



Request for Proposals – Version 1.0 – October 2026

Modernized Total Project Management (M-TPM)

Part C

Appendices

Appendix 1

Forms and Tables

Version 1.0
October 2026

Assignment Number:

Ministry of Transportation
Ontario

[date]

|

Contents

Phase I Forms.....	2
<i>Conflict of Interest (COI) Forms.....</i>	<i>3</i>
COI Form A: RFP Preparation Participants.....	3
COI Form B: Certification - No Conflict Of Interest.....	4
COI Form C: Certification - Conflict of Interest.....	5
Phase II Forms.....	7
Offer and Acceptance Form	8
<i>Bid Price Summary Forms.....</i>	<i>11</i>
Project Lump Sum Prices for Planning – N/A.....	11
Project Lump Sum Prices for Preliminary Design - N/A	12
Project Lump Sum Prices for Detail Design - N/A	13
Lump Sum Prices for Engineering Materials Testing – N/A	14
Budget Breakdown for Construction Contract Administration – N/A.....	18
Total Project Prices Summary Table.....	21
Phase III Forms.....	22
OHSA Statutory Declaration Form	23
Certificate of Insurance Form.....	25
Foundations Engineering Itemized Price Breakdown.....	27
List of Technical Standards and Specifications Reference Documents:	30

Note: Forms noted as N/A (not applicable) are not required to be submitted for this assignment.

Phase I Forms

The following forms are to be completed and included as part of the Phase I submission. Failure to include the completed forms may result in disqualification.

<u>FORM</u>	<u>RFP REFERENCE SECTION</u>
Conflict of Interest Forms	Section 1.5.1

Conflict of Interest (COI) Forms

Complete CIO Form A

Complete CIO Form B or COI Form C

COI Form A: RFP Preparation Participants

The following is a list of the Service Provider staff who participated in the preparation of the RFP submission.

Agreement #: insert number

Name	Business Address	Business Telephone Number	Contribution Or % Of Work

COI Form B: Certification - No Conflict Of Interest

I/We hereby certify that there is not nor was there any actual or potential conflict of interest or unfair advantage in our submitting the Proposal or performing the Services required by the Agreement.

In submitting the Proposal, our company has no knowledge of or the ability to avail ourselves of confidential information of the Crown (other than confidential information which may have been disclosed by the Minister to the Service Providers in the normal course of the Request for Proposal) where the confidential information would be relevant to the Services, their pricing or the Request for Proposal evaluation process.

Name

Signature

Position

Date

Name

Signature

Position

Date

Name

Signature

Position

Date

Notes:

Form must be signed by a Principal of the proponent firm with the authority to sign a binding legal agreement on behalf of the Service Provider

In case of a Joint Venture, signatures of all partners are required.

COI Form C: Certification - Conflict of Interest

In submitting our Proposal the Service Provider declares that the attached is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company submitting the Proposal or performing the contractual obligations of the TPM Service Provider under the Agreement.

In submitting the Proposal, our Company has/has no (strike out the inapplicable) knowledge of or the ability to avail ourselves of confidential information of the Crown (other than confidential information which may have been disclosed by the Minister to the Service Providers in the normal course of the Request for Proposal) where the confidential information would be relevant to the Services, their pricing or the Request for Proposal evaluation process and where access to such additional information may prejudice the Crown or be an unfair advantage to the TPM Service Provider.

(If declaring that the Service Provider has access to additional information that may be confidential, other than confidential information which may be disclosed by the Minister to the Service Providers in the normal course of the Request for Proposal, please attach an explanation describing the additional information and how you have access to it).

With the exception of those situations and/or access to additional information disclosed on the list attached, I/We hereby certify that there is not nor was there any other actual or potential conflict of interest or unfair advantage in our submitting the Proposal or performing the Services required by the Agreement.

I/We hereby acknowledge that the Minister at his/her sole discretion shall have the right to determine whether or not the declared situations do constitute an actual or potential conflict of interest or whether access to additional confidential information does constitute an unfair advantage over other Service Providers.

I/We acknowledge that in the event that the Minister finds the situations to be a conflict of interest or access to the additional confidential information to be an unfair advantage that our Proposal may be rejected.

Name

Signature

Position

Date

COI Form C: Certification - Conflict of Interest (Continued)

Name

Signature

Position

Date

Name

Signature

Position

Date

Notes:

Form must be signed by a Principal of the proponent firm with the authority to sign a binding legal agreement on behalf of the Service Provider

In case of a Joint Venture, signatures of all partners are required.

