CONTRACTOR PERFORMANCE RATING

A CONTRACT ADMINISTRATOR'S GUIDE TO RATING

Provincial Highways Management
Contract Management Office

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Ontario

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Section 1:

The Contractor Performance Rating Process

1.0 - Introduction

The Ministry of Transportation (MTO), along with many other agencies, has traditionally awarded contracts based on low bid only, with no consideration for a contractor's past performance.

In 1996, MTO transferred responsibility for quality control to the construction contractors. Since contractors now control the quality of their work, their performance should play a role in determining their eligibility to bid on MTO works.

Contractors with a proven record of accomplishment of good performance should result in the need for less supervision by the owner's representatives, an increased service life of the infrastructure, and fewer engineering or damage claims.

Because the contractor's performance will play a role in determining their eligibility to bid on MTO contracts, the ratings conducted on MTO contracts must be as objective as possible and consistent across the province.

The performance rating process described in this guide was developed to achieve these goals.

1.1 - Basis of Performance Rating

Contractors are rated on a 0 to 100 scale to generate a performance rating for each contract. A performance rating for each contract will be based on the following desirable attributes:

Attribute	Maximum Points
Timeliness	10
Contract Execution	15
Traffic & Safety	15
Environmental Performance & Compliance	5-10
QC Compliance	20
Quality – "Dollar Weighted" Items	35

The performance rating for the attributes: Timeliness, Traffic & Safety, and Contract Execution is based on objective criteria including 'yes', 'no', 'N/A' questions that result in monthly rating when answered.

The performance rating for the Quality – "Dollar Weighed" attribute is based on end result specification payment factors. When there is electrical and structural coating work in the Contract, the Quality – "Dollar Weighed" attribute will include a rating for the Electrical Components and Structural Coating sections. This is further explained in **Section 2.15.3.4** and **Section 2.15.3.5.**

In case of the Environmental Performance & Compliance attribute, the maximum point can be varied from 5 to 10 depending on MTO Environmental Assessment (EA) Class for the contract. Environmental Performance & Compliance is 5 Points for the EA class C and D. For the EA classes A and B, the weighting increases to 10 Points. When the rating is out of 10, this adjusts the total maximum points to be out of 105. The total score adjusts for weighting purposes giving a percent value out of 100.

Each attribute will be assessed using various “performance criteria” for each component of the work. The list of the “performance criteria” is intended to include the predominant work types on MTO contracts. They do not include speciality or unusual types of contracts (i.e., hot-in-place recycling, cold-in-place recycling, in-place reclaiming, expanded asphalt, buildings, docks, and installation/removal of temporary bridges). **Additional criteria may be added** for individual contracts with the approval of the Regional Manager and Head, Construction Contracts Policy. **These criteria must be identified prior to the contracts commencement of construction. Development of additional rating MUST be done in consultation with the Construction Contracts Section, Contract Management Office.**

Every potential item considered will not be included in every contract, consequently, only those items which are included would be evaluated, with the scores prorated against the maximum possible score for each Attribute (35 in the case of Dollar Weighted Items).

Work that has an inspection and/or certification by the Contractor’s Engineer is not to be rated.

Performance Criteria that have a dollar value associated with them, such as paving, grading, and granular, are “weighted” in accordance with the value of the item.

For the rating attributes: Timeliness, Contract Execution, Traffic & Safety, and Environmental Performance & Compliance The rating system is generally founded on a deduction approach where contractors start with a maximum score (105 or 100 points, depending on the EA Class as described in Section 1.1 Basis of Performance Rating). Points are subtracted based on non compliances to contractual requirements. These deductions are based on how the questions part of the Monthly Report are answered.

For the rating attribute: Quality Compliance, the rating is based on the number of deviations issued (minor and major).

The Quality – “Dollar Weighted” Items rating attribute is explained in detail in section 2.4 Quality Testing (Dollar Weighted Items) of this guide. The scale used is out of 4. These are automatically calculated based on the test data entered by the Contract Administration.

0 ▲ is poor
1 | is below standard
2 **is standard**
3 | is above standard
4 ▼ is excellent.

The objectivity of the rating system has been achieved by using “End Result Specifications” wherever possible and conversion from subjective to objective scoring with simplified evaluation questions. These are based on standardized testing methodology and statistically based acceptance criteria. Payment adjustments (pay factors) are applied when materials are not rejectable. These statistical quantity measures provide an unbiased and consistent means for rating.

For “non-End Result Specification” items, the generic performance rating criteria have been developed in an objective manner and are described in Section 2.0.

1.2 - Payment Adjustment - ERS

End result specification pay factors can be categorised in two ways, those that provide both a positive and negative pay factor, and those that only provide negative pay factors. Where end result specifications with positive and negative pay factors have been used, the following ratings generally apply:

4-	excellent	-	positive pay factor exceeds 50% of available positive pay factor
3-	above standard	-	positive pay factor is between 10% & 50% of available positive pay factor
2-	standard	-	positive/negative pay factor is between 10% of the maximum available positive or negative pay factor
1-	below standard	-	negative pay factor is between 10% & 50% of available negative pay factor
0-	poor	-	negative pay factor is greater than 50% of available negative pay factor

For end result specifications that only incorporate negative pay factors, the following ratings generally apply:

Rating	
4 - excellent	- less than 10% of available negative pay factor
3 - above standard	- between 10% & 20% of available negative pay factor
2 - standard	- between 20% & 40% of available negative pay factor
1 - below standard	- between 40% & 60% of available negative pay factor
0 - poor	- greater than 60% of available negative pay factor

In some instances, for specific items, and depending on the relationship between the pay factor and the specific parameter, the values have been rounded or adjusted. The range of pay factors associated with each rating is shown on the individual work forms provided.

1.3 - Implementation

The rating system described in these guidelines will be applied to all construction contracts which are:

1. Qualified Contracts with an estimated construction value over $1,000,000.00 or,
2. Qualified Contracts that are mainly structural coating or electrical work regardless of the estimated construction value.

Contracts will be rated using the latest version of the CPR workbook that was issued by the Construction Contracts Policy Section, Contract Management Office prior to the date of tender opening.

Non-Qualified Contracts will be rated using the Contractor Prequalification Work Appraisal Form. All completed Contractor Prequalification Work Appraisal Forms are to be submitted to the Team Lead, Qualification Control Unit, Contract Award Section, Contract Management Office.

1.4 - Completion of the Rating

Within 30 calendar days after the date of Contract Completion, as identified on the Certificate of Contract Completion:

1. The Contract Administrator shall complete the CPR (the **original** rating),
2. The Project Manager shall review the completed CPR, and
3. The completed CPR shall be forwarded to the Contract Services Administrator.

Within the next 30 calendar days, the CPR shall be reviewed and recommended by the Contract Services Administrator and the Area Manager, Construction, and approved by the Head, Construction. Final approval shall occur after all reviews are complete and prior to formal communication of the Contractor Performance Rating to the contractor. Upon completion of all required reviews and approvals, the PDF of CPR workbook, together with the supporting performance rating documentation, shall be issued to the contractor. Completion of the original rating must not be delayed because of unavailable information unless, in the Area Manager, Construction's opinion, the rating will be significantly affected. In addition, completion of the original rating must not be delayed because of unresolved issues being dealt with under the clarification and claims process. When the information becomes available or the issue resolved, the impact on the rating should be examined and the Contractor informed if there is a change.

1.5 - CPR Review Meeting

Within 3 calendar days of the sign-off by the Head, Construction, the CPR, including all rating tabs and monthly tabs, shall be sent to the Contractor) with a covering letter. The covering letter will state that:

1. The Contractor may make a written request to the Contract Administrator for a CPR Review Meeting with the Contract Administrator and MTO field staff to discuss the original rating,
2. No CPR Review Meeting will take place if the Contractor does not reply within 7 calendar days after the date of the covering letter,
3. The CPR Review Meeting is not part of the appeal process,
4. A date for the CPR Review Meeting will be set for a day that is not more than 7 calendar days after receiving the Contractor's request,
5. The Contractor has the option to appeal the original rating, or the amended rating if amended as a result of the CPR Review Meeting, in writing to the Regional Manager of Construction within 21 calendar days of receiving the **original** rating, and
6. The Contractor shall acknowledge receipt of the original rating within 4 calendar days after the date of the covering letter.

If the Contractor requests a CPR Review Meeting on or before the due date for a response, the Contract Administrator will set a date for a CPR Review Meeting that is not more than 7

calendar days after receiving the Contractor's request. In addition to the Contract Administrator, the Contract Services Administrator and/or the Area Manager, Construction will be present. If no date within the 7-day period is suitable to the Contractor, a CPR Review Meeting will not be held. If a CPR Review Meeting is not held, the Contract Administrator must document the reason(s) and submit the rating to MTO for entering into the Contractor Performance Rating System.

At the CPR Review Meeting, the Contract Administrator will answer any questions from the Contractor about how they arrived at the original rating. The Contract Administrator will consider new information that the Contractor makes available at the CPR Review Meeting. New information will not necessarily result in any amendment to the rating. Any inadvertent errors or omissions identified by the Contractor will be noted and corrected. If, in the Area Manager, Construction's opinion, an amendment(s) is warranted, the Contract Administrator will make the amendment(s), prepare a new copy of the amended rating not more than 1 business day after the CPR Review Meeting. MTO will provide the Contractor with a copy of the amended rating as reviewed and approved by the Contract Services Administrator, Area Manager, Construction and the Head, Construction not more than 5 calendar days after the CPR Review Meeting. If no amendments are made, the Contractor will be notified within the 5-day period. A second CPR Review Meeting will not be permitted. Provided that the time limit for an appeal is met, the CPR Review Meeting does not preclude the Contractor from appealing the original or amended rating in accordance with the procedures for an appeal.

1.6 - The Appeal Process

The original rating, or the amended rating if amended as a result of the CPR Review Meeting, will be entered in MTO's Contractor Performance Rating System 21 calendar days after the Contractor receives the **original** rating, unless the Contractor appeals the rating.

The Contractor has the option to appeal the original rating, or the amended rating resulting from the CPR Review Meeting, by writing to the Regional Manager of Construction within 21 calendar days of receiving the **original** rating. The Regional Manager of Construction may extend the time limit for an appeal upon the written request of the Contractor if;

1. The request is made on or before the date that the 21-day period expires, and
2. In the Regional Manager's opinion, the Contractor's request clearly demonstrates that the time for an appeal is expiring solely due to delays caused by the Contract Administrator and/or MTO.

The appeal must document the sections of the performance rating that are being disputed and must justify why the rating for those sections should be revised. The Regional Manager of Construction will conduct a review and will respond to the Contractor in writing within 21 calendar days of receiving the appeal, giving reasons for the decision. The decision will be entered in MTO's Contractor Performance Rating System 21 calendar days after the date of the letter, unless the Contractor appeals the decision of the Regional Manager of Construction.

Should the Contractor disagree with the decision of the Regional Manager of Construction, the Contractor has the option to appeal the decision to MTO's Qualification Committee. The Qualification Committee will consider an appeal for one or more of the following reasons:

- MTO has not followed the prescribed process for the performance rating;
- There is new or additional information.

In all cases, the appeal must identify those sections of the performance rating that are disputed and give detailed reasons for the appeal. New information is considered to be relevant information not considered by the Region, or information that supports a challenge of a decision made by the Region. The Qualification Committee will not consider sections of the performance rating that were not disputed in the request for the Regional Review. The appeal must be made to the Secretary, Qualification Committee, Contract Management Office, within 21 calendar days of the date of the letter from the Regional Manager of Construction. The Qualification Committee will investigate the appeal and decide the outcome.

The decision of the Qualification Committee is final.

Section 2:

Guidelines for Completion of the Contractor Performance Rating

2.0 - Generic Performance Rating

Whenever and wherever possible, end result specification payment factors have been used as a basis for assessing performance of the contractor. There are many issues that are important to the successful completion of a highway construction contract and are not subject to end result specifications. The generic performance rating criteria, the system deducts from the total possible score for every documented occurrence. Prime contractors are to be rated on all applicable issues and items regardless of whether the work was performed by the prime contractor or a sub-contractor.

Contract administrators should familiarize themselves with the monthly tabs and questions to be used prior to the contract commencing and ensure that adequate records are maintained throughout the life of the contract.

Note: The term "items" is used throughout this document in its generic sense and is not to be interpreted as a "contract item" or a "tender item" unless specifically referenced as such.

