



## Letters of Assurance

### Guide for Registered Design Professionals (RDPs)

#### Overview

Letters of Assurance are intended to clearly identify the responsibilities of Registered Design Professional (RDP) for a construction project. The City of Yellowknife's fundamental responsibility does not change, nor are new responsibilities added for an architect or engineer. They are a commitment agreement between an owner and RDP for design and Field Review, with signed and sealed assurances.

#### Letters of Assurance

The Letters of Assurance consist of Forms C, D/E, G, and F. They identify the responsibilities and assurances of Registered Design Professionals (RDPs) and are described below:

**Form C** - (Confirmation of Commitment by Owner and Coordinating Registered Design Professional) is signed by both the owner and the coordinating RDP. Its purpose is to confirm that the owner has retained a coordinating RDP to have the project designed and field review undertaken during construction by the appropriate RDPs. The coordinating RDP has the role of overseeing all RDPs associated with the project.

**Form D/E** - (Assurance of Professional Design and Commitment for Field Review and Summary of Design) identifies the RDP's responsibility for their areas of the design and that their design substantially complies with the Building Code and the Building By-law. Form D/E also provides a commitment to be responsible for the field reviews for their areas of the design for the project.

**Form G** - (Notice of Compliance and Field Review by Registered Design Professional) confirms that the necessary field reviews have been completed and that the finished project substantially conforms to the RDP's design, the Building Code, and the Building By-law.

**Form F** - (Notice of Compliance by Coordinating Registered Design Professional) confirms that the coordinating RDP has coordinated the necessary field reviews of each of the RDPs engaged on the project.

#### Guidelines to Completing the Forms

The following information is required on each page of each form as appropriate:

- Permit No.
- Project address
- Name and address of the Registered Professional and the firm they represent
- Professional discipline of the Registered Professional
- Phone number and email of the Registered Professional responsible for the form
- Component(s) for which the Registered Professional is responsible, on Form BF2
- Signature and Seal, and/or initials, of the appropriate RDPs

## Design and Field Review Conducted by Different Registered Professionals

Amendments to the wording of Letters of Assurance are permitted under certain circumstances as described below. The Letters of Assurance have the intent to show the RDP responsible for the design is also responsible for the field review. The separation of design from field review responsibility is undesirable and should not occur unless the designing RDP is unable to conduct the field review.

There are also instances, for logistical reasons, where this may not be possible and the field review responsibility is delegated to a different RDP. The RDP conducting the field reviews may be from another firm or in the same firm. In either case, the Letters of Assurance must be amended to reflect the different RDPs.

As the purpose of the field review is to confirm that the design intent has been realized in the construction and also to provide assurance that the constructed building is in substantial conformance with the Building Code, it is imperative that close coordination and communications exist where the designer is not the person conducting the field review.

It is unreasonable to expect the RDP who is responsible for the field review to take on the responsibility for Building Code compliance of the design done by others. In this instance, Forms D/E and G should be modified as follows:

**Form D/E - cross out "Design and" wherever it occurs and initial the change.**

**Form G - cross out sub-clause (c) (ii) and initial the change.**

Similarly, the RDP who undertakes the design only should modify Form D/E, as follows:

**Form D/E - cross out "and Field Review" wherever it occurs and initial the change.**

Additionally, certain clauses in Form D/E which relate to design or field review should be crossed out and initialled so it reflects the specific responsibilities of the RDP who has signed it.

## Coordinating Registered Design Professional

Form C confirms that the Owner has retained a coordinating RDP. The coordinating RDP, must coordinate all activities relating to the professional design and field review of the project functioning as the project administrator, as far as assurance of Building Code compliance is concerned.

This role includes keeping the authority having jurisdiction advised, ensuring that the necessary Forms and Reports are submitted, and ascertaining that the appropriate RDPs are retained on the project.