

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

**Date:** November 12, 2025

**Time:** 1:00 PM

**Location:** MS Teams

**Adjourn:**

### **ATTENDEE**

<b>ATTENDEE</b>	<b>ORGANIZATION</b>
Jenn Meleschuk (Chair)	MTO
Quinn Mieske (Coordinator)	MTO
Mireya Hidalgo	MTO
Erika Varga	MTO
Sean Lalonde	MTO
Rebecca Li	MTO
Pauline Van Roon	MTO
Darryl Langendoen	MTO
Sunil Kothari (Chair)	AtkinsRéalis
Chris McBride	BuildWell Consulting
Ameen Mohamad-Ameen	EGIS
Mark Walker	Parsons
Chris Harvey	Stantec
Paul Moorhouse	TULLOCH
Graeme Stewart	Robinson
John Hagan	GEMTEC
Helder Melo	HDR
Tony Verta	WSP

### **GUESTS**

Amanda Naylor	MTO
Ryan McKerracher	MTO
Ouda Ahmed	MTO
Saffwan Chowdhury	MTO
Shumsun Siddique	MTO

### **REGRETS**

Bernard James (Vice-Chair)	Parsons
Laura Lambie	ACEC-Ontario
Graham Sled	GHD
Naveen Kaushik	Conсор
Gord Troughton	AECOM
Jeremy Landry	MTO
Jamie Lauzon	MTO

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

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

**Safety Moment:** Provided by ACEC-O was regarding Drive Smart, Stay Safe.

ITEM NO.	OPEN ITEMS:	ACTION BY:
June-25-01	AGENDA ITEM: REVIEW OF PREVIOUS MEETING NOTES	

	<p><i>Description:</i></p> <ul style="list-style-type: none"><li>• Meeting notes from June 25, 2025 were reviewed.</li></ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"><li>• No concerns regarding the notes were raised. The meeting notes are now considered final.</li></ul> <p><b><i>ACTION – KEEP AS OPEN ITEM FOR NEXT MEETING.</i></b></p>	<b>N/A</b>
<b>Mar-24-02</b>	<p><b>AGENDA ITEM: SUBCOMMITTEE WORK PLAN</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"><li>• The subcommittee workplan was previously provided.</li></ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"><li>• No comments were raised.</li></ul> <p><b><i>ACTION – CONTINUE TO KEEP AS AN OPEN ITEM AND UPDATE AS NEEDED. SUBCOMMITTEE WORKPLAN APPENDED TO THE END OF THESE MEETING NOTES.</i></b></p>	

ITEM NO.	NEW ITEMS:	ACTION BY:
Jun-25-03	<p><b>AGENDA: QUALIFICATION CRITERIA FOR CA: TLT 131 COURSE</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>MTO is continuing with business as usual with respect to registration for this course.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>The Registration time is throughout the Fall to allow the Consultants to identify staff needing the course, and to give MTO an idea of the need so we can properly schedule the time and number of courses in the spring. To-date MTO has been able to get CA's in the course that applied beyond the December registration deadline. No change will be occurring with regard to the registration timeline at this time.</li> </ul> <p><b>Action: CLOSED</b></p>	N/A
Jun-25-04	<p><b>AGENDA: REPLACING RAQS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>New provincial procurement system and opportunities for ACEC-O to provide input into the new system and identify challenges with the current system (RAQs).</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>No comments have been received from ACEC-O as of October 31, 2025 with respect to suggested changes/challenges to the procurement system.</li> <li>RAQs has been extended for the next two years beginning in November so MTO will have continuity.</li> <li>ACEC-Ontario will gather input/feedback and provide to MTO shortly.</li> </ul> <p><b>ACTION – ACEC-ONTARIO TO PROVIDE COMMENT BY THE next meeting.</b></p>	ACEC-O
Nov-12-05	<p><b>AGENDA: PIPELINE LIST OF PROJECTS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>ACEC-Ontario has requested a pipeline list of CA assignments be created and shared with this subcommittee each year.</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>ACEC-Ontario discussed this agenda item at the September MTO/ACEC-O Executive Committee.</li> <li>The CA pipeline follows closely with the OHP and tendering plan and fluctuates with the deliver of the construction contracts.</li> <li>MTO is looking at balancing the use of the various delivery models which may shift as noted above.</li> </ul>	MTO

