



Development Engineering  
 1435 Water Street  
 Kelowna, BC, V1Y 1J4  
 250-469-8500  
 kelowna.ca

# Consulting Engineering Confirmation Letter

Subdivision, Development and Servicing Bylaw No. 7900

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

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

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

The undersigned Owner has retained \_\_\_\_\_ of \_\_\_\_\_ as the Consulting Engineer to design, inspect, test, and certify all Works and Services required for this project as required under Subdivision, Development and Servicing Bylaw No. 7900 (herein "SDS Bylaw 7900"). It is the responsibility of the Consulting Engineer to ascertain if additional *Professional Registrants* or *Specialists*<sup>1</sup> are necessary to design, inspect, test, or certify all Works and Services. If applicable, the Consulting Engineer shall coordinate the design work and *field reviews* of other *Professional Registrants* and collaborate on design work with non-registrant *Specialists* in order to ascertain that the design and construction of the Works and Services will substantially comply with SDS Bylaw 7900 and other applicable enactments, not including the construction safety aspects.

The undersigned Consulting Engineer certifies that they are a *Professional Registrant* as defined in the *Professional Governance Act* with suitable experience to design, inspect, test, and certify all Works and Services, as presented in Appendix A, and agrees to coordinate the design work and *field reviews* of other *Professional Registrants* listed in Appendix B, if applicable, for the project as outlined in the Quality Control and Assurance Plan(s), included as Appendix C to this letter.

*"Field Reviews"* are defined in *Quality Management Guides, Guide to the Standard for Documented Field Reviews During Implementation or Construction*, published by Engineers and Geoscientists BC (EGBC) as reviews conducted by *Professional Registrants*, or by *Subordinates* acting under *Professional Registrants' Direct Supervision*, at the site of the implementation or construction of professional engineering or professional geoscience work, that *Professional Registrants* in their professional discretion consider necessary to ascertain whether the implementation or construction of work substantially comply in all material respects with professional engineering or professional geoscience concepts or intent reflected in the *Documents* prepared for such work.

The Owner and the Consulting Engineer have read the *Guide to the Standard for Documented Field Reviews During Implementation or Construction*, published by Engineers and Geoscientists BC (EGBC) as well as Part 5, Part 12, and Schedule 3 & Schedule 5 of SDS Bylaw 7900, including minimum requirements for *field reviews* and materials testing.

The Owner and the Consulting Engineer each acknowledge their responsibility to notify the addressee of this letter of the date the Consulting Engineer ceases to be retained by the Owner before the date the Consulting Engineer ceases to be retained or, if that is not possible, then as soon as possible. The Consulting Engineer acknowledges the responsibility to notify the City Engineer of the date any other *Professional Registrant* working on the project ceases to be retained before the date the *Professional Registrant* ceases to be retained or, if that is not possible, then as soon as possible.

The *Owner* and the Consulting Engineer understand that where the Consulting Engineer or other *Professional Registrants* working on the project ceases to be retained at any time during construction, work on the above project will cease until such time as

- (a) a new Consulting Engineer or *Professional Registrant*, as the case may be, is retained, and
- (b) a new Consulting Engineering Confirmation Letter or updated Quality Control and Assurance Plan, as the case may be, is filed with the City of Kelowna Development Engineering Department.

<sup>1</sup> In this letter the words denoted by Capitalization have the same meaning as in Subdivision, Development and Servicing Bylaw No. 7900 and words denoted by *Italics* have the same meaning as in the EGBC Quality Management Guidelines and Practice Advisories.



City File No. \_\_\_\_\_

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

- Appendix A: Consulting Engineer Experience
- Appendix B: Retained Professional Registrants and Specialists
- Appendix C: Consulting Engineer's Design Quality Control and Assurance Plan

**Consulting Engineer:**

**Owner:**

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
(Date)

(Consulting Engineer's Seal and Signature)  
(Permit to Practice)

\_\_\_\_\_  
Owner's or Owner's appointed agent's signature. (If *Owner* is a corporation, the signature of a signing officer must be given here. If the signature is that of an agent, a copy of the document that appoints the agent must be attached.)

\_\_\_\_\_  
(Date)



**APPENDIX A**  
**CONSULTING ENGINEERING EXPERIENCE**

\_\_\_\_\_  
City File No.

