED APPROXIMATELY THIRTY DAYS BEFORE BID DATE
6 Months	BID DATE	
7 1/2 Months	THIRD-NOTICE SENT	AT TIME OF CONTRACT AWARD APPROXIMATELY FORTY-FIVE DAYS AFTER BIDS ARE RECEIVED
8 Months	RECONSTRUCTION MEETING HELD	WITHIN TWO WEEKS AFTER AWARD DATE
8 1/4 Months	CONTRACT EXECUTED	WITHIN THREE WEEKS AFTER AWARD OF CONTRACT & A MAXIMUM OF THIRTY DAYS
8 1/2 Months	NOTICE TO PROCEED	ISSUED BY THE BOARD OF PUBLIC WORKS AFTER CONTRACT IS EXECUTED
8 3/4 Months	START CONSTRUCTION	WITHIN FIFTEEN DAYS AFTER NOTICE TO PROCEED IS ISSUED

## **PROCEDURE FOR FIRST NOTICE**

### **FIRST NOTICE**

Send First Notice six (6) months before Bid Opening. A First Notice is mailed out 60 days prior to summary completion day as shown on the monthly project status report. Check posted mailing on the office calendar.

### **PURPOSE**

A First Notice informs the Utility Companies of a proposed project and requests the companies to review the project effect on their facilities. The Utility Company responds by noting on the First Notice what is affected and returning this information to our office.

### **PROCEDURE**

The following procedure is directed to the clerical staff in the Utility Coordination Section.

(SEE SAMPLE OF FIRST NOTICE)

**FIRST NOTICE:** Utility Coordinator will let you know when a "First Notice" is to be issued on a certain job. They will give you the "Job Card," you then will make a "Job Folder, "Utility Notification Sheet," and type out a "First Notice," all information on typing out a "First Notice" is taken from "Job Card" (SEE SAMPLE OF FIRST NOTICE). The Division Number lets you know what utility company gets a copy of the notice. Once you know that, notices are ready to be mailed out (SEE MAILING DISTRIBUTION OF FIRST NOTICE). Five (5) extra copies of First Notices are kept in the folder, in case late requests are needed to be sent out. Only "First Notice" folders are kept in "waiting replies" drawer.

**JOB CARD:** A red mark is placed in the first square box (below right) and the date notice was sent out. Tentative bid date is marked on card. The card is then filed.

**UTILITY NOTIFICATION SHEET:** Is needed to be with First Notice so that when a utility company has answered the notice, you then cross-out that utility company on the Utility Notification Sheet. This sheet keeps you informed on who has answered and who has not.

**COPIES:** Make copies as required per "Mail Distribution List" on page 21.

SAMPLE

**DEPARTMENT OF PUBLIC WORKS**  
**OFFICE OF THE CITY ENGINEER**  
Los Angeles Calif. 90012

Date: May 16,1986

The Department of Public Works is scheduling the following improvements:

Job Title: SB-300: Midvale Ave. - 1st Alley S/O National B1., to Queensland Street.

Job No. W.O. 81218 Plan No. D-28516(2) Tentative bid date: 10-15-86

Work to be Performed: Reconstruct pavement 2' on each side of Midvale between 1st Alley S/O National Blvd., to Queensland St., with 4" A.C. pavement on 4" C & B. Remove 1" A.C. pavement in center portion of street and overlay with 2" A.C. pavement. Construct new curb, gutter, concrete alley intersection and concrete driveways. maximum depth of excavation at gutter is 10" plus 6" of scarification. Please fill out the following and return one copy to the City Engineer by June 16, 1986

Your replies will be transmitted to prospective bidders and used in coordinating this project. Please be sure the information is complete.

Failure to reply may deprive you of the protection provided for in the Standard Specifications. Check the applicable answers-add additional information below or on the back if necessary.

Div.: 1531  
Page: 42-A5

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We the undersigned,

- € (1) Have prior rights and will submit proof to your office within 30 days.
- € (2) Do not have installations within the improvement area.
- € (3) Have installations that will definitely not require relocation but will mark them upon request.
- € (4) Have facilities that will definitely be affected.
  - (a) The following work is contemplated: (Explain fully below or attach sheet).
  - (b) Estimated working days required for construction
  - (c) Construction can start on
- € (5) Our work will require coordination with the contractor. (Explain full>~ below or attach sheet). Estimated working days of coordinated work of the contractor

For Paving Clearance Call \_\_\_\_\_ Phone \_\_\_\_\_ Station \_\_\_\_\_

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Note: For information call 485-3891  
Return one coy to City Engineer  
Room 860 City Hall East  
200 N Main St. L A CA 90012  
Attention: Utility Coordination Section

## **PROCEDURE SUMMARY OF FIRST NOTICE REPLIES**

Mail a late request to and/or contact by telephone all utility companies which have not replied to "First Notice" by the reply date indicated on the notice which is usually 30 days after notice mailing date. Replies are usually received within 30 days after the mailing date. The Utility Coordinator shall review the replies to the First Notice for the following items:

- 1) Analyze impact of proposed project on utility companies.
- 2) Review replies to First Notice for agreement of utility work specified on the plans.
- 3) Verify all utility work required to be completed prior to start of project construction.
- 4) Review all coordinated work requirements between utility companies and the City contractor.
- 5) For sewer and storm drain projects;
  - a. Verify any utility interference.
  - b. Review any possible conflicts with catch basins, power poles, electroliers, traffic signals and fire hydrants.
  - c. Note any special utility support requirements.
- 6) For street reconstruction or widening projects:
  - a. Verify depth of excavation for possible interference with existing utilities.
  - b. On street widening projects review reallocations of power poles, water meters, electroliers, traffic signals and fire hydrants.

After reviewing the replies to the First Notice, the Utility Coordinator shall prepare an undated "Summary of First Notice Replied". (See Example of Summary Page 13). A copy of the undated Summary is sent to the Design Engineer requesting comments within five days. (See attached Transmittal Letter on Page 16). The Utility Coordinator should contact the Design Engineer three to four days after copy of Summary is sent and asks if comments are forthcoming.

After resolution of any comments by the Utility Coordinator, the summary is revised, if necessary, and dated. Record Summary completion date on Job Status Card. Make 20 copies of summary and distribute. (see Summary Distribution Procedure Page 15).

**SAMPLE**

Date:September 18, 1986

**DEPARTMENT OF PUBLIC WORKS  
OFFICE OF THE CITY ENGINEER  
Los Angeles, California 90012**

Page 1 of 2

**SUMMARY OF FIRST-NOTICE REPLIES**

**TITLE OF IMPROVEMENT**      Alleys W/O Grand Ave. & S/O Santa Cruz    JOB NO. A'13-71701  
Street Improvement District

Bidders are advised that project plans usually depict the location of substructures as they existed when the project was designed. The following more recent information may indicate that new facilities are being added or that some of those substructures are now or will be relocated, abandoned, removed, lowered, raised, blanketed, encased, enlarged, protected, or in some other way altered. Bidders are urged to carefully examine this information and the latest sub structure maps and prepare their bid accordingly. If further information or clarification is desired, bidders are urged immediately contact: a) the appropriate utility company, or b) the appropriate District Office of the Bureau of Engineering, or c) Utility Coordinating Section, Room 860, City Hall East, Los Angeles 90012, Telephone 485-3891.

**Dept. of Water & Power/Underground - George Chournos, 481-3445** Do not have installations within the improvement area.

**Dept. of Water & Power/Water System - Cassandra Hamvas, 481-6087** Do not have installations within the improvement area.

**Dept. of Water & Power/Overhead - Chuck Bengtsson, 481-6087** Have installations that will definitely not require relocation but will mark them upon request. No poles involved.

**So. California Gas Company - David Taylor, 605-7976** Have installations that will definitely not require relocation but will mark them upon request. For paving clearance call above name and number.

**Bureau of Street Lighting - Ming Tchen, 485-5904** Have existing installations, D-26470. Have proposed installations, P-28178.

**Pacific Bell - Charles Sento, 515-4365** Have installations that will definitely not require relocation but will mark them upon request. For paving clearance call above name and number.

**So. California Rapid Transit District - 24-hour Dispatcher, 972-6111** Do not have installations within the improvement area.

**General Services - Tom Quon, 485-2981** DD not have installations within the improvement area.

**Copley Colony - Ed Null, 513-0611** Do not have installations within the improvement area.

**Four Corners Pipeline - William Gray, 428-9000** DD not have installations within the improvement area.

**Harbor Belt Line Railroad - Roy P. Igo, 834-5864** Do not have installations within the improvement area.

**HARBOR DISTRICT**  
638 S Beacon Street, Room  
San Pedro, CA 90731  
(213) 548- 7681

**BUREAU OF ENGINEERING**  
Room 860, City Hall East  
485 - 3891

**ALLEYS W/O GRAND AVENUE S/O SANTA CRUZ STREET IMPROVEMENT DISTRICT A'13-71701  
PAGE 2 OF 2**

**GATX Terminal Corporation- John Beahan, 834-4215**

Do not have installations within the improvement area

**Shelter Media Inc. – Christy Pakkala (818) 762-1385**

Do not have installations within the improvement area

**Community Redevelopment Agency - Allen Ono, 977-1610**

Do not have installations within the improvement area.

**Chevron USA - John Rutter, 694-7676**

Do not have installations within the improvement area.

**SUMMARY DISTRIBUTION PROCEDURE**

1. Type up summary after all replies are received from the First Notices.
2. Make 25 copies of summary.

**DISTRIBUTION OF SUMMARY**

	<b>No. of Copies</b>
1. Civil Engineer – Specifications Section: NO CRA jobs or Street Lighting	Original
2. Utility Coordinator (U/C Section)	1
3. *PROJECT MANAGEMENT Division Contract & Agreement Section Room 807, City Hall STOP 490 Attn: Ms. Lorraine Higa	1
4. Only for Federal Funded Projects (FAUP) (Check in Status Report Book to identify FAUP projects). PROJECT MANAGEMENT DIVISION Grant Section FAUP Projects Room 807, City Hall, STOP 490	2
5. *Contract Administration, CITY HALL, Room 908, Attn: Dispatcher, STOP 480	2
6. *District Office - Get address from Green Box (CRA's go to CRA)	2
7. After mailing is done, put the remaining summaries in appropriate Job Folder in appropriate drawer.	
8. All affected utility companies (include with "Second Notice" mailing)	1 each

**STREET LIGHTING SUMMARIES:** (Type on Eng. form 3.459)

Street Lighting, City Hall East, Room 510, stop 545.

ORIGINAL & PINK carbon copy - Street Lighting with First Notices answers.

YELLOW - Job Folder with Utility Notification Sheet and one copy of First Notice

Do not send Street Lighting Summary to Specifications Section.

**\*CRA SUMMARIES:** Mail to Community Redevelopment Agency  
354 S. Spring Street, Suite 800  
Los Angeles, CA 90017

**"SAMPLE"**

To: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Please Reply by: \_\_\_\_\_

From: Utility Coordinating  
Construction Division  
STOP: 501

Re: \_\_\_\_\_

I am transmitting two copied of Summary of First Notice Replies, dated \_\_\_\_\_, of the subject project for your review and comments.

It is requested that you return one copy of the summary with any comments within three working days to the Utility Coordinator, Construction Division, Room 860, CHE, STOP 501.

If you have any questions regarding the summary, please telephone the Utility Coordinator at 485-3891.