The monthly scoring summary will appear in the Summary tab once each Monthly Report is completed. This section also displays the month, description, and supporting documentation for every subtraction. Each time a deviation or non-conformance is recorded, it is immediately added here so a running total can be maintained.

Monthly Scoring Summary:

Year	Month	Section	Question #	Description	Supporting Documents
2026	January	Contract Execution	Critical Path Schedule #1	For at least one critical path submission this month the Contractor was not compliant with the contract requirements	Instruction Notice #!
2026	February	Contract Execution	Critical Path Schedule #1	For at least one critical path submission this month the Contractor was not compliant with the contract requirements	Progress Meeting #!, did not submit within specified time frame.
2026	February	Contract Execution	General Contract Management #1	Contractor did not submit Consent to Sublet as per contract requirements	Missing Information
2026	February	Contract Execution	General Contract Management #2	Contractor did not submit properly completed List of Materials from Designated Sources form (PH-A-106) and submit to the CA as per contract requirements	Incomplete Submission
2026	February	Traffic & Safety	Signs and Devices #3	Sign diaries were not maintained as per contract requirements	N/A for this Month, minimal operations to date
2026	May	Contract Execution	Critical Path Schedule #1	For at least one critical path submission this month the Contractor was not compliant with the contract requirements	CPS submitted at Progress Meeting #1, not prior to.
2026	May	Contract Execution	General Contract Management #1	Contractor did not submit Consent to Sublet as per contract requirements	Outstanding Documents required
2026	May	Contract Execution	General Contract Management #2	Contractor did not submit properly completed List of Materials from Designated Sources form (PH-A-106) and submit to the CA as per contract requirements	Partial List submitted
2026	May	Contract Execution	General Contract Management #4	Contractor did not submit CVOR submissions as per the contract requirements	Not all CVOR'S received

2.1 Main CPR Workbook Tab

The Main CPR Workbook Tab (Main Tab) serves as the primary record for assessing and documenting a contractor's overall performance throughout the delivery of a contract. It consolidates performance evaluations across key attributes, including Quality, Traffic & Safety Environmental, and Contract Execution, into a single, standardized assessment.

The Main Tab ensures that contractor performance is:

- Evaluated consistently and objectively across projects and regions;
- Documented in a transparent and auditable manner;

- Reviewed and approved through a defined governance process; and
- Communicated formally to the contractor as part of the Ministry's performance management framework.

The information captured in the Main Tab supports performance monitoring, continuous improvement, and informs future procurement and contract administration decisions in accordance with Ministry policy. This Tab is used to enter basic contract information, including (but not limited to): Contract number, Contract name and location, Contractor name, Contract value, Contract start and completion dates, and Ministry office / region. Accurate completion of this information is required to ensure proper linkage of performance data to the correct contract.

Dollar-weighted items must be entered on the Main Tab to enable the associated evaluation tabs (e.g., Quality, Traffic & Safety, Environmental, and Contract Execution) to appear and function correctly. When entering dollar-weighted items:

- Ensure that all applicable pay items or work categories are listed.
- Assign an appropriate dollar value to each item based on its proportion of the overall contract value.
- Confirm that the total of all dollar-weighted items equals the total contract value.

Once the dollar-weighted items are correctly entered and saved, the relevant evaluation tabs will automatically become available for performance rating.

Both good and poor performance noted on these forms **must be discussed with the contractor at the monthly Progress meetings**. To facilitate this discussion, the Contract Administrator will endeavour to provide access to the Contractor to the data on a monthly basis provide copies of the monthly tabs, for information purposes only, to the contractor prior to the monthly meetings, usually one (1) to three (3) business days in advance. With these forms, the Contract Administrator will give written notice to the contractor indicating that the forms are not final, and information may be added prior to the completion of the rating.

- The use of abbreviations can be confusing and should be avoided at all times.
- The Project Manager should check all data on a monthly basis, at a minimum. This will both keep them better informed of how the project is proceeding and provide a quality control function.

2.2 Summary Tab

The CPR Summary Tab consolidates the ratings from the six performance attributes: Timeliness, Contract Execution, Traffic & Safety, Environmental Performance & Compliance, Quality Control (QC) Compliance, and Quality. Where the contract does not include a Quality Control Compliance requirement, the Quality attribute shall be automatically prorated to a maximum score of 35 points. In other words, the system automatically prorates the Quality attribute to a maximum of 35 points for contracts that do not include QC Compliance requirements.

The Summary Tab provides the final overall score, along with the individual section/category scores. It also displays information related to QC Compliance, including the number of minor

and major deviations issued, total deviation count, and corresponding total point deductions. Additionally, it also shows an on-going representation of the contractor performance summary of the monthly scoring throughout the contract duration.

Summary Tab should be checked with the Project Manager and reviewed by the Contract Services Administrator and the Area Manager, Construction to ensure accuracy, consistency and compliance with CPR guidelines.

2.3 Timeliness Tab

The Timeliness tab is completed after the full completion of the construction contract. It consists of two main sections: Final Values and Timeliness Assessment.

Final Values

The Final Values section of the Summary tab requires the following inputs:

- The final contract value, selected within a dollar range and incremented by millions
- The total number of working days for the contract, rounded to the nearest ten

These inputs are used to determine the overall magnitude of the contract. Contract magnitude is inversely proportional to the deduction scaling applied for deviations and non-conformances. As a result, larger contracts are subject to proportionally less severe deductions, while smaller contracts are assessed more strictly.

Timeliness Assessment

This section evaluates the contractor's time performance. At its most basic level, timeliness is scored according to the percentage by which the contractor finished early or late relative to the contract requirements:

- The Contractor finished on time or early: 10/10
- The Contractor was 0-5% late: 7.5/10
- The Contractor was 5-10% late: 5/10
- The Contractor was 10-15% late: 2.5/10
- The Contractor was more than 15% late: 0/10

Timeliness Evaluation Methods

The method used to calculate timeliness depends on the value entered in the "Working Day or Completion Date" field on the Main tab. This selection determines how the Contract End section is structured and how lateness or on-time completion is assessed.

The two available evaluation methods are Final Working Day, and Final Completion Date. Both methods are completed in a nearly identical manner. The appropriate option is defined by the contract documentation and must be selected accordingly.

Interim Completion Dates: Some contracts may include Interim Completion Dates. When

applicable:

- Interim completion contributes 20% of the overall timeliness score
- Final completion contributes the remaining 80% of the overall timeliness score

If no interim completion dates are specified, the final completion assessment accounts for 100% of the timeliness score.

2.4 Quality Testing (Dollar Weighted Items)

Quality Testing establishes the framework for evaluating a contractor's quality performance on typical highway reconstruction and new construction projects. The Tabs identify standard quality-related work items and provides a structured, consistent method for assessing performance, while allowing for the inclusion of additional contract-specific items where warranted and approved. Quality ratings are derived from detailed sub-criteria sections and are consolidated to a maximum score of 35 points.

Dollar Weighted items are assigned based on their proportional contract value to prevent low-value items from disproportionately influencing the overall rating. The final Quality score is automatically transferred to the CPR – Summary Tab, forming a key component of the contractor's overall performance evaluation.

2.4.1 Earth and Granular Tab

Earth and Granular Tab is intended to evaluate and document a contractor's performance related to earthworks and granular construction activities on MTO contracts. The Tab provides a structured and consistent method for assessing compliance with contract requirements, specifications, and standards for earth excavation, embankment construction, subgrade preparation, and granular placement. It enables performance to be measured against defined criteria such as material quality, compaction, grading accuracy, moisture control, and construction practices.

The Earth and Granular Tab ensures that performance in these foundational works is:

- Evaluated objectively and proportionally to the value and significance of the work;
- Documented and traceable for audit and review purposes;
- Integrated into the overall Quality component of the CPR; and
- Used to support performance management, continuous improvement, and future procurement decisions.

This Tab contributes to a comprehensive assessment of contractor performance by capturing quality outcomes for works that are fundamental to the safety, serviceability, and longevity of the highway network.

Earth Compaction

Quality Assurance (QA) tests are taken by the Owners Representative to verify the required compaction. The Quality Assurance test results are considered acceptable or rejectable in

accordance with criteria specified in OPSS 501 or as subsequently amended.

“Failed” lots are only those that fail the QA testing AFTER contractor's QC testing indicates “Acceptance”. A “Fail” designation still stands even if re-compaction by the contractor results in “Acceptance”.
The “Fail” designation will be revoked if subsequent QA activities reveal that the lot(s) were actually acceptable.

Granular Materials

If a lot is rejectable under more than one criterion, i.e. gradation and % crushed, only indicate ONE rejectable lot. However, if the rejected lot is a different lot within the interval, it should be indicated. If the Pay Factor is less than 0.75 (i.e., adjustment percentage is greater than 25%), it is excluded from the calculation, and 1 rejectable lot is added (This is done automatically).

For each lot additional production QA testing is carried out and lots can be rejected for gradation, % crushed, (“O”, “A”, “B Type II”, & “M” only), and minimum 2 faces crushed (“O” only). Enter the number of lots rejected for each quantity level under the respective column D to F.

NOTE: if a 5,000 t lot is rejectable under more than one criterion, i.e. gradation and % crushed, only indicate ONE rejectable lot. However, if the rejected 5,000 t lot is a different lot within the 50,000 t it should be indicated.

Testing of physical properties is conducted on every 100,000 t of material for:

- Freeze Thaw Loss (Gran “O” only) L.S. 614
- Micro Deval (CA) L.S. 618
- Micro Deval (FA) L.S. 619
- Plastic Fines L.S. 631
- Permeability L.S. 709
- Enter the number of lots rejected within the 100,000 t under the appropriate characteristic. No lot can be listed for rejection under more than 1 criterion.
- The total number of rejected lots from columns D, E, and F are multiplied by 0.2. This number is deducted from the “Basic Granular Rating”.
- The total number of rejected lots from columns G, H, I, J, and K are multiplied by 0.1. This number is also deducted from the “Basic Granular Rating”.

2.4.2 Asphalt

Asphalt Tab of the CPR is intended to evaluate and document a contractor’s performance related to asphalt production, placement, and paving operations on MTO contracts. Asphalt work is a critical element of highway construction and rehabilitation, directly affecting pavement performance, ride quality, safety, and long-term durability. This Tab provides a consistent and objective framework for assessing compliance with contract specifications, standards, and approved procedures for asphalt materials, plant operations, paving methods, compaction, joint construction, surface tolerances, and workmanship.
The Asphalt Tab ensures that contractor performance is:

- Measured against defined technical and quality criteria;
- Assessed in proportion to the scope and value of the asphalt work;
- Documented in a transparent and auditable manner; and
- Integrated into the Quality component of the overall CPR.

The results captured in the Asphalt Tab contribute to the Ministry's performance management process and support continuous improvement, accountability, and informed future procurement decisions.

Summary and Weighted Rating:

The following is a summary. Please fill out all items below.	Rating (A)	Weighting (B)	Weighted Rating (A x B)
Asphalt Combined ERS (AC Gradation, Voids & Compaction)	3.90	4	15.60
Smoothness ERS for projects with smoothness specifications	4.00	2	8.00
Segregation	4.00	2	8.00
Lift Thickness	4.00	2	8.00
Performance Graded Asphalt Cement	2.00	2	4.00
Tack Coat	4.00	2	8.00
See Note			
	Total	14	51.60

Note: Additional item(s) may be added, with the approval of the Regional Manager of Contracts.

Rating = Total Weighted Rating / Total Weighting (2 Decimals) = **3.69**

The weighted rating is calculated by multiplying each item's Rating (A) by its Weighting (B). Each item receives a Rating from its calculation section, and this value is multiplied by the item's Weighting to produce the weighted score. The only exception is the Asphalt Combined ERS (AC Gradation, Voids and Compaction) category, which uses a Weighting of 4, while all other sections use a Weighting of 2.

2.4.2.1 Asphalt Paving (Combined ERS)

The payment adjustment factor is determined for a combined criteria which considers:

- Air voids
- Percent asphalt cement (% AC)
- Gradation
- Compaction

See appropriate specification(s) for guidance on calculation of combined ERS Pay Factors.

