

CIRCULAR**To: Municipalities, Local Service Districts & Prime Consultants****RE: Standard Form of Agreement between Client and Prime Consultant****Date: June 3, 2011**

Effective immediately the Prime Agreement between the Client and the Engineer which was issued in 1986 will be replaced with a new document entitled **Standard Form of Agreement between Client and Prime Consultant**. This new agreement follows the Government's template for consultant services and will cover the full range of municipal infrastructure projects.

An electronic document will be made available on the Department's web site at www.ma.gov.nl.ca/ma/capital_works/pca.html. Submission of the agreement by the Prime Consultant for review along with the relevant backup documentation is to be forwarded to the appropriate Regional Office and the municipality/local service district. The Department will accept a scanned copy submitted electronically in PDF format.

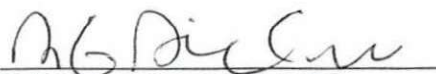
The Regional Offices will be the point of contact for any questions/inquiries related to the projects and associated fees and any claims for reimbursement. Regional staff will communicate with municipalities and consultants as needed, to gather relevant data and/or documentation before recommending approval of an agreement and certifying a claim for payment:

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