Phase II Forms

The following forms are to be completed and included as part of the Phase II submission. Failure to include the completed forms may result in disqualification.

FORM

Offer and Acceptance Form
Bid Price Summary Forms

RFP REFERENCE SECTION

Section 1.5.2.2, Section 2.9
Section 1.5.2.2

Offer and Acceptance Form

GWP: _____ Assignment Number: _____

TO: His Majesty the King in right of Ontario as represented by the Ministry of Transportation ("the Ministry").

FROM: _____
(the "Service Provider")

ADDRESS: _____

OFFER

The Proponent hereby acknowledges that it has examined all the RFP documents, including any addenda issued prior to the Proposal Submission Deadline.

The Proponent hereby offers to provide the Services and Deliverables specified in the Request for Proposal ("RFP") annexed hereto and forming part hereof in accordance with the RFP, including the Legal Terms and Conditions, for the Lump Sum Price Total of \$_____ and agrees that upon acceptance of this Offer by the Ministry, this Offer, attached Financial Proposal forms and this RFP shall form the legally binding Agreement.

This Offer shall be irrevocable and open for acceptance for a period of ninety (90) calendar days following the Proposal Submissions Deadline.

Canada and Ontario have entered into a Comprehensive Integrated Tax Coordination Agreement whereby Ontario has agreed to pay harmonized sales tax (HST) on its purchases. For Deliverables provided on or after July 1, 2010, the supplier shall invoice and collect HST from the Ministry for the Deliverables in accordance with the provisions of the Excise Tax Act, R.S.C. 1985, c.E-15, as amended or replaced from time to time.

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Signature of Authorized Signing Officer:

(Print Name, Title)

(Date)

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Signature of Authorized Signing Officer:

(Print Name, Title)

(Date)

I HAVE AUTHORITY TO BIND THE SERVICE PROVIDER:

Signature of Authorized Signing Officer:

(Print Name, Title)

(Date)

Note: In case of a Joint Venture, signatures of all partners are required.

ACCEPTANCE

Assignment Number: _____

The Ministry hereby accepts the Offer of the Preferred Proponent to provide the Services and Deliverables specified in the RFP annexed hereto and forming part hereof, in accordance with the RFP, including the Terms and Conditions, and has caused its duly authorized official to execute the Agreement by this Acceptance, this _____ day of _____, _____.

HIS MAJESTY THE KING in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario

Signature of Authorized Ministry Personnel:

**Name & Title of
Authorized Ministry Personnel:** _____

Signature: _____

Date: _____

Bid Price Summary Forms

Project Lump Sum Prices for Planning – N/A

PLANNING (P)				
CATEGORY	CURRENT FISCAL YEAR (\$)	NEXT FISCAL YEAR (\$)	ALL REMAINING YEARS (\$)	TOTAL (\$)
Project Management				
Environmental Planning				
Highway Planning				
Highway Engineering				
Scope and Cost Report				
Transportation (Systems) Planning				
Drainage and Hydrology				
Surveying				
Traffic				
Add categories as required Add to scoring table too				
Engineering Materials Testing and Evaluation				
Service Provider QC Plans Deliverables (Supplementary Plan, Milestone Quality Reports)				
TOTAL PLANNING	\$	\$	\$	\$

Notes:

The above totals should not include HST.

Canada and Ontario have entered into a Comprehensive Integrated Tax Coordination Agreement whereby Ontario has agreed to pay harmonized sales tax (HST) on its purchases. The supplier shall invoice and collect HST from the Ministry for the Deliverables in accordance with the provisions of the Excise Tax Act, R.S.C. 1985, c.E-15, as amended or replaced from time to time

Project Lump Sum Prices for Preliminary Design - N/A

PRELIMINARY DESIGN (PD)				
CATEGORY	CURRENT FISCAL YEAR (\$)	NEXT FISCAL YEAR (\$)	ALL REMAINING YEARS (\$)	TOTAL (\$)
Project Management				
Advanced Traffic Management Systems				
Bridge Engineering				
Drainage and Hydrology Engineering				
Electrical Engineering				
Environmental				
Foundations Engineering				
Highway Engineering				
Scope and Cost Report				
Pavement Engineering				
Surveying				
Traffic Engineering				
Value Engineering				
Engineering Materials Testing and Evaluation				
Service Provider QC Plans Deliverables (Supplementary Plan, Milestone Quality Reports)				
TOTAL PD:	\$	\$	\$	\$

Notes:

The above totals should not include HST. Canada and Ontario have entered into a Comprehensive Integrated Tax Coordination Agreement whereby Ontario has agreed to pay harmonized sales tax (HST) on its purchases. The supplier shall invoice and collect HST from the Ministry for the Deliverables in accordance with the provisions of the Excise Tax Act, R.S.C. 1985, c.E-15, as amended or replaced from time to time.