- The pay factor is determined as part of the normal contract administration for each lot.
- The pay factor is used to determine if each lot is classified as a “pass” or “fail” for rating purposes. A pay factor of 0.9700 or greater is classified as a “pass”.
- For each type of mix, the number of lots classified as a “pass” and the quantities are used to calculate a mix rating.
- The basic rating is determined by calculating a weighted average of all mix ratings.
- Deductions are made from the basic rating in accordance with the table depending upon the number of rejectable lots encountered on the contract. Deductions are made for all rejectable lots regardless of the repair or financial remedy that is finally made.

Note: The minimum rating is zero. Negative numbers are not applicable.

2.4.2.2 Asphalt Paving (Smoothness ERS for projects with smoothness specifications)

Note: this is only to be used when acceptance of asphalt smoothness using an Inertial Profiler is specified in the contract.

- The Average IRI Payment Factor is calculated using payment factors calculated after all repairs have been made, without applying tender opening date reduction factors or reducing the positive pay factor to maximum 5%.
- The tonnage or area of the sections tested for smoothness, as calculated for payment adjustments, and the tender price of surface asphalt are entered to determine the estimated value of the asphalt tested.
- If there is more than one type of surface course asphalt, enter the Average IRI Payment Factor, tonnage or area, and tender price for each type. Always start with the column on the left and work your way to the right.
- The Smoothness Payment Adjustment is calculated using the Average IRI Payment Factor and the estimated value of the surface asphalt.
- The type of road (multi-lane freeway or other), the number of areas of localized roughness in the 2.400 m/km to 3.499 m/km range are entered on the form to determine the Localized Roughness Payment Adjustment. Areas of localized roughness that are greater than 3.500 m/km are repaired and not penalized
- The Payment Adjustments are totalled and divided into the estimated value of the surface asphalt to determine a Rating Factor.
- Using the Average Rating Factor, the Basic Rating is determined from the table.
- The applicable Rejectable Sublot Reduction must be selected from the drop-down list for the cell. A deduction of 0.1 points is to be made for each IRI sublot that was rejectable and has been repaired. The maximum deduction is 1.0 point.
- The smoothness Rating is determined by subtracting the Rejectable Sublot Reduction from the Basic Rating.

2.4.2.3 Asphalt Paving (Segregation)

- Each lift of asphalt is evaluated during the contract as part of the normal administration process to ensure that corrective action is taken.
- Only the surface course pavement is evaluated for determining the contractor's performance rating.

- The entire contract is considered to be one lot.
- The project length, the two-lane equivalent length, and the number of slight, medium and severe segregation areas need to be entered. The frequency is calculated by simply counting the number of occurrences of each segregation type, regardless of whether or not the segregation was repaired, and dividing by the two-lane equivalent length of the contract. The contract length must be converted to two-lane equivalents including passing lanes, multi-lane sections and ramps.
- The two-lane equivalent length of a project is defined as the length the project would be if it were only a two-lane road. (i.e. 5km of a 4-lane highway would have a two-lane equivalent of 10km, 5km of a 3-lane highway would have a two-lane equivalent of 7.5km, and 1km of single-lane ramp would have a two-lane equivalent of 0.5km)
- The rating for each type of segregation is determined from the table provided.
- The three ratings are averaged to give a total segregation rating.

2.4.2.4 Asphalt Paving (Lift Thickness)

Lift thickness compliance is determined by comparing the measured asphalt thickness to the specified design thickness for each asphalt course identified in the contract. Asphalt lift thickness shall be measured using methods permitted under OPSS 313, which may include:

- Cores extracted from the finished pavement; and/or
- Other approved thickness verification methods specified in the contract.

Measurements shall be taken at locations and frequencies specified by the contract or as directed by the Contract Administrator. All measurements shall be documented and retained as supporting records. Each measured lift thickness is compared against the specified thickness and allowable tolerances defined in OPSS 313.
Compliance is assessed based on:

- The number and proportion of measurements meeting specification requirements; and
- The severity and frequency of any deviations outside the allowable tolerance.
- Areas failing to meet minimum thickness requirements are considered non-conforming, unless corrective measures are accepted in accordance with OPSS 313 and the contract.

For CPR purposes, the Asphalt Pavement (Lift Thickness) rating is calculated based on:

- The overall level of compliance with specified lift thickness requirements;
- The effectiveness of the Contractor’s quality control program in identifying and preventing deficiencies;
- Timeliness and adequacy of corrective actions taken for non-conforming work; and
- The extent to which deficiencies were isolated or systemic across the contract.

Consistent compliance with OPSS 313 requirements and minimal thickness deficiencies will result in a higher CPR score. Repeated non-conformances, inadequate quality control, or unresolved thickness deficiencies will result in a reduced CPR score.

2.4.2.5 Asphalt Paving (PGAC)

Performance-Graded Asphalt Cement (PGAC) is evaluated during the contract as part of the normal contract administration and quality assurance process to ensure that asphalt cement supplied and used complies with the contract requirements and OPSS 1101. PGAC shall comply with the specified PG grade, handling, storage, and testing requirements in accordance with OPSS 1101 and the contract documents. Compliance is assessed based on:

- Certified test results from approved laboratories;
- Delivery documentation and certification records; and
- Results of any referee or verification testing conducted by the Ministry.

Each occurrence where the supplied or placed asphalt cement does not meet the specified PG grade requirements or OPSS 1101 criteria is considered a non-conformance. The frequency of PGAC non-conformances is calculated by counting the number of non-conforming occurrences identified during the contract, regardless of whether corrective action was taken, and relating this to the total quantity of asphalt cement placed or the two-lane equivalent length of the contract, as specified in the CPR form. Multiple failures associated with a single lot or delivery shall be recorded in accordance with CPR documentation requirements.

The rating for Asphalt Pavement (PGAC) is determined from the table provided on the applicable CPR form, based on the calculated frequency and severity of PGAC non-conformances. Consideration is also given to:

- The contractor’s quality control practices;
- Timeliness and effectiveness of corrective actions; and
- The extent to which non-conformances were isolated or systemic.

Consistent compliance with OPSS 1101 requirements, accurate documentation, and effective quality control will result in a higher performance rating. Repeated or unresolved non-conformances, inadequate quality control, or use of non-compliant PGAC will result in a reduced performance rating.

2.4.2.6 Tack Coat

Tack coat is applied to promote adequate bonding between existing asphalt or concrete surfaces and new asphalt layers, as required under OPSS 308: Tack Coating and Joint Painting. Proper bonding is essential to ensure pavement layers act as a unified structural system and to prevent issues such as slippage, delamination, and premature pavement failure.

Under OPSS 308, tack coat materials must consist of SS-1, SS-1H, or SS-1HH emulsified asphalt, diluted no more than 1:1 with water, and must meet the requirements of OPSS 1103: Emulsified Asphalt. The Contractor is responsible for ensuring correct material selection, handling, and documentation.

Application must follow OPSS 308 construction requirements, including:

- Proper surface preparation prior to placement.
- Uniform application at the appropriate rate, verified through field methods such as

LS-325 or Methods B/C (PH-CC-325 / PH-CC-326) for tack coat application rate verification.
- Allowing tack coat to **break** and **set** before paving proceeds, as defined in OPSS 308 (colour change from brown to black and full evaporation of water, respectively).

Within the CPR, evaluation of Tack Coat performance should consider:

- Conformance with OPSS 308 material and application requirements.
- Adequacy and uniformity of application.
- Evidence of proper bond between pavement layers.
- Adherence to QA checks, documentation, and inspection procedures.

Contractors are expected to follow all submission requirements outlined in OPSS 308, including providing proposed materials, test results, safety data sheets, and supporting documentation in accordance with MTO administrative processes.

2.5 Cold In-Place Recycling (CIR)

Rating for Cold In-Place Recycling (CIR) should consider the following items:

Criteria:

- **Moisture Content -** Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Compaction** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Emulsified Asphalt** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.

2.6 Cold In-Place Recycled Expanded Asphalt Mix (CIREAM)

Rating for Cold In-Place Recycled Expanded Asphalt Mix (CIREAM) should consider the following items:

Criteria:

- **Compaction -** Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Dry Tensile Strength** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Wet Tensile Strength** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Tensile Strength Ratio** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Performance Graded Asphalt Cement** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.

2.7 In-Place Full Depth Reclamation (FDR)

In-Place Full Depth Reclamation (FDR) is evaluated during the contract as part of the normal contract administration and quality assurance process to ensure that the reclaimed pavement structure complies with the contract requirements and OPSS 330. FDR work shall comply with OPSS 330, including requirements for reclamation depth, material processing, moisture control, grading, and compaction. Compliance shall be assessed based on test results and inspections, including but not limited to the following:

- Gradation testing of reclaimed material in accordance with OPSS 330 requirements.
- Compaction testing to verify achieved density meets contract and specification requirements; and
- Asphalt-coated particles in coarse aggregate testing (LS-621) to assess the condition and quality of reclaimed material.
- Each test result or inspection that does not meet OPSS 330 or contract requirements shall be recorded as a non-conforming occurrence, regardless of whether corrective action was taken.
- The frequency of FDR non-conformances is calculated by counting the number of non-conforming occurrences identified during the contract and dividing by the two-lane equivalent length of the contract. The contract length shall be converted to two-lane equivalents, including passing lanes, multi-lane sections, and ramps, in accordance with CPR guidelines.
- The rating for FDR is determined from the table provided on the applicable CPR form, based on the calculated frequency and severity of non-conforming occurrences.
- Consideration is also given to:
    - Consistency of reclaimed material gradation and compaction;
    - Results of LS-621 testing and their impact on material quality;
    - Effectiveness of the contractor's quality control program; and
    - Timeliness and adequacy of corrective actions

Consistent compliance with OPSS 330 testing and performance requirements will result in a higher CPR rating. Repeated deficiencies, inadequate material processing, or unresolved non-conformances will result in a reduced CPR score.

Criteria:

- **Gradation-** Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Compaction** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated
- **Asphalt-Coated Particle in Coarse Aggregate (LS-621)** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.

2.8 In-Place Full Depth Reclamation with Expanded Asphalt Mix (FDREAM)

Full Depth Reclamation with Expanded Asphalt Mix (FDREAM) is evaluated during the contract as part of the normal contract administration and quality assurance process to ensure that the stabilized pavement structure complies with the contract requirements and OPSS 331. FDREAM work shall comply with OPSS 331, including requirements for materials, processing, stabilization, and construction. Compliance is assessed based on inspections and test results,

including but not limited to the following:

- PGAC compliance in accordance with OPSS 1101;
- Verification of asphalt cement content in the stabilized mixture;
- Corrective aggregate supply and application in accordance with contract requirements;
- Gradation testing of reclaimed and stabilized material;
- Dry tensile strength testing of stabilized material;
- Wet tensile strength testing to assess moisture susceptibility;
- Compaction testing to verify achieved density meets specification requirements; and
- Verification of stabilized layer thickness.

Each test result or inspection that does not meet OPSS 331 or contract requirements is recorded as a non-conforming occurrence, regardless of whether corrective action was taken.

The frequency of FDREAM non-conformances is calculated by counting the number of non-conforming occurrences identified during the contract and dividing by the two-lane equivalent length of the contract.

The contract length shall be converted to two-lane equivalents, including passing lanes, multi-lane sections, and ramps, in accordance with CPR guidelines. The rating for FDREAM is determined from the table provided on the applicable CPR form, based on the calculated frequency and severity of non-conforming occurrences. In determining the final rating, consideration is given to:

- Consistency of stabilized material properties and thickness;
- Compliance with PGAC (OPSS 1101) and asphalt cement content requirements;
- Results of gradation, tensile strength (dry and wet), and compaction testing;
- Effectiveness of the contractor's quality control and process control measures; and
- Timeliness and adequacy of corrective actions.

Consistent compliance with OPSS 331 requirements and effective quality control practices will result in a higher CPR rating. Repeated deficiencies, inadequate stabilization, insufficient strength or compaction, or unresolved non-conformances will result in a reduced CPR score.

Criteria:

- **Performance Graded Asphalt Cement (OPSS 1101)-** Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Corrective Aggregate** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated
- **Gradation** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Dry Tensile Strength -** Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Wet Tensile Strength** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated
- **Compaction** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.

- **Asphalt Cement Content -** Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.
- **Thickness** - Enter the number of lots tested and the number of lots that passed the tests and the equivalent rating will be calculated.

2.9 Concrete Pavement

This Tab summarises the ratings from the Concrete Pavement (New Construction) and the Concrete Pavement (Repairs) and calculates a weighted average rating for concrete pavement. The new construction and repairs are weighted based on the volume of concrete placed.

