

## **MTO - ACEC-ONTARIO CONTRACT ADMINISTRATION SUBCOMMITTEE MEETING NOTES**

**Date:** June 25, 2025  
**Time:** 9:00 AM  
**Location:** MS Teams  
**Adjourn:** 10:25 AM

<b>ATTENDEE</b>	<b>ORGANIZATION</b>
Jenn Meleschuk (Chair)	MTO
Mireya Hidalgo	MTO
Sayed Tabib	MTO
Jamie Lauzon	MTO
Erika Varga	MTO
Sean Lalonde	MTO
Quinn Mieske	MTO
Adriano Cesarone (Coordinator)	MTO
Laura Lambie	ACEC-Ontario
Sunil Kothari (chair)	AtkinsRéalis
Bernard James (Vice-chair)	Parsons
Paul Moorhouse	TULLOCH
Graeme Stewart	Robinson
Graham Sled	GHD
John Hagan	GEMTEC
Helder Melo	HDR

### **GUESTS**

Kenneth Shannon	MTO
Ed Marcon	MTO
Ryan McKerracher	MTO
Amanda Naylor	MTO
Paula Grcevic	MTO
Roger Wang	MTO
Andrew Hurd	ACEC- Ontario

### **REGRETS**

Rebecca Li	MTO
Pauline Van Roon	MTO
Darryl Langendoen	MTO
Jeremy Landry	MTO
Ouda Ahmed	MTO
Tony Verta	WSP
Naveen Kaushik	Conсор
Gord Troughton	AECOM

**WELCOME / INTRODUCTIONS / ANNOUNCEMENTS / SAFETY MOMENT**

Members and guests from both MTO and ACEC-Ontario were introduced.

- Laura Lambie was introduced as Director, Government & Stakeholder Relations from ACEC-Ontario and has replaced Doug DeRabbie.
- Quinn Mieske was introduced from MTO and will be replacing Adriano Cesarone as subcommittee coordinator.

**Safety Moment:** Awareness and Attention on heat stress was shared by ACEC Ontario.

ITEM NO.	OPEN ITEMS:	ACTION BY:
	<p><b>AGENDA ITEM: SUBCOMMITTEE WORK PLAN</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Refresh the subcommittee workplan, to support the new Terms of Reference.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• The subcommittee workplan was reviewed. No new comments were raised.</li> </ul> <p><b>Action</b> – Continue to keep as an open item and update as needed. Subcommittee workplan appended to the end of these meeting notes.</p>	
June-23-03	<p><b>AGENDA ITEM: STAFF EXPERIENCE EQUIVALENCY FOR IQAF ASSIGNMENTS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• On Public-Private Partnership (P3) and AFP projects that necessitate an Independent Quality Assurance Firm [IQAF] role, ACEC-Ontario requested that IQAF experience be recognized by MTO as equivalent to CA role on MTO jobs.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO confirmed that the agreed language with comments from ACEC Ontario has been incorporated into the RFPs and RFQs.</li> <li>• ACEC Ontario members have seen the new language on some recent RFPs / RFQs.</li> <li>• MTO acknowledged that at the last meeting ACEC Ontario asked if the language should be opted-out of versus opted-in. At this time, it is an option to be inserted where appropriate.</li> <li>• ACEC Ontario was agreeable with the opt-in approach.</li> </ul> <p><b>Action</b> – Close item.</p>	
Mar-24-05	<p><b>AGENDA ITEM: SUCCESSION MANAGEMENT – CA ASSIGNMENT UPDATES</b></p> <p><i>Description:</i></p>	

