|  |  |
| --- | --- |
| (To be used for Fortis Alberta Inc.) | **Division/Branch**  Address1  Address2  City, Alberta Postal Code  Canada  Telephone: ###-###-###  [www.alberta.ca](http://www.alberta.ca) |

Our File:

Date Contract Number:

{Title} {First\_Name} {Middle\_Name} {Last\_Name}

FortisAlberta Inc.

{Address}

Dear {Title} {Last\_Name}:

**Subject: HIGHWAY** **,** **OF JUNCTION HIGHWAY** **AND JUNCTION HIGHWAY**

**CONFIRMATION OF UTILITY ADJUSTMENT PROPOSAL**

Please be advised that Transportation and Economic Corridors (the Department) acknowledges receipt of your quotation package of $      for the above noted project (attached). Cost apportionments of the total project cost are as follows: Your portion is       percent; the Department’s portion is       percent. The Department agrees to reimburse FortisAlberta Inc. (Fortis) based on actual close-out costs / the quoted lump sum cost *[select one]*. This letter constitutes Department’s approval for Fortis to proceed with the proposed powerline adjustments. *\*However, if there is an overage of more than five per cent or $10,000 whichever is greater from the original quotation package, Fortis must contact the Consultant’s Representative immediately and obtain approval for additional cost before proceeding with the work.\* DELETE WHEN LUMP SUM PROPOSAL IS USED*

As per the Memorandum of Agreement with the Department dated October 4, 2011, Fortis agrees to assume the Prime Contractor responsibilities, as specified in the *Occupational Health and Safety Act,* when perform the work.

Fortis (and their Contractor) shall comply with the following:

* Contact Consultant's Representative to co-ordinate work within the project limits.

**Name, Title**

**Firm's Name**

**Mailing Address**

Telephone Number: **000-000-0000**

* Provide the Consultant’s representative with the name and contact information of the utility person responsible for the work.
* Submit a traffic control plan and a written Traffic Accommodation Strategy (TAS) to address for the safe accommodation of traffic as outlined in the current Traffic Accommodation in Work Zones Manual to the Consultant’s Representative for review and acceptance.
* Desist from starting work until the TAS has been reviewed and accepted.
* Notify the Consultant’s Representative a minimum of 72 hours in advance of the proposed commencement or cessation of utility construction work.
* Maintain a copy of the TAS on site for the inspection by the Department or their designated representative(s).

Except for lump sum proposal and all-inclusive unit price quote, the final invoice for your work must be accompanied by back-up documentation and detailed breakdown sufficient and reasonable to support the actual close-out costs claimed. The breakdown of the costs for the project should include the following:

* Direct labour costs – hours and rates
* Sub-consultant/contractor charges – proof of payments
* Materials – proof of payments
* Salvage costs / credits (if applicable)
* Subsidiary costs if any (e.g. easements, etc.) – proof of payments
* Overheads – as percentage of total cost (per prior arrangement)

Please forward the invoice and associated documentation to the Consultant’s Representative for reimbursement.

If we do not hear otherwise from you by **{date}**, we will assume you agree to the commitments as outlined above.

Sincerely

Construction Manager, Region

Enclosure

cc: Consultant's Representative

**SCHEDULE A**