2.9.1 Concrete Pavement (New Construction)

The concrete pavement (new construction) rating is based on the combined attributes of:

- compressive strength of cores
- slab thickness
- surface roughness (smoothness)

If the concrete pavement is exposed, the pay factors are as follows:

Compressive strength	0.8 to 1.05
Slab thickness	0.8 to 1.05
Surface Roughness	0.8 to 1.05
Combined ERS (Average)	0.8 to 1.05

If the concrete pavement is not exposed (concrete base), the pay factors are as follows:

Compressive strength	0.8 to 1.05
Slab thickness	0.8 to 1.05
Surface Roughness	0.8 to 1.00
Combined ERS (Average)	0.8 to 1.03

- Enter sub-lot size and pay factor for each sub-lot.
- The weighted average rating for concrete pavement (new construction) will be automatically calculated and carried forward to Tab of Concrete Pavement.
- The contractor's rating is determined from the table at the bottom of the Tab.
- Enter the total volume (in m^3) of all new concrete pavement in the box provided at the bottom of the Tab.

2.9.2 Concrete Pavement (Repairs)

The concrete pavement (repairs) rating is based on the percentage of strength tests that passed for full depth repairs, fast track full depth repairs, and partial depth repairs.

- Enter the volume (in m^3) of concrete used for each type of repair.
- Enter the number of strength tests completed for each type of repair.

- Enter the number of strength tests that passed for each type of repair.
- The weighted average rating for concrete pavement (repairs) will be automatically calculated by dividing the number of passed tests by the number of tests completed and multiplying by four (4). This rating is carried forward to Tab of the Concrete Pavement.

2.10 Concrete & Structures

Concrete and structures are rated in accordance with the following criteria. The relative weighting of each criterion is indicated for a maximum possible score of:

2.10.1 Concrete and Structures (Physical Properties)

Physical properties rated for concrete and structures are:

- Precast Structural Concrete
  - Compressive Strength
  - Air Void Spacing
  - Rapid Chloride Permeability

- Cast-In-place
  - Strength
  - Air Voids
  - Waterproofing
  - Tensile Bond Strength
  - Rapid Chloride Permeability
  - Silica Fume Shotcrete

Each factor is rated for every structure or lot as indicated by the applicable specifications.

2.10.2 Concrete and Structures (Physical Properties - Strength)

- Determine the Payment Adjustment for each lot of each concrete strength and enter them.
- Enter the corresponding volumes of concrete for each lot.
- The concrete Payment Adjustment is multiplied by the volume of concrete to calculate the “weighted strength payment adjustment”.
- The “weighted strength payment adjustments” are totalled for each strength and divided by the total volume of concrete for each strength.
- Deduct 0.5 for each sublot that is rejectable i.e.: percent within limits (PWL) is less than 50%.
- Determine the ratings corresponding to the adjusted Payment Adjustments from the table.
- A weighted average of the ratings for each strength is calculated.

2.10.3 Concrete and Structures (Physical Properties - Air Voids)

- Enter the total number of tests taken for % air void content and air void spacing factor.
- Enter the number of tests where the hardened concrete air void content meets the

contract requirements for each concrete strength in the appropriate cells.

- In the appropriate cells, enter the number of tests for each concrete strength where the average air void spacing factors meet the contract requirements.
- For each concrete strength, the number of tests passed is divided by the number of tests performed and multiplied by 4 to obtain the air void rating.
- Using the volumes, an overall weighted average rating is calculated and transferred to the Concrete and Structures.

2.10.4 Concrete and Structures (Physical Properties - Waterproofing)

- Establish lots and lot sizes for each structure, normally one half of the structure divided about the centreline or as required for traffic staging. This allows for six (6) lots. Leave blanks for less than six (6) lots. Enter the area in m^2 of each lot under the column “Area of Lot”.
- Determine the relevant pay factor for each lot, for both quality and thickness of each structure and enter these factors under the column for pay adjustment factor “quality” and “thickness”.
- The area of each lot is multiplied by the “Quality” pay adjustment factor and by the “Thickness” pay adjustment factor for each lot to determine a “combined Pay Factor per lot”.
- The “combined pay adjustment factor per lot” for each structure is totalled and divided by the total of the area of all lots in each structure to determine the “average pay factor/structure”.
- The waterproofing rating for each structure is determined from the table.
- A weighted average Waterproofing rating is calculated.

2.10.5 Concrete and Structures (Physical Properties - Tensile Bond Strength)

- Use this only for concrete overlays, patches, and refacing
- Determine the pay factor for tensile bond strength for each lot in accordance with the applicable specification and enter them.
- The average Tensile Bond Strength rating is calculated.

2.10.7 Concrete and Structures (Physical Properties - Silica Fume Shotcrete)

- Use this for all Silica Fume Shotcrete repairs.
- Enter the lot size and the payment reduction factor.
- A weighted lot rating will be calculated for each lot.
- The Silica Fume Shotcrete rating is calculated by dividing the sum of the weighted lot ratings by the sum of the lot sizes.

2.11 Quality - Structural Coating

This Tab is to be completed whenever Structural Coating is an item on the contract.

NACE Certified Inspector

- Structural coating will be inspected by NACE certified inspectors. Failure to provide

required film thickness will require repainting.
- The owner's representative will carry out random checks.
- If inspection is carried out by the contractor, check if inspectors are NACE certified. Are they present when required and are test records presented in a timely fashion? (If the inspection is being carried out by the CA, enter NA in this rating cell)

Surface Preparation

- Is the steel surface prepared to the requirements of the specification? (If the surface preparation is being certified by an Engineer, enter NA in this rating cell)

Coating Materials

- Are the correct coating materials being utilized as specified in the contract?
- Have the correct film thicknesses been checked and meet specification requirements?

Environmental Conditions

- Was the work carried out under the correct environment, ie: required, dew point and temperature? Are the records adequate to determine this? Have the audit checks discovered coating being conducted when prohibited under conditions prohibited under the specification?
- Rating should be totalled and averaged.
- A deduction of 0.5 should be made under the following circumstances:
  - if the inspector is not NACE certified or if certification is out of date.
  - if an inadequate number of tests have been performed or recorded.
  - if audit tests reveal inadequate paint film thickness.
  - if audit tests reveal that coating has taken place under conditions prohibited by the specifications.

Note: Structural coating contracts will also be rated under Environmental Protection and Safety sections.

2.12 Quality - Electrical

Rating for electrical components should consider the following items.

General

- **Hydro Permits** - Have the necessary permits been obtained from Ontario Hydro or the Municipal Hydro and Electric authority?
- **Staff Licensing** - Was all the staff properly licensed to carry out the work they were doing?

Underground Plant

- **Manholes and Handholes** - Are all the manholes and handholes located in the correct locations and elevations? Have all manholes and handholes been installed?

- **Ducts** - Are all the ducts located in the correct locations and elevations? Have all ducts been installed?
- **Cables** - Do all cables meet the necessary contract requirements?
- **Splices** - Have all splices been carried out in accordance with contract requirements?
- **Grounding** - Have all necessary components been properly grounded?
- **Meggering** - Has meggering of cable been carried out satisfactorily?

Above Ground Installations (Illumination, Traffic Signals, Illuminated Signs)

- **Locations** - Are all poles, sign supports etc. provided in the correct location, horizontally and vertically?
- **Orientation** - Are all poles and supports vertical
- **Grading** - Is the grading around the concrete bases correct?
- **Devices Working Properly** - Do all devices work properly? (All bulbs are working, lifting mechanisms function adequately for high mast lighting, etc.)
- **Police Control** - Were the police notified and present for changeover of traffic signals?
- Rate each item 0 to 4. The ratings for all items rated are totalled and divided by the total number of items rated.

2.13 Quality - QC Compliance

- Rating for Quality Control (QC) Compliance is based on the number of major and minor deviations issued on the contract.
- Guidelines for administering QC requirements are contained in the Construction Administration & Inspection Task Manual. Details of regional procedures are available from the regional Contracts Office. The guidelines should be used for proper administration procedures.
- “Deviation” is defined in the quality control compliance special provision.
- 15% of the contractor’s overall rating is allotted to compliance with the Quality Control requirements. The total allowable points for a contract will be determined as described below. A deduction from the total allowable points will be made for all Minor and Major deviations. 0.5 points will be deducted for each minor deviation and 1.5 points for each major deviation. The remaining points will then be prorated out of 15 for the calculation of the contractor’s overall rating by dividing them by the total allowable points and multiplying by 15. Deductions are calculated automatically when the cells are filled in.
- The total allowable points is determined from the Total Allowable Points Chart (Form 1.9.1) based on the final contract value, not including any unresolved claims, and the original number of Working Days of the contract plus all Extensions of Time. The dollar value must be rounded to the nearest million (if contract value is less than $500,000.00, round up to $1,000,000.00) and the Working Days must be rounded to the nearest ten (Numbers of Working Days ending in a 5 are rounded down).
- For completion date contracts, the number of Working Days must be calculated to be able to determine the total allowable points. The number of working days for each month of the year depends on the region/district where the contract is located. These are shown in the Contract Working Days Chart below. The number of Working Days is calculated as follows:

    - For an initial estimate of the total allowable points for QC Compliance at the

beginning of the contract, use the date that construction commences and the completion date specified in the contract.

- t the time of compiling the final rating, use the date that construction commenced and the revised completion date. The revised completion date is the completion date specified in the contract plus all extensions of time.
- Subtract the numerical part of the date construction commences from the number of days in that month and divide by the number of days in that month (e.g. Start May 17th: (31-17)/ 31). Multiply the result by the corresponding number of Working Days in that month from the Contract Working Days Chart. Round this number to the nearest whole day.
- Add the number of Working Days in all of the full months from the Contract Working Days Chart together.
- Divide the numerical part of the revised completion date by the number of days in that month. Then multiply by the corresponding number of Working Days in that month from the Contract Working Days Chart. Round this number to the nearest whole day.
- Add the results of the previous three calculations together and round to the nearest ten (Numbers of Working Days ending in a 5 are rounded down). This number is now ready to be entered on the form.
- If MTO specified work to take place in the months of December through April in order to meet the completion date, the regional Contracts Office will provide the number of "working days" to be used for those months. This number is to be determined by estimating the average number of Working Days that would be expected to occur in those months.

Contract Working Days Chart

Region / District #	Region	District	May	June	July	Aug.	Sept.	Oct.	Nov.	Total Working Days Per Year
20	Central									
21		Hamilton/Toronto	17	19	20	20	18	16	13	123
22		Owen Sound	15	19	20	20	18	13	11	116
30	Southwestern									
31		London/Stratford	15	19	20	20	18	16	13	121
32		Chatham	15	20	20	20	18	14	12	119
40	Eastern									
41		Kingston/Port Hope	16	19	20	20	18	15	10	118
42		Ottawa	13	18	20	20	17	15	7	110
43		Bancroft	13	18	20	20	17	16	8	112
50	Northeastern									
52		Huntsville	13	18	19	20	17	16	7	110
53		New Liskeard/Cochrane	10	15	20	18	16	13	4	96
54		Sudbury/North Bay	13	17	20	20	17	14	6	107
55		Sault Ste. Marie	12	20	20	20	17	14	7	110
60	Northwestern									
61		Thunder Bay	15	20	20	20	16	14	7	112
62		Kenora	17	20	20	20	18	15	7	117

- **If a contract does not have a Quality Control Compliance requirement, the Quality rating will be automatically adjusted to give the proper percentage score**.

2.14 Monthly Rating

The monthly report provides a periodic assessment of a contractor's performance during the active stages of contract delivery. The report captures performance observations for the reporting month across applicable CPR attributes, including Quality, Traffic & Safety, Timeliness, Environmental, and Contract Execution, based on work completed during that period.

The monthly report documents key performance indicators, notable achievements, deficiencies, non-compliances, and corrective actions, as well as any emerging trends that may affect contract outcomes. It supports ongoing performance monitoring and facilitates timely communication between the Ministry and the contractor regarding expectations and required improvements.

The monthly CPR Report shall be completed once per month for the duration of active construction activities and forms part of the continuous performance record that contributes to the overall CPR evaluation, including interim assessments and the final Contract End rating. The monthly CPR Report shall be shared with the Contractor every month as part of the continuous performance record process.

2.15 Instructions for Contract Administrators to use the CPR Workbook

The CPR workbook is available via the CMS app.

