

**QUALIFICATION
PROCEDURES
FOR ENGINEERING
SERVICE PROVIDERS
Policy and Guidelines**

Appendix C: Submission and Qualification Criteria for the Construction Administration Grouping

C1. Construction Administration Category

Qualification Criteria
<ul style="list-style-type: none">• Administration – High Complexity Specialty <p>Applicant shall hold or be eligible to hold a valid Certificate of Authorization from the PEO.</p> <p>Applicant's Key Personnel shall:</p> <ul style="list-style-type: none">• Shall be a licensed Professional Engineer in good standing with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);• Demonstrated experience in the last five (5) years in the Medium Complexity administration of complex construction projects in Ontario or other similar jurisdictions in Canada or USA; *• Have the knowledge in highway engineering, highway construction specifications and standards, and has experience as a Contract Administrator or Project Managerconstruction methods, managing change orders, defective material, schedule changes, public complaints and payment processes;• Have a background in construction surveys, quantity measurements and materials testing methods and techniques; and• Have writing skills and the ability to chair progress meetings. <p>Engineering Service Provider shall meet the following requirements:</p> <ul style="list-style-type: none">• The ESP firm requires a minimum of two (2) Key Personnel;• New ESP firms are required to submit the application for the High Complexity with a minimum of two (2) qualified Key Personnel;• ESPs currently qualified/approved in the Construction Administration – High Complexity specialty will have a two-year transition period to register two (2)

Key Personnel from the date of the publication of the updated Qualification Procedures Guide.

- The ESP Applicant must have completed three (3) projects with the applicant’s firm of medium complexity with the ministry with the overall performance appraisal rating of satisfactory of 3 or better;
- The ESP firm shall provide a minimum of three (3) Medium Complexity projects to support the review of the application;

~~Applicants that have completed three (3) projects of medium complexity with the ministry with the overall performance appraisal rating of satisfactory or better and/or can demonstrate that the Key Personnel have equivalent or greater experience in another jurisdiction or with another ESP will be considered for high complexity status.~~

**To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Medium Complexity.

* High complexity projects may include but are not limited to:

- Bituminous, concrete, grading, soils and aggregates
- Rural or urban multi-lane facilities
- Highway reconstruction and new construction
- Foundation engineering
- Bridge rehabilitation and new construction
- Electrical work (illumination and signals)
- Advanced traffic management system work, electrical work (illumination, signals and FTMS)
- Aerial and buried utilities such as gas, oil & water mains
- Storm sewer systems
- Substantial traffic management and detour required
- Contact with several adjacent property owners and external agencies
- Extensive environmental administration

1. Administration – Medium Complexity Specialty

Applicant shall hold or be eligible to hold a valid Certificate of Authorization from the PEO.

Applicant’s Key Personnel shall:

- Shall be a licensed Professional Engineer in good standing with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);
- Demonstrated experience in the last five (5) years in the Low Complexity administration of Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; *
- Have the knowledge in highway engineering, highway construction specifications and standards, has experience as a Contract Administrator or Project Manager- construction methods, managing change orders, defective materials, schedule changes, public complaints and payment processes;
- Have a background in construction surveys, quantity measurements and materials testing methods and techniques; and
- Have writing skills and the ability to chair progress meetings.

Engineering Service Provider shall meet the following requirements:

- The ESP Applicant must have completed three (3) projects with the applicant's firm of Low Complexity with the ministry, with the overall performance appraisal rating of satisfactory of 3.00 or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager);
- The ESP shall provide a minimum of 3 Low Complexity projects to support the review of the application;

~~Applicants that have completed three (3) projects of low complexity with the ministry with the overall performance appraisal rating of satisfactory or better and/or can demonstrate that the Key Personnel have equivalent or greater experience in another jurisdiction or with another ESP will be considered for medium complexity status.~~

**To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Low Complexity.

* Medium complexity projects may include but are not limited to:

- Bituminous, concrete, grading, soils and aggregates
- Rural or urban multi-lane facilities
- Highway reconstruction and new construction

- Foundation engineering
- Bridge rehabilitation
- Electrical work (illumination and signals)
- Civil provisions for advanced traffic management system
- Aerial and buried utilities such as hydro and bell
- Storm sewer systems
- Moderate traffic management and detour required
- Routine environmental treatments

2. Administration – Low Complexity Specialty

Applicant shall hold or be eligible to hold a valid Certificate of Authorization from the PEO.

Applicant's Key Personnel shall:

- Shall be a licensed Professional Engineer in good standing with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);
- Demonstrated experience in the last five (5) years in the ~~administration of low-complexity~~ Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; *
- Have the knowledge in highway engineering, highway construction specifications and standards, and has experience as a Contract Administrator or Project Manager; construction methods, managing change orders, defective material, schedule changes, public complaints and payment processes;
- Have knowledge in highway engineering, highway construction specifications and standards, and experience as a Contract Administrator or Project Manager;
- Have a background in construction surveys, quantity measurements and materials testing methods and techniques; and
- Have writing skills and the ability to chair progress meetings

Engineering Service Provider shall meet the following requirements:

- The ESP Applicant must have completed three (3) projects of at least Low Complexity, with the applicant's firm, the ministry or other similar jurisdictions in Canada or USA. The overall performance appraisal rating shall be satisfactory of 3.00 or better, or where a performance appraisal has not been

issued, the ESP may request a letter of reference from the ministry's Area Manager.

- The ESP shall provide a minimum of 3 Low Complexity projects to support the review of the application;

* Low complexity projects may include but are not limited to:

- Bituminous, concrete, grading, soils and aggregates
- Rural or urban two-lane facilities
- Highway reconstruction
- Mill and pave
- Minor intersection improvements
- Electrical work (illumination)
- Aerial utilities
- Storm sewer systems
- Minor traffic management and detour required
- Few routine environmental treatments