	<ul style="list-style-type: none"> <li>Suggest that the CA subcommittee review potential pipeline information that could be shared and appropriate timing of release for most effective information sharing.</li> <li>ACEC-O suggested that the pipeline list for CA assignments should be provided in this subcommittee in December each year.</li> </ul> <p><b>ACTION – MTO WILL DISCUSS INTERNALLY AND BRING FORWARD THIS ITEM TO THE NEXT MEETING</b></p>	
Nov-12-06	<p><b>AGENDA: DEBRIEF</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>ACEC is asking for the debriefs to come earlier, and not after Phase II.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO created a Debrief Guideline which has been distributed internally (October 2024).</li> <li>The guideline was previously posted on the Technical Consultation Portal for public feedback (June 27/23 for 2 weeks, posting #000-0167)</li> <li>As part of the OPS Procurement Directive (September 1, 2023) <i>Vendors have a right to a debriefing only after the legal agreement between the successful vendor(s) and the Ontario Government has been signed.</i></li> <li>Debriefs are to be provided only after award/execution of contract.</li> <li>The question of from ACEC regarding the possibility / preference of a debriefing after a Phase I of procurement (vs waiting until award of Phase II) has been raised at the ACEC Engineering Subcommittee at several meetings.</li> <li>MTO provided the guidance above, for debriefs to be provided only after award/execution of contract in compliance with the OPS Procurement Directive</li> <li>MTO aims to provide the same level of feedback and details in each debrief.</li> <li>ACEC-Ontario requested MTO to share scores, bid prices and ranking, to help them improve their submissions.</li> </ul> <p><b>ACTION – MTO TO DISCUSS</b></p>	
Nov-12-07	<p><b>AGENDA: QUALITY CONFORMANCE POLICY</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>New Policy is being finalized to support SSP199S66 and replace PCM 2007-04.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>None.</li> </ul> <p><b>Action – ITEM CLOSED</b></p>	NA

Nov-12-08	<p><b>AGENDA: CONTRACTOR PERFORMANCE RATING</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>MTO provided an update regarding the new CPR workbook for DBB, DB and CMGC contracts.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO confirmed the implementation plan for this new CPR workbook will be on a go-forward basis, MTO will not be retroactively amending existing contracts with the new template.</li> <li>MTO confirmed the new CPR workbook will continue to be an excel workbook and not integrated as a web app CMS at this time (same as the current CPR workbook used in CMS).</li> </ul> <p><b>ACTION – MTO TO PROVIDE PRESENTATION TO ACEC-ONTARIO (Post on TCP)</b></p>	MTO
Nov-12-09	<p><b>AGENDA: CONSTRUCTION ACT UPDATE</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>MTOs proposed SSP to amend the GCs to align with the 2024 Construction Act Amendments.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO confirmed that this proposed draft SP will only make changes to the GCs that are due to the Construction Act Amendments. The SP will be posted in the TCP for comments.</li> <li>MTO noted that the annual release of holdback monies will require an invoice to action the payment.</li> <li>ACEC-Ontario suggested MTO consider automating the invoicing approval process as they feel issues with delayed payment are due to the CMS system.</li> <li>MTO is internally discussing required changes to CMS to accommodate the Construction Act Amendments.</li> <li>MTO will continue providing ACEC-Ontario with updates as the specification is implemented.</li> </ul> <p><b>ACTION – ITEM OPEN</b></p>	MTO
Nov-12-10	<p><b>AGENDA: CA RFPs/RFQs (CA and Contractor Responsibilities)</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>Inconsistent monitoring and specialty requirements in CA versus Contractor contracts.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>ACEC-Ontario noted inconsistencies between various specialty monitoring requirements in CA assignments.</li> <li>ACEC-Ontario noted inconsistencies with both the responsibilities of the monitoring and the level of detail with respect to on-site monitoring time requirements.</li> </ul>	ACEC-O

	<ul style="list-style-type: none"> <li>• ACEC-Ontario to provide examples of assignments where it was not clear who was responsible for the monitoring, how many hours of monitoring were required and, when multiple specialty inspections are combined and given one number of hours of specialties to bid. ACEC-Ontario noted one contract for MTO to review, 2025-2001.</li> <li>• ACEC-Ontario suggested that MTO procurement documents provide an assumed radius of travel for each specialty inspectors for bidding purposes.</li> <li>• ACEC-Ontario suggested that MTO procurement documents separate all specialty inspectors with their associated site visits, and not amalgamate them under each functional area.</li> </ul> <p><b>ACTION – ACEC-ONTARIO TO PROVIDE EXAMPLES OF INCONSISTENT LANGUAGE</b></p>	
Nov-12-11	<p><b>AGENDA: QUALIFICATION COMMITTEE – UPDATE</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• A scoring threshold revision is required, due to the new rating system, to determine when a review by the Qualification Committee is required.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• Vendor Management Review Office is working on determining what rating threshold will require a review by the Qualification Committee, due to poor performance.</li> <li>• The new rating system is lowering the ratings for the same level of performance.</li> </ul> <p><b>ACTION – ITEM CLOSED</b></p>	NA
Jun-23-04	<p><b>AGENDA ITEM: MTO GENERAL CONDITIONS OF CONTRACT UPDATES</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• MTO is in the process of updating its MTO General Conditions of Contract. Implementation is anticipated in early 2026.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• ACEC-Ontario asked if MTO had informed municipalities about the GC update. MTO has flagged the GC update to municipalities via the OPSS Committee and at the 2024 Ontario Good Roads Association (OGRA) session and will continue to do provide updates at the OPSS Committee.</li> <li>• MTO is continuing discussions with ORBA regarding the comments via the TCP process.</li> <li>• MTO will continue to provide updates to ACEC-Ontario on progress.</li> </ul> <p><b>Action – ITEM OPEN</b></p>	MTO
Nov-22-12	<p><b>AGENDA ITEM: CORPORATE PERFORMANCE RATING (CPR) WORKPLAN</b></p>	ACEC-ON

