

Authority Levels for Consultants
Authority Levels Matrix

Project Element	Authority Level				
	Consultant	Ministry of Transportation		Ministry or Third Party	
	Ministry Representative (MR)	Construction (Contract) Manager	Project Manager	Specialists	Design Engineer
Partial Waiver of Quality Specification	Decision & Implementation within agreed tolerances	Consultation if beyond agreed tolerances		Consultation (if needed)	
Quality Acceptance and Outright Rejection	Decision & Implementation beyond agreed tolerances	Consultation for Rejection (if needed)		Consultation (if needed)	
Design: Minor Adjustments	Decision & Implementation				
Design: Minor Changes	Decision & Implementation	Consultation (if needed)		Consultation (if needed)	Consultation (if needed)
Design: Major Changes	Recommendation & Implementation	Decision & Approval		Consultation (if needed)	Design
Scope Changes	Recommendation & Implementation	Recommendation to Project Manager	Decision & Approval		
Non-Scope Changes	Decision & Implementation				
Interpretation of Plans, Specifications & Special Provisions	Decision & Implementation within limits of understanding	Decision beyond MR's limits of understanding	Consultation (if needed)	Consultation (if needed)	Consultation (if needed)
Measurement of Work Quantities	Decision & Implementation				
Schedule Changes within Contract Completion Date	Decision & Implementation				
Extensions of Contract Completion Date	Recommendation & Implementation	Recommendation	Decision		
Payment for Contract Work within Total Contract Price	Decision & Sign Off				
Work Order or Supplemental Agreement within Total Contract Price	Decision & Sign Off				
Contingency spending < \$50,000	Recommendation	Decision.....or	Decision		
Contingency spending > \$50,000	Recommendation	Recommendation	Recommendation to higher level		
Payment for Other Work or Materials within Total Assigned Budget ¹	Decision & Sign Off				
Forecast Overrun in Total Assigned Budget ¹	Immediately notify Construction (Contract) Manager and Project Manager		<ul style="list-style-type: none"> • Decision if within project budget; • Recommendation to higher level if over project budget 		

¹ Assigned Budget is a pre-approved budget to be managed by the consultant for specific project activities funded within the project budget.