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

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

{Job\_Title}

{Organization}

{Address}

{City}, {Province} {Postal\_Code}

Dear {Title} {Last\_Name}:

**Subject: HIGHWAY** **,** **OF JUNCTION HIGHWAY** **– JUNCTION HIGHWAY**

**CONFIRMATION OF PIPELINE ADJUSTMENT COST ESTIMATE AND SIGNING PIPELINE 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 its portion based on actual close-out costs. This letter constitutes the Department approval for Pipeline Company to proceed with the proposed pipeline adjustments. However, if there is a variation of more than five per cent or $10,000 whichever is greater from the original cost estimate, Pipeline Company must contact the Consultant immediately and obtain Department approval for additional costs before proceeding with the work.

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.

The final invoice for your work must be accompanied by back-up documentation and detailed cost breakdown sufficient and reasonable to support the actual close-out costs claimed. 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 office for reimbursement.

The Department’s Consultant:

Consultant Name

Mailing Address

Consultant’s Representative: Name

Telephone number: 000-000-0000

Contact with the Consultant’s Representative is recommended in order to co-ordinate work within the project limits.

Sincerely,

Construction Manager, Region

Enclosure

cc: Consultant