Project Lump Sum Prices for Detail Design - N/A

DETAIL DESIGN (DD)				
CATEGORY	CURRENT FISCAL YEAR (\$)	NEXT FISCAL YEAR (\$)	ALL REMAINING YEARS (\$)	TOTAL (\$)
Project Management				
Advanced Traffic Management Systems				
Bridge Engineering				
Drainage and Hydrology Engineering				
Electrical Engineering				
Environmental				
Foundations Engineering				
Highway Engineering				
Scope and Cost Report				
Pavement Engineering				
Surveying				
Traffic Engineering				
Value Engineering				
Service Provider QC Plans Deliverables (Supplementary Plan, Milestone Quality Reports)				
Constructability Review(s)				
Design Support and Liaison During Construction				
Additional Biddable Line Item				
Additional Biddable Line Item				
Engineering Materials Testing and Evaluation				
TOTAL PROJECT PRICE:	\$	\$	\$	\$

Engineering Materials Field Testing Price – N/A

Material	Field Tests	\$/Test (A)	No. of Field Tests [estimated] (B)	Total \$ (A * B)
TESTING				
Earth	Compaction	*	*	*
Granulars	Compaction	*	*	*
Hot Mix	Pavement Smoothness testing by Inertial Profiler	Lump Sum	100 % in accordance to this RFQ	\$
	Hot-in-Place Recycling	N/A or *	N/A or *	N/A or *
	Compaction for Cold-in-Place Recycling	N/A or *	N/A or *	N/A or *
Concrete	Pavement Smoothness testing by Inertial Profiler	*	*	
	Dowel Pull Testing	Lump Sum	Greater of: 5% of each lot or 10 dowels per lot, per OPSS 904	\$
	Half Cell Survey	*	*	*
	Covermeter Survey	*	*	
	Tensile Bond Testing	Lump Sum	xx	\$
	MPI Scan	*	*	*
Water	Well Testing / Well Investigation			
	Bacterial/Chemical/Recovery/Yield Testing	\$	XX	\$
Miscellaneous	Traffic Paint Thickness	*	*	
	Glass Bead Distribution	*	*	

Material	Field Tests	\$/Test (A)	No. of Field Tests [estimated] (B)	Total \$ (A * B)
	Retroreflectivity Measurements			
	Post Installation Pipe Inspection	Lump Sum	(See Section 3.4.16)	\$
	Bridge Deck Waterproofing Thickness			
DOCUMENTATION REVIEW				
Hot Mix	Review Mix Design Documentation	*	*	*
Concrete	Review Mix Design Documentation	*	*	*
SAMPLE DELIVERY				
Activity	Number of Trips (A)	Cost per Day per trip \$ (B)	Total \$ (A * B)	
Sample Delivery (Maximum 1 trip per day) NOTE TO USER: Use if 1 rate is used for your Assignment.	Note to user: MTO to provide estimate on # of trips.			
Sample Delivery to QA Laboratory (Maximum 1 trip per day) NOTE TO USER: Use 2 different delivery rates are required for your Assignment (EMO, Lab)	Note to user: MTO to provide estimate on # of trips.			
Sample Delivery to MTO EMO laboratory (Maximum 1 trip per day) NOTE TO USER: Use 2 different delivery rates are required for your Assignment (EMO, Lab)	Note to user: MTO to provide estimate on # of trips.			

Material	Field Tests	\$/Test (A)	No. of Field Tests [estimated] (B)	Total \$ (A * B)
Trips related to Performace Graded Asphalt Cement (PGAC) sampling at the plant NOTE TO USER: Delete if this is already required as part of the inspector's work and staffing hours.	Note to user: MTO to provide estimate on # of trips.			
FIELD TESTING LUMP SUM PRICE (To be transferred to Table 1- Part B)				\$

Do not include HST in the above totals.

