

**Sample Letter of Appointment**  
**ON CONSULTANT'S LETTERHEAD**

Date:

Surrey File:

Consultant File:

“Letter of Appointment”

City of Surrey  
Land Development Division

Attention:      Inspection Services Manager

Dear Sirs:

**Re:    Development** \_\_\_\_\_  
      **Location**        \_\_\_\_\_

I/We confirm that \_\_\_\_\_ (Consulting Firm) has been retained by \_\_\_\_\_ to carry out construction survey, design, construction inspection, field coordination, preparation and certification of as-constructed drawings for the above noted project. Services will be provided as required and in compliance with the “Duties and Responsibilities of the Professional Engineer – Land Development Projects” prepared by the City and attached hereto as Schedule # 1 to the “Letter of Responsibility”.

\_\_\_\_\_  
Developer's Signature

\_\_\_\_\_  
(Print Name)

We confirm that the above noted developer has retained \_\_\_\_\_ (Consulting Firm) to carry out the above services, and I, the undersigned, will be the Engineer-of-Record for this project.

I wish to designate \_\_\_\_\_ as my on-site representative during construction. He/she will be responsible for carrying out the above duties on my behalf and under my direct supervision. I understand that delegation of any authority to other individuals will not affect my responsibility and accountability to this project.

I further confirm that I will formally advise you in writing should my (contract) agreement with the above developer be terminated or amended such that I am unable to comply with the above provisions, and that I will retain a competent Professional Engineer to act on my behalf as Engineer-of-Record, should I be unavailable during the construction stage of this project.

Yours truly,

\_\_\_\_\_, P.Eng.

(Engineer-of-Record) & Seal



CITY OF SURREY  
Engineering Department

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## **SCHEDULE #1**

# **DUTIES AND RESPONSIBILITIES OF THE ENGINEER-OF-RECORD LAND DEVELOPMENT PROJECTS**

## **GENERAL**

The Engineer-of-Record shall provide a level of construction inspection services sufficient to ensure that the design intent and requirements are being fulfilled in the construction. The Engineer shall certify that all materials supplied and works and services provided conform in all respects to the City of Surrey's Design Criteria, Master Municipal Specifications and Standard Detail Drawings, and Standard Construction Documents General Conditions, Supplementary Specifications and Standard Drawings.

## **PROJECT**

1. Acquire full working knowledge of:
  - Surrey's Standard Contract Documents and Specifications
  - Servicing Agreement
  - Project site and existing properties that may be subject to disturbance during construction. (Photographs are recommended.)
2. Submit to Surrey the signed "Letter of Appointment" and copy of contractor's Certificate of Insurance with Surrey named as additional insured. \$5,000,000 (Liability).

## **MOBILIZATION**

### **Pre-Construction Meetings:**

Arrange and attend pre-construction meeting together with the Project Contractor, Engineer's site representative, and Surrey Representative.

## **DURING CONSTRUCTION**

### **A. General Engineering Inspection**

The Engineer or his approved representative **shall be on site during all critical milestones of construction** and complete **daily inspection reports and submit them weekly to Surrey.**

**Critical Milestone Inspections:**

- Clearing and grubbing of site
- Siltation structure construction
- Road stripping for suitable sub-grade
- Inspect pipe for specification compliance and damage
- Inspect the pipe bedding and zone for compliance to specifications prior to permitting backfilling of trench.
- Verify tie-ins to exiting utilities
- Installation of thrust blocking of water main valves, bends, etc.
- Installation of drain rock around boot of fire hydrants
- Testing of water mains and sanitary sewers (except testing by City forces)
- Backfill of trenches and compaction
- Proof rolling on curb, road and sidewalk base

**General Inspections:**

- Review and action on traffic control and insist on the contractor keeping the existing roads clean at all times.
- Sub-base and road base placement
- Sidewalk/walkway and curb base placement
- Concrete pours
- Paving
- Lot grading

**B. RESIDENT CONSTRUCTION INSPECTION**

- The Engineer is to provide resident inspection on engineering works being constructed after 4:00 p.m., Monday to Friday and Saturday work (if worked deemed necessary by the Engineer-of-Record and the City).
- Submit detailed inspection to Surrey by next working day (faxes will be acceptable).

**C. GENERAL ENGINEERING SERVICES**

- Attend site meetings as required, with the Surrey Engineering Inspector to review progress during construction.
- Provide daily and weekly status reports.
- Record the details of all construction on an ongoing basis for as-built drawing and certification purposes.
- Verify and advise Surrey that the curb elevations and road cross sections meet their Engineer's design.
- Take the necessary steps to reject non-compliant work and/or failed test results.
- Submit proposed design changes in writing for review by Surrey.
- Certify the rough lot grading
- Ensure that density testing has been arranged and that the tests meet City standard.
- **Ensure sediment control measures are maintained and in compliance with Federal and Provincial Standards.**

- Review the sanitary and storm sewer video tests and report and certify the systems. Take action to correct deficiencies found in the systems.
- Meet with property owners acting as an intermediary between the property owner, developer and Contractor.
- Immediately advise Surrey of concerns or complaints with local residents.
- Receive and act on any direction by the Surrey representative as it relates to Standards and Specifications.
- Prepare and formally submit documents for Letter of Credit reductions and/or reimbursements.
- Investigate design and/or construction related problems.
- Review and report on video testing of the sanitary and storm sewer systems on the project.
- Submit final construction checklist.

## **CONSTRUCTION COMPLETION INSPECTION**

- As necessary obtain written releases from property owners affected by the development.
- After Engineer-of-Record is satisfied that construction is complete, submit the final construction inspection checklist and arrange for a final construction inspection with Surrey.
- Submit hydro/telephone inspection approvals and any other necessary documents.
- Inspect deficiency correction and completion by the Contractor.
- Complete Pavement Cut Certification form with Surrey Inspector and submit with Request for Maintenance.
- Inspect and sign off listed deficiency items.
- Request re-inspection by Surrey.
- Upon satisfactory completion of deficiencies, formally request Surrey to issue "Certificate of Completion".
- The Engineer to include in the certification letter any applicable holdback items and cost to complete.

## **DURING MAINTENANCE PERIOD**

- Review siltation structures and advise developer of action required to resolve problems with the work.
- Submit as-constructed drawings within two months of the project receiving "Certificate of Completion" (Project on maintenance).
- Advise Surrey on status of silt control pond\*, i.e., removal complete. Advise developer to have his solicitor submit releases for the Restrictive Covenant.

ST/rdd

Revised Jan. 7/05