

# QUALIFICATION PROCEDURES FOR ENGINEERING SERVICE PROVIDERS

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Policy and Guidelines

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

### C1. Construction Administration Category

Qualification Criteria
<p style="text-align: center;"><b>1. Administration – High Complexity Specialty</b></p> <p><del>Applicant</del><u>The ESP firm shall hold or be eligible to hold a valid Certificate of Authorization from the PEO.</u></p> <p><u>The ESP firm:</u></p> <ul style="list-style-type: none"> <li>• <u>shall hold a valid Certificate of Authorization from PEO.</u></li> <li>• <del>(a new ESP firm)</del><u>ils required to submit the application for the Construction Administration - High Complexity specialty with a minimum of two (2) qualified Key Personnel (a new ESP firm);</u></li> <li>• <del>A</del><u>(a currently qualified/approved ESP firm) for 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.</u></li> <li>• <del>†</del><u>To be eligible for qualification in Construction Administration - High Complexity specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Medium Complexity specialty.</u></li> </ul> <p><del>Applicant's</del><u>The</u> Key Personnel shall:</p> <ul style="list-style-type: none"> <li>• <del>Shall b</del><u>Be</u> a licensed Professional Engineer <del>in good standing</del> with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) <del>or Certified Engineering Technician (C.Tech.) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);</del></li> <li>• <del>Have d</del><u>Demonstrated</u> experience in the last five (5) years <del>in the with administration of Medium Complexity administration of complex</del> construction projects in Ontario or other similar jurisdictions in Canada or USA; *</li> </ul>

- Have ~~the~~ knowledge in highway construction and 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 a background in construction surveys, quantity measurements and materials testing methods and techniques; and
- Have writing skills and the ability to chair progress meetings; and:
- Have completed three (3) projects of medium complexity with the ministry, with the overall performance appraisal rating of satisfactory or better, and submission of reference letters when performance appraisals are not available.;

\*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

## 2. Administration – Medium Complexity Specialty

The ESP firm:

- ~~shall hold~~ ~~or be eligible to hold~~ a valid Certificate of Authorization from ~~the~~ PEO.
- to be eligible for qualification in Construction Administration - Medium Complexity specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration – Low Complexity specialty.

The 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) or Certified Engineering Technician (C.Tech.) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);
- ~~Have demonstrated~~ experience in the last five (5) years ~~in the with~~ administration of Low Complexity ~~administration of Low Complexity~~ construction projects in Ontario or other similar jurisdictions in Canada or USA; \*
- Have ~~the~~ knowledge in highway construction and 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; and
- have completed three (3) projects of Low Complexity with the ministry, with the overall performance appraisal rating of satisfactory or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager), and submission of reference letters when performance appraisals are not available.;

\*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

### 3. Administration – Low Complexity Specialty

The ESP firm shall:

- hold ~~or be eligible to hold~~ a valid Certificate of Authorization from ~~the~~ PEO.

The Key Personnel 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) or Certified Engineering Technician (C.Tech.) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);
- Have demonstrated experience in the last five (5) years ~~within the~~ administration of ~~low complexity~~ Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; \*
- Have at least 4 months of experience required for each project referenced in the application;
- Have ~~the~~ knowledge in highway construction and highway engineering; ~~highway construction~~ specifications and standards, and has experience as a cContract aAdministrator, or pProject Mmanager; or similar roles for other jurisdictions construction 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; ~~and;~~
- must have completed three (3) projects of at least Low Complexity, with the ministry or other similar jurisdictions in Canada or USA. The overall performance appraisal rating shall be satisfactory or better, or where a performance appraisal has not been issued, the key personnel ESP may request a reference letter of reference from the ministry when performance appraisals are not available.

\*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