# Coordinating Professional Assurance

This form with Part 1 and 2 must be submitted before the City will issue approval to commence construction. The Form is then to be resubmitted with Part 3 of this form also completed with submission of the Record Drawings.

Project name:

Project address or location:

Project description:

The undersigned shall submit this form to the City of Courtenay as follows:

To: City of Courtenay
830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Attention: Approving Officer
CC: Development Engineer

Date: _____

## Part 1 – Commitment for Coordination

1.1 I hereby give assurance that: I am the Coordinating Professional Engineer (CPE) for the above project and will coordinate engineering and geoscience for the design.

1.2 The Coordinating Professional Engineer (CPE) is defined as a Professional Engineer in good standing who is responsible for the overall coordination of Professionals of Record for the intended project.

1.3 I will utilize the standards of care, skill, and diligence in accordance with the standards required of Professional Engineers in the Province of British Columbia.

| | | |
|---|---|---|
| Name of Professional Engineer: | | |
| Email: | Phone number: | |
| Legal name of firm: | Permit to practice number: | |
| Address: | | (Professional seal, signature, and date) |

## Part 2 – Assurance of Coordination of Design

I hereby give assurance that:

2.1 I have coordinated the design required for the project and I have relied upon the assurances of the Professional of Record (PORs), and submissions of other qualified professionals as listed below:

List all PORs for each aspect of the design and other qualified professionals and their role:

2.2 I have utilized the standards of care, skill, and diligence in accordance with the standards required of Professional Engineers in the Province of British Columbia.

2.3 All parts of the design have been prepared and Authenticated by a Professional of Record.

2.4 All appropriate Assurance Forms have been executed and delivered by each POR.

2.5 I have coordinated the design and based on the assurances provided by the POR(s), ascertain that the design as a whole substantially complies with all applicable design codes, guidelines, standards, and specifications including but not exclusively those required by the EGBC, City, Province, Federal Government unless otherwise approved by the City, or with any departures thereof described and explained.

2.6 Submission to include rationale for the City's consideration for any alternative solutions and/or variances requested.

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| Name of Professional Engineer: | | |
| Email: | Phone number: | |
| Legal name of firm: | Permit to practice number: | |
| Address: | | (Professional seal, signature, and date) |

## Part 3 – Assurance of Coordination of Field Review and Record Drawings

I hereby give assurance that:

3.1 I have coordinated the Field Reviews and Record Drawings required for the project and I have relied upon the assurances of the Professionals listed below:

List all PORs responsible for field reviews and for the Record Drawings for each aspect of the design:

3.2 I have utilized the standards of care, skill, and diligence in accordance with the standards required of Professional Engineers in the Province of British Columbia.

3.3 Field Reviews (FR) have been conducted for each part of the design.

3.4 Record Drawings have been produced and Authenticated by each respective POR.

3.5 All appropriate Assurance Forms have been executed and delivered by all PORs and FRs.

3.6 I have coordinated the Field Reviews to ascertain that the construction work as a whole substantially complies in all material respects with the professional engineering concepts, professional geoscience concepts and the intent reflected in the design and are in compliance with City standards unless otherwise approved by the City, or with any departures thereof described and explained.

3.7 Submission to include rationale for the City's consideration for any alternative solutions and/or variances requested.

| | | |
|---|---|---|
| Name of Professional Engineer: | | |
| Email: | Phone number: | |
| Legal name of firm: | Permit to practice number: | |
| Address: | | (Professional seal, signature, and date) |