**NOTE:**

A copy of this transmittal letter is to be sent to the Project Engineer for any comments on Summary of First Notice Replies prior to distribution.

## **PROCEDURE FOR SECOND NOTICE**

### **SECOND NOTICE**

A Second Notice is sent when we receive a notice of "Bids To Be Received" issued by the Board of Public Works.

(See Board sample notice "Bids To Be Received - Page 51)

### **PURPOSE**

To give a firm Bid Date for the project; secondly, it directs certain utility companies to remove or relocate or temporarily disconnect their facilities.

### **PROCEDURE - SECOND NOTICE**

The following procedure is directed to the clerical staff in the Utility Coordination Section.

(See sample of Second Notice)

Check the "Job Card" to see if a "Second Notice" has been issued. If not, send one out including a copy of the Summary of First-Notice Replies. (See sample of Second Notice) also (See Mailing Distribution for Second Notice). One (1) copy of Second Notice is kept in job folder. Second Notices are not answered by the utility companies, therefore the job folder goes back into the regular drawer file.

**JOB CARD:** A green square is marked in the second box (below right);-this indicates that a dated notice was sent out. (See sample of Job Card). After this is done, file the job card.

**COPIES:** Make copies as required per "Mail Distribution List" on Page 21.

### **UTILITY COORDINATOR RESPONSIBILITY**

After "Second Notice" have been sent out the Summary of First Notice Replies shall be logged in the Second Notice notebook and all pre-construction utility work and coordinated work shall be noted in the notebook. Telephone calls shall be made to all utility companies, which have indicated they have pre-construction work required and to see if they have sufficient work crews to complete the work in a timely manner. The utility coordinator shall schedule the award of contract with the required pre-construction utility work.

**SAMPLE**

**DEPARTMENT OF PUBLIC WORKS  
BUREAU OF ENGINEERING  
Los Angeles, CA. 90012**

**Date: October  
29, 1986**

**Bids** will be opened on September 24, 1986 for:

**Job Title:** SB-300: Weir Street - Mesmer Avenue to Inglewood Boulevard  
**Job No.** W.O.. 81220 **Plan No.** D-28523 (2)

**Work to be Performed:** Reconstruct both sides of street with 4" A.C. pavement on 4" CMB. Remove 1" A.C. pavement. Construct new curb, gutter sidewalk, driveways and access ramps. Maximum depth of excavation at reconstruction area 8" plus 6" scarification. At gutters 10" + 6" scarification.

You are hereby notified that the City will be receiving bids on the above date for the subject project.

You are hereby directed, under the provisions of Municipal Code, Sec. 62.01, to remove, relocate or temporarily disconnect your facilities as indicated in your reply to our First Notice or as noted on the city improvement plan.

You have indicated in your reply to the First Notice that working days of coordinated work with the contractor is required.

You have indicated in your reply to the First Notice, one of the following items:

You have prior rights.

You do not have installations within the improvement area.

You have installations that will definitely not require relocation but will mark them upon request.

---

---

If any of the utility work required by your company is not completed in a timely manner, You may be liable for the costs of any resulting change orders for extra work or downtime by the Contractor.

If there is any change from your reply to our First Notice proposed at this time which will affect our project, notify the Utility Coordination office, telephone (213) 485 3891 **IMMEDIATELY**.

**works,**

## **PROCEDURE FOR THIRD NOTICE**

### **THIRD NOTICE**

A Third Notice is initiated when we receive "Award Notice Letter" issued by the Board of Public Works (Example Attached).

### **PURPOSE**

A Third Notice is to inform all persons involved in the project that the contract has been awarded and, also that all the utility companies relocation work should have been completed.

### **PROCEDURE:**

The following procedure is directed to the clerical staff in the Utility Coordination Section.

### **(SEE SAMPLE OF THIRD NOTICE)**

Pull out the "Job Card" and "Job Folder". Fill in contractors name, phone number, date and amount of award on job card. (Addresses for contractor are kept on utility coordinators desk). Type the Third Notice and prepare an envelope for mailing to contractor. Make copies of Third Notice.

**JOB CARD:** Place a blue mark in the box (below right) this indicates that a Third Notice was issued on this job. Also, mark the date job was awarded. File job card back in place.

**COPIES:** Make 18 copies of Third Notice plus two copies for each utility. Mail Third Notices. (See Mailing Distribution List for Third Notices). Mail two copies of summary to contractor.

**SAMPLE**

**DEPARTMENT OF PUBLIC WORKS  
BUREAU OF ENGINEERING  
Los Angeles CA 90012**

Date: November 24, 1986

A **CONTRACT** has been awarded to: Suly- Miller Contracting Co., 3000 E South Street. Long Beach  
Ca 90805 Phone 531-3550.

Job Title: SB-300: BAGLEY AVE BETWEEN EXPOSITION BLVD AND VENICE BLVD

Job No. W.O. 81215

Plan No. P-32231

**Work to be performed:** Street Improvement - Reconstruct Street by lowering existing grade 5" and construct new street section of 8" A C pavement on 6" of base. Construct access ramps sidewalk, driveways, curb drains, new curb and gutter. Maximum depth of excavation 19" plus 6" of scarification.

Contract time Time for Project: 60 working days

You are hereby notified that the contractor may start construction on December 15, 1986

If you have not completed your work indicated on the First Notice, notify the Utility Coordination office telephone 213 485 3891 **IMMEDIATELY.**

**For Board of Public Works,  
CITY ENGINEER**

Div. No. 1106  
Page No. 42-C5 & 6

**By Lowell H Jeans  
Division Engineer**

Rm 860 City Hall East (213) 485-3891

**SUMMARY MUST BE INCLUDED WITH 2<sup>nd</sup> NOTICE  
FOR ALL UTILITY CO'S INVOLVED ONLY**

**COPIES**

1<sup>st</sup> - 22 plus 2 for e/Util. Co. not shown  
 \*2<sup>nd</sup> - 16 plus 2 for e/Util. Co. not shown  
 3<sup>rd</sup> - 16 plus 2 for e/Util. Co. not shown

**MAIL DISTRIBUTION LIST**

Southern California Gas Co  
 P.O. Box 2349, Terminal Annex  
 Los Angeles, CA 90051  
 Substructure Desk, Mail Location 731A

3 of Every thing

PACIFIC BELL  
 2540 Foothill Blvd.  
 La Crescenta, CA 91214  
 Attn: Jerry Gilley

4 of Everything

SO. CALIFORNIA RAPID TRANSIT DISTRICT  
 Mr. Peter Serdieniz  
 425 South Main Street  
 Los Angeles, CA 90013 .

2 First, 1 Third

BUREAU OF STREET LIGHTING  
 Drafting & Technical Records  
 Services Division, Room 510  
 City Hall East STOP 545  
 Attn: George Grover

1 First, \*1 Second, 1 Third  
 [NO STREET MAINTENANCE]

DEPT. OF WATER & POWER, POWER  
 UNDERGROUND COORDINATING  
 ROOM 805, G.O.B.  
 STOP 800

1 First, \*2 Seconds, 1 Third

DEPT. OF WATER AND POWER, OVERHEAD  
 OVERHEAD SURVEY COORDINATING.  
 ROOM 848, G.O.B.  
 STOP 800

1 First, \*2 Seconds, 1 Third

DEPT. OF WATER & POWER  
 WATER OPERATING DIVISION  
 ROOM 1432, G.O.B.  
 STOP 800

2 First, \*2 Seconds, 1 Third

DEPT. OF WATER AND POWER  
 ROOM 1432, G.O.B. Water Operating Division  
 Attn: Jerry Gewe, Office Engineer  
 STOP 800

2 First,\*2 Second, 1 Third

DEPT. OF GENERAL SERVICES  
 COMMUNICATION SERVICES  
 ENGINEERING AND PLANNING  
 CITY HALL  
 STOP 459

2 First, \*1 SeconS, 1 Third

C.R.A. JOBS ONLY  
 354 S. Spring Street, Suite 800  
 Los Angeles, CA 90017

3 copies of their own jobs ONLY

## **PROCEDURE FOR STREET LIGHTING NOTICES**

**FIRST NOTICE** - (SEE ATTACHED EXAMPLE OF FIRST NOTICE, STREET LIGHTING)

Street Lighting will send to you a "First Notice" already typed to be mailed out. You then make a "Job Folder" and "Utility Notification Sheet" **only**. No Job Card is needed for Street Lighting Projects. Look up job location in Thomas Guide, get Division Number to see which Utility Company is involved. Notice is then ready for mailing out. (SEE MAILING DISTRIBUTION FOR FIRST NOTICE). Five (5) copies of notice are kept in job folder in case a late request is needed. The Job Folder is then filed in waiting for answers drawer for Street Lighting jobs only with Attn: "Utility Notification Sheet".

**COPIES:** Make copies as required per "Mail Distribution List" on Page 21.

### **SUMMARY**

A summary is typed when all the utility companies have answered the First Notice reply. Summary is typed on a form with two carbon copies. Original (white) & pink carbon copy are sent to Street Lighting with all First Notice replies stapled together. Yellow copy stays in Job Folder with Utility Notification Sheet and one of First Notice.

**SECOND NOTICE:** (See sample of Second Notice - Street Lighting)

Street Lighting will mail a Second Notice already typed to you. You then pull out Job Folder from Street Lighting drawer, and mail out notice to whoever is involved. Keep a copy of Second Notice in Job Folder and file folder back in drawer. (SEE MAILING DISTRIBUTION FOR SECOND NOTICE)

**THIRD NOTICE:** (See sample of Third Notice - Street Lighting)

Street Lighting will mail to you a Third Notice already typed. You then pull out Job Folder from Street Lighting drawer, and mail out notice to whoever is involved. The Contractor will get a copy of this notice, so mail him one. Keep a copy of Third Notice in folder and file folder back in drawer. (SEE MAILING DISTRIBUTION FOR THIRD NOTICE)

**STREET LIGHTING**

First Notice

**DEPARTMENT OF PUBLIC WORKS  
OFFICE OF CITY ENGINEER  
Los Angeles CA 90012**

SAMPLE

**Date Nov 26,1986**

The Department of Public Works is scheduling the following improvements.

Job Title: 8TH STREET - GARLAND AVENUE TO ALVARADO STREET

Job No. W.O. 49217 Plan No. D-282628 Tentative bid date: DECEMBER 31 1986

Work to be Performed: INSTALL A REPLACEMENT STREET LIGHTING SYSTEM ON 8TH STREET FROM GARLAND AVENUE TO ALVARADO STREET

Please fill.out the following and return one copy to the City Engineer by DECEMBER 17. 1986

Your replies will be transmitted to prospective bidders and used in coordinating this project. Please be sure the information is complete.

Failure to reply may deprive you of the protection provided for in the Standard Specifications. Check the applicable answers-add additional information below or on the back if necessary.

Div.: 97,98,99

FOR THE BOARD OF PUBLIC WORKS  
CITY ENGINEER

Page 44 A2 & E3

By Lowell H. Jeans Division Engineer  
Construction Engineer

-----  
sdc

We the undersigned

- (1) Have prior rights and will submit proof to your office within 30 days.
- (2) Do not have installations within the improvement area.
- (3) Have installations that will definitely not require relocation but will mark them upon request.
- (4) Have facilities that will definitely be affected.
  - (a) The following work contemplated: (Explain fully below or attach sheet).
  - (b) Estimated working days required for construction
  - (c) Construction can start on
- (5) Our work will require coordination with the contractor. (Explain full below or attach sheet).