NOTE TO USER: CSA is to provide estimate number of field tests, as applicable in Column (B). Need to ensure only the required, applicable tests are included in the table. Delete any non-applicable tests or mark with 'NA'

- Note 1) The estimated number of tests provided is for evaluation purposes only. The Total Unit Price for Field Testing must be carried forward to the applicable cell in the table below. The Service Provider will be paid at the unit price as shown in Column (A) for the actual number of field tests performed.
- Note 2) For the purposes of this table a Field Test is considered to be either a single testing procedure as in the case of a compaction check, or a testing procedure spread over an area as in the case of 1 lane-km section of surface course paving for a Inertial Profiler test or a testing procedure for each stage of construction as in the case of the half cell and covermeter surveys.
- Note 3) The \$/Test, including lump sum values are to include all costs for the testing services and deliverables as detailed elsewhere in the agreement including but not limited to the costs of equipment, documentation, reporting, wages, travel and living expenses, any mobilization or demobilization costs and any traffic control in accordance with OTM Book 7, where traffic control is not specified by the construction contractor in the construction contract.
- Note 4) *Regular duties included in amounts tendered in the table below. Also, the costs for any other engineering materials field tests required elsewhere in the Agreement are to be included in amounts tendered in the table below.
- Note 5) The \$/Test values for **Bacterial/Chemical/Recovery/Yield Testing** will only be paid for actual wells tested. Locating wells/well owners and all communications with property owners to arrange for well investigations, testing, informing respective property owners of test results, etc. are the responsibility of the Service Provider and are considered normal duties with

costs paid under Part B of the table below.

Fee Schedule for Construction Contract Administration – N/A

Part A: Pre-Construction (Core Field Staff, CA, Project Management and Specialty Work Plan Services)					Amount \$
Part B: During Construction					
Staff Position Management Staff (Part A)	Number of Working Days (1)	Assumed Work Hours/Day (2)	Daily Billing Rate (\$) (3)	Daily Expense Rate (\$) (4)	Amount (\$) (1 x 3) + (1 x 4)
Construction Administrator (CA) position (includes: CA, Project Manager, and Head Office support staff).		Minimum of 8 per day onsite			\$
Staff Position Technical Staff (Part B)	Number of Hours (1)	Assumed Work Days (2)	Hourly Billing Rate (\$) (3)	Daily Expense Rate (\$) (4)	Amount (\$) (1 x 3) + (2 x 4)
Project Manager					\$
CA					\$
Senior Inspector (Grade), RCSI					\$
Senior Inspector (Structure), RCSI					\$
Senior Inspector (Asphalt), RCSI					\$
Junior Inspector, RCJI					\$
Office Person, RCJI					\$
Checker(s)					\$
Foundations Specialist <i>[NOTE TO USER: Delete if not applicable.]</i>					
Structural Specialist <i>[NOTE TO USER: Delete if not applicable.]</i>					
Electrical Inspector <i>[NOTE TO USER: Delete if not applicable.]</i>					
Specialty Work Plan (1) – Lump sum provided shall be all-inclusive for					\$

management of the sub-Service Provider, all direct and indirect costs to meet all requirements of this Agreement).					
[NOTE TO USER: Edit according to Section 3.3.8. Examples: Structural steel, inspection, post-construction environmental monitoring, public information plan, etc.]					
Field Testing lump sum price (from Table 2 – Engineering Materials Field Testing Cost Reference)					\$
Site Office	Number of Months		Monthly Billing Rate		Amount (\$)
Expenses (equipment, furniture and utilities, etc.)					\$
Total: Part B					\$
Part C: Lump Sum for Post-Construction (Core Field Staff, CA, Project Management and Specialty Services)					\$
LUMP SUM PRICE (Total of Part A + Part B + Part C)					\$

The Hourly/Daily and/or Monthly Rates and Daily Expense Rates indicated in the above table will be used as a basis for negotiations for Extra Work if/when required.

The Hourly/Daily and/or Monthly Rates and Daily Expense Rates indicated in the above table will be subject to adjustment for inflation rate if the contract administration services are XX years delay construction schedule.

Notes:

- i) Hourly/Daily/Monthly Rates will be used as a basis for negotiating any Extra Work if/when required.
- ii) Reimbursable costs shall be restricted to the costs as detailed under either: Hourly or Daily or Monthly Rate and/or Daily Expense Rate and/or Total Unit Price for Materials Field Testing and Lump Sum Price.
- iii) Hourly Rate - the price in dollars per hour, which shall be full compensation for the employee's wages, payroll burden, Head Office and Job Overheads (excluding field office expenses and all field equipment cost related to the provision of CA services) and profit.