	<ul style="list-style-type: none"> <li>• Succession management is an item also being discussed at the Executive Committee and the Engineering Subcommittee.</li> <li>• A working group has been established to review language in the CA Assignment documents to promote succession management.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• CA Qualification Criteria discussion will continue to be combined into this succession management item.</li> <li>• ACEC Ontario carried out a Succession Management Workshop with the MTO (held in March 2025). As a result, a separate subcommittee is being established to consolidate all discussion related to succession management.</li> <li>• Moving forward, any discussion related to succession management will be held in the Succession Management Subcommittee being developed.</li> <li>• MTO confirmed they are currently drafting the framework for the subcommittee and will be reaching out to ACEC-Ontario shortly for members.</li> <li>• ACEC-Ontario continues to encourage MTO to offer more low complexity assignments as a gateway for new firms.</li> </ul> <p><b>Action</b> – Move to a standing item as an opportunity for the Succession Management Subcommittee to provide updates, as applicable.</p>	
Mar-25-02	<p><b>AGENDA: CROSS SLOPE TOLERANCE SPECIFICATION</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• MTO was seeking user feedback from the subcommittee on their experience with the Cross-Slope Tolerance SP 103S56 amending OPSS 313.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO advised that the updated SP 103F56, CAIS, and CDED chapter went to TCP. Commenting period has ended and documents will be posted to CPS after internal review of comments is completed.</li> <li>• ACEC-Ontario has seen the documents and provided their comments through the TCP.</li> </ul> <p><b>Action</b> – Close item</p>	

ITEM NO.	NEW ITEMS:	ACTION BY:
Jun-25-01	<p><b>AGENDA: QUALIFICATION CRITERIA FOR CA: TLT 131 COURSE</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Availability and registration options for the mandatory TLT 131 Advanced Issues Resolution course for CA's.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• ACEC-Ontario requested if MTO could offer more than one session of the course per year, or whether MTO could shorten the lead time for registration as they may not have the individuals on-board yet who will need to take the course.</li> <li>• MTO acknowledged that there is a desire for the course both internally and externally.</li> </ul> <p><b>Action:</b> MTO to explore potential options.</p>	MTO
Jun-25-02	<p><b>AGENDA: AWARD PROCESS IMPEMETATION</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Consistency of the award information being provided to bidders of CA assignments.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• ACEC-Ontario inquired if the information being provided to bidders could be automated, noting that the letters being sent out seem to still be done manually and may affect consistency. And information published with the awards are occasionally incomplete.</li> <li>• MTO advised that it has increased monitoring of the letters being sent out to bidders and award publishing, in efforts to improve consistency. MTO has an ability to amend the award postings within a month of the publishing.</li> <li>• MTO advised ACEC-Ontario to continue flagging concerns when they arise. Comments can be provided to Engineering Policy Section, in Contract Management Office.</li> </ul> <p><b>Action – Close Item.</b></p>	
Jun-25-03	<p><b>AGENDA: REPLACING RAQS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• ACEC-Ontario inquired when RAQS ESP will be replaced and if there is opportunity to provide comments.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• ACEC-Ontario inquired when the new system would be available.</li> <li>• MTO identified that the new system will be a broader Ontario procurement system in which there will be opportunity to add some MTO specific requirements for qualification and performance management.</li> <li>• The current RAQS ESP system will be utilized until Fall 2027</li> </ul>	

	<ul style="list-style-type: none"><li>• Procurement of a new vendor, led by Supply Ontario, is still ongoing.</li><li>• MTO advised ACEC-Ontario to provide any comments with the current RAQS system to Engineering Policy Section, in Contract Management Office.</li></ul> <p><b>Action</b> – ACEC-Ontario to provide comments by the next meeting.</p>	<b>ACEC-ON</b>
--	--	----------------

ITEM NO.	STANDING ITEMS:	ACTION BY:
Jun-23-04	<p><b>AGENDA ITEM: MTO GENERAL CONDITIONS OF CONTRACT UPDATES (WORK PLAN ITEM 2023-04)</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>The MTO is in the process of updating its MTO General Conditions of Contract and seeking preliminary input from ACEC-Ontario CA Subcommittee on proposed changes.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO advised that the MTO General Conditions were posted to TCP for comments.</li> <li>Comments were received and are being reviewed.</li> </ul> <p><b>Action</b> – Ongoing updates at subsequent meetings.</p>	
Nov-22-03	<p><b>AGENDA ITEM: CORPORATE PERFORMANCE RATING (CPR) WORKPLAN</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>MTO first presented a CPR pause workplan at the May 17, 2023, Engineering Subcommittee meeting.</li> <li>ACEC-Ontario requested the plan to be presented to the CA Subcommittee and become a routine item at future meetings.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO advised ACEC-Ontario that there is a one-day CPR workshop planned for August 13<sup>th</sup>, 2025 to discuss the status of the CPR Workplan.</li> <li>The workshop will discuss the CPR Pause and Vendor Management Review (VMR).</li> <li>Activities on the workplan will be within the Scope of the VMR.</li> <li>MTO is seeking feedback from ACEC-Ontario on the objectives of the workshop and ACEC attendees.</li> </ul> <p><b>Action</b> – ACEC-Ontario to provide feedback on objectives and identify attendees for the planned workshop.</p>	ACEC-ON
Mar-24-04	<p><b>AGENDA ITEM: CONTRACT MANAGEMENT SYSTEM (CMS) UPDATE</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>ACEC-Ontario requested this be kept as a standing item.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>CMS workshops are continuing but may pause over the summer and restart in Fall/Winter.</li> <li>MTO advised that estimates are being developed for CR4 work that will enhance many apps in the system.</li> </ul> <p><b>Action</b> – Ongoing updates at subsequent meetings.</p>	