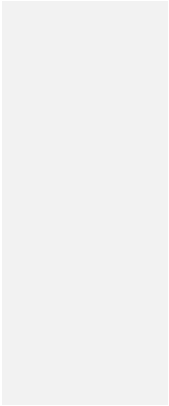
	<p><i>Description:</i> Corporate Performance Rating (Pause) Workplan progress.</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO held a workshop with ACEC-Ontario in August to discuss appraisals and the CPR.</li> <li>• MTO shared the final report with Laura Lambie on October 2, 2025.</li> <li>• The Vendor Management Review Office will continue to monitor and connect with ACEC-Ontario.</li> </ul> <p><b>ACTION – ACEC-ON TO SHARE REPORT WITH MEMBERS</b></p>	
Mar-24-13	<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>• The Succession Management Subcommittee held it's first meeting in October and this working group will 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>• MTO provided a high-level overview of the initial areas of focus of the subcommittee.</li> <li>• ACEC-Ontario inquired if procurement language will be amended in the future to allow for appropriate succession of staffing. MTO confirmed that this will be an area of focus for the subcommittee.</li> </ul> <p><b>ACTION – KEEP AS OPEN ITEM TO PROVIDE FUTURE UPDATES</b></p>	NA
Mar-24-14	<p><b>AGENDA ITEM: CONTRACT MANAGEMENT SYSTEM (CMS) UPDATE</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• MTO summarized potential CMS updates that we are considering via Change Order with our vendor. Provide details, add copy and paste.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO confirmed that the working group with ACEC met throughout the summer and has helped inform positive changes to the system. MTO would like to continue this working group as long as both sides see a benefit. Both parties agree.</li> <li>• MTO working on system upgrades including,</li> <li>• Cost Sheet Improvements – enhance the SOV User Interface to better illustrate the contract financials, particularly around progress items (showing how progressed certain items are)</li> <li>• Late/Early lane openings OPA – invoice alterations</li> <li>• MLT microsurface and CIREAM mix design types</li> <li>• OPA - Steel Price Index category type (with report)</li> </ul>	NA

	<ul style="list-style-type: none"> <li>Construction Act Changes to Invoice to make a proper invoice</li> <li><b>Part 1</b> A Proper Invoice which shall contain: <ul style="list-style-type: none"> <li>a) Contractor's name and address;</li> <li>b) Date of the Proper Invoice and the period for Work performed;</li> <li>c) Information identifying the Owner and Contract number for Work performed;</li> <li>d) A description, including quantity where appropriate, of Work performed;</li> <li>e) The amount payable for the Work performed and the payment terms;</li> <li>f) The name, title, telephone number, and mailing address of the Person to whom payment is to be sent; and</li> <li>g) Tender item numbers, description, unit of measurement, original tender quantity, agreed upon changes to the tender quantity, total quantity completed to date, quantity completed previous Proper Invoice, quantity completed this period, unit price, dollars this period, and total dollars to date.</li> </ul> </li> <li>Stored Materials (Advanced Payment of Materials)</li> <li>Invoice functionality improvements for AD contracts.</li> <li>Dates Integration with CDMS</li> <li>MTO Only Sections - confidential sections from all external users in CI/CO, CP, CR, IR, CPR, Infraction Process, Engineering Performance Appraisal and Change Request (Engineering/CA)</li> <li>Infraction Process</li> <li>Construction Act amendments</li> <li>Changes to NCR as per 199S66</li> </ul> <p><b><i>ACTION – KEEP AS OPEN ITEM TO PROVIDE FUTURE UPDATES</i></b></p>	
Jun-24-12	<p><b>AGENDA ITEM: FUTURE MEETINGS</b></p> <ul style="list-style-type: none"> <li>Future meetings to be tentatively held on:</li> </ul> <p><b>Wednesday March 25, 2026.</b> In-person: MS Teams &amp; Location TBD.</p>	

## INFORMATION SHARED FOR THIS MEETING

Document Title	Shared By	Format
CPR Presentation		





APPENDIX