

Ministry of Transportation

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Ministère des Transports

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Date: January 10, 2018

MEMORANDUM TO: Managers, Operations

From: Contract Management Office

Subject: PCM #2018-03
RFQ & RFP Contract Administration Staffing Experience
Requirements

A copy of **PCM #2018-03** is attached for implementation and distribution to your staff.

The purposes of this memorandum are to:

- Promote consistency in staffing experience requirements for Contract Administration assignments, and;
- Advise that Regional Contracts Engineer approval is required - prior to assignments being advertised - in all situations where the minimum staff requirements and additional experience requirements deviate from the *RFQ & RFP Contract Administration Staffing Requirements-Guideline Chart*.

We would appreciate feedback on your experiences with the new document.

If you or your staff have any questions or comments, please contact Kevin English, Head, Construction & Engineering, Contract Management Office by email at Kevin.English@ontario.ca or by telephone at (905) 704-3153.

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Attachment:

PCM #2018-03
RFQ & RFP Contract Administration Staffing Requirements-Guideline Chart

CONTRACT MANAGEMENT OFFICE PROVINCIAL CONSTRUCTION MEMORANDUM

PCM # 2018-03 (January 10, 2018)

RFQ & RFP Contract Administration Staffing Experience Requirements

Provincial Construction Memorandum PCM #**2018-03** provides direction to PHM Staff regarding Contract Administration staffing qualifications.

Implementation

This memorandum is effective immediately.

Background

For the majority of RFQ and RFP Contract Administration assignments, pre-determined and standard minimum staff experience requirements shall be used to acquire the services of a Contract Administration Service Provider team.

Purpose

To provide consistent and appropriate staffing experience requirements for Contract Administration assignments and to provide an approval process that allows for modifications to staffing experience requirements, when necessary and appropriate.

Policy

All Contract Administration assignments shall use the position requirements listed in the *RFQ & RFP Contract Administration Staffing Experience Requirements–Guideline Chart* when preparing Expressions of Interest (EOI), Requests for Quotation (RFQ) and Requests for Proposal (RFP).

When it is necessary and appropriate to deviate from the *Guideline Chart* experience requirements, approval by the Regional Contracts Engineer is required.

Generic RFQ and RFP documents may be supplemented by specialty inspection plans and the requirement for Specialty Inspection Staff, as required.

When a proposed individual can produce a valid P.Eng. licence, the region may consider it to be equivalent to an OACETT rcca, rcsi or rcji designation.

When a proposed individual can demonstrate current status as an Engineering Intern (EIT) under the Professional Engineers of Ontario program, the region may consider it to be equivalent to an OACETT rcsi or rcji designation.

RFQ & RFP Contract Administration Staffing Experience Requirements – Guideline Chart