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<b>Project 1</b>		<b>Description</b>
Name:		
Location:		
Construction Value:		
Completion Date:		

<b>Project 2</b>		<b>Description</b>
Name:		
Location:		
Construction Value:		
Completion Date:		

<b>Project 3</b>		<b>Description</b>
Name:		
Location:		
Construction Value:		
Completion Date:		



**APPENDIX B**  
**RETAINED PROFESSIONAL REGISTERANTS & SPECIALISTS**

City File No. \_\_\_\_\_

Include the names and addresses of all retained *Professional Registrant Specialists* and other non-registrant *Specialists* or sub-consultants necessary to design, inspect, test, and certify all Works and Services required for the project. For the distinction between registrant and non-registrant specialists and associated practice advisory guidelines, see [Relying on the Work of a Specialist \(EGBC.ca\)](http://Relying on the Work of a Specialist (EGBC.ca)).

***Professional Registrant Specialists***

Discipline	Name of Engineer	Email Address	Consulting Firm & Address

***Non-Registrant Specialists***

Discipline	Name of Specialist	Email Address	Consulting Firm & Address

**APPENDIX C**  
**DESIGN QUALITY CONTROL & ASSURANCE PLAN**

City File No. \_\_\_\_\_

The Consulting Engineer is responsible to ascertain which, if any, additional *Professional Registrants* are required and which items listed below apply to the project. A separate Design Quality Control and Assurance Plan must be signed by each *Professional Registrant* for all applicable item identified by the Consulting Engineer on this plan as "by others" and provided to the City Engineer prior to design authorization; these plans must be signed by a *Professional Registrant* in good standing with EGBC, employed by a *Registrant Firm* in good standing with a *Permit to Practice*. A separate Design Quality Control and Assurance Plan, in a form acceptable to the City Engineer, for each independent non-registrant *Specialists* working on the project must also be signed and submitted to the City Engineer.

The Consulting Engineer hereby gives assurance that the design of the  
*(Initial those of the items listed below that apply to this Professional Registrant.*  
*All the disciplines or items will not necessarily be employed on every project.)*

- \_\_\_\_\_ **CIVIL**
- \_\_\_\_\_ **TRANSPORTATION**
- \_\_\_\_\_ **GEOTECHNICAL**
- \_\_\_\_\_ **STRUCTURAL**
- \_\_\_\_\_ **MECHANICAL**
- \_\_\_\_\_ **CIVIL-ELECTRICAL/TELECOMMUNICATIONS**
- \_\_\_\_\_ **ELECTRICAL**
- \_\_\_\_\_ **ENVIRONMENTAL**

(Consulting Engineer's Seal, Signature, Date)  
(Permit to Practice)

components of the plans and supporting documents prepared by this *Professional Registrant* in support of the application for construction of Works and Services as outlined below substantially comply with the Subdivision, Development and Servicing Bylaw No. 7900, the applicable *Professional Practice Management Plan(s)*, and other applicable enactments, except for construction safety aspects.

The Consulting Engineer hereby undertakes to be responsible for *field reviews* of the above referenced components during construction, as indicated on the "Summary of Design and Field Review Requirements" below and in accordance with the applicable *Professional Practice Management Plan(s)*.

**APPENDIX C**  
**DESIGN QUALITY CONTROL & ASSURANCE PLAN**

City File No. \_\_\_\_\_

**SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS**

*(Initial applicable discipline below, cross out and initial only those items not applicable to the project, leave blank those items "by others")*

**CIVIL**

- 1.01 \_\_\_\_\_ Water network supply and pressure control facilities
- 1.02 \_\_\_\_\_ Water distribution system sizing, pressure class, and material
- 1.03 \_\_\_\_\_ Watermain alignment, cover, and separation clearances
- 1.04 \_\_\_\_\_ Watermain appurtenances and thrust restraint
- 1.05 \_\_\_\_\_ Fire hydrant locations, spacing, and commissioning
- 1.06 \_\_\_\_\_ Watermain flushing, disinfection, testing, and tie-ins
- 1.07 \_\_\_\_\_ Sanitary sewer system sizing, pressure class, and materials
- 1.08 \_\_\_\_\_ Sanitary sewer main alignment, cover, and grades
- 1.09 \_\_\_\_\_ Sanitary sewer testing and CCTV
- 1.10 \_\_\_\_\_ Sanitary sewer system downstream pumping facilities
- 1.11 \_\_\_\_\_ Storm sewer system sizing, pressure class, and materials
- 1.12 \_\_\_\_\_ Storm sewer main alignment, cover, and grades
- 1.13 \_\_\_\_\_ Storm sewer testing and CCTV
- 1.14 \_\_\_\_\_ Stormwater management, attenuation, storage, and treatment
- 1.15 \_\_\_\_\_ Overland flood routing

