



City of  
Burnaby

Engineering Department

2014 October 30

**SUBJECT: 2014 - Asset Identification Drawings and Revised Invoice Requirements**

The City of Burnaby is improving our business processes for managing the delivery of infrastructure assets in the capital program. The first step in improving these processes is to gather adequate details from design consultants and contract administrators to recognize the financial impacts of infrastructure assets delivered to the City.

**Effective immediately**, for contracts delivering infrastructure assets as part of the **2014 Capital Program**, design consultants are required to submit asset identification drawings and revised invoices in compliance with the attached standards and guidelines. In summary, we require:

- **Asset Identification Drawings** with an asset table to illustrate and detail:
  1. Assets that the City is intending to construct and retire, at the tender phase
  2. Assets that were constructed and retired, at the construction phase
- **Revised Invoices** to complement the asset identification drawings, in the standard format and with the additional quantity details specified in the guidelines. Submission of the template is required for review at the beginning of the construction phase.
- **Completed Validation Checklists** to ensure that all documentation submitted to the City complies with the specified requirements.

Please review the attachments to ensure that deliverables will be in full compliance with the standards and guidelines. Feel free to contact your City Project Manager should you require additional information or clarification.

Yours truly,

Leon A. Goss, P. Eng. MBA  
DIRECTOR ENGINEERING

FV:cp

**List of Attachments:**

- 1. 2014 Asset Identification Specifications, FINAL, Nov 7*
- 2. Asset Table Template and Cheat Sheet*
- 3. Asset Table Update from Delivery Example*
- 4. Checklist Drawings Oct 2014*
- 5. Checklist Invoices Oct 2014*
- 6. Tender and Invoice Guidelines Oct 2014*
- 7. Invoice Template Oct 2014*
- 8. PAC table*
- 9. Asset Table PAC Guideline Oct 2014*
- 10. COB Master Street Segment List*

Copies of these documents can also be found on the City's Website at the following link:  
<http://www.burnaby.ca/Doing-Business/Business-With-Burnaby.html>