Minimum Staff Requirements for All Assignment Complexities		Additional Experience Requirements			
Every position must possess the following minimum requirements:		In addition to possessing the Minimum Staff Requirements for Low Complexity Assignments, positions must also meet the following Additional Experience Requirements when Contract Administration Assignments are of Medium or High Complexity. There are no additional experience requirements for Low Complexity Assignments.			
Position Title	Low Complexity Assignment		Medium Complexity Assignment		High Complexity Assignment
Project Manager	- Authority to act on behalf of the Service Provider. - Proven ability to coordinate a multi-disciplinary team on projects of similar size and nature. - Proven ability to work cooperatively and effectively with a wide variety of interests/authorities including property owners, different levels of government, utility companies and special interest groups as demonstrated on projects of similar size and nature. - Proven negotiation, analysis, and decision-making skills to develop recommendations on complex matters and to resolve difficult issues. - Familiar with critical path scheduling.	+	One of: a) Demonstrated construction Project Manager experience for a construction season on 2 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000. OR b) Demonstrated Contract Administrator experience on 3 or more similar MTO or municipal projects with at least 1 having a value of no less than \$XX,000,000.	OR	Demonstrated construction Project Manager experience for a construction season on 4 or more similar MTO or municipal projects or equivalent with at least 2 having a value of no less than \$XX,000,000.
Contract Administrator	- The individual cannot be the same as the Project Manager. - Shall be certified by OACETT and possess the Road Construction Contract Administrator (rcca) designation.	+	- Sound knowledge of design standards, OPS specifications, standard drawings, materials and methods associated with highway/freeway/ATMS construction. - Proven analytical, communication, and negotiation skills. - Ability to interpret critical path schedules. AND one of: a) Demonstrated Assistant Contract Administrator experience for 3 construction seasons on 1 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000. OR b) Demonstrated Contract Administrator experience for 2 construction seasons on 1 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000.	OR	- Sound knowledge of design standards, OPS specifications, standard drawings, materials and methods associated with highway/freeway/ATMS construction. - Proven analytical, communication, and negotiation skills. - Ability to analyze, evaluate, and interpret Critical Path Schedules. - Demonstrated Contract Administrator experience on 4 or more similar MTO or municipal projects or equivalent with at least 2 having a value of no less than \$XX,000,000.
Assistant Contract Administrator	Shall be certified by OACETT and possess the Road Construction Senior Inspector (rcsi) designation.	+	- Knowledge of design standards, OPS specifications, standard drawings, materials and methods associated with highway/freeway/ATMS construction. - Communication and negotiation skills. - Familiar with Critical Path Scheduling. AND one of: a) Demonstrated Assistant Contract Administrator experience on 1 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000. OR b) Demonstrated Senior Inspector or Office Person on 3 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000.	OR	- Knowledge of design standards, OPS specifications, standard drawings, materials and methods associated with highway/freeway/ATMS construction. - Communication and negotiation skills. - Familiar with Critical Path Scheduling. AND one of; a) Demonstrated Contract Administration experience on 1 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000. OR b) Demonstrated Assistant Contract Administrator experience on 1 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000.00. OR c) Demonstrated Senior Inspector or Office Person experience on 3 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000.00.

Minimum Staff Requirements for All Assignment Complexities		Additional Experience Requirements			
Every position must possess the following minimum requirements:		In addition to possessing the Minimum Staff Requirements for Low Complexity Assignments, positions must also meet the following Additional Experience Requirements when Contract Administration Assignments are of Medium or High Complexity. There are no additional experience requirements for Low Complexity Assignments.			
Position Title	Low Complexity Assignment		Medium Complexity Assignment		High Complexity Assignment
Office Person	- The Office Person / Inspector shall be certified by OACETT for the Road Construction Junior Inspector (rcji) designation. - Possess the ability to meet deadlines independently and under pressure. - Familiar with field construction activities.	+	One of: a) Demonstrated Office Person experience on 2 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000. OR b) Demonstrated Senior Inspector experience on 2 or more similar MTO or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000.	OR	Demonstrated Office Person experience on 2 or more similar MTO projects or municipal projects or equivalent with at least 1 having a value of no less than \$XX,000,000.
Senior Inspector [Technical Support Staff]	Shall be certified by OACETT for the Road Construction Senior Inspector (rcsi) designation.	+	Demonstrated Asphalt / Grade / Structural Inspector experience on 2 or more similar MTO or municipal projects or equivalent.	OR	Demonstrated Asphalt / Grade / Structural Inspector experience on 3 or more similar MTO or municipal projects or equivalent.
Junior Inspector [Technical Support Staff]	One of: a) Shall be certified by OACETT for the Road Construction Junior Inspector (rcji) designation. OR b) The ministry will consider individuals that do not currently have the necessary OACETT rcji designation under the conditions that the trainee is a new OACETT Applicant, a training plan is established and the ministry takes a setoff. OR c) The ministry will consider individuals that can demonstrate current status as a university or community college student enrolled in an engineering or construction program.	+	No Additional Experience Requirements needed		No Additional Experience Requirements needed

Note:

For determining \$XX,000,000 value for Low, Medium and High complexity consultant contract administration assignments, it is typically appropriate to use 80% of contract value and round to nearest million dollars. It is recommended to review value with RCE for both entry level assignments and for projects with high construction costs (e.g. >\$15,000,000).