Estimated working days of coordinated work with contractor .

For Paving Clearance Call \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Station \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
By \_\_\_\_\_ date \_\_\_\_\_

Note: For information call 485 3891  
Return one copy to City Engineer  
Room No 860 City Hall East  
200 North Main Street LA CA 90012

Attention: Utility Coordination Section

**STREET LIGHTING**

SECOND NOTICE

SAMPLE

**DEPARTMENT OF PUBLIC WORKS**  
**Office of The City Engineer**  
Los Angeles CA 90012

Date January 9,  
1987

**Bids** will be opened on February 11, 1987 for:  
**Job Title:** Sunset Boulevard between Fuller Avenue and Fairfax Avenue Job No.. W.O. 59646  
**Plan No.** D-28619  
**Work to be Performed** Improvement of Street Lighting and Traffic Signal System on Sunset Boulevard between Fuller Avenue and Fairfax Avenue.

You are hereby notified that the City will be receiving bids on the above date for the subject project.

€ You are hereby directed, under the provisions of Municipal Code, Sec. 62.01, to remove, relocate, or temporarily disconnect your facilities as indicated in your reply to our First Notice or as noted on the city improvement plan.

€ You have indicated in your reply to the First Notice that \_\_\_\_\_ working days of coordinated work with the contractor is required.

€ You have indicated in your reply to the First Notice, one of the following items:

€ Have prior rights.

€ Do not. have installations within the improvement area.

€ Have installations that will definitely not require relocation but will mark them upon request.

€ \_\_\_\_\_  
\_\_\_\_\_

If any of the utility work required by your company not completed in a timely manner, you may be liable for the costs of any resulting change orders for extra work done or downtime by the contractor.

If there is any change from your reply to our First Notice proposed at this time which will affect our project , notify the Utility Coordination office, Phone 213 485 38

DIV: 357, Pg 34-A3  
DIV: 358, Pg 33-F3

For Board of Public Works  
City Engineer

By L.H. Jeans, Division Engineer  
Construction Division

**STREET LIGHTING**  
**DEPARTMENT OF PUBLIC WORKS**  
**OFFICE OF THE CITY ENGINEER**  
**LOS ANGELES, Calif. 90012**

Third and Final

**Sample**

A CONTRACT has been awarded to: METRO ELECTRIC COMPANY, 8418 E Compton  
Blvd Paramount, CA 90723

Job Title : Brooklyn Avenue between Evergreen Avenue and Soto Street

Job No. W.O. 59627                      Plan No. D-28247

Work to be Performed: Improvement of Street Lighting and Traffic Signal System on  
Brooklyn Avenue between Evergreen Avenue and Soto Street

Div.: 83, 84, 85

Page: 45-B4 \*

Contract Completion Time for Project 54 working days

You are hereby notified that the contractor may start construction on 1-5-87

If you have not completed your work indicated on the First Notice, notify the Utility Coordination office, phone 213 485 3891 IMMEDIATELY.

For Board of Public Works  
CITY ENGINEER

By L H. JEANS, Division Engineer  
Construction Division

SAMPLE

**STREET LIGHTING  
DEPARTMENT OF PUBLIC WORKS  
OFFICE OF THE CITY ENGINEER  
Los Angeles, California 90012**

Page 1 of 2

**SUMMARY OF FIRST-NOTICE REPLIES**

**TITLE OF IMPROVEMENT:** Sunset Blvd., Fuller Avenue & JOB NO.: W.O. 59646  
Fairfax Avenue

Bidders are advised that project plans usually depict the location of substructures as they existed when the project was designed. The following more recent information may indicate that new facilities are being added or that some of those substructures are now or will be relocated, abandoned, removed, lowered, raised, blanketed, encased, enlarged, protected, or in some other way altered. Bidders are urged to carefully examine this information and the latest substructure maps and prepare their bid accordingly. If further information or clarification is desired, bidders are urged to immediately contact: a) the appropriate utility company, or b) the appropriate District Office of the Bureau of Engineering, or c) Utility Coordinating Section, Room 860, City Hall East, Los Angeles 90012. Telephone 485-3891.

Dept. of Water & Power/Underground - **Ron Chase, 481-3445** Have installations that will definitely not require relocation but will mark them upon request.

Dept. of Water & Power/Water System - **T. Okaoura, 481-6088**  
Have facilities that will definitely not require relocation but will mark them upon request..

Dept. of Water & Power/Overhead - **Chuck Benqtsson, 481-5195** Have facilities that will definitely not require relocation but will mark them upon request. No poles involved.

So. California Gas Company - **John Torre, 856-3513** Have facilities that will definitely not require relocation but will mark them upon request. For paving clearance call John Torre at 856-3573.

Bureau of Street Lighting - **Ming Tchen, 485-5903** Have existing installations.

Pacific Bell - **R.E. Knight, 515-4333** Have facilities that will definitely not require relocation but will mark them upon request. For paving clearance call the above name and number.

So. California Rapid Transit District - **24-hour Dispatcher, 972-6111** RTD buses operate east and west bound on Sunset Blvd. We request a 48-hour notice prior to construction for temporary relocation of bus stops or detours. For 24-hour direct service, please call RTD dispatcher.

General services - **Tom Quon, 485-2981** Do not have installations within the improvement area

Group W Cable- **Ken Gerald 213 2583252** Do not have installation within improvement area

STREET LIGHTING  
Room 510 City Hall East  
Los Angeles CA 90012  
485 5903

BUREAU OF ENGINEERING  
Room 860, City Hall East  
485-3891

**SUNSET BOULEVARD - FULLER AVENUE AND FAIRFAX AVENUE W.0. 59646**  
**Page 2 of 2**

Shelter Media, Inc. - **Christy Pakkala, (818) 762-1385**

Do not have installations within the improvement area.

Communication, Inc. - **Steve Tabenelli, 337-0750**

Have facilities that will definitely be affected. Our facilities are located on Sunset as indicated on the attached maps. We will mark our facilities on request. The street lighting conduits may conflict with our existing ducts. These possible conflicts can be resolved by coordination with the contractor.

Metropolitan Water District - **Marko Butich, 250-6000** Do not have installations within the improvement area.

sdc

## **STREET MAINTENANCE**

### **PROCEDURES FOR NOTICES**

**ONLY FIRST NOTICE MAIL OUT** - No Second or Third Notice or Summaries. Street Maintenance will mail "**Utility Notification Sheet**" with thirty-five (35) copies attached together for **First Notice** already typed. Look up the job location on the "Thomas Guide", get the Division Number and see what Utility Companies are involved. After this is done, it is now ready for mailing. Mail out notices, keep one (1) copy of First Notice, attach it to Utility Notification Sheet and mail it back to **STREET MAINTENANCE, CITY HALL SOUTH, ROOM 700, STOP 550, ATTN: COORDINATION SECTION.**

## **PROCEDURE FOR CRA PROJECTS**

### **FIRST NOTICE**

(SEE FIRST NOTICE SAMPLE)

The Community Redevelopment Agency will send to you a "First Notice" already typed up, thru US Mail. Make out job cards similar to City projects. Look up job location in "Thomas Guide" then get Division Number and send out to Utility companies involved. Keep five (5) copies of notice in job folder with "Utility Notification Sheet" in case late requests are needed. (SEE MAILING DISTRIBUTION FOR FIRST NOTICES) The job folder is filed in the "waiting for replies drawer" with the rest of "First Notice" waiting for replies.

**COPIES:** Make copies as required per "Mail Distribution List" on Page 21.

### **SUMMARY OF FIRST NOTICE REPLIES:**

A summary is typed when all First Notice Replies are back. Usually 30 days after First Notice is mailed. A good copy goes to CRA Office. Pull out folder from "waiting for replies drawer", type out summary (SEE SAMPLE OF SUMMARY). Summary is then ready to be mailed out. (SEE SUMMARY DISTRIBUTION FOR MAILING) File job folder back in CRA file drawer until a Second Notice is issued.

**COPIES:** Make copies as required per "Mail Distribution List" on Page 21.

**SECOND NOTICE:**

(SEE SECOND NOTICE SAMPLE)

CRA will send to you a "**Second Notice**" already typed thru US Mail. You then pull out job folder from CRA file. Send out Second Notice to whomever is involved  
(SEE MAILING DISTRIBUTION FOR SECOND NOTICES)

**COPIES:** Make copies as required per "Mail Distribution List" on Page 2 1.

**THIRD NOTICE:**

(SEE THIRD NOTICE SAMPLE)

CRA will send to you a "**Third Notice**" already typed, thru U.S. Mail, you then pull out job folder from CRA file. Send out Third Notice to whomever is involved.  
(SEE MAILING DISTRIBUTION FOR THIRD NOTICE)

**COPIES:** Make copies as required per "Mail Distribution List" on Page 21.

Eng 3.463 Rev. (9-83)

**C. R. A**

**DEPARTMENT OF PUBLIC WORKS  
OFFICE OF THE CITY ENGINEER  
Los Angeles, California 90012**

**SUMMARY OF FIRST-NOTICE REPLIES**

**TITLE OF IMPROVEMENT Lakme Ave.-Anaheim St. to "G" St. JOB .NO. W.O. 500646**

Bidders are advised that project plans usually depict the location of substructures as they existed when the project was designed. The following more recent information may indicate that new facilities are being added or that some of those substructures are now or will be relocated, abandoned, removed, lowered, raised, blanketed, encased, enlarged, protected, or in some other way altered. Bidders are urged to carefully examine this information and the latest substructure maps and prepare their bid accordingly. If further information or clarification is desired, bidders are urged to immediately contact: a) the appropriate utility company, or b) the appropriate District Office of the Bureau of Engineering, or c) Utility Coordinating Section, Room 360, City Hall East, Los Angeles 90012. Telephone 48S-3891.

Dept. of Water & Power, Underground - Mr. Chase, 481-3445  
Do not have installations within the improvement area.

Dept. of Water & Power, Water System - Ms. Hamvas, 481-3445  
Do not have installations within the improvement area.

Dept. of Water & Power, Overhead - Chuck Bengsston, 481-5195  
No reply.

So. California Gas Company - Stan Crebs, (818) 307-2633  
No reply.

Bureau of Street Lighting - D. Afflalo, 485-5908  
Have existing installations. Have proposed installations.

Pacific Bell - J. D. Wienald, 515-4362 Have installations that will definitely not require relocation but will mark them upon request. For paving clearance call above name and number.

So California Rapid Transit District- 24-hour Dispatcher, 972-6111  
Do not have installation within the improvement area.

General Services - T. Quon, 485-2981  
Do not have installation within the improvement area.

GATX Corporation- Fal Beala, 676-4289  
Do not have installation within the improvement area

Harbor Dept. Steam Plant- James Simon, 549-3001  
Do not have installation within improvement area  
Shell Oil Co- Mr. Hanks, 585-0660  
No reply

COMMUNITY REDEVELOPMENT AGENCY  
354 S Spring Street STE 800  
Los Angeles CA 90013  
977-1600

BUREAU OF ENGINEERING  
Room 860 City Hall East  
485-3891

## **PROCEDURE FOR PRE-CONSTRUCTION MEETING**

These meetings are to be scheduled by the Utility Coordinator, when utilities are involved, immediately following the award of contract by the Board, usually within one week after the contract is awarded. The awarding of contracts may occur on Mondays, Wednesday, or Fridays (excluding holidays).