- iv) Daily Rate - the price in dollars per day, which shall be full compensation for the employee's wages, payroll burden, Head Office and Job Overheads (excluding field office expenses and all field equipment cost related to the provision of CA services) and profit.
- v) Monthly Rate - the price per month, which shall be full compensation for site office expenses. Site Office Expenses includes the price for:
 - All costs associated with the setup, removal and daily operation of the field office including but not limited to: rent, heat, hydro, telephone, etc.
 - Charges paid by the CA for long distance telephone calls, facsimiles and similar telecommunications in connection with the Construction Administration services.
 - Equipment and Supplies in Section 3.6.4. of the RFQ.
 - The cost of reproducing/producing drawings, photographs, reports and similar documents required by the Service Provider and/or ministry.
 - Reasonable mark-up.
- vi) *Daily expenses shall include reasonable costs for living and travel, including travel to and from the construction contract site. Daily expenses are applicable while providing services on the contract site.*
- vii) Head Office and Job Overheads means any costs incurred not directly related to wages, payroll burdens, office expenses, daily expenses and profit, but necessary for the carrying out of the Construction Administration Services.

Total Project Prices Summary Table

TOTAL PROJECT COST				
CATEGORY	CURRENT FISCAL YEAR (\$)	NEXT FISCAL YEAR (\$)	ALL REMAINING YEARS (\$)	TOTAL (\$)
PLANNING:				
TOTAL LUMP SUM PRICE				
PRELIMINARY DESIGN:				
TOTAL LUMP SUM PRICE				
DETAIL DESIGN:				
TOTAL LUMP SUM PRICE				
CONSTRUCTION CONTRACT ADMINISTRATION:				
TOTAL LUMP SUM				
TOTAL PROJECT PRICE:				

Phase III Forms

The following forms are to be completed and included as part of the Phase III submission. Failure to include the completed forms may result in disqualification.

FORM

OHSA Statutory Declaration Form

Certificate of Insurance Form

Foundations Engineering Itemized Price Breakdown

RFP REFERENCE SECTION

Section 1.5.3

Section 1.5.3

Section 1.5.3

OHSA Statutory Declaration Form

Re: Assignment Number: _____

In submitting this proposal, I/We, on behalf of _____,
(Legal Name(s) of Company)

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").

The above requirements do not apply to employers with five (5) or less employees.

- (b) With respect to the services being offered in this proposal, I/We and our proposed Sub-Contractors, acknowledge the responsibility to, and shall:
- (i) fulfil all of the obligations under the OHSA and make reasonable efforts so that all work is carried out in accordance with the OHSA and its regulations;
 - (ii) make reasonable efforts so that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
 - (iii) provide information and instruction to all employees so that they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.

- (c) I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at _____ this _____ day of _____ 20__

(Authorized Signing Officer for the Service Provider)

(Title)

(Telephone Number)

(Authorized Signing Officer for the Service Provider)

(Title)

(Telephone Number)

Note: In case of a Joint Venture, signatures of all partners are required.

Certificate of Insurance Form

His Majesty the King in right of Ontario, as represented by the Minister of Transportation; the members of the Executive Council of Ontario; and their directors, officers, advisors, agents, appointees, and employees.

To: Ministry of Transportation (hereinafter called the "Ministry"):

Re: Assignment Number: _____

A: Comprehensive General Insurance

1. This is to certify that _____ (Legal Name of Company)

(hereinafter called the "Service Provider") is insured by this insurer Policy No. (s) _____ expiring _____, covering liability, as imposed by law or assumed by the Company under the terms of the above described Contract, for damages because of:

- a) Bodily injury, sickness or disease, including death at any time resulting there from; and
- b) Damage to or destruction of property of others caused by accident, including loss of use thereof;

subject to a limit of liability of not less than five million (\$5,000,000) dollars, inclusive for any one occurrence.

- 2. As applying to the contract, the policy includes coverage for liability arising out of operations performed for the Service Provider by any Sub-Contractor.
- 3. The policy includes an additional insured, the Ministry, but only in respect of, and during, operations performed by or on behalf of the Service Provider and not in respect of any act or omission of the Ministry, or any of the Ministry's servants. In addition, the policy shall contain a Cross Liability Clause Endorsement.
- 4. The policy shall be an occurrence policy.

B: Professional Liability (Errors and Omissions) Insurance in an amount not less than \$2,000,000 per claim in the aggregate.