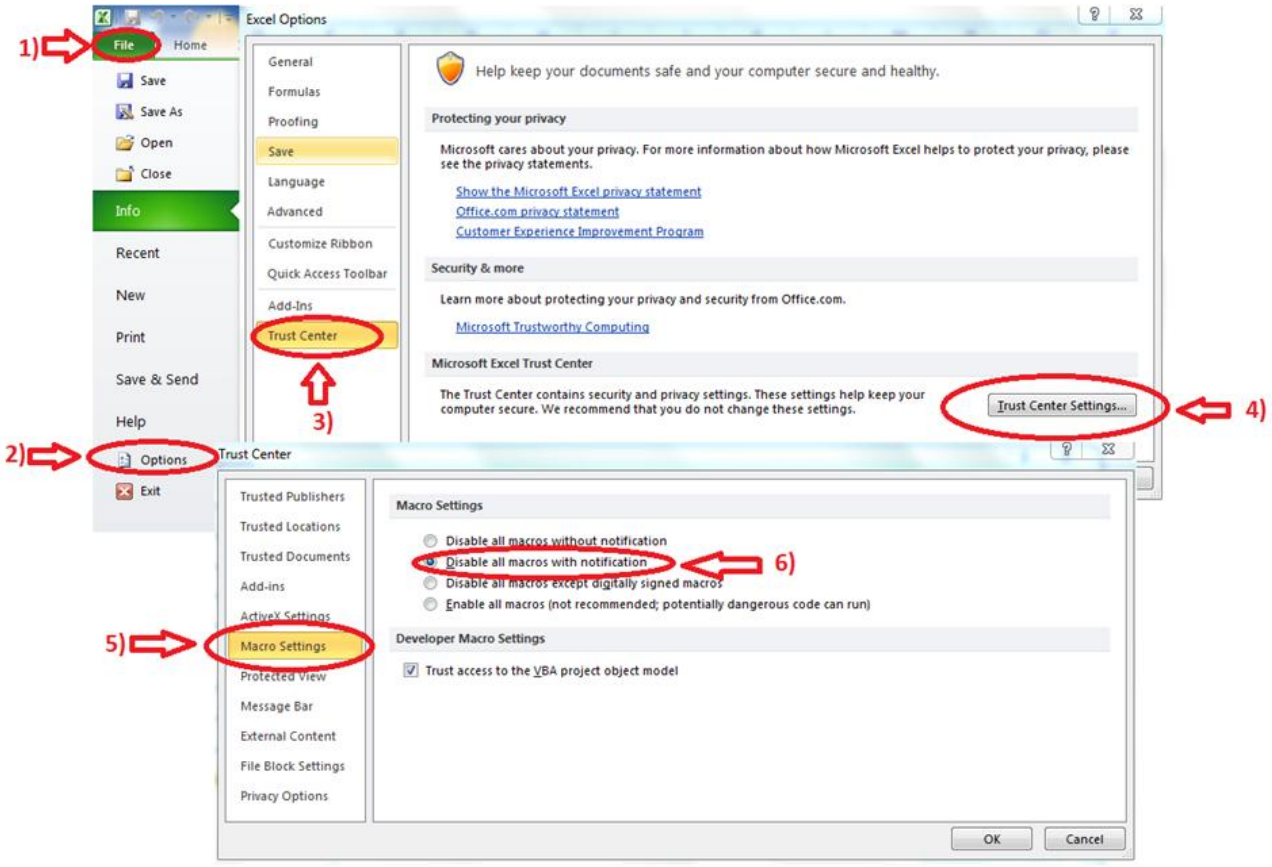
2.15.1 File Access and Use Requirements

The Contractor Performance Reporting (CPR) workbook is available in the form of a macro-enabled Microsoft Excel file (.xlsm), entitled "CPR 2026" Any issues with reception or file accessibility must be reported without delay.

To ensure proper receipt and functionality of this file, the following provisions shall apply:

Activation of Macro Functions

- The CPR workbook requires the activation of macro functions within Microsoft Excel for its intended operation.



- Users shall configure Excel settings as follows:

    - Navigate to the **File** menu.
    - Select **Options**.
    - Access the **Trust Center**.
    - Open **Trust Center Settings**.
    - Select the **Macro Settings** tab.
    - Choose the option **Disable All Macros with Notification**.
    - Save, close, and reopen the file, as required, to confirm full functionality

Reporting of Errors

Any program errors, malfunctions, or bugs encountered during use shall be reported to MTO immediately. Reports will be addressed with due haste to ensure the reliability of the system.

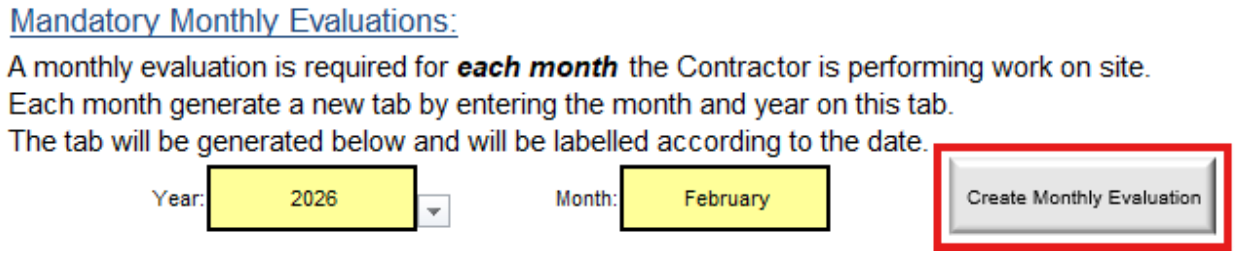
System Description

- Upon opening the file, users will observe only three tabs: **“Main,” “Summary,” and “Contract End.”**

Multiple former tabs have been consolidated, and all required tabs will auto-generate as the “Main” tab is completed.

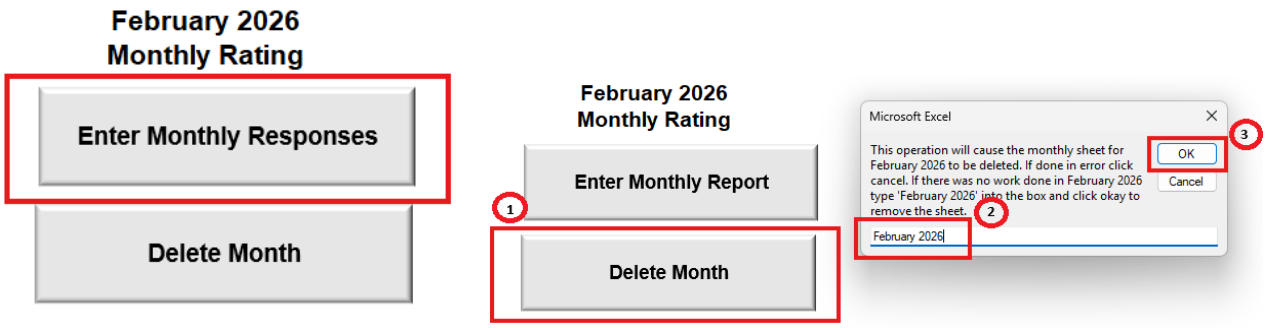
2.15.2 Monthly Evaluation Tabs

- Directly below the contract-specific details is the **“Monthly Evaluations”** section.
- By selecting the **Year** and **Month** fields, a drop-down list will appear to specify the evaluation period.
- Upon selection of the appropriate dates and activation of the **“Create Monthly Evaluation”** button, a new tab will be generated and labeled with the corresponding month.
- The generated tab may be accessed via the tabs at the bottom of the screen.
- New monthly tabs may be generated as required.



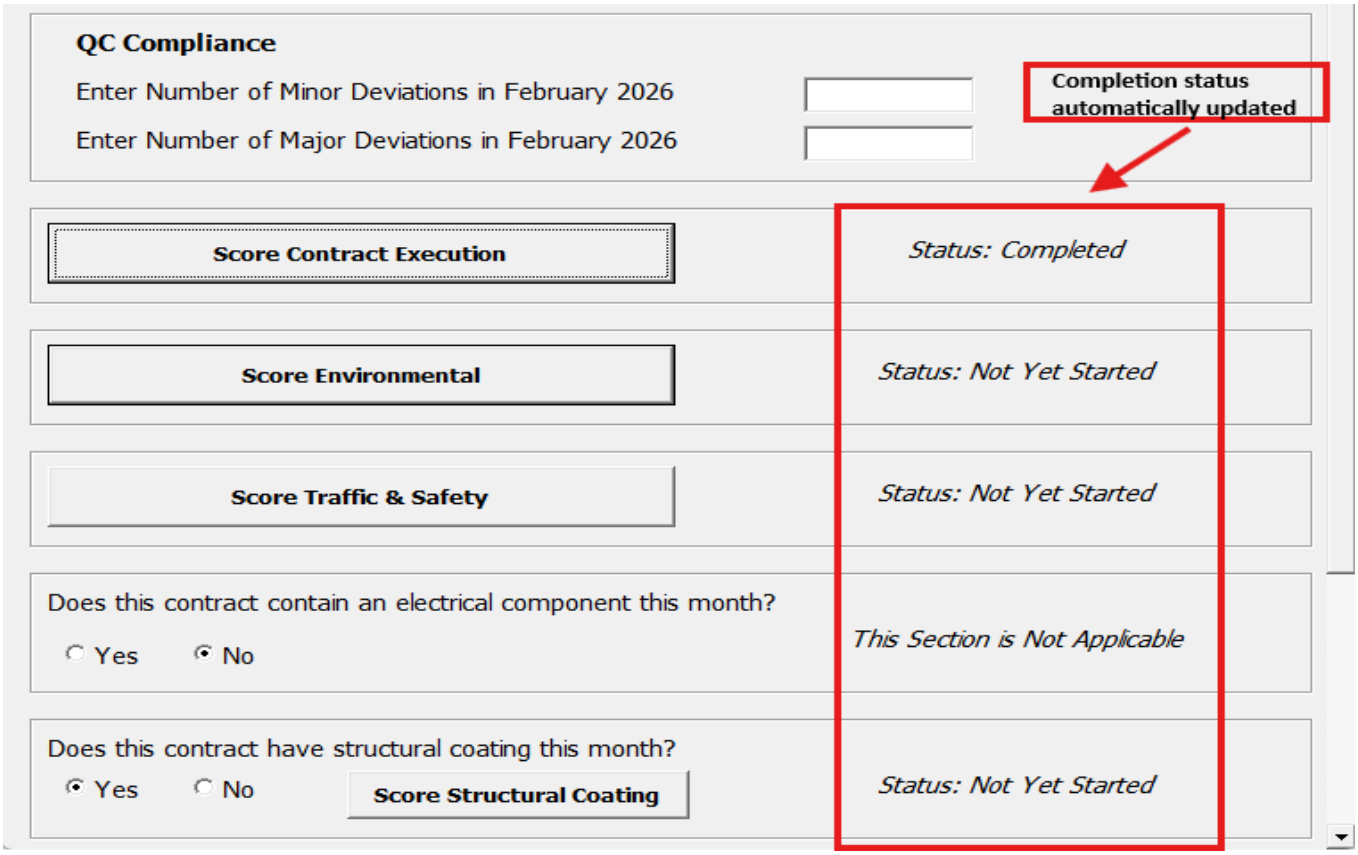
2.15.3 Monthly Evaluation Report

Upon generation of a Monthly Evaluation Report, two action buttons will appear on the tab. The tab will be named after the selected month and year, for example, February 2026. If a reporting month has been created in error, the “**Delete Month**” button may be used to remove it. To use the **“Delete Month”** feature, type the month name and year in the pop-up when click “**Delete Month”** and then select **“OK”**. Please note that once deletion is confirmed, all associated data will be permanently removed and cannot be recovered; therefore, this option should be used only when absolutely necessary. To initiate the evaluation process, select the “**Enter Monthly Responses**” button. This action will redirect the user to a separate interface where the monthly performance rating can be completed.