The Public Counter Clerk, Board of Public Works, Room 353, will transmit a copy of the Board's Journal directly to the Utility Coordinator, Utility Coordinating Section, Room 860, City Hall East, Stop 501, on conclusion of each day's meeting of the Board. The Journal is a record of the Board's actions on that day.

Copy of the Journal may also be obtained at the Public Counter, at approximately 3:00 p.m. on the day the Board meets. The Agenda for the meetings is available at approximately 9:00 a.m. on Mondays, Wednesdays, or Fridays.

### **NOTE**

If a pre-construction utility meeting is not needed because there is no utility involvement on a federally funded project, a letter is needed to notify the agencies involved. (See Attached Form Letter on Page 45).

## **PROCEDURE FOR PRE-CONSTRUCTION MEETING**

- a. Make out a call sheet for jobs that will require a pre-construction meeting.
- b. Obtain the name and phone number of the Contractor from the job card.
- c. The Awards Section of Project Management clears the recommendation for Award Report with Utility Coordination for every job involving utility coordination. Award Report is usually approved within two weeks. Immediately after approval of Award Report, arrange a pre-construction meeting, whenever possible, at 9:30 a.m. on either Tuesday or Thursday with the contractor at a place near the job site. The meeting place may be a district office or a public library near the job site.

When the meeting place is established, coordinate the date and time of the meeting with the contractor and the project engineer.

- d. Review the job folder and card and note on the Call Sheet the utility companies and agencies which are involved.
- e. Call the utility companies and agencies and request each of them to attend the pre-construction meeting.
- f. Whoever sets-up the meeting will usually chair the meeting to maintain continuity and familiarity with the project.
- g. A sign-in sheet must be signed by persons who attend the meeting. Legible names, addresses, and telephone numbers are required.
- h. The meeting shall be tape-recorded and notations of meeting "highlights" shall be jotted on memos.
- i. A draft copy of the transcribed minutes must be reviewed by the project engineer prior to distribution. (See Attached Transmittal Letter on Page 46). A Copy of the minutes shall be sent to each attendee and any possibly involved non-attendee.
- j. The sign-in sheet and the call sheet shall be placed in the project file to be available for future reference.
- k. During the construction, the utility coordinator may receive calls from the inspector or the contractor for assistance in coordinating utility problems within the job site. Usually, the coordinator will arrange a field meeting with the project engineer, contractor, change orders section, inspector and a representative of the involved utility to resolve the problem.

# MEETING "SET-UP" CALL SHEET

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**W.O.:** \_\_\_\_\_ **Plan No.:** \_\_\_\_\_

**Contr.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
\_\_\_\_\_

**Contr.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Proj. Engr.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Other Design:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Other Bur/Agency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DWP/WS:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DWP/OH:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DWP/UG:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PTT/GT:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**SCG:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Chg. Ord.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DOT:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**St. Ltg.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contr. Adm.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Survey:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**Coord/FAU:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Constr Review** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CALTRANS:** \_\_\_\_\_

**E. E. O Offcr.** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Constr. comp.:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



## **PRE-CONSTRUCTION INTRODUCTION**

PRIOR TO INSTITUTING THIS MEETING, EVERYONE IS KINDLY ADVISED THAT THIS CONFERENCE ROOM, BEING AN ENCLOSED AREA, IS HEREBY DESIGNATED AS A NON-SMOKING AREA, IN ACCORDANCE WITH THE REQUIREMENTS OF MUNICIPAL CODE SECTION 41.50. YOUR COOPERATION IS REQUESTED.

This is a pre-construction meeting in connection with the proposed improvement of \_ \_ . The primary purpose of this meeting is to discuss the actual or potential interference of utility company's facilities with the construction and installation of the planned improvements.

All persons are requested to sign the attendance list being circulated. All persons signing the attendance list will be provided with a copy of the meeting minutes to be transcribed from the audio recording. Since it is impossible to transcribe two voices speaking at the same time, it is kindly requested that one person be allowed to speak at a time and reserving cross table discussion till after the conclusion of this meeting.

Optimum timing and coordination of any necessary utility company work either prior to or during the contractor's operations is vitally essential both economically and to insure the least amount of public inconvenience. Therefore, determination of starting dates and number of working days to do the utility work will be one of the prime objectives of this meeting.

We shall first hear from the Project Engineer who will describe the scope and limits of this project, and what requirements there may be in connection with submittal and approval of any shop drawings, pipe layout diagrams, or trench shoring plans from the contractor. And, also whether there may be any change orders.

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: January 20, 1987  
To: Memo To File  
From: D. R. Covalt, Chairman  
Construction Division

**Title: LASSEN STREET h TOPANGA CANYON BLVD. STORM DRAIN  
W.O. 51328**

Contractor: Matt J. Zaich k Sons  
D. R. Covalt: Introduction.

**Project Engineer: (Ed Itagaki, E. A. Rams, 989-8448)**

Basically we have a storm drain project that includes 229 lineal feet of 54" RCP, reinforce concrete boxes, 4 catch basins, connector pipes and manholes in Lassen Street intersection at Topanga, to about 282' easterly of Topanga Canyon Boulevard, to bring relief to that intersection. There is also an intersection southerly in Topanga Canyon at Marilla that will also be provided some relief from this system. We don't have any change orders.

**Contractor: (Matt J. Zaich, 886-3084)**

The pipe won't be ready for at least twelve weeks after this project is awarded. I have the shop drawings here or they can be submitted wherever you instruct. However, there is work that can be done in Topanga Canyon. At approximately station 18+82 at the end of transition structure #1 to the beginning of the 54" pipe, we can't go to that one structure until we have that pipe on hand. We would have to stop right at transition structure #1, which don't think is to the benefit of anyone. I think we can coordinate our work so we can start our structural work in coordination with the pipe installations so that everything ties in together. Otherwise, we would have a lapse of time. I estimate that my start date would be about May 1, 1987. About 8 weeks after the award of contract, we may start with this sewer work and some of the structural work on the westerly side of Topanga Boulevard.

**Dept. of Water & Power/Water Services: (Dave Cox, 701-2636)**

Our work is finished. We have built an offset underneath the proposed storm drain. Here is a set of plans showing that offset and our cover plus a phone number you can call if you have any trouble. We will mark our lines through U.S.A.

**Utility Coordinating: (D.R. Covalt. 485-3892; et al)**

Is the 10 days coordinated work that Water Systems mentioned in the Summary of First Notice Replies still valid?

**Dept. of Water & Power/Water Services :**  
No.

**LASSEN STREET AND TOPANGA CANYON BOULEVARD STORM DRAIN-  
W.O. 51328**

Page 2 of 7

**Contractor:**

Where was that?

**Dept. of Water & Power/Water Services:**

On the east side of Topanga intersection with Lassen.

**Dept. of Water & Power/Overhead:**

Not present.

**Dept. of Water & Power/Underground:**

Not present.

**Bureau of Engineering: (George Groves. 989-8431)**

We have an offset and an elevation on that gas line. It was found 12.9' north of the center line of Lassen, 38.9' west of the center line Topanga Canyon Boulevard and the top of the gas line is at elevation 930.24.

**Pacific Bell: (LYnn Copsey, 583-6516 & Rafi Gholizadeh. 347-0033)**

We have a work order that has been approved for relocation of approximately 40' of a five duct structure that runs north and south on Topanga on the westerly portion of the intersection. It has to be relocated to facilitate the replacement of a boxed structure. We have done some exploratory excavation to determine our existing cover and for any possibility of other conflicting substructures. Mr. Rafi Gholizadeh will be the subway inspector who will be running the job and coordinating with the other utilities. We need the Gas Company to adjust their pipe because we can't raise our conduit system. The Gas Company is right on top of us. They have to relocate it. We need 10 working days to complete our work. That includes the fiber optic and it's very critical.

**Contractor:**

Where is the Gas Company above your conduit?

**Pacific Bell:**

It's about 6" above our conduit system. We potholed it, December 20, 1987, and found that problem. We backfilled and reported it. It is the 6" gas line that is 15' north of the center line Lassen Street, and runs east and west across the intersection and it was identified as being offset by 3' south, and directly on top of our 5 duct structure. Apparently, it is actually 12.9' north of the center line of Lassen Street, 38.9' west of the center line of Topanga Canyon Boulevard. The top of the elevation of the gas line is at 930.24.

**Contractor:**

Can you go down?

**LASSEN STREET AND TOPANGA CANYON BOULEVARD STORM DRAIN-  
W.O. 51328**

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**Pacific Bell:**

No. We have to raise the 5 duct structure to clear the box.

**Contractor:**

Well, then, this matter must be coordinated and resolved by the Gas Company and Pacific Bell before I can begin.

**So. California Gas: (Gary Costa. 715-7061)**

We have a "U Section" we know we are going to have to alter under the box on the east side of Topanga. Our main runs north and south. We are going to have to put a "U Section" in there.

**Contractor:**

Can the Gas Company coordinate your work so Pacific Bell can coordinate their work and get this done before I have to start?

**So. California Gas:**

Yes, we seem to have plenty of time. We just need that center line of the drain staked so we can know exactly where it is.

**Shell Oil Company: (Gerald Mercer, 520-3703)**

I am new with Shell and just being informed of this meeting, I'm only familiar with what we have in the area, but haven't seen any of the plans for the project.

**Utility Coordinating:**

I will read Shell Oil's reply from the Summary of First Notice Replies: "Please note that the drawing shows a 6" Ventura Products pipe line, 17' south of the center line of Lassen Street, instead of 16' south thereof as shown on sheet 2 of your plans. Any portion of abandoned pipe conflicting with your work can be removed by your contractor. We prefer to make the initial cuts in the pipe which may contain pockets of residual or hydrocarbon vapors. Caution is advised of any field excavation, compaction, or other construction activity near the active 6" pipe line, as it is in continuous use. Call Mr. George Masley at (805) 526-1044, 48-hours prior to any such activity, excavation, or removal of abandoned pipe, for pipe location markout and or standby, and/or the initial pipe cuts".

**Shell Oil company.**

From what I understand from that reply, we don't have any conflict, but, we do need to have our representative standby. We prefer to make the pipe cuts on the abandoned pipe.

**Valley Cable T V:**

Not present.

**LASSEN STREET AND TOPANGA CANYON BOULEVARD STORM DRAIN-  
W.O. 51328**

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**So. California Rapid Transit District: John Lowrie. 972-6101)**

We have bus service that operates north and south on Topanga and bus stops at Topanga and Lassen. Bus services, operates eastbound on Lassen. We request 48-hours notice to relocate those stops and to detour buses, if necessary. What is the duration of the project?

**Contractor:**

About 60 days.

**So. California Rapid Transit District:**

What are the lane restrictions for traffic?

**Bureau of Engineer:**

They are in the specifications. It says, two lanes of traffic are to remain open for the use of the traveling public during the following hours: southbound from 6:30 to 9:00a.m Monday through Friday, northbound from 3:30 to 6:30p.m. Monday through Friday.

**So. California rapid Transit District:**

It won't be necessary to close the street, will it?

**Contractor:**

No.

**Dept. of Transportation: (Alfred Yalda, 989-8784)**

We need 2 days prior notification for any work.

**Change Orders: (Don Kalanick. 485-5126)**

The contractor is familiar with change order procedures. It is a Federally funded job so, if there are any change orders, I need your signature before I can process it through the City.

**Contractor:**

I don't anticipate any change orders.

**Change Orders:**

If one does occur, notify me as soon as possible.

