

Company Letterhead

Date

City of Orillia
Development Services and Engineering Department
50 Andrew Street South, Suite 300
Orillia, ON, L3V 7T5

Attention: Tracy Blanchard, Development Coordinator

RE: Project Name
Project Address
City's File Number

1. Retainer

This will confirm that our firm has been retained by (OWNER) to act as Consulting Engineers for engineering services for the development of (PROJECT NAME) located at (SUBJECT PROEPTY ADDRESS).

2. Engineering Provisions

In submitting this letter, we confirm that we are familiar with the engineering provisions of the City of Orillia for development and can confirm that the writer is experienced in the field of municipal engineering services.

3. Terms of Retainer

The terms of our retainer with (OWNER) are as follows:

- a. Plans and Specifications – prepare plans and specifications for the construction of services including, but not limited to, storm, water and sanitary services and lot grading.
- b. Cost-Estimates – provide estimated construction costs for the services to be constructed as set out on the engineering drawings.
- c. Approvals – obtain all necessary approvals to construct.
- d. Co-ordination – co-ordinate the design and installation of engineered services to avoid conflicts with other services.
- e. On-site inspections – perform all necessary on-site inspections and general supervision of municipal and/or internal servicing during construction.
- f. Certification – certify that the construction of the municipal and/or internal servicing is in accordance with the accepted design drawings and specifications.
- g. "As-Constructed" Drawings – Submit certified "as-constructed" drawings after acceptance of municipal and internal services.
- h. Change in Retainer – The municipality will be notified within 24 hours if at any time during the project:
 - i. The terms of our retainer are changed by our client, or
 - ii. If we become aware that we will not be able to give post-construction certification.

Yours truly,

Company Name
P.Eng Seal with signature