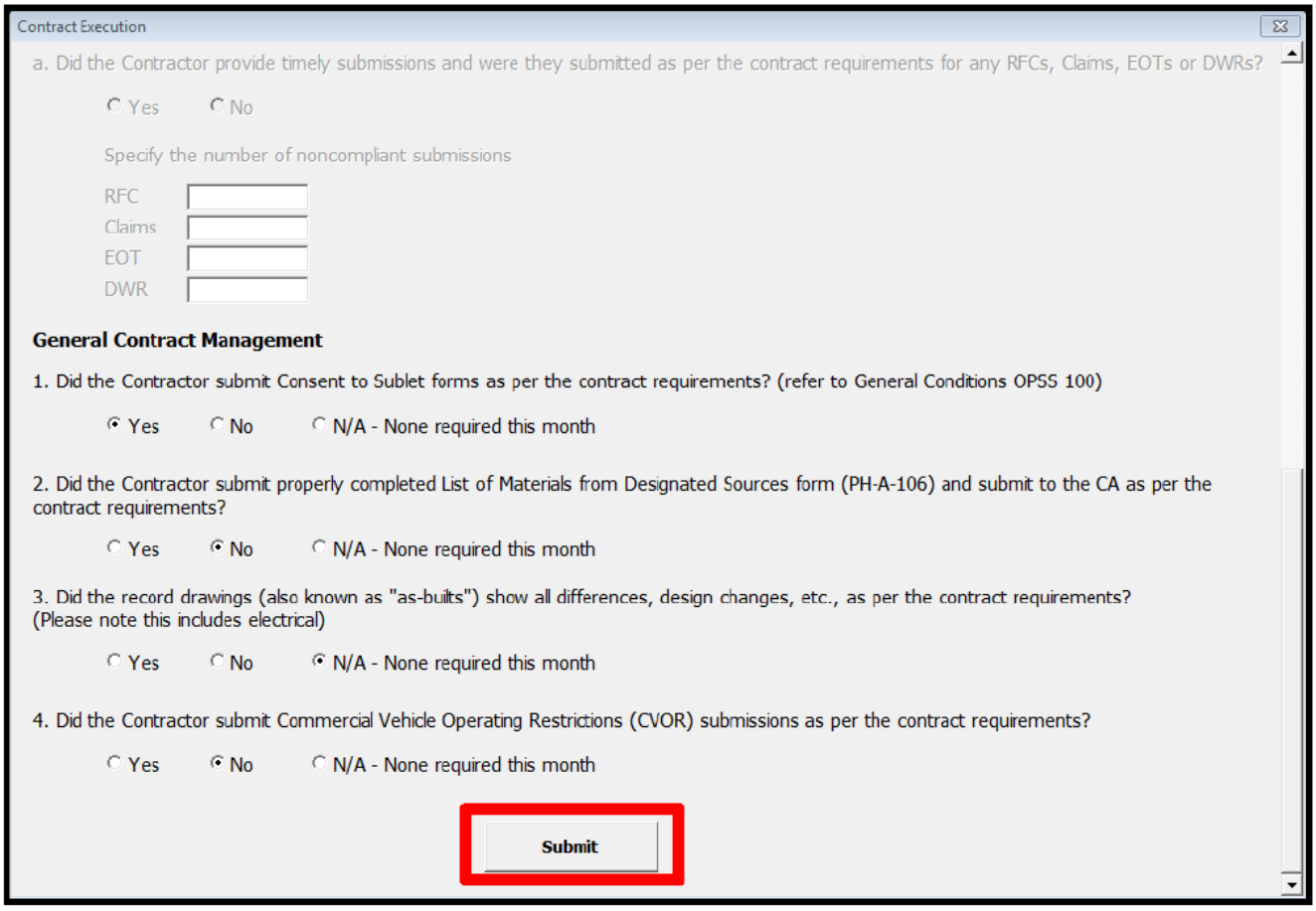
Monthly rating questions shall be evaluated for each month during which the contractor is actively performing work. The **Contract Execution**, **Environmental**, and **Traffic & Safety** sections are mandatory and must be rated on a monthly basis. The **Electrical** and **Structural Coating** sections shall be rated only for those months in which applicable work was performed. To begin the evaluation for any section, select the applicable **“Score [Section Name]”** button.

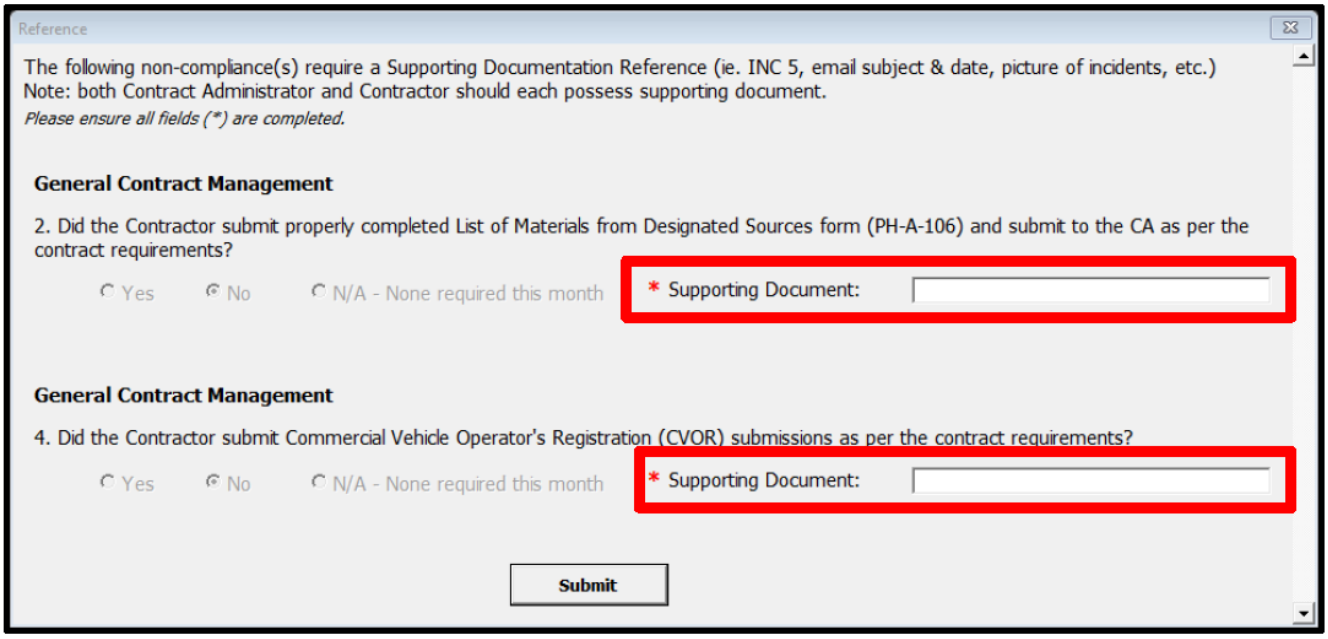
For the **Electrical** and **Structural Coating** sections, the user must select **"Yes"** to confirm that work occurred in order to generate the corresponding **"Score [Section Name]"** tab. Where revisions to a previously recorded non-compliance are required, selecting an alternate bullet option and resubmitting the information will update the non-compliance record accordingly.



For Quality Control (QC) compliance, the user is required to enter the number of **Minor** and **Major Deviations** identified during the applicable reporting month.

All relevant sections: **Contract Execution**, **Environmental**, **Traffic & Safety**, **Electrical Components**, and **Structural Coating** contain a set of mandatory assessment questions. Each question must be completed for the reporting period in which work was performed. The assessment questions are presented in different formats depending on the type of information required. Some questions require the user to **select a single option** (e.g., Yes/No or multiple-choice responses), others use a **dropdown menu** to ensure standardized selections, and some require the user to **enter numerical values or other relevant information** directly into the system. Users must ensure that all required fields are accurately completed before proceeding, as incomplete responses may prevent the assessment from being finalized or scored. If the user selects **"Yes"** for all questions within a section, the user should click the "**Submit"** button to close the window. If the user selects **"No"** for any question, the system will automatically redirect the user to a subsequent window requiring entry of the appropriate **supporting documentation reference** (e.g., inspection reports, non-compliance records, corrective action documentation).





Once all questions have been completed and any required documentation references have been provided, the user must select the **"Submit"** button to finalize the assessment and close the scoring window. Upon submission, the section status will change from **"Not Yet Started"** to **"Completed"** when all required questions have been fully addressed. If any required

questions within a section remain incomplete, clicking the **"Submit"** button will not finalize the assessment, and the section status will appear as **"Work In Progress."** Even after a section is marked as **"Completed,"** the user may return at any time to review and modify responses if corrections or updates are required. Any changes made can be saved by selecting **"Submit"** again.

2.15.3.1 Questionnaire for the Contract Execution Rating Attribute

The questions for the Contract Execution rating attribute are as follows. Not all apply to a contract. When a question is not applicable, the Contract Administration shall select "not applicable".

Critical Path Schedule

1. For all critical path submissions this month, was the Contractor compliant with the contract requirements?

    - The critical path schedule was submitted on time as per contract requirements. The information was accurate and there were no resubmissions required.
    - There was one single instance where the critical path schedule was either late or required a resubmission due to information being inaccurate and not adhering to contract requirements.
    - On a couple of occasions (2-3 instances) this month the critical path schedule required resubmissions. Submissions were late and/or inaccurate and did not adhere to contract requirements.
    - On multiple occasions (more than 3 instances) this month the critical path schedule required resubmissions. Submissions were late and/or inaccurate and did not adhere to contract requirements.
    - The critical path was not submitted when it was required.
    - N/A - A critical path schedule submission was not required this month.

Payment

1. Was the Contractor's progress payment application compliant with the contract requirements? (Yes / No / N/A – None required this month)

Clarifications and Claims, Extensions of Time, and Change Orders

1. For this month have there been any IR/CR, Claims, EOTs, or DWRs? (Yes / No)

a. Did the Contractor provide timely submissions and were they submitted as per the contract requirements for any IR/CR, Claims, EOTs or DWRs? (Yes / No)

Specify the number of noncompliant submissions

- IR/CR
- Claims
- EOT
- DWR

General Contract Management

1. Did the Contractor submit Consent to Sublet forms as per the contract requirements? (Refer to General Conditions OPSS 100) (Yes / No / N/A – None required this month)

2. Did the Contractor submit property completed List of Materials from Designated Sources form (PH-A-106) and submit to the CA as per the contract requirements? (Yes / No / N/A – None required this month)

3. Did the record drawings (also known as "as-builts") show all differences, design changes, etc., as per the contract requirements? (Please note this includes electrical) (Yes / No / N/A – None required this month).

4. Did the Contractor submit Commercial Vehicle Operator's Registration (CVOR) submissions as per the contract requirements? (Yes / No / N/A – None required this month)

2.15.3.2 Questionnaire for the Environmental Performance and Compliance Rating Attribute

The questions for the Environmental Performance and Compliance rating attribute are as follows. Not all apply to a contract. When a question is not applicable, the Contract Administration shall select “not applicable”.

Environmental Permits

1. This month, have there been any operations that require an environmental permit? (Yes / No)

a. Did the Contractor have all environmental permits in advance of the associated operation(s)? (Yes / No)

b. Enter the # of occasions when the contractor proceeded with work without having a permit in place. _____ (List the permits below)

Preventative Measures

1. Does the Contractor have a plan in place for managing environmental incidents as per GC 7.13.02.03? (Yes / No)

2. Did the Contractor review/ address environmental measures before forecasted storm events?

- Yes – Contractor was proactive and took preventative measures
- No – Contractor did not take preventative measures
- N/A – There were no significant storm events this month

3. Were fuels and lubricants stored within appropriate fuel containment system(s) to contain accidental spills and prevent them from entering waterways? (Yes / No / N/A)

4. Did the Contractor maintain environmental measures with little or no reminders? (Yes / No)

5. Are the Contractor's environmental measures preventing erosion and sediment? (Yes / No / N/A)

a. Has the Contractor made improvements? (Yes / No)

Environmental Incidents

1. Were there any Environmental Incidents? (As defined in per GC 7.13.02.1) (Yes / No)

a. Did the Contractor immediately contain the material, pollutant, contaminant, deleterious substance, or dangerous good? (Yes / No)

b. Did the Contractor immediately notify the proper authority of the environmental incident? (Yes / No / N/A)

c. Within 48 hours of incident, did the Contractor provide completed Environmental Notification form (PH-CC-818) to the CA? (Yes / No / N/A)

d. Did the Contractor clean up and restore the environment to preconditions or make arrangements with the CA to take appropriate actions in the future? (Yes / No / N/A)

Reporting Archaeological Finds

1. Did the Contractor cease work and contact the CA upon become made aware of archaeological finds uncovered during construction? (Yes / No / N/A)

Dewatering

1. Were ESC measures implemented as specified in the Contractor's dewatering plan/Temporary Flow Passage System (TFPS) and functioning as intended? (Yes / No / N/A)

Dust Control / Debris Control

1. Did the Contractor make reasonable efforts to control dust during construction? (Yes / No / N/A)

2. Did the Contractor make reasonable efforts to clean debris tracked onto the roadway from the project site? (Yes / No / N/A)

Disposal of Materials or Management of Excess Material

1. Did the Contractor cease work and contact the CA upon becoming aware of potential contaminated materials uncovered during construction? (Yes / No / N/A)

Operational Constraints and Special Provisions

1. Was the Contractor compliant with all environmental contract specific Operational Constrains and Special Provisions? (Yes / No)

a. List all Operational Constraints and Special Provision that the Contractor was not compliant with:

OC / SP	Type of Non-Conformance	Were any quality process deviations issued

2.15.3.3 Questionnaire for the Traffic & Safety Rating Attribute

The questions for the Traffic and Safety rating attribute are as follows. Not all apply to a contract. When a question is not applicable, the Contract Administration shall select “not applicable”.