**Contract Administration: (Michael Warner 989-8796)**

When you were talking about start dates, the eight weeks you mentioned would be more like April 1, 1987, than May 1, 1987. So, which are we looking at?

**Contractor:**

May 1, 1987, because of this "thing" with the Gas and Telephone Company.

**LASSEN STREET AND TOPANGA CANYON BOULEVARD STORM DRAIN-  
W.O. 51328**

Page 5 of 7

**Survey Division: (John McNeil. 989-8436)**

We request 48-hours notice on the first call out, and 24-hours thereafter. Grade sheets are being prepared by the Project Engineer.

**Contractor:**

Are you going to provide Survey services for the utilities?

**Survey Division:**

Any utilities that need survey, just give us a call and tell us what you want.

**So. California Gas Company:**

I need the telephone company to tell me which way they want me to go.

**Pacific Bell:**

We need you to raise it at least a foot. We can open up the trench complete for our own benefit for the raising and leave it like that until you come out and do your work and get out and then we finish up ours.

**So. California Gas company:**

OK.

**Contract Administration:**

Are the Gas Company and Telephone Company going to do this work under a "U permit" or under this work order.

**Pacific Bell:**

We have our own permit.

**Bureau of Engineering:**

Can the telephone company just spread their ducts out rather than raise it up to miss the storm drain box?

**Pacific Bell:**

We looked at it from the manhole and we don't have enough slack in the cable. That's the reason why we can't spread it, we have to raise the whole system.

**Contractor:**

When do the gas and telephone company anticipate this work to be completed?

**Pacific Bell:** Next month we should be finished.

**LASSEN STREET AND TOPANGA CANYON BOULEVARD STORM DRAIN-  
W.0. 51328**

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The meeting was adjourned and turned over to Lydia Lota of Contract Compliance.

DRC/sdc

encls: Attendance Roster

cc: All Attendees  
John Owens, Caltrans

**LASSEN STREET AND CANYON BOULEVARD STORM DRAIN W.O. 51328**

**ATTENDANCE ROSTER**

**Contractor: Mstt J. Zaich & Son**

**January 20, 1987**

<b>Name</b>	<b>Organization</b>	<b>Phone</b>
Lynn L. Copsey	Pacific Bell	(805) 583-6516
Rafi Gholizadeh	Pacific Bell	(818) 347-0033
Alfred Yalda	Dept. of Transp.	(818) 989-8784
Gerald Mercer	Shell Oil Company	(714) 520-3703
D. R. Covalt	Utility Coordinating	(213) 485-3892
Ralph Tersigni	Utility Coordinating	(213) 485-3891
Stella Wai	Utility Coordinating	(213) 485-3891
John Lowrie	So. Calif. RTD	(213) 972-6101
E. A. Rams	Bureau of Engineering	(818) 989-8448
Ed Itagaki	Project Engineer	(818) 989-8448
George Groves	Bureau of Engineering	(818) 989-8431
Lydia Lota	Contract Compliance	(213) 485-5304
David Cox	Dept. of Water & Power/WS	(818) 701-2636
Don Kalanick	Change Orders	(213) 485-5126
Michael Warner	Contract Administration	(818) 989-8796
John McNeil	Survey	(818) 989-8436
Matt Zaich	Contractor	(818) 886-3084
Gary Costa	So. Calif. Gas Company	(818) 715-7061
John Owens	Caltrans (Not Present)	(213) 749-7246

**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE**

TO: \_\_\_\_\_ DISTRICT/DIVISION ENGINEER

ATTEN: \_\_\_\_\_

FROM: MR. LOWELL H. JEANS, DIVISION ENGINEER (BY: \_\_\_\_\_ )  
CONSTRUCTION DIVISION, 860 CITY HALL EAST UTILITY COORDINATOR

SUBJECT: \_\_\_\_\_ W.O. \_\_\_\_\_

THE UTILITY PRE-CONSTRUCTION MEETING IS NOT NEEDED BECAUSE THE SUMMARY OF FIRST-NOTICE REPLIES SHOWS NO UNRESOLVED CONFLICTS OF UTILITIES WITH THE CONSTRUCTION OF THE SUBJECT PROJECT.

**TELEPHONE NOTIFICATIONS**

PROJECT ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

CONTRACT ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

CALTRANS \_\_\_\_\_ DATE \_\_\_\_\_

CC:

CONTRACT ADMINISTRATION, 908 CITY HALL  
CALTRANS, JOHN OWENS, 1425 S. CHANNING ST., L.A., CALIF., 90031

"SAMPLE"

To: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Return By: \_\_\_\_\_

From: Utility Coordinating  
Construction Division  
STOP: 510

**MINUETS OF PRE-CONSTRUCTION MEETINGS**

Please review the attached draft from the pre-construction meeting. Make any comments, changes, corrections, additions and/or add an addendum as you feel necessary. Please RETURN minutes with comments after reviewing. Contact the Utility Coordinating Section at 485-3891 and notify then of any remarks, and if the minutes are OK to be distributed.

## **CONSTRUCTION UTILITY DAMAGE MEETING**

Contractors, Utility Company, Project engineer or the inspector can report damage claim on project. We will arrange a meeting between the affected parties per Special Order S006-0269 attached.

**Damage Meeting During Construction  
SPECIAL ORDER**

February 21, 1969

TO ALL DIVISION/DISTRICT ENGINEERS

**SUBJECT: SUBSTRUCTURE UTILITY INTERFERENCE ON CONTRACT WORK**

To facilitate establishing the responsibility & costs incurred due to utility interference or damage during construction, the Bureau of Contract Administration has advised their inspectors to notify the Construction Division, Utility Coordination Section, whenever such interference occurs. The following steps shall be taken immediately after notification of such interference or damage:

1. The Utility Coordination Section shall notify the Project Engineer, the affected utility company (including other City Departments), and the Construction Division, Change Order Section and arrange a meeting.
2. At the meeting the representative of the District/ Division Engineer, Contractor, Utility Company representative, and the Change Order Section shall determine the degree of responsibility for any changes in cost, and determine the proper method of continuing construction.
3. The representative of the District/Division Engineer shall, if appropriate, submit a Change Order to the Construction Division accompanied by a copy of any correspondence between the City and the Utility Company regarding any commitment made. (No change order shall be written where it is established that damage was the full responsibility of the contractor).

**SUBSTRUCTURE UTILITY INTERFERENCE  
ON CONTRACT WORK**

-2-

**February 21, 1969**

4. Where the City will request the Utility Company to pay the cost of extra work, the Change Order Section shall discuss such costs with the Utility Company prior to making any commitment with the Contractor. Upon issuance, a copy of the Change Order shall be sent to the Utility Company with a request for payment.

**LYALL A. PARDEE, City Engineer**

When a Notice of Closed Work Orders is received, one copy is given to the Senior Clerk/ Clerk Typist. In order to close projects on All and W.O.'s, see the notice and pull out files that match the number with the list (See also the name of the project). Throw away everything except: First, Second, and Third Notices, summary and field meeting, if any (One copy each). If it is a W.O. project, mail the utility companies' replies, City replies, and summary to Bureau of Engineering Administration Division, Letter Files, Room 850, City Hall, STOP 490. Folders are kept with the First, Second, and Third Notices, summary and field meetings. On top of the file and card (which are pulled out also) the closing date is written Down. Folders are put away in closed files and cards are filed.

**BIDS TO BE RECEIVED FEBRUARY 11, 1987**

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**The following jobs are to be constructed as Cash Contracts:**

		<b>Plan No.</b>
W.O. 51358 27980 CD #14	Buchanan St. S.D. - R/w N/o  Westerly Terminous	D-
W.O. 81193 28617 CD #9	S.R.P. - Unit 2: Access Ramps  (Grand Ave.) and GuardRail (Adams Blvd.)	D-

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**The following jobs are to be constructed under the Act of 1911:**

- NONE -

## **ADDENDUM**

**ADDENDUM CONTENTS  
(INFORMATION)**

1. LIST OF MAJOR UTILITY COMPANIES 52	Page
2. LIST OF Other UTILITY COMPANIES 56	Page 53-
3. CABLE TELEVISION FRANCHISE COMPANIES 57	Page
4. CONTRACTOR LIST 84	Page 58-
5. DIRECTORY FOR ENGINEERING OFFICES 87	Page 85-

## LIST OF MAJOR UTILITY COMPANIES

1. DEPT. OF WATER & POWER, POWER  
UNDERGROUND COORDINATING  
ROOM 813, D.W.P. BLDG.  
**STOP 800**  
City Wide: Mr. Ron Chase - 481-3446

b) VALLEY OFFICE  
(818) 715-7061 or  
(818) 715-7019

2. DEPT. OF WATER & POWER, WATER SYSTEM  
WATER OPERATING DIVISION  
ROOM 1432, D.W.P. BLDG  
**STOP 800** Central & Harbor - Ms. Hamvas 481-6087  
W. Valley - Mr. Hamanaka, 481-6085 419-2471  
E. Valley - Mr. Romain, 481-6078  
W.L.A. – Mr. Okumura, 481-6088

b) CENTRAL OFFICE  
260-807 Rene' Hermann

Contact as follows:

a) CENTRAL DISTRICT WATER SYSTEM  
481-5579  
Contact: Henry Lujan

d) NORTHERN OFFICE  
(818) 353-8511

b) EAST VALLEY DISTRICT WATER SYSTEM  
(818) 785-8393 X4136  
Contact: Fred Rivera

e) WESTERN AREA  
419-2471

c) WEST VALLEY DISTRICT WATER DISTRICT  
(818) 785-8393 X3136  
Contact: Dave Cox

f) HARBOR AREA  
Richard Isaacs  
603-1360

d) WEST LOS ANGELES DISTRICT WATER  
481-6977  
Contact: Hamid Fadakar

g) COORDINATION & POLICIES  
R. C. "Chuck" Chapman  
689-2308

e) HARBOR DISTRICT WATER SYSTEM  
831-8807  
Contact: Richard Colton

5. BUREAU OF STREET LIGHTING,  
Drafting & Technical Records  
Services Division, Room 510  
City Hall East STOP 545  
Attn: Craig Bagauss, 485-5903

3. DEPT. OF WATER & POWER, OVERHEAD  
OVERHEAD SURVEY COORDINATION  
ROOM 813, D.W.P. BLZG.  
STOP 800  
481-5195  
City Wide: Chuck Bengtsson

6. PACIFIC BELL (Madeline)  
2540 Foothill Blvd.  
La Crescenta, CA 91214  
(818) 957-6681 or (818) 957-6669

4. SOUTHERN CALIFORNIA GAS COMPANY  
Attn: Stan Crebs  
P. O. Box 3249, Terminal Annex  
Los Angeles, CA 90051  
Construction Staff, Mail Location 768V  
(818) 307-2633

Instructions: Get the project's Thomas Guide page  
& section location. Call Bil Rose at (818) 957-  
6681. Ask who is the engineer in charge for this  
Thomas Guide area. Then call the  
engineer for notification.

a) OFFICE  
(Hollywood Area)  
468-2325

7. SO. CALIF. RAPID TRCNST DIST.  
425 S. Main Street  
Los Angeles, CA 90013  
972-6101  
Contact: Peter Serdienis

8. DEPT. OF GENERAL SERVICES  
COMMUNICATION SERVICES  
ENGINEERING & PLANNING  
CITY HALL  
STOP 459  
485-2981  
Contact: Tom Quon

