



Development Engineering  
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# Construction Quality Control & Assurance Plan

Subdivision, Development and Servicing Bylaw No. 7900

**TO:** City Engineer,  
 Development Engineering Department, City of Kelowna

**NAME OF PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CIVIC ADDRESS:** \_\_\_\_\_ **CITY FILE:** \_\_\_\_\_

This plan is provided for the purposes of identifying key personal and inspection milestones in support of the issuance of a Works Permit and is supplementary to the Design Quality Control & Assurance Plans submitted by the Consulting Engineer. Design Quality Control & Assurance Plans previously submitted for all disciplines outline the commitment for professional design and *field reviews* in accordance with the requirements of Subdivision, Development and Servicing Bylaw No. 7900 (herein "SDS Bylaw 7900") and the *Professional Registrant's Professional Practice Management Plan*.

The Contractor's preliminary construction schedule, including anticipated mobilization date, all major system installation milestones and tie-in dates, and substantial performance date, is included as Appendix A to this plan.

## PROJECT CONTACTS

The following professionals will be conducting field reviews or materials testing for the project.

Role	Name	Company	Phone	Email

*Note: If more space is necessary, attach additional information to this document as 'Appendix B'.*

## UTILITY SERVICE APPLICATIONS

The following utility tie-ins, shutdowns, connections, and decommissionings will be necessary to construct the authorized design. Separate [Utility Service Application\(s\)](#) will be made and approved prior to connecting any Works to City utilities or completing any modification or decommissioning work on existing utilities. The undersigned, or their *Subordinate Field Reviewer*, agrees to be present during construction to witness all work subject to a Utility Service Application.

Expected dates below are as noted in the Contractor's preliminary construction schedule and are subject to change. Dates will be subject to confirmation by the City at the time the Utility Service Application is approved.

Expected Date	After-Hours (Y/N)	Utility	Description of Work

*Note: If more space is necessary, attach additional information to this document as 'Appendix B'. This table will be used to assess Utility Witnessing per Development Application Fees Bylaw No. 12552. Discrepancies between expected and actual charges will be reconciled at time of application or security release.*

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## REVIEW OF TESTING RESULTS

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Prior to paving, the undersigned commits to reviewing all inspection and testing documents for Works below areas to be paved (i.e., pipe installation and testing, backfill material testing, granular road structure materials testing), to ensure the Works comply with the authorized design and construction specifications.

Prior to applying for a completion inspection by the City Engineer, the undersigned commits to reviewing all inspection and testing documents for the Works to ensure the Works comply with the authorized design and construction specifications.

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## CHANGES AND RECORD CONDITIONS

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Construction will be in accordance with the design and conditions outlined in the Design Authorization Letter. Any material changes to the authorized design will be submitted to the City Engineer for acceptance prior to construction and will include a written rationale, authenticated in accordance with EGBC requirements, for the change that outlines anticipated performance or operational impacts and a professional recommendation in support of the change.

The undersigned commits to documenting material design changes directed by the undersigned, or brought to the undersigned's attention, during the course of construction and incorporating such changes into the Project Information Model and Record Drawings.

The following documents are attached to and form part of this plan:

- Appendix A: Contractor's Preliminary Construction Schedule
- Appendix B: Additional Information (*cross-out if not applicable*)

I certify that the information provided in this plan is true and accurate to the best of my knowledge. I am a *Professional Registrant* of Engineers and Geoscientists BC as defined in the *Professional Governance Act*.

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(City, Province, Postal Code)