In the event that the policy is changed or cancelled, the insurer agrees to give prior written notice to the Ministry in the manner set forth in the Policy Conditions.

Dated at _____ this _____ day of _____ 20__

(Signature of Insurer's Official)

(Title)

(Signature of Insurer's Official)

(Title)

(Signature of Insurer's Official)

(Title)

Note: In case of a Joint Venture, signatures of all partners are required.

Foundations Engineering Itemized Price Breakdown

Activity	Unit	Quantity	Unit Rate	Cost
PROJECT MANAGEMENT				
Design Liaison – Project Meeting	Each			
Contract Package Development and Review	Hour			
SITE ACCESS AND/OR SPECIALIZED DRILLING METHODS OR EQUIPMENT				
Site Access and/or Specialized Drilling Methods or Equipment	Hour			
TRAFFIC CONTROL				
Traffic Protection Plans and Health and Safety	Hour			
No Lane Closure (Day-time)	Hour			
No Lane Closure (Night-time)	Hour			
Lane Closure (Day-time)	Hour			
Lane Closure (Night-time)	Hour			
Out of Town Expense per Crew	Day			
FIELD INVESTIGATIONS (including drilling and lab testing)				
Drilling and Other Explorations				
Mobilization/Demobilization	km			
Drilling on Land (Day-time)	Hour			
Drilling on Land (Night-time)	Hour			
Other Explorations on Land (e.g. test pits, probes, CPTU)	Hour			
Coring on Land	Hour			
Drilling on Water including Raft/Barge	Hour			
Other Explorations on Water (e.g. probes)	Hour			
Coring on Water	Hour			
Water Truck	Hour			
Consumables per Borehole	Each			
Borehole Decommissioning (O. Reg. 903)	Each			
Out of Town Expense per Crew	Day			
Drilling Supervision				
Site Visit	Hour			
Borehole Survey and Water Level Record	Hour			
Utilities Clearance	Hour			
Drilling Supervision	Hour			
Out of Town Expense	Day			
Laboratory Testing				
Visual Classifications	Hour			
Moisture Content	Each			
Grain Size (Sieve Analysis)	Each			
Grain Size (Hydrometer)	Each			
Atterberg Limits	Each			
Unit Weight	Each			
Rock Core Logging	Hour			

Activity	Unit	Quantity	Unit Rate	Cost
Unconfined Compressive Strength Test of Rock	Each			
Consolidation Test	Each			
Triaxial Test	Each			
Soil Chemical Testing	Each			
Organic Content	Each			
Other Specialized Testing	Each			
Sample Storage	Each			
ENGINEERING & REPORTING (Design and Report Preparation)				
Review of Background Information	Hour			
Review of Borehole Logs	Hour			
Engineering Analysis	Hour			
Reporting – Project Engineer	Hour			
Reporting – Senior Engineer	Hour			
Reporting – CAD Technician	Hour			
Reporting – Administrative Assistant	Report			
Quality Control – Quality Control Personnel	Hour			
Total Cost				

Appendix 2

Technical Standards and Specifications

Version 9.6
May 2024

Assignment Number:

Ministry of Transportation
Ontario

[date]

List of Technical Standards and Specifications Reference Documents:

Document	Distributor
Abbreviation and Symbols Manual	MTO Technical Publications
AutoCAD Drawings Structural Library	MTO Technical Publications
AutoCAD Standards Guide	MTO Technical Publications
AutoCAD / Civil 3D Template and Guide for Engineering Surveys	File Transfer Application
Bailey Bridge Manual	MTO Technical Publications
Bikeways Design Manual	MTO Technical Publications
Bridge Clearance and Load Restriction Manual	MTO Technical Publications
Canadian Bridge Analysis System (CANBAS) Input Instruction Manual, latest version	MTO Technical Publications
Canadian Highway Bridge Design Code	CSA Group
MTO Structural Manual - Rev. 059	MTO Technical Publications
Canadian Portland Cement Association "Thickness Design for Concrete Highways and Street Pavements"	Available Online on Scribd Library
Cathodic Protection Manual for Concrete Bridges	MTO Technical Publications
Class Environmental Assessment for Provincial Transportation Facilities	MTO Technical Publications
Concrete Culvert Design and Detailing Manual	MTO Technical Publications
Constructability Review Process Guide	MTO Technical Documents
Construction Administration and Inspection Task Manual	MTO Technical Publications
Construction Contract Administration area memoranda	Request from MTO Construction Management Office
Engineering Services Performance and Selection System, Procedures for processing the Engineering Service Provider Infraction Report	MTO Technical Publications
Qualification Procedures for Engineering Service Providers (ESPs) - Policy and Guidelines RAQS Quality Control Generic Category Plan Templates for Engineering Service Providers (ESPs)	MTO Technical Documents
Contractor Performance Rating Guideline	MTO Technical Publications
Contract Design Estimating and Documentation Manual	MTO Technical Publications
Highway Corridor Management Manual	MTO Online Library
Designated Sources for Materials	MTO Technical Publications
DGS Design Graphic System User Manual	MTO Online Library