## LIST OF OTHER UTILITY COMPANIES

### 1. A.T. & S.F. R.R. CO.

Attn: Stan Reidenbach, Office Engineer  
1st Floor - Atchison Bldg.  
5200 E. Shiela Street  
Los Angeles, CA 90040  
(714) 267-5567

### 2. ALHAMBRA, CITY OF

Attn: Ed Wall  
111 South First Street  
ALhambra, CA 91801  
(818) 570-5067

### 3. AMTRAK

#### National R.R. Passenger Corp.

Attn: B. R. Pohlot, Div. Engineer  
2470 E. 8<sup>th</sup> Street  
Los Angeles, CA 90021-1734  
683-6907

### 4. ARCO OIL & GAS COMPANY

Attn: Gas Coordination or J.C Burch, Jr  
P. O. Box 147 Bakersfield, CA 93302  
(805) 833-4067

### 5. B. P. NORTH AMERICA TRADING

Attn: Ray Wetz  
1313 North Gaffey Street  
San Pedro, CA 90731  
(213) 548-6496

### 6. BEVERLY HILLS, CITY OF

Attn: Mel Odcm, Public Services Director  
450 Crescent Drive  
Beverly Hills, CA 90210  
550-4899

### 7. BEVERLY HILLS, CITY OF WATER DEPARTMENT

Attn: Mr. E. T. Tanner, Sr., Water Serv. Supt  
450 N. Crescent Dr., Room 300  
Beverly Hills, CA 90210  
550-4859 or 550-4911

### 8. BURHAM CASTROL

Attn: Gary Bryce  
1925 N.Marianna  
Los Angeles CA 90032  
265-8075

### 9. CALMART COMPANY

Attn: Mike Krystkiewicz  
3200 San Fernando Rd  
Los Angeles CA 90065  
(213) 258-2777

### 10. CHAMPLLN PETROLEUM COMPANY

Attn: A1 Valentine, Production  
420 Henry Ford Avenue,  
Wilmington,CA90744  
491-6990

### 11. CHAMPLIN PETROLEUM CO. (REFINERY)

Attn: Kathy Bryant  
P. O. Box 920, Long Beach CA 90801  
436-4261

### 12. CHEVRON U.S.A., INC

Attn: Steve Conley, Eng. Tech. 694-7065  
P. O. Box 743 La Habra, CA 90631

### 13. COMMUNITY REDEVELOPMENT

Allen One 977-1610  
354 S. Spring St., Suite 600  
Los Angeles, CA 90013

### 14. CULVER CITY BUS LINE

Attn: M. Zierrten, Trans, Dept  
9815 Jefferson Blvd.  
Culver City, CA 90232  
202-5791

### 15. CSVER CITY, CITY HALL

Attn: John Lathrcp, City Eng  
9770 Culver Blvd  
Culver City, CA 90232-0507  
202-5791

### 16. DOMINGUIZ WATER CORP.

Attn: Mr. Forsbert  
21718 S. Alameda Street  
Long Beach, CA 908  
834-2624

### 17. DOW CHEMICAL U S A

Attn: Dennis Biscoe or Charles Lee  
305 Crenshaw Blvd.  
Torrance, CA 90503  
533-5225

### 18. EDGINGTON OIL COMPANY, INC.

Attn: Willian J. Torlsic,  
Vice President Manufacturing  
P. O. Box 5802  
2400 E. Artesia Blvd  
Long Beach, CA 90805  
423-1465 or 636-2524

- 19. EXXON COMPANY U.S.A.**  
Attn: Wade D. Cook, 805-494-2401  
Western Div. R/W & Claims Agent  
P. O. Box 5025 ,Thousand Oaks, CA 91359
- 20. FLETCHER OIL & REFINING CO.**  
Attn: Dick Erdman,775-3731  
P. O. Box 548 Wilmington, CA 90748
- 21. FOUR CORNERS PIPELINE CO.  
(ARCO).** Attn: Victor Nix, 428-9000  
Manager of Land Services  
5900 Cherry Avenue  
Long Beach, CA 90805
- 22. GATX TERMINAL CORP.**  
Attn: John Beahan, 834-4215  
Pipeline Supervisor , Berth 172  
Wilmington, CA 90744
- 23. GENERAL TELEPHONE COMPANY**  
Attn: Don Haismans  
510 Park Avenue  
San Fernando, CA 91340 .  
(818) 365-0182 (In San Fernando)
- 24. GENERAL TELEPHONE COMPANY**  
Attn: Karen L. Cornell Network Facil. Manager  
2020 Santa Monica Blvd.  
Santa Monica, CA 90404  
(805) 987-0411
- 25. GLENDALE, CITY OF,  
PUBLIC SERVICE** Attn: Rodney Okamura  
119 N. Glendale Avenue  
Glendale, CA 91206  
(818) 956-2062 or (213) 395-2318
- 26. GOLDEN EAGLE REFINING CO**  
Attn: Wayne Crawford ,328-6860  
P. O. Box 4885  
Carson, CA 90745
- 27. GOLDEN WEST REFINING CO.**  
  
Attn: R. F. Dietl, Director-Engr  
P. O. Box 2128  
Santa Fe Springs, CA 90671  
921-3581
- 28. HARBOR BELT LINE RAILROAD**  
Attn: Ray P. Igo, General Manager,834-5863  
340 Water Street P. O. Box "A"  
Wilmington, CA 90748 .
- 29. HARBOR STEAM PLANT DWP**  
Attn: Mr. Ashbaugh, 834-7141 or 834-3444  
Island Ave and B Street,Wilmington CA 90744
- 30. HAWTHORNE, CITY OF**  
Attn: A1 River (213) 970-7226  
4455 West 126th Street  
Hawthorne, CA 90205
- 31. LAS VIRGENES MUN.  
WATER DISTRICT**  
Attn: Richard B. Baird, Gen. Mngr.  
4231 Las Virgenes Road  
Calabasas, CA 91302-1994  
(818) 880-4110
- 32. L.A. COUNTY COMM. DEPT.**  
Attn: Mike Igoe,974-2316  
500 W. Temple Street, Rm. 180  
Los Angeles, CA 90054  
974-2316
- 33. L.A. COUNTY FACILITIES  
MNMGMT. DEPT.** (213) 738-2014  
Attn: Phil Pennington  
550 South Vermont Ave  
Los Angeles, CA 90020
- 34. L.A. COUNTY  
FLOOD CONTROL DISTRICT**  
Attn: John J. Lowry, Permit Section  
P. O. Box 2418, Terminal Annex  
(213) 226-4208
- 35. L.A. COUNTY,  
PUBLIC WORKS, DEPT. OF**  
Attn: Ton Tidemanson,(213) 226-8101  
1540 Alcazar Street  
Los Angeles, CA 90033
- 36. L.A. COUNTY WATER WORKS**  
Attn: Mr. Thurlow  
P. O. Box 54982  
Los Angeles, CA 90054  
738-2561

- 37. METROPOLITAN WATER DISTRICT, THE**  
Attn: Marko Buntich (213) 250-6000  
P. O. Box 54153, Terminal Annex  
Los Angeles, CA 90054
- 38. MOBIL OIL CORPORATION**  
Attn: Luci Swindoll, 328-2550  
Manager R/W & Claims  
West Coast Pipe Claims  
3700 W. 190th Street  
Torrance, CA 90509
- 39. NATIONAL METAL AND STEEL CO.**  
Attn: Pamela White ,775-3321  
691 New Dock  
P. O. Box 3406  
Terminal Island, CA 90731
- 40. PACIFIC COAST GAS CO.**  
Attn: Ronald Hester.,326-5317  
Superintendent of Field Operations  
1000 W. Lomita Blvd.  
Harbor City, CA 90710
- 41. PHILLIPS OIL COMPANY**  
Attn: Charles Althoff (714) 969-3309  
20101 Golden West  
Huntington ,CA 92648
- 42. CHAMPLIN PETROLEUM CO.  
AND/OR CHAMPLIN OIL CO.  
(REFINERY)**
- 43. SAN FERNANDO, CITY OF, ENG. DEPT.**  
Attn: Rich Navarro, City Engineer (818) 365-2541  
117 McNeil Street, Sanfernando, CA 91340
- 44. SANTA MONICA, CITY OF**  
Attn: Dave Britton, Civil Engineer 458-8731  
1685 .Main Street, Santa Monica, CA 90401
- 45. SANTA MONICA, CITY OF  
WATER DIVISION**  
Attn: John Hoagland  
P.O. Box 2200  
Santa Monica CA 90401  
213 458 8224
- 46. SHELL OIL COMPANY**  
Attn: R. D. Kerick  
511 N. Brockhurst  
Anaheim, CA 92803  
(800) 447-4355 X746
- 47. SHELTER MEDIA, INC**  
Attn: Christy Pakkala  
2514 N. Naomi  
Burbank, CA 91504  
818 - 846-1300
- 48. SO. PASADENA  
WATER DIVISION**  
Attn- Clyde Beck  
825 Mission Street  
So. Pasadena, CA 91030  
(213) 799-9101 X726
- 49. S.C.EDISON CO**  
Attn: R. C. Fish,491-2986  
Customer Service Department  
Long Beach, CA 90801
- 50. SOUTHERN CALIFORNIA  
WATER CO**  
Attn: Charles Buckner,386-7800  
3625 W. 6th Street  
Los Angeles, CA 90020
- 51. SO. PACIFIC PIPELINE INC.**  
Attn: R. L. Wetzel,(213) 429-6757  
610 S. Main Street  
Los Angeles, CA 90014
- 52. SOUTHERN PACIFIC  
TRANSPORTATION**  
Attn: J.L. Stewart,629-6518 (R/R)  
Engineering Department  
610 S. Main Street Roon 680  
Los Angeles, CA 90014
- 53. SUN EXPLORATION AND  
PRODUCTION COMPANY**  
Box 55060, (805) 257-6276  
Valencia, CA 91355-0560
- 54. TEXACO INC.**  
Attn: Harry Chandler,818 505-3050  
P. O. Box 3756  
10 Universal City Plaza  
Los Angeles CA 90051

**55. TIME OIL COMPANY**

Attn: Tony Dibari, 938-7151  
5150 Wilshire Blvd.  
Los Angeles, CA 90036

**56. TORRANCE WATER DEPARTMENT**

Attn: Engineering Section 618-2856  
3031 Torrance Blvd  
Torrance, CA 90509-2970

**57. UNOCAL**

**Union Oil Company of Ca.**

Attn: Arne Adams ,977-5021  
P. O. Box 7600  
Los Angeles, CA 90051

**58. UNION PACIFIC R.R.**

Attn: Office of Div. Engineer  
P. O. Box 22004  
Los Angeles, CA 90022  
(818) 785-0413

**59. U.S. ARMY CORPS OF ENGINEERS**

Attn: Operations Branch  
P. O. Box 2711  
Los Angeles, CA 90053  
(213) 688-4925

**60. (U.S. NAVY) DEFENSE FUEL REGION-WEST**

Attn: Bert Alejandro  
Regional Engineer  
3171 N. Gaffey Street  
San Pedro, CA 90731  
514-6100

**61. WEST ROSECRANS GASOLINE CO.**

Attn: Richard Russell, Supt.  
552 West 127th Street  
Los Angeles, CA 90044  
757-9392

**62. WESTERN FUEL OIL COMPANY**

Attn: Larry Sullivan  
180 E. Ocean Blvd.  
Long Beach, CA 90802  
549-5957

**63. WESTERN UNION TELEGRAPH CO.**

Attn: F. C. Carlson Regional Manager Outside Plant  
745 S. Flower Street  
Los Angeles, CA 90017  
612-2259 or 612-2260

**NAME CHANGES**

Aminoil is now Phillips Oil Co  
Standard Oil is now Chevron U.S.A.  
Gulf Oil is now Chevron U.S.A.  
Bray Oil is now Burham Castrol  
GATX bought Continental  
Texaco bought Getty Oil  
West Rosecrans & Marmac  
Resources are one in the same  
(notices should be mailed to West  
Rosecrans)  
Superior Oil is now Mobil Oil  
Tidewater Oil Co. is now Texaco  
Consolidated Rocks is now.  
Calmart Co Cheviot Hills Pipeline  
is now Arco Oil & Gas Co.  
Powerine Oil is now Champlin  
Oil Co.

