**NOTE** User to complete info shown in RED. Change font colour to Black. DELETE THIS NOTE.

Date

To: Owner's Company NameOwner's Company Name

Street Address

Suite number

City, Province or State

Postal Code

Country

Attention: Name

Re: **Designation of Payment Certifier**

Project Description

Project Location

Proj No: nn.nnnnn.nn

Dear Owner’s Rep,

Once all of the bids are reviewed and you have decided on a contractor, the issue of the form of construction contract will need to be addressed. The industry standard for a fixed price construction contract is the CCDC 2 Stipulated Price Contract. This standard contract is commonly used where the Owner or Contractor does not have his or her own contract form.

Whether the CCDC-2 or some other form of contract is used as the agreement between you and the Contractor on this project, it must be made clear that Consultant’s Firm Name has not been retained by Owner's Company Name to certify progress payments, nor to certify Substantial Performance or Completion of the contract. Specifically in the case of the CCDC-2 contract, where “Part 5 Payment” indicates that the Consultant is responsible, upon application from the Contractor, to issue certificates for payment and a certificate of Substantial Performance, wording must be included to indicate who will assume the responsibility of Payment Certifier.

It will be necessary for you to address this issue in your negotiations of the final agreement between you and the Contractor. We trust this is clear and acceptable. Please do not hesitate to call if you require clarification or additional information.

Yours Truly,

Consultant’s Firm Name

per:

Your Name

Working Title

Officer Status