[Letterhead of Firm or Municipality   
Engaging an Employee as a Contract Administrator]

[Date]

[Name and Title of Employee]

Dear

Re: Appointment as Contract Administrator

We write to confirm your appointment as *Contract Administrator* (CA)on the

(name of contract) where we are the *Owner*. We acknowledge that the role of CA has the potential to put you into a conflict of interest with us as your employer since, under the terms of the Contract, in some circumstances you are the agent of the *Owner* while inother circumstances you must be the impartial judge of the performance of both the *Owner* and the *Contractor.* We draw to your attention GC 3.6.1 which sets out the obligation of the CA to be impartial. It states:

“The Contract Administrator will be, in the first instance, the interpreter of the Contract Documents and the judge of the performance of both parties to the Contract. Interpretations and decisions of the Contract Administrator shall be consistent with the Contract Documents and in making decisions the Contract Administrator will not show partiality to either the Owner or the Contractor.”

In your role as interpreter of the Contract Documents and judge of the parties’ performance, either party may request that you render a written decision within a reasonable time pursuant to GC 3.6.2. However, your decisions are “in the first instance” and are not final. Either the *Owner* or the *Contractor* may challenge a decision you make and commence proceedings under the Dispute Resolution provisions.

As a party to the Contract we have agreed to its terms, including when the Contract requires, your obligation to be neutral and not be influenced by the fact that you are an employee of the *Owner*. Your impartiality in these circumstances will not prejudice you or be held against you in your relationship with the *Owner.*

Yours truly,