Drainage Management Manual – Volumes 1, 2, 3 and 4	MTO Technical Publications
Electrical Engineering Manual Volume 1 - Electrical Design	MTO Online Library
Electrical Engineering Manual Volume 2 - Electrical Maintenance	MTO Online Library
Electrical Engineering Manual Volume 3 - C.D.E.D.	MTO Online Library
Electrical Engineering Manual Volume 4 - FTMS C.D.E.D.	MTO Online Library
Engineering Survey Manual	MTO Online Library
Environmental Glossary	MTO Technical Publications
Environmental Guide for Assessing and Mitigating the Air Quality Impacts and Greenhouse Gas Emissions of Provincial Transportation Projects	MTO Technical Publications
Environmental Guide for Built Heritage and Cultural Heritage Landscapes	MTO Technical Publications
Environmental Guide for Contaminated Property Identification and Management	MTO Technical Publications
Environmental Guide for Erosion and Sediment Control during Construction of Highway Projects	MTO Technical Publications
Environmental Guide for Fish and Fish Habitat	MTO Technical Publications
Environmental Guide for Noise	MTO Technical Publications
Environmental Guide for Patrol Yard Design	Available Online
Environmental Guide for Wildlife Mitigation	MTO Technical Publications
Environmental Guidelines for Structural Steel Coating on Highway Structures	MTO Technical Publications
Environmental Protection Requirements for Transportation Planning and Highway Design, Construction, Operation and Maintenance	MTO Technical Publications
Environmental Reference for Contract Preparation	MTO Technical Publications
Environmental Reference for Highway Design	MTO Technical Publications
Environmental Standards and Practices User Guide	MTO Technical Publications
Exceptions to the Canadian Highway Bridge Design Code CAN/CSA-S6-00-Sign Support Inspection Guidelines	MTO Technical Documents

Waterproofing Bridge Decks with Hot Applied Asphalt Membrane (As Specified in OPSS 914, SSP 914F02, and SSP 914S03)	MTO Technical Documents
Flexible Link Slabs for Elimination of Existing Expansion Joints on Steel Girder Bridges	MTO Technical Publications
Formwork and Falsework	MTO Online Library
MTO Design Supplement for TAC Geometric Design Guide (GDG) for Canadian Roads (2017) (Also see DCSO-2017-07)	MTO Technical Publications
MTO Design Supplement for the TAC Geometric Design Guide	MTO Technical Publications
Guideline for the Design of Snowmobile Bridges	MTO Technical Publications
Guidelines for Drinking Well Water Sampling and Testing in Ministry of Transportation Activities	MTO Technical Publications
Highway Design Office Bulletins/Memos “Click on Memos Tab”	MTO Technical Publications
Guideline for Operational Performance Reviews	MTO Technical Publications
Highway Equipment Standards Manual	MTO Online Library
Integration of Cyclists and Pedestrians at Interchanges	MTO Technical Publications
Capacity Analysis Manual Implementation	MTO Technical Publications
TAC Canadian Roundabout Design Guide Implementation	MTO Technical Publications
Performance of Integral Abutment Bridges (Report BO-99-04)	MTO Technical Publications
Laboratory Testing Manual	MTO Technical Publications
Maintenance Manual	MTO Technical Publications
Manual for Condition Rating of Flexible Pavements (SP-024)	MTO Technical Publications
Manual for Condition Rating of Rigid Pavements (SP-005)	MTO Online Library
Manual of Standard Short Span Steel Bridges	MTO Technical Publications
Design Procedure for Recycled Hot Mix Asphalt (Rev. 33)	MTO Technical Publications
MTO/DFO/OMNR Protocol for Protecting Fish and Fish Habitat on Provincial Transportation Undertakings	MTO Technical Publications
MTO/DFO/MNRF Protocol for Protecting Fish and Fish Habitat on Provincial Transportation Undertakings (Pilot)	MTO Technical Publications
MTO Gravity Pipe Design Guidelines: Circular Culverts and Storm Sewers	MTO Technical Documents
MTO/MOECF Memorandum of Understanding on Permits-To-Take-Water	MTO Technical Publication