Jun-24-12	<b>AGENDA ITEM: FUTURE MEETINGS</b> <ul style="list-style-type: none"><li>• Future meetings to be tentatively held on: <b>Wednesday November 12, 2025.</b> Hybrid meeting: MS Teams &amp; Location TBD. <b>Wednesday March 25, 2026.</b> Hybrid meeting: MS Teams &amp; Location TBD.</li></ul>	
-----------	---	--

INFORMATION SHARED FOR THIS MEETING		
Document Title	Shared By	Format

## APPENDIX



Team: MTO-ACECO Contract Administration Subcommittee Workplan

Date: #####

Updated By: Adriano Cesarone

COMPLETED WORK

Item No.	Activity or Deliverable	Ongoing or Project	Issue Elevated to Exec Committee?	Lead	Added to Plan Date	Completion Date	Current Status	Notes
2017-02 (b)	Contract Management System (CMS) Update [previously, Web-Based Contract Management Service (WBCMS) Improvements]	Project	No	Michelle McGrath	#####	#####	<b>COMPLETED</b>  <b>Reference:</b> Oct17-2	Create a joint improvement working group to meet monthly between Oct/17 and over the winter months.  CMS is now implemented. While there are ongoing discussion related to operational issues, it was agreed that a joint improvement working group is not required.
2018-01	Construction Administration and Inspection Specifications (CAIS)	Project	No	Michelle McGrath	#####	January 26,2023	<b>COMPLETED</b>  <b>Reference:</b> Oct18-1; Feb19-14	CAITM Part A has not be revised in some time. A comprehensive revision is required and will be benefical to clearly communicate CA responsibilities.  CAIS is now implemented and delivered as part of the CAITM Review Project.
2019-01	Roles, Responsibilities and Qualifications - Specialty Plans	Project	No	Michelle McGrath	#####		<b>COMPLETED</b>  <b>Reference:</b> February 26, 2019 meeting minutes	CEO of the view that there is lack of clarity around role and responsibility of specialists and specialty plans.  MTO to seek input from internal working group in November 2019 and workshop together with CEO subcommittee at winter 2020 meeting.  Currently paused until the implementation of CAIS.  CA Generic terms of reference updated.
2019-02	MTO's Proposed Plan on the Use of CPR for the Procurement of Engineering Services [previously, Award Criteria of RFPs]	Project	No	Michelle McGrath	#####	N/A	<b>ONGOING.</b> A special meeting is required for CEO to better understand how the technical evaluation of the process is being undertaken before any changes to the current process are made.  <b>CLOSED:</b> Action if needed to be addressed under CPR Pause Project  <b>Reference:</b> February 26, 2019 meeting minutes	Situations where assignments have been awarded to a significantly higher priced proposal with similar scores. MTO is interested in making changes to resolve these anomalies.
2019-03	Construction Contract Administration (CA) Appraisal - enhancements, improvements and pilots	Project	No	Michelle McGrath	#####	N/A	<b>ONGOING.</b> Field test the revised CA appraisal documents to determine if modifications are required prior to implementation.  <b>CLOSED:</b> Action if needed to be addressed under CPR Pause Project  <b>Reference:</b> November 8, 2019 meeting minutes	Field test the revised CA appraisal process.
2020-01	Construction Contract Administration (CA) Appraisal - refresh of scoring criteria	Project	No	Michelle McGrath	#####	N/A	<b>ONGOING.</b> Investigate and analyse options to refresh the CA appraisal scoring criteria as part of the CA appraisal project (step 2).  <b>CLOSED:</b> Action if needed to be addressed under CPR Pause Project  <b>Reference:</b> February 26, 2020 meeting minutes	Perform analysis of the current scoring in relation to the planned revised appraisal documents.  Report back during November 2020 meeting.
2020-02	Progression into the Project Manager role	Project	No	Michelle McGrath	#####	Tuesday, March 1, 2022	<b>COMPLETED.</b> Investigate formalized ways to encourage and support individuals to transition into a Project Manager role.  <b>Reference:</b> February 26, 2020 meeting minutes March 1, 2022 meeting minutes	Consider and consult with CEO to find ways to encourage more individuals to progress into the Project Manager role.
2023-02	CAIS Lessons Learned	Ongoing	No	Rebecca Li Chris McBride	June 27,2023		<b>COMPLETED.</b>  <b>Reference:</b> June-2023-08 meeting notes	MTO and ACEC Report back - Discussion planned for November 2023 meeting
2023-05	Qualification for Construction Administration Work Group	Project	No	Seyed Tabib	June 25,2024	#####	<b>COMPLETED.</b>  <b>CLOSED:</b> Any further discussions will occur under the succession management item.  <b>Reference:</b> March 5, 2025 meeting notes	Review and revise recent changes made to qualification criteria for Contract Administration.  Qualification Criteria for CA's in High, Medium, and Low Complexity specialties have been updated in the Qualification for ESP's Guideline.  ACEC-Ontario still has concerns with barrier to entry with the revised language. Further discussions to be held under Succession Management.

