|  |  |
| --- | --- |
| (To be used for ATCO Electric Ltd.) | **Division/Branch**Address1Address2City, Alberta Postal CodeCanadaTelephone: ###-###-###[www.alberta.ca](http://www.alberta.ca) |

 Our File:

Date Contract Number:

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

ATCO Electric Ltd.

10035 – 105 Street, Box 2426

Edmonton, Alberta

T5J 2V6

Dear {Title} {Last\_Name}:

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

**CONFIRMATION OF PIPELINE ADJUSTMENT COST ESTIMATE AND SIGNING CROSSING AGREEMENT**

Please be advised that Transportation and Economic Corridors (the Department) acknowledges receipt of your cost estimate of $      for the above noted project. Cost apportionments of the total project cost are as follows: Your portion is       per cent; the Department’s portion is       per cent. The Department agrees to reimburse ATCO Electric Ltd. based on actual close-out costs. This letter constitutes Department’s approval for ATCO Electric Ltd. to proceed with the proposed powerline adjustments. However, if there is a variation of more than five per cent or $10,000 whichever is greater from the original cost estimate, ATCO Electric Ltd. must contact the Consultant immediately and obtain approval for additional cost before proceeding with the work.

The Department would assign Prime Contractor responsibilities, as specified on the *Occupational Health and Safety Act,* to ATCO Electric Ltd. as per the Master Agreement Regarding Prime Contractor Obligations with the Department dated May 4, 2006. This Master Agreement regarding Prime Contractor shall be appended herewith to form as part of the agreement document.

ATCO Electric Ltd. (or 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 for the Department’s review and comment.
* Desist from starting work until the TAS has been reviewed.
* Notify the Consultant and Contractor(s) 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).

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. Except for lump sum proposal and all-inclusive unit price quote, the breakdown of the estimate 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.

Please have an authorized representative digitally sign the enclosed crossing agreement and return the signed agreement for final signature. If hand signature is preferred, please sign two (2) copies of the agreement and return them by mail.

Sincerely

Construction Manager, Region

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Authorized Representative of Witness

Company
Name, Title

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Date Date

Enclosure

cc: Consultant

**SCHEDULE A**

**<Attach ATCO Electric’s Master Agreement Regarding Prime Contractor Obligations 2006>**