MTO/MOECF Protocol for the Management of Excess Materials in Road Construction and Maintenance	MTO Technical Publication
MTO Soil Classification Manual	MTO Online Library
Ontario Highway Bridge Design Code	MTO Technical Documents
Ontario Modular Bridge Analysis System (OMBAS)	MTO Online Library
Ontario Modular Bridge Analysis System: Input Instruction Manual	MTO Online Library
Ontario Modular Bridge Analysis System: User's Guide	MTO Online Library
OPS Specifications for Roads and Municipal Services, Volume 1, General Conditions of Contract and Specifications for Construction (Div 1 to 9)	MTO Technical Publication-OPS
OPS Specifications for Roads and Municipal Services, Volume 2, Specifications for Material	MTO Technical Publication-OPS
OPS Specifications for Roads and Municipal Services, Volume 3, Drawings for roads, barriers, drainage, sanitary sewers, watermains and structures	MTO Technical Publication-OPS
OPS Specifications for Roads and Municipal Services, Volume 4, Drawings for Electrical Work	MTO Technical Publication-OPS
Ontario Structure Inspection and Inspection Management Systems	MTO Online Library
Ontario Structure Inspection Manual	MTO Technical Publications
Ontario Traffic Manual (OTM) Series	MTO Technical Publications
Ontario Traffic Signal Control Equipment Specifications	MTO Online Library
OSIM Ontario Structure Inspection Manual	MTO Technical Publications
Overcoating – Technical Assessment of Existing Coatings of Steel Bridges for Overcoating	MTO Online Library
Parametric Estimating Guide	MTO Technical Publications
Pavement Design and Rehabilitation Manual-2013	MTO Online Library
Pesticides Spray Manual-1989	MTO Online Library
Performance of Integral Abutment Bridges Report	MTO Technical Publications
Pile Load and Extraction Tests	MTO Technical Publications
Guide to the Design of Post-Tensioned Decks	MTO Technical Publications
Prestressed Concrete Manual for Quality Assurance of Bridges During Construction	MTO Online Library
High Mast Pole Foundations Design	MTO Technical Publications
Progress and Final Payment Guidelines	Request from MTO – Construction Management Offices
Property Manual - Section F: Property Request with Appendix A to E	MTO Technical Publications

Provincial Highways Distance Table	MTO Online Library
Railway Guideline, 2023	MTO Technical Publications
Remote Airport Lighting Manual	MTO Technical Publications
Roadside Design Manual	MTO Technical Publications
Retained Soil Systems (RSS) (As Specified in SSP 599S23)	MTO Technical Publications
Safety Practices for Structure Inspections	MTO Online Library
Seeding and Cover Quality Assurance Visual Inspection Field Guide	MTO Technical Publications
Semi-Integral Abutment Bridges (Report BO-99-03)	MTO Technical Publications
Standard Short Span Steel Bridges Manual	MTO Technical Publications
Sign Support Manual	MTO Technical Publications
Standard Ministry forms related to Construction Contract Administration Services	Request from MTO – Construction Management Offices
SFAM Structural Financial Analysis Manual	MTO Technical Publications
Structural Manual	MTO Technical Publications
Structural Steel Coating Manual	MTO Technical Publications
Structure Rehabilitation Manual	MTO Technical Publications
Policy for Documentation Requirements for Transportation of Dangerous Goods By or On Behalf of the MTO	MTO Technical Publications
AASHTO Guide for the Design of Pavement Structures for Rigid and Flexible Pavements	AASHTO
Applicable Ministry Directives and area Memoranda	Request from MTO – Contract Management Offices
Operation Constraints and Non-standard Special Provisions	CPS (Contract Preparation System)
MTO Guide for Preparing Hydrology Reports for Water Crossings (Contains References Updated April 2022)	MTO Technical Publications
Storm water Management Requirement for Land Development Proposals	MTO Technical Publications
Drainage Management Policy and Practice (Cancels PHY-B-237)	MTO Technical Publications
Sign Support Manual	MTO Technical Publications
Temporary Conditions Traffic Manual	MTO Technical Publications