Protective Equipment

1. Was the Contractor's staff wearing appropriate safety equipment? Hazards include, but are not limited to: water, heights, confined spaces, chemical and biological. (Yes / No / N/A)

Worker Safety - Health and Safety Policy and Program

1. Did the Contractor have a plan in place as per GC 7.01.04.02? (Yes / No / N/A)
a. Was the Contractor following the plan as per GC 7.01.04.02? (Yes / No)

2. Does the Contractor have the following Occupational Health and Safety Act requirements in the appropriate designated locations?

a. First Aid (Yes / No / N/A)

b. Fire Safety (Yes / No / N/A)

c. Communication and Emergency Contact Numbers (Yes / No / N/A)

Traffic Protection Plan and/or Traffic Control Plan

1. Does the Contractor have a Traffic Protection Plan and/or Traffic Control Plan in place prior to construction? (Requirements are in Book 7. For smaller jobs, one document can represent both plans.) (Yes / No / N/A)

a. Was the Contractor following the Traffic Protection Plan and/or Traffic Control Plan? (Yes /

No)

b. Were updates made to the Traffic Protection Plan and/or Traffic Control Plan when required? (Yes / No)

Signs/Devices
(Regulatory, Warning, Temporary, Guide & Information Signs and Portable Variable Message Signs)

1. Were all signs/devices installed and maintained as per:

a. The manufacturer's specifications? (Yes / No / N/A)
b. Contract specific requirements? (Yes / No / N/A)
c. All the locations specified in the Contract documents? (Yes / No / N/A)

2. Were all signs/devices in good, clean, visible and operable condition with acceptable reflectivity?

For this month, select the option which best describes the Contractor's performance:

- Yes. Some or no CA intervention and/or marginal signs/ devices
- Yes. Moderate CA intervention and/or marginal signs/ devices
- No. Frequent or extensive CA intervention.
- No. Signs/devices are inadequate or repairs are outside acceptable timelines.
- N/A

3. Were sign diaries maintained in accordance with the contract requirements? (Yes / No / N/A)

Book 7 Compliance

1. Has the Contractor been notifying the Contract Administrator, MTO Traffic Operations Centres and Compass as per the contract specific requirements in SP199F01?

2. Did closures meet Book 7 and contract document requirements?
For this month, select the option which best describes the Contractor's performance:

- Traffic control routinely inspected and immediate correction when unacceptable situations encountered without intervention.
- Traffic control immediately corrected when unacceptable situations encountered - some intervention.
- Traffic control not immediately corrected when unacceptable situations encountered and/or frequent intervention required
- Traffic control not immediately corrected when unacceptable situations encountered and/or frequent intervention required / Unacceptable devices delivered to site and/or not replaced or repaired within 12 hours
- N/A

Collision Response & Prevention

1. Were the Contractor's vehicles, equipment, and material stored as per SP199F01? (Yes / No / N/A)

Submissions

1. Were MOL submissions provided as per contract documents? (Yes / No / N/A)

2.15.3.4 Questionnaire in for Electrical Component

Design and Submissions

1. Were all working drawings provided in accordance with OPSS 106.04.01.01? (Yes / No / N/A)

If No, select all instances where the contractor did not provide all working drawings in accordance with OPSS 106.04.01.01.

> Luminaires, High-voltage switches and fuses, Transformers, Distribution Assemblies Supply control cabinet assemblies, Traffic signal control cabinet assembly Anchorage assemblies, High mast lighting equipment, High mast luminaires Advanced traffic management systems equipment, Traffic data collection systems equipment Rodway weather information systems equipment.

2. Were all service manuals provided in accordance with OPSS 106.07.11.03? (Yes / No / N/A)

If No, select all instances where the contractor did not provide OPSS 106.07.11.03 service manuals.

> Luminaires, Distribution Assemblies, Supply control cabinet assemblies, Traffic signal control cabinet assembly, High mast luminaires, High mast lighting equipment (i.e., poles, raising and lowering equipment), Traffic signal controllers, Advanced traffic management systems equipment, Flasher mechanisms, Roadway weather information systems equipment, Conflict monitors, Load switches, Loop detectors, DC isolators, AC isolators, Thermostat Panel.

Qualification of Workers

1. Is the contractor's electrical representative attending all meetings as specified in the contract documents?

- Yes
- No, the electrical representative missed one or more meetings this month when they were specifically requested to attend
- N/A

2. The Contractor/electrical subcontractor shall be licensed according to the Electricity Act and shall use workers qualified to do the electrical work.

a) Has all electrical and advanced traffic management system work been performed by or under the direct personal supervision of an electrician? (Yes / No / N/A)
b) Were traffic signal and traffic signal control equipment installation, inspection, and testing performed by an electrician per contract requirement? (Yes / No / N/A)
c) Was all high mast lighting installation, inspection, and testing performed by an electrician who has successfully completed training from the manufacturer(s)? (Yes / No / N/A)
d) Were all locates for electrical systems and advanced traffic management systems performed by a licenced electrician who has successfully completed cable locate training? (Yes / No / N/A)
e) Was all electrical testing and inspection work performed by an electrician? (Yes / No / N/A)
f) Has High-voltage work been performed by qualified personnel? (Yes / No / N/A)

3. All electrical work is subject to inspection by the Electrical Safety Authority. Is the Contractor fully compliant with the Electrical Safety Authority as per OPSS 106.07.02 and the resulting work that may be required? (Yes / No / N/A, no inspection required this month)

4. Is the Contractor fully compliant with work to be coordinated with others as per OPSS 106.07.03?

a) Electrical power supply connection and disconnection by the electrical power supply authority. (Yes / No / N/A)
b) Communication connection and disconnection by the communication provider(s). (Yes / No / N/A)
c) Mounting of any electrical equipment on a pole or any structure owned by or under the jurisdiction of a Utility authority. (Yes / No / N/A)
d) Mounting of any electrical equipment in close proximity to or requiring modification of any plant owned by a Utility authority, private person, or other company. (Yes / No / N/A)

Traffic Signal Systems

1. Is the contractor fulfilling all activation procedures for traffic signals as per OPSS 106.07.04 for the following?
Note: this question pertains to both temporary and permanent systems
Timing sheets (Yes / No / N/A)
Record Keeping (Yes / No / N/A)
Notifications (Yes / No / N/A)
Meetings (Yes / No / N/A)
Procedures (Yes / No / N/A)

2. Have there been any reported malfunctions / problems with any Traffic Signals? (Yes / No / N/A)
Note: this question pertains to both temporary and permanent systems
a. For all traffic signal malfunctions, has the contractor met the appropriate response times? (Yes / No)
If No, list all instances where the contractor did not provide working drawings in accordance with OPSS 106.04.01.01
Conflicting signal head displays, Mast arm or head turned more than 45°, Phase not coming up, Erratic phase timing, power supply knockdown, Controller knockdown, Pole knockdown, Aerial span wire down, Signals off, Signals on flash , Single signal head knockdown, Lamp

burnout, Twisted head/arm (less than 45°), Backboard damaged, Pushbutton Not working, Detector Not working.

2.15.3.5 Questionnaire in Structural Coating

Submission Requirements

1. Were working drawings and product data sheets submitted on time according to the contract (911.04.02)? (Yes / No)
2. Before commencement of the coating application, did the contractor have written certification from the coating manufacturer stating that all materials supplied are as specified in the Contract Documents and the manufacturer's current product data sheets? (Yes / No)
3. Prior to abrasive blasting, did the Contractor have written certification from a laboratory certified by an organization accredited by the Standards Council of Canada stating that the abrasive media meets the material requirements specified in this specification? (Yes / No)
4. Were working drawings complete as per Environmental protection (911.04.02.03.01) and Restriction on construction loads (911.04.02.03.02)? (Yes / No)

Coating Materials

1. Is the contractor adhering to the supplemental instructions to bidders specified in SP911F10? (Yes / No)

Materials & Metal Coatings

1. Were the Paint Coatings according to OPSS 1704 and as specified in the Contract Documents? (Yes / No / N/A)

2. Were the Seal Coats done as specified in the Contract Documents? (Yes / No / N/A)

3. Were the Galvanized Surfaces coated according to the ministry's DSM and of the appropriate colour (911.05.01.02)? (Yes / No / N/A)

4. Was Rapid Deployment Coating Systems for Structural Steel used as specified by the ministry's DSM? (Yes / No / N/A)

5. Was Hot Dip Galvanizing performed as required in 911.05.02.01? (Yes / No / N/A)

6. Were thermal sprayed metal coatings done according to ASTM B 833? (Yes / No / N/A)

7. Was Zinc-Tin-Copper Solder used as required in 911.05.02.03? (Yes / No / N/A)

8. Was Abrasive Media used under the appropriate requirements under 911.05.03? (Yes / No / N/A)

Vacuum Abrasive Blasting

1. During Vacuum Abrasive Blasting was a full enclosure with negative pressure used and

performing as per contract requirements? (Yes / No / N/A)

Construction

1. Is the Contract Administrator informed of surface preparation and each subsequent phase of coating applied? (Yes / No / N/A)

2. Was welding, cutting, and drilling of existing structural steel approved by the Contract Administrator? (Yes / No / N/A)

3. Did Field Sampling and Testing of Coating Materials occur according to 911.07.05? (Yes / No / N/A)

2.15.4 Objective Testing Tab

Objective Testing Tabs are located below the **"Monthly Evaluations"** subsection within the **Quality - "Dollar Weighted"** item table. Users are required to enter the dollar value spent for each category, as specified in the contract agreement. Categories that are not applicable to the contract should be left blank. When a dollar value is entered into a table cell, a corresponding tab is automatically generated at the bottom of the Excel window. These generated tabs must be completed with the relevant testing information. The final two categories, **"Electrical"** and **"Structural Coating,"** do not generate separate Objective Testing Tabs and shall instead be reported monthly within the **"Monthly Evaluation"** tabs.