(Consulting Engineer's Seal, Signature, Date)  
 (Permit to Practice)

**TRANSPORTATION**

- 2.01 \_\_\_\_\_ Classification and cross-section elements
- 2.02 \_\_\_\_\_ Alignment and geometrics
- 2.03 \_\_\_\_\_ Emergency and operational vehicle egress and turnarounds
- 2.04 \_\_\_\_\_ Active transportation and accessibility
- 2.05 \_\_\_\_\_ Transit facilities, pads, shelters, furnishings
- 2.06 \_\_\_\_\_ Intersection alignment and movements
- 2.07 \_\_\_\_\_ Sight lines, stopping and decision sight distances
- 2.08 \_\_\_\_\_ Traffic control, intersections and crossings, pavement markings and signage
- 2.09 \_\_\_\_\_ Traffic signal configuration, phasing, and timing

**GEOTECHNICAL**

- 3.01 \_\_\_\_\_ Bearing capacity of the soil
- 3.02 \_\_\_\_\_ Infiltration capacity of the soil
- 3.03 \_\_\_\_\_ Native and imported fill materials
- 3.04 \_\_\_\_\_ Compaction of native and imported fill
- 3.05 \_\_\_\_\_ Temporary excavations and slopes
- 3.06 \_\_\_\_\_ Temporary dewatering
- 3.07 \_\_\_\_\_ Permanent groundwater management
- 3.08 \_\_\_\_\_ Permanent slope stability
- 3.09 \_\_\_\_\_ Permanent rock cuts and rockfall catchment ditches

**APPENDIX C**  
**DESIGN QUALITY CONTROL & ASSURANCE PLAN**

City File No. \_\_\_\_\_

**CIVIL-ELECTRICAL/TELECOMMUNICATIONS**

- 4.01 \_\_\_\_\_ Conduit alignment, cover, materials, and clearances
- 4.02 \_\_\_\_\_ Testing of conduit installation
- 4.03 \_\_\_\_\_ Siting of structures, vaults, and kiosks
- 4.04 \_\_\_\_\_ Streetlight ducting, bases and poles
- 4.05 \_\_\_\_\_ Traffic signal kiosks, bases, and poles
- 4.06 \_\_\_\_\_ Review of all applicable shop drawings

**ELECTRICAL**

- 5.01 \_\_\_\_\_ Streetlighting illumination, power supply, and control systems
- 5.02 \_\_\_\_\_ Traffic signal programming, power supply, and control systems
- 5.03 \_\_\_\_\_ Facility programming, power supply, and control systems
- 5.04 \_\_\_\_\_ Review of all applicable shop drawings
- 5.05 \_\_\_\_\_ Operations and maintenance manuals for programming and control systems

**STRUCTURAL**

- 6.01 \_\_\_\_\_ Regulated retaining walls
- 6.02 \_\_\_\_\_ Structural aspects of structure footings and foundations
- 6.03 \_\_\_\_\_ Structural capacity of bridges, culverts, or other structures
- 6.04 \_\_\_\_\_ Review of all applicable shop drawings
- 6.05 \_\_\_\_\_ Independent review of structural designs

**MECHANICAL**

- 7.01 \_\_\_\_\_ Water supply and distribution facilities
- 7.02 \_\_\_\_\_ Sewer pumping facilities
- 7.03 \_\_\_\_\_ Functional testing of facility process piping
- 7.04 \_\_\_\_\_ Review of all applicable shop drawings
- 7.05 \_\_\_\_\_ Operations and maintenance manuals for mechanical systems

**ENVIRONMENTAL**

- 8.01 \_\_\_\_\_ Works in and about a stream
- 8.02 \_\_\_\_\_ Restoration of disturbed areas
- 8.03 \_\_\_\_\_ Stormwater discharge quality
- 8.04 \_\_\_\_\_ Erosion and sediment control – temporary
- 8.05 \_\_\_\_\_ Erosion and sediment control – permanent

(Consulting Engineer's Seal, Signature, Date)  
(Permit to Practice)