Team: MTO-ACECO Contract Administration Subcommittee Workplan

Date: #####

Updated By: Adriano Cesarone

ONGOING WORK

Item No.	Activity or Deliverable	Ongoing or Project	Issue Elevated to Exec Committee?	Lead	Added to Plan Date	Completion Date	Current Status	MTO
2023-01	CA CPR Pause	Project	Yes	Seyed Tabib	June 27,2023		<b>Ongoing.</b> Exec Com is also interested in updates  <b>Reference:</b> June-2023-07 meeting notes	MTO has paused the use of Corporate Performance Rating (CPR) in both the RFP and RFQ bid evaluations in order to implement a more balanced approach, considering the price and quality of work, and the proposed resources. The spread of CPRs across Engineering Service Providers (ESPs) is very small and considering CPR in evaluation is offering little value to MTO in selection of ESPs. Ongoing communication and consultation with stakeholders will support the development of a revised CPR system
2023-03	Review training prequalification (succession management)	Project	Yes	Seyed Tabib	June 27,2023		<b>Ongoing.</b>  <b>Reference:</b> June-2023-02 meeting notes	Consider reducing requirements to allow for development and training in relation to succession management  ACEC Ontario has forwarded questions/comments to the MTO for consideration. A workgroup was established and as a result the following will be looked into:  1. MTO will investigate using the Assistant CA position more frequently to boost succession management.  2. MTO can look at removing the statement about "shall not involve promotion or development of staff already employed by the Respondent Service Provider".  3. MTO will look at separating succession management and training plan as its own item in "Table 1: Technical and Management Proposal Weights" of CA RFP template and provide its own weighted evaluation  4. One-phase RFP Language.
2023-04	OPSS.PROV 100 (MTO General Conditions of Contract)	Project	No	Mireya Hidalgo	June 27,2023		<b>Ongoing.</b>  <b>Reference:</b> June-2023-04 meeting notes	MTO is in the process of updating the MTO General Conditions of Contract. And seeking preliminary input from the ACEC Ontario CA Subcommittee prior to posting on the Technical Consultation Portal.  ACEC Ontario has received a draft language changes and will provide the MTO with comments by end of November 2024.  MTO is reviewing ACEC Ontario's comments and will provide a response, preliminary thoughts shared with the subcommittee on March 5, 2025.  MTO has provided a formal response and has since posted the MTO GCs and supporting documentation to TCP for formal public consultation.