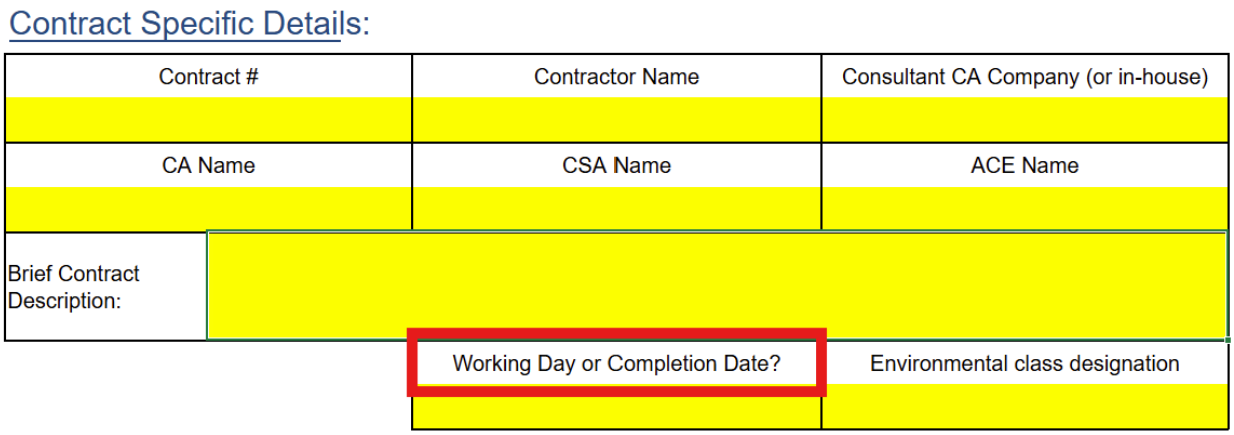
Quality - "Dollar Weighted" Items

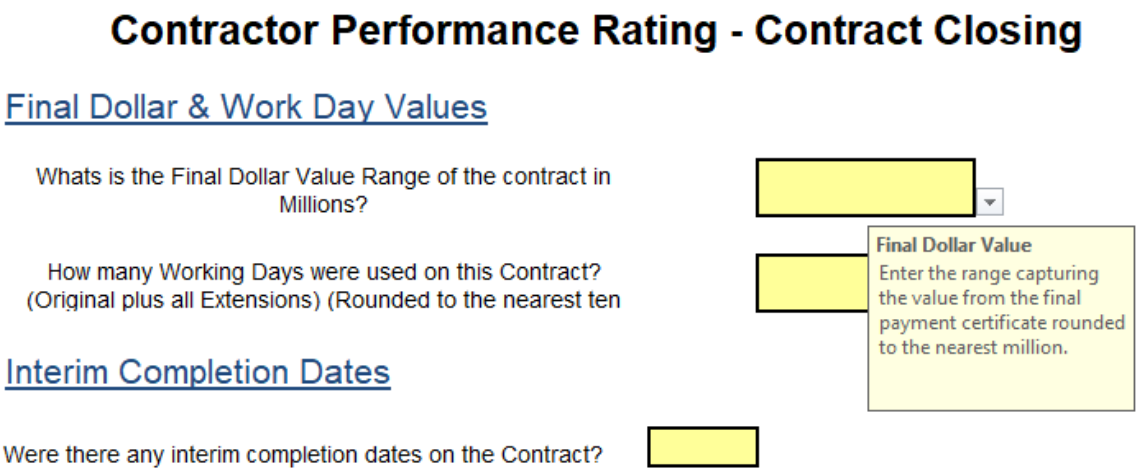
Enter the tender item value if any of the following processes are on the job:

Item	Item Value
Earth	
Granular	
Asphalt Paving	
Cold In-Place Recycling (CIR)	
Cold In-Place Recycling with Expanded Asphalt Mix (CIREAM)	
In-Place Full Depth Reclamation (FDR)	
Full Depth Reclamation with Expanded Asphalt Mix (FDREAM)	
Concrete Pavement	
Concrete & Structures	
Electrical	
Structural Coating	

2.15.5 Timeliness Tab

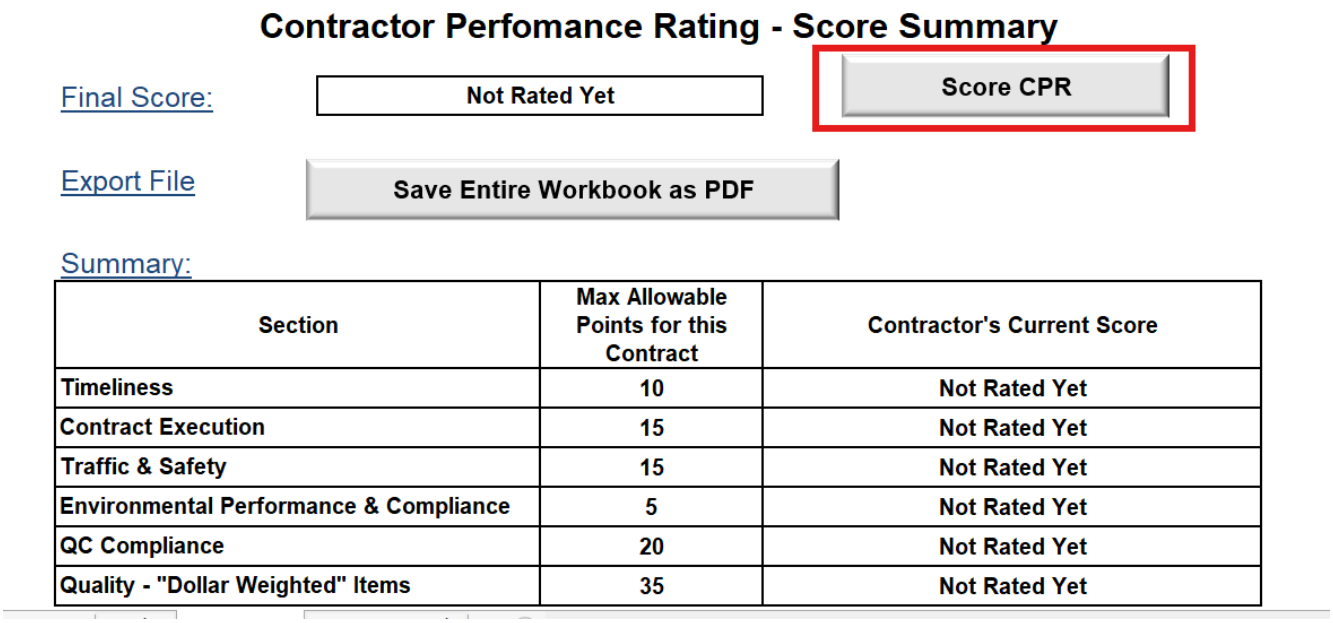
Once the **"Main"** tab has been fully completed, the **"Timeliness"** tab may be finalized. The **"Working Day or Completion Date"** field on the **"Main"** tab must be entered accurately, as this information is used to populate and determine certain data within the **"Timeliness"** tab. Completion of the **"Timeliness"** tab formally concludes the CPR process. Final scoring will be withheld until the program has undergone full testing and calibration.





2.15.6 Score CPR

Information entered into the **Monthly Evaluation Report** is not automatically reflected in the **Summary** tab. To update the **"Final Score"** and **"Monthly Scoring Summary,"** users must click the **"Score CPR"** button located on the **Summary** tab.

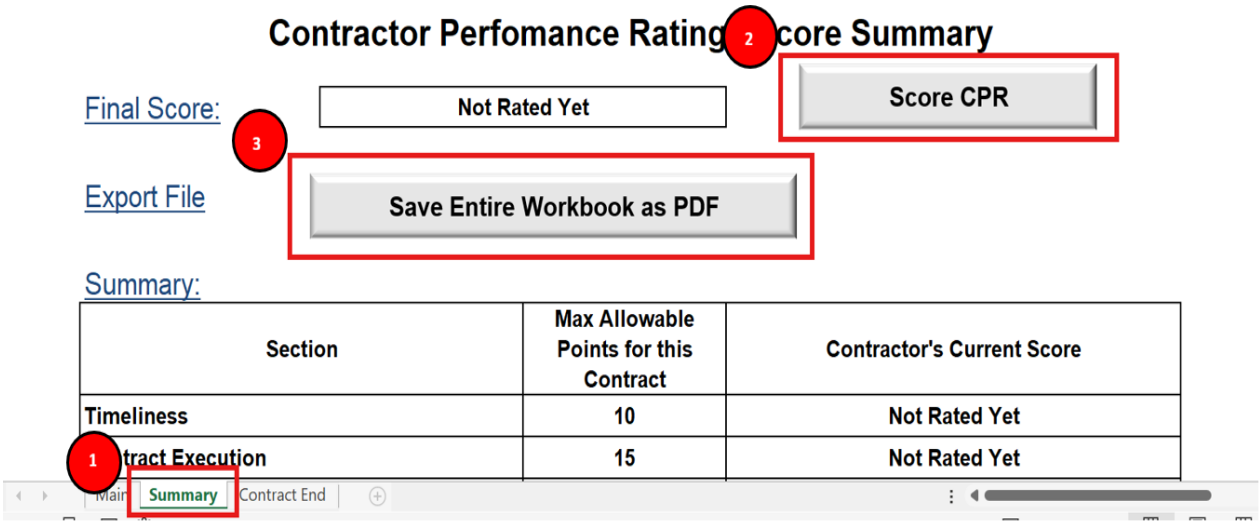


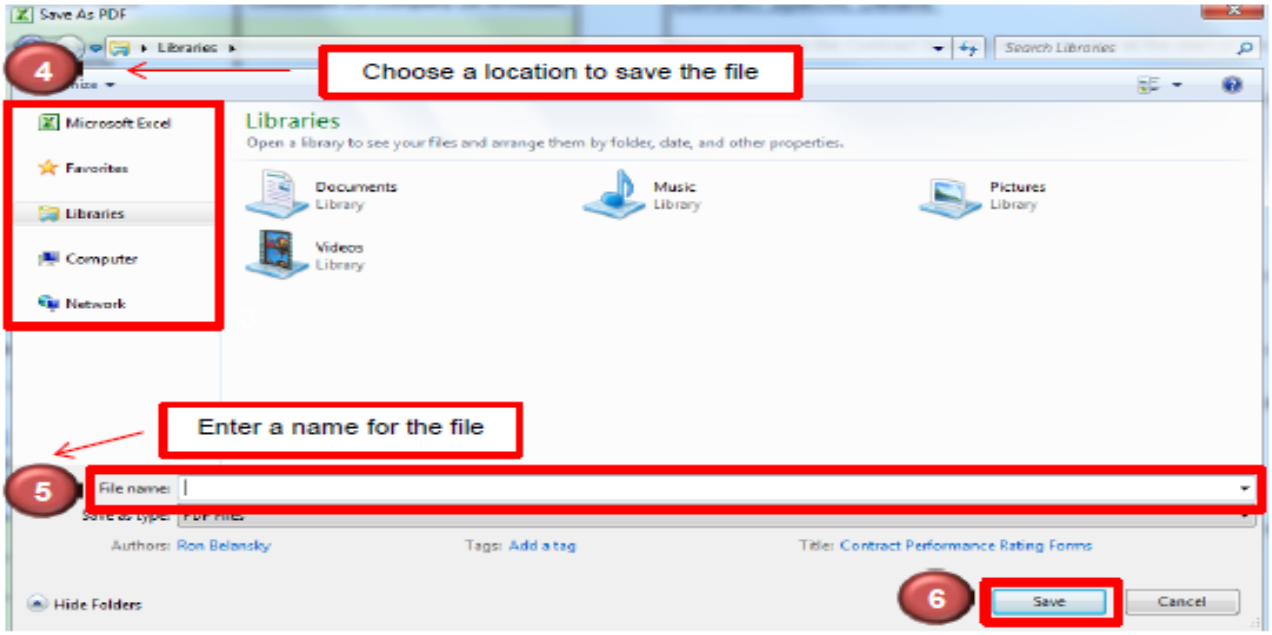
Section	Max Allowable Points for this Contract	Contractor's Current Score
Timeliness	10	Not Rated Yet
Contract Execution	15	Not Rated Yet
Traffic & Safety	15	Not Rated Yet
Environmental Performance & Compliance	5	Not Rated Yet
QC Compliance	20	Not Rated Yet
Quality - "Dollar Weighted" Items	35	Not Rated Yet

2.16 Export File

Due to macros running in the background, users may experience extended wait times when printing the file or exporting it to PDF format. To streamline this process, a user-friendly **printing button** has been implemented, which temporarily disables the macros while exporting or printing the CPR file. To use this functionality:

Step 1: Navigate to the **"Summary"** tab.
Step 2: Click the **"Score CPR"** button to ensure any updates made in the Monthly Evaluation Reports are reflected.
Step 3: Click the **"Save Entire Workbook as PDF"** button.
Step 4: Select the desired location to save the file.
Step 5: Enter a name for the PDF file and confirm the save.
Step 6: Click "**Save".**


Contractor Perfomance Rating Score Summary
2
Final Score:
Not Rated Yet
Score CPR
3
Export File
Save Entire Workbook as PDF
Summary:
Section
Max Allowable Points for this Contract
Contractor's Current Score
Timeliness
10
Not Rated Yet
tract Execution
15
Not Rated Yet
1
Main
Summary
Contract End


Save As PDF
4
Choose a location to save the file
Microsoft Excel
Favorites
Libraries
Computer
Network
Libraries
Open a library to see your files and arrange them by folder, date, and other properties.
Documents
Library
Music
Library
Pictures
Library
Videos
Library
Enter a name for the file
5
File name:
Authors: Ron Belansky
Tags: Add a tag
Title: Contract Performance Rating Forms
Hide Folders
6
Save
Cancel

Ontario