

Declaration of Engineer / Client Agreement

Date:
Your File:
Our file:

Manager, Distribution Engineering
Capital Regional District
Infrastructure & Water Services
479 Island Hwy.
Victoria, B.C. V9B 1H7

Dear Sir/Madam:

Project Name

This letter is to confirm and stand as proof to CRD Infrastructure and Water Services that an Engineer-Client Agreement has been executed between:

Engineering Firm

And

Applicant / Owner

with respect to above-noted Project. This Agreement was executed on _____
and provides for Engineering Services as follows:

1. Consulting, advisory and preliminary design services.
2. Schematic and design development services.
3. Preparation of approved design drawings according to applicable sections of the CRD Infrastructure and Water Services Engineering Specifications and Standard Drawings and the draft CRD Infrastructure and Water Services Pump Station Design Guidelines.
4. The Engineer of Record shall be responsible for the layout, inspection and approval of all services, which are the responsibility of the Applicant in order to certify the work was constructed in accordance with the approved Design Drawings and the CRD Infrastructure and Water Services Engineering Specifications and Standard Drawings. The inspection may be carried out by an Engineering Technologist, or another Engineer under their supervision. A minimum of twenty (20) hours of inspection per week is

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required. The Applicant shall provide daily reports certified by the Engineer of Record. The inspector shall use the form Field Inspection

5. Interpreting the specifications when requested by the Owner/Developer or Contractor.
6. Perform certifications on the cost of the work.
7. Attend and prepare minutes of meetings. Provide a copy of these minutes to CRD Integrated Water Services. During construction, in general, meetings should be held bi-weekly.
8. Prepare and issue project documentation.
9. Prepare and submit as-constructed drawings, subject to the approval of CRD Integrated Water Services.
10. Prepare and submit Operation and Maintenance Manuals to the approval of CRD Infrastructure and Water Services.

If for any reason, the said Agreement is altered, modified or terminated, it shall be the duty of the Applicant and/or Engineer to inform CRD Infrastructure and Water Services of such changes within 3 days.

Engineer:

Applicant / Owner:

Engineer Seal

Company Seal

Signature

Signature

Print Name

Print Name

Witness

Witness