**LIST OF CABLE TV COMPANIES**  
**CABLE TELEVISION FRANCHISE-COMPANIES**  
(See Franchise Map For Area)

**AREA A VALLEY CABLE TV, INC**

Attn: Boni Fine, General Manager  
Chatsworth, CA 91311-6975  
(818) 701-6733 (Bud Winter)

**AREA B SAMMONS COMMUNICATIONS, INC.**

Attn: Tom Robbins, General Manager  
6246 San Fernando Road  
Glendale, CA 91202  
(818) 246-5581

**AREA C UNITED CABLE TV OF LA, INC.**

Attn: William Schainker  
15055 Oxnard Street  
Van Nuys, CA 91411  
(818) 997-0100

**AREA D KING VIDEOCABLE COMPANY**

Attn: Morrie Prizer, General Manager  
10000 Commerce Avenue  
Tujunga, CA 91042 (818) 352-4447

**AREA E TELESYSTEMS/FALCON CO**

Attn: Tim Wilt, General Manager  
28990 Pacific Coast Highway  
Malibu, CA 90265-6010 (213) 457-9758

**AREA F SANTA MONICA SYSTEM**

Attn: Deborah Nicholson, Gen. Mgr  
2700 Pennsylvania Avenue  
Santa Monica, CA 90404 (213) 829-2676

**AREA G SHERMAN OAKS SYSTEM**

Attn: Bob Stare, Gen. Manager (818) 501-2050  
15125 Ventura Blvd, Shennan Oaks, CA 91403

**AREA H EAGLE  
ROCK SYSTEM**

Attn: Louise Anlyan, Gen. Mgr  
4342 Eagle Rock Blvd  
Los Angeles, CA 90041, (213) 258-3252

**AREA I COMMUNICOM . INC**

5731 Buckingham Parkway  
Culver City, CA 90230  
(213) 410-7100

**AREA J AMERICAN CABLE  
SYSTEM INC** (213) 649-5844

Attn: Steve Grossman, General Mgr  
6382 Arizon Circle  
Westchester, CA 90045

**AREA K ACCESS** JackManore, Pro. Mngr.

11601 Wilshire Blvd  
Los Angeles, CA 90025  
(213) 312-5000

**AREA L BUENAVISION  
TELECOMMUNICATIONS**

Attn: Moctesuma Esparza, President  
912 N. Eastern Ave Los Angeles  
CA 90025 . (213) 269-0391

**AREA M COPLEY/COLONY  
CABLE VISION, INC.** 513-0611

Attn: Jay Van Riper, Gen. Mgr  
605 East 'G' Street  
Wilmington, CA 90748

**AREA N DIMENSION CABLE  
TELEVISION**

**(TIMES MIRROR CABLE)**

Attn: Tom Tomkins, Gen. Mgr  
31244 Palos Verdes Dr. West  
STE 207, Rancho Palos Verde  
CA 90274, 541-9143

**CENTURY SOUTHWEST CABLE TV**

Attn Ken Gerald  
4344 Eagle Rock Blvd  
Los Angeles CA 90041

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P. O. 80X 176  
Alta Loma, CA 91701  
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712 Arroyo Street  
San Fernando, CA 91340  
Tel.: 361-8662

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Alhambra, CA 91803  
Tel.: 283-0477

### **A.C. CONSTRUCTION INC.** (805) 529-3220

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### **A.E.C. LOS ANGELES**

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Los Angeles, CA 90065  
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Los Angeles, CA 90017  
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Los Angeles, CA 90008  
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### **AMERICAN LANDSCAPE, INC**

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Canoga Park, CA 91304  
Tel.: (818) 999-2041

### **AMERICAN TREE SERVICE**

2509 North Santa Fe Street  
Compton, CA 90222  
Tel.: 632-5123

### **AMERON, INC.**

P. O. BOX 3000  
Monterey Park, CA 91754  
Tel : 268-4111

-A-

**ARTUKOVICH, PETER, CONSTR. CO. INC.**

8243 Seranata Drive  
Whittier, CA 90603  
Tel.: 947-4081

**ARTUKOVICH, VIDO AND SON, INC.**

11155 East Rush street  
E1 Monte, CA 91733  
Tel.: 283-0911/444-4286

**GUY ATKINSON COMPANY**

BOX 259  
Long Beach, CA 90801  
Tel.: 834-2607/775-1281

**AUTOMATIC SIGNAL DIVISION LFE CORP.**

2430 W. Torrance Blvd. Torrance, CA 90510  
Tel.: 328-8502

-B-

**B. J. CONSTRUCTION COMPANY**  
1360 Sunrise Drive  
Monterey Park, CA 91754  
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**BURNETT CONSTRUCTORS**  
BOX 1407  
Canoga Park, CA 91304  
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Chatsworth, CA 91311  
Tel.: (818) 882-9908

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Los Angeles, CA 90045  
Tel.: 645-2965

**BAUGHMAN, SHREENAN & ASSOCIATES, INC.**  
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Walnut, CA 91789  
Tel.: (818) 965-4394

**BAVIN CONSTRUCTION CO.**  
2240 Canonita  
La Habra Heights, CA 90631  
Tel.: 697-3970

**BONG, CLIFFORD C. & CO.**  
123 N. 3rd Street  
Arcadia, CA 91006  
Tel.: (818) 447-4411

**BRUCE PAVING COMPANY**  
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Gardena, CA 90248  
Tel.: 321-3455

**BRUTOCO ENGINEERING/CONSTRUCTION**  
BOX 429  
Fontana, CA 92335  
Albert King  
Tel.: (714) 350-3535

**BULLOCK CONSTRUCTION CO.**  
13739 Pole Street  
Sylmar, CA 91342  
Tel.: (818) 367-6078

**STEVE BUBALO CONSTRUCTION**  
P. O. Box 1067  
Reseda, C.A. 91364  
Tel.: 883-4216

**CALIFORNIA LANDSCAPE, INC.**

7755 Deering Avenue  
Canoga Park, 91303  
Tel.: (818) 346-7543

**CALIFORNIA PAVING & GRADING CO.**

3250 Verdugo Rd.  
Los Angeles, CA 90065  
Tel.: 956-5939

**CONSTRUCTION ENGINEERS**

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Rosemead, CA 91770  
Tel.: (818) 285-8358

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South E1 Monte, CA  
Tel.: (818) 442-1524/686-0861

**TONY CRISALLI DUMP TRUCKING**

1720 West E1 Segundo  
Gardena, CA 90249  
Tel.: 321-4393

**-D-**

**D & B MAINTENANCE SERVICE**

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Santa Monica, CA 90405  
Tel.: 828-8989/4S2-4089

**D. G. CONCRETE CONSTRUCTION**

850 Colorado Blvd., Suite 201  
Los Angeles, CA 90041  
Dominic Giangregorio  
Tel.: 2S4-7892

**D & M CONSTRUCTION CO.**

A Joint Venture  
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Chatsworth, CA 91311  
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(818) 882-3517 - D. Moran

**DALLY CONSTRUCTION**

Herbert Dally  
9725 La Canada Way  
Sunland, CA 91040  
Tel.: (818) 353-4860

**DABCO CONSTRUCTION**

David Poppin-Partner  
5692 Edinger Av.  
Huntington Beach, CA 92649  
(714) 840-2598

**DALO ENTERPRISES**

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Agoura, CA 91301  
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**DAMON CONSTRUCTION COMPANY**

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South Gate, CA 90280  
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**PETER C. DAVID COMPANY**

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Garden Grove, CA 92643  
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**DESATOFF CONSTRUCTION CO.**

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15606 Gale Ave. #1  
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**NICK DIDOVIC CONSTRUCTION CO.**

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Tel.: (714) 635-4674

**DOTY CONSTRUCTION COMPANY**

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Tel.: (818) 341-8084

**DYNO CONSTRUCTION, INC.**

1212S Valley Blvd.  
El Monte, CA 91732  
Tel.: (818) S7S-281S

- E -

**E. C. CONSTRUCTION CO.**

Carl P. Peterson - dba  
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El Monte, CA 91733  
Tel.: (818) 444-3358 or  
(818) 444-9596

**JAN G. EARNEST CONSTRUCTION**

30 North Euclid, Suite 110  
Anaheim, CA 92801  
Tel.: (714) 553-3670

**ENSO CONSTRUCTION, INC.**

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Lakeview Terrace, CA 91342  
Ms. Jeniford  
Tel.: (818) 897-2667

**EXCEL PAVING CO.**

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Long Beach CA 90806  
Local 715-1122, 775-8160  
or 775-3938

**-F-**

**FLEMING ENGINEERING, INC.**

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Buena Park, CA 90621  
Tel.: 926-6664

**M. E. FRIDRICH COMPANY**

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Buena Park, CA 90621  
Tel.: (714) 523-3833

**FRONTIER CONCRETE CONSTRUCTION CO.**

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Robert A. Gomez-Partner  
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**FROST, G. R., INC.**

18226 Highway 395  
Perris, CA, 92370  
Tel.: (714) 657-0633

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Los Angeles, CA 90020  
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**GRANDPRIX CONCRETE, INC.**

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Tel.: (818) 767-9545

**GRANSTROM CONSTRUCTION CO.**

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Gardena, CA 90247  
Tel.: 532-4723

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Long Beach, CA 90807  
Tel.: 595-5461

**GUHO CORPORATION**

**MARK & NICK GUHO**  
8333 S. Atlantic BLvd.  
Cudahy, CA 90201  
Tel.: 560-0938 1

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**HEALY TIBBETS CONSTRUCTION CO.**

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Long Beach, CA 90813  
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**HOAGLAND, JAMES E. CO.**

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Long Beach, CA 90807  
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Corona, CA 91720  
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Tel.: 774-0234

**-J-**

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Tel.: 628-3432

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Rowland Heights, CA 91745  
Mr. Khalid Javaid, President  
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Sylmar, CA 91342  
Tel.: (818) 367-5012

**GEORGE JUGOVIC CONST. COMPANY**

12624 Martha Street  
N. Hollywood, CA 91607  
Tel.: (818) 766-1813

**-K-**

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Corona, CA 91720  
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Arcadia, CA 91006  
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Tel.: (818) 445-2070

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Sun Valley, CA 91353-0308  
Tel.: 875-3030

**-L-**

**LANG-MILLER DEVELOPMENT**

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- MC-

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**-M-**

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Tel.: 587-9157

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873-5404

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**MERCO CONSTRUCTION COMPANY**  
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**METKKOVICH** Tel 755-3851  
IVAN METKOVICH  
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Tel.: 634-7733

