

## WORK PROJECTS

### 1.0 Introduction

The creation of the Work Project File(s) in CPS and the addition of information to the Form of Tender are the first steps that must be completed by the designer in the creation of the Tender Document.

### 2.0 Types of Contracts and Work Project Files

Traditionally there were three main types of contracts that were used by MTO for highway construction and maintenance projects:

- 1) large/major capital (> \$1 M),
- 2) small/minor capital (< \$1 M), and
- 3) maintenance.

The major capital projects were tendered by Head Office, and the minor capital and maintenance projects were tendered by the Regions.

Contract Preparation System (CPS) is the computer application that was developed for the purpose of housing contract documentation and preparing tender documents, for the three types of contracts.

Correspondingly there are three main sets of built-in templates that are incorporated into the tender document depending on the type of work project that is created and the options that are selected by the designer when the document is generated. The templates contain information such as the tender cover page, instructions to bidders, fax bid submission forms, fair wages, liquidated damages, etc.

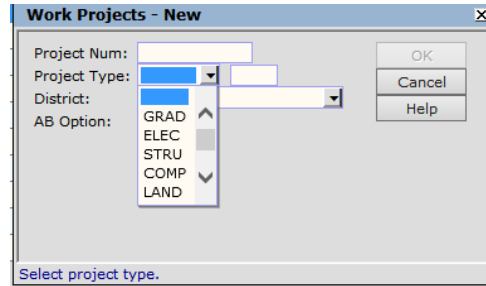
#### a) Large/Major Capital Work Project Types

There are six specific types of work projects that use the core set of templates designed for large/major capital projects. They are:

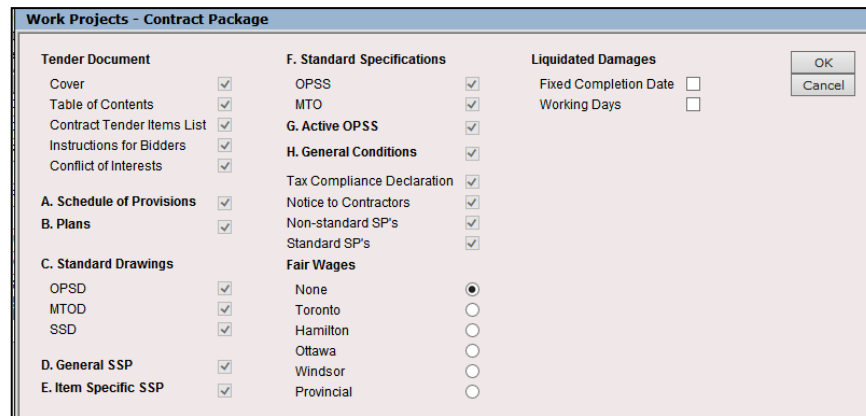
- ATMS - Advanced Traffic Management System
- ELEC - Electrical
- GRAD - Grading
- LAND - Landscaping
- STRU - Structural
- COMP - Composite

A Composite file is used for combining two or more of the above Work Project types. Further information on combining work project files can be found in CPS, Help Menu under How Do I Combine Projects.

The type of Work Project file is chosen when a new Work Project is created in CPS.

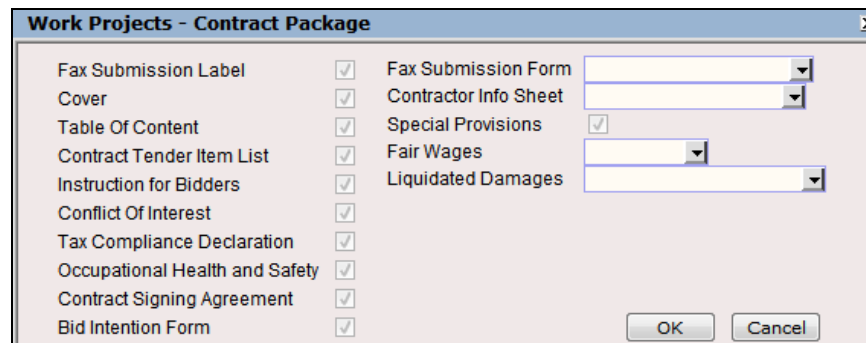


The built in templates can be seen when a Contract Package



**b) Small/Minor Capital Work Project Types**

MNOR - Minor Capital



### c) Maintenance Work Project Types

MAIN - Maintenance

Item	Checked	Dropdown
Fax Submission Label	<input checked="" type="checkbox"/>	
Cover	<input checked="" type="checkbox"/>	
Table Of Content	<input checked="" type="checkbox"/>	
Contract Tender Item List	<input checked="" type="checkbox"/>	
Instruction for Bidders	<input checked="" type="checkbox"/>	
Conflict Of Interest	<input checked="" type="checkbox"/>	
Tax Compliance Declaration	<input checked="" type="checkbox"/>	
Occupational Health and Safety	<input checked="" type="checkbox"/>	
Contract Signing Agreement	<input checked="" type="checkbox"/>	
Bid Intention Form	<input checked="" type="checkbox"/>	
Fax Submission Form		<input type="text"/>
Contractor Info Sheet		<input type="text"/>
Special Provisions	<input checked="" type="checkbox"/>	
Liquidated Damages		<input type="text"/>
<b>Schedules</b>		
A.		<input type="text"/>
B.		<input type="text"/>
C.		<input type="text"/>

### 3.0 Recent Changes to Use of Work Project Types in CPS

In recent years, traditional maintenance contracts have been discontinued, new types of contracts have been introduced such as Construction Manager General Contractor (CMGC) and Design-Build (DB), and the method of tendering projects has changed with the majority of minor capital projects now being tendered through Head Office and only non-highway construction projects (e.g. salt domes) being tendered through the regions.

Because of these changes the Minor (MNOR) and Maintenance (MAIN) file types are no longer used. All projects are now created using the large capital file types and the designer must manually edit the tender document to accommodate any that are tendered regionally.

The information presented in this chapter is provided to assist designers in the preparation of the contract documents for traditional large/major capital projects slated for tendering via Head Office on RAQS/MERX.

### 4.0 Assignment of Group and Work Project Numbers

Once it has been decided to move forward with a project, the overall program priorities and funding will determine when a project is carried forward and programmed for further work. When a project is put on the rolling 5-year program and funded, the Group Work Project (GWP) and Work Project (WP) numbers are issued.

A GWP number is assigned to all capital construction projects to describe the project and provide a means of internal tracking from inception to completion. A GWP is an “umbrella” number for a project.

An individual WP number is assigned for each type of major treatment in the project. A minimum of one WP must be identified for each project.

Example of GWP/WPs:

GWP 5001-11-00  
WP 5001-11-01  
WP 5000-11-02

The Program Planning Office has the primary responsibility for the creation of major capital GWP and WP numbers. The information required by the Program Planning Office to issue a GWP is:

- Highway number.
- Project limits (from West to East, South to North, Chainage).
- Type of project (resurfacing, reconstruction, widening, new alignment, etc.).
- LHRS limits (from and to, including offsets, if applicable).
- Length of the project.
- Project description.
- Program value (is revised as required during the project).
- Proposed program year.
- Anticipated capital program (Expansion, Rehabilitation, Work by Others, etc.).

The information required by the Program Planning Office to issue a WP is:

- Type of work (structure rehabilitation, resurfacing, etc.).
- Program value.
- Additional information may be required (structure site numbers, etc.).
- Other information as required by the Program Planning Office.