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**-N-**

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Tel.: 870-6125

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Gardena, CA 90248  
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Gardena, CA 90247  
Tel.: 321-6242

**NEWMAN & SONS, INC.**

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Van Nuys, CA 91405  
Tel.: 873-2146

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Los Angeles, CA 90039  
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**NOMAD CONSTRUCTION CO.**

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Tel.: (714) 734-4430

**-O-**

**OBERG CONSTRUCTION**

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Simi Valley, CA 93065  
Tel.: (818) 883-9390

**WESLEY K. OLSON, GENERAL ENGR. CONTR.**

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Tarzana, CA 91356  
Tel.: (818) 996-2160

**- P -**

**PADILLA, O. J. PAVING CO.**

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Tel.: (818) 443-4061 or 283-4027

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A JOINT VENTURE**

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Pasadena, CA 91107  
Tel.: 796-0667

**PASCAL & LUDWIG, INC.**

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P. O. Box 1210  
Upland, CA 91786  
Tel.: (714) 981-2885

**PASTRAN CONSTRUCTION CO.**

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Los Angeles, CA 90032  
Tel.: 222-2233

**PENHALL COMPANY**

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**PENTACO, INC.**

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E1 Monte, CA 91733  
Tel.: 283-2312

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Los Angeles, CA 90042  
Tel.: 256-0129

**MIKE PLRICH & SONS**

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Tel.: 283-7852

**PRENTICE LANDSCAPING**

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Newhall, CA 91321  
Tel.: (805) 252-5122

**POWER CONSTRUCTION CO**

21715 Hiawatha Street  
Chatsworth, CA 91311  
Tel.: (818) 998-0440

-Q-

**QUICK TREE & LANDSCAPING CO.**

5410 Wilshire Blvd., Ste. 210

Los Angeles, CA 90036

Tel: 930-1555

**-R-**

**R. & L SEWERS**  
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Paramount, CA 90723  
Tel.: 531-8335

**WALTER A. RASIC**  
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Arcadia, CA 91006  
Tel.: (818) 447-6573

**JOHN B. RIDDLE**  
**DBA: S & R LANDSCAPE CO.**  
3929 Long Beach Blvd.  
Long Beach, CA 90807  
Tel. 426-7437

**F. W. RICHTER ASSOCIATES**  
11 N. 5th Street  
Arcadia, CA 91006  
Tel.: (818) 353-2505

**Rising Sun (Bill Sario)**  
44626 Fern Street  
Lancaster, CA 93534  
(805) 942-9898

**GEORGE H. ROBERTSON COMPANY**  
3201 N. Alameda Street  
Compton, CA 90222  
Tel.: 638-0501

**ROYSTER CONSTRUCTION CO.**  
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Tel.: (805) 947-3355

**RVP CONSTRUCTOR**  
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Sylmar, CA 91342  
Tel.: (818) 362-6897

**RYCO CONSTRUCTION, INC.**  
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San Pedro, CA 90731  
Tel.: 831-6688

-S-

**SANTE, ALBERT D.,SEWER SERVICE**

229 East Gage Ave.  
Los Angeles, CA 90003  
Tel.: 753-0863

**SUMMIT UNDERGROUND, IN**

Attn: Jerry Shore  
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Whittier, CA 90605  
Tel.: 698-1319

**SECURITY PAVING COMPANY**

Attn: Albert Haltivi  
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Sun Valley, CA 91352  
Tel.: 875-1089

**SHERWIN ELECTRIC SERVICE**

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Los Angeles, CA 90032  
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42330 10th St.,  
West Lancaster, CA 93534  
Tel.: (805) 945-5844

**SPELLEY FRANX**

13455 Venture Blvd., Ste. 236  
Sherman Oaks, CA 91423  
Tel.: (818) 981-6564

**STEINY COMPANY**

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Los Angeles, CA 90004  
Tel.: 382-2331

**R & D STONES CONSTR. CO.,**

**DBA: STONES CONSTRUCTION CO.**

P. O. Box 9290  
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Glendale, CA 91206  
Tel.: (818) 249-2085

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3000 E. South Street  
Long Beach, CA 90805  
Tel.: 531-3550 or 774-0714

**-T-**

**TABAR CONSTRUCTION COMPANY**

22821 Cass Avenue  
Woodland Hills, CA 91364  
(818) 347-1563

**TERRAIN, INC.**

1705 Lake Street  
Glendale, CA 91201  
Tel.: (818) 240-8120

**THOMSEN LANDSCAPE**

P. O. Box 805  
Woodland Hills, CA 91365  
Tel.: (818) 344-0158

**TOMOVICH AND DELORME**

A Joint Venture  
926 Durfee Avenue  
South El Monte, CA 91733  
Tel.: 686-1479

**TUTOR-SALIBA-PERINI-SCOTT**

A Joint Venture  
15910 Ventura Blvd.  
Encino, CA 91436  
Tel.: (818) 990-9790

**-U-**

**UNDERGROUND UTILITIES, INC.**

7516 Deering  
Canoga Park, CA 91304  
Tel.: (818) 348-5850

**U.S. PAVING, INC.**

5357 Valley Blvd.  
Los Angeles, CA 90032  
Tel.: 223-1551

**UNITED M CONSTRUCTION**

2343 Parkway Drive  
El Monte, CA  
Tel.:(818) 944-3063

**G. VELLA CONSTRUCTION CO., INC.**

802 S. Terri Ann  
West Covina, CA 91791  
Tel.: (818) 331-2077

**VERNON PAVING COMPANY**

P. O. Box 483  
Cerritos, CA 90701  
Tel.: 924-2311

**VICCO CONSTRUCTION. INC.**

Attn: Victor Campiano  
2171 Pinto Street  
La Verne, CA 91750  
Tel.: (714) 593-9409

**VINCE'S ELECTRIC CO., INC.**

10953 San Fernando Road  
Pacoima, CA 91331  
Tel.: (818) 897-4485

**-W-**

**C P WILLIA.MS**

22138 S. Vermont Avenue  
Texrrance, CA 90502  
Tel.: 775-6621

**WILLIAMS PAVING**

851 Coronado Drive  
Arcadia, CA 91006  
Tel.: 445-6045

**WILMINGTON LIQUID BULK TERMINAL, INC.**

Attn: DicX Haney  
401 S. Canal Street  
Wilmington, CA 90741  
Tel.: 549-0961

**-X Y Z-**

**ZAICH, MATT J. COMPANY  
& MATT J. ZAICH & SONS  
CONSTRUCTION COMPANY**

309 W. Broadway~  
& Glendale, CA 91204  
Tel.: 245-3751

**V. G. ZONVER FOUNDATION DRILLING ENGINEERING, INC.**

10935 Tuxford Street Sun Valley, CA 91352 Tel.: (818) 767-3340

<b>ENGINEERING SECTION &amp;LOCATION</b>	<b>FUNCTION</b>	<b>PHONE</b>
Plan Distribution , Room 856, City Hall East Stop #501	The Plan distribution counter disburses bid packages for Public Works construction projects. At contract award, 6 sets of construction plans are made available at this counter to successful bidder.	213-485-3055
Specification Section Room 860, City Hall East Stop #501	Prepares and assembles construction project specifications and bid packages	213-485-2431
Engineering information Room 800 City Hall Stop #490	Engineering information furnishes project location, name & phone of Project Engineer. design questions may be addressed to designers named on title block of const. Plans.	213-485-3455
Construction Division Room # 860 City Hall East Stop # 501	Provides construction management services & change orders on major Projects under construction.	213-485-5861
Estimating Section RM 860, City Hall East Stop # 501	Provides project cost estimate and bid results	213-485-3455
Survey Division Room 835 City Hall East Stop # 904	Provides field survey, 48 hours notice is required on 1st call for project survey work. 24 hours' notice required on subsequent notice calls	
	West Valley Survey	818-989-8794
	East Valley Survey	818-989-8436
	West Los Angeles Survey	213-478-2493
	Harbor District	213-548-7680
	Central District	213-485-3077
Change Orders Section RM 807 City Hall Stop # 490	Negotiations and process const. Change Orders	213-485-5126
Bureau of Street Lighting RM 510 City Hall East	Provides information on street lighting, existing and proposed construction	213-485-5922
Communication Services RM 1700 City Hall Stop # 459	Provides information on City Police signals and fire alarm system including relocations and adjustment works	213-485-2982
Air Raid Alarm RM 890 City Hall East Stop # 459	Provide design and relocation of Air Raid Alarm System Contact Paul McCarty	213-485-5821

<b>ENGINEERING SECTION &amp; LOCATION</b>	<b>FUNCTION</b>	<b>PHONE</b>
Contract Award Room 807 City Hall Stop #490	Provides information pertaining to construction project advertisement and award by Board of Public Works Contact: Al Lacuesta	213-485-2228
Utility Coordination Room 860 City Hall East Stop #501	Provides coordination between contractors and utility companies, arranges pre-bid and pre construction meetings provides Minority Business Enterprise -MBE- meetings and information. Contact Utility Coordinator	213-485-3891
Contract Compliance Room 909 City Hall Stop #480	Monitors requirements for Affirmative Actin and MBE/WBE's during construction. Contact Naomi Duran	213-485-5304
Department of Transportation Room 1200 Stop # 725	Provides information pertaining to traffic pattern changes during project construction posts no parking signs. Central Area contact Fred Hamond West Valley contact Vern Varivers East Valley contact Frank Davis Harbor Area contact West Los Angeles contact	213-485-2284 818-989-8784 818-989-8784 213-548-7651 213-478-0731
Room 1600 City Hall	City Wide Public Utility Information	213-485-2758
B-Permits Section Room 460 City Hall Stop #503	Provides information on B-Permits construction in Central District Contact David Chung	213-485-2411
Contract Administration Room 908 City Hall Stop #480	Provides field inspection on all Public Works Projects The dispatcher will take messages for field inspectors during working hours.  Valley Area Dispatcher Metropolitan Dispatcher  The following Field Supervising Inspectors are available before 9 a.m.  Harbor District Mr. Frank Foster  South Central District Mr. Ervin Miller  West Los Angeles, Mr. Jimmy Stone	818-9898335 213-485-3002    818-543-7691  213-485-3006  213-478-0731

<b>ENGINEERING SECTION &amp; LOCATION</b>	<b>FUNCTION</b>	<b>PHONE</b>
	Central Division, Mr. Fred Alcantar	213-485-3008
	East Valley, Mr. Richard Pilling	818-989-8424
	Mr. Joe Corsinita	818-989-8424
	Hyperion - Ray Morris, Alex Liswnko	
	West Valley Mr. Earl Parmentor	818-989-8796
	Progress Payment , Joe Arena	213-485-3009
Board of Public Works Room 353 City Hall Stop #465	Provides list of subcontractors, Information on insurable surety bond requirement	213-485-3381
<b>Central City</b>		
Central Engineering City District Office 200 N Main Street Rm 700 City Hall East Stop # 494	District Engineer	213-485-2400
	B-Permits Engineering Service Division Engineering Permits and Public Counter	213-485-2411
Valley Engineering District Office 14410 Sylvan Street Van Nuys CA Stop # 500	District Engineer Engineering Permits and Public Counter	818-989-8424 818-989-8491
Harbor Engineering	District Engineer Engineering Permits and Public Counter	213-548-7681 213-548-7681
West Los Angeles Engineering District 1645 Corinth Avenue Stop #499	District Engineer Engineering Permits and Public Counter	818-478-0731 818-478-0384