

# MTO - ACEC-ONTARIO CONTRACT ADMINISTRATION SUBCOMMITTEE MEETING NOTES

**Date:** June 27, 2023  
**Time:** 1:00PM  
**Location:** MS Teams  
**Adjourn:** 3:53pm

ATTENDEE	ORGANIZATION	ATTENDEE	ORGANIZATION
Maria Apostolakos	MTO	Doug DeRabbie	ACEC-Ontario
Kevin Boudreau	MTO	Sebastian Flaszynski	AECOM
Adriano Cesarone	MTO	Duane Girard	GHD
Kevin English (co-chair)	MTO	Matt Gleben	HCI
Muhammad Tariq Khan	MTO	Phil Hutton	EXP
Sean Lalonde	MTO	Todd Hutton	Stantec
Rebecca Li	MTO	Sunil Kothari	SNC
Seyed Tabib	MTO	Bill LaRosa	Morrison Hershfield
Erika Varga	MTO	Christopher McBride	WSP
Vanessa Weremi	MTO	Graham Sled	GHD
		Otto Steenkamp	LEA
		Gord Troughton	AECOM

## WELCOME / INTRODUCTIONS / ANNOUNCEMENTS / SAFETY MOMENT

- Kevin English is the new co-chair for MTO

**Safety Moment:** AED's (Automated External Defibrillators) safety talk led by Chris McBride.

- A portable device that can restart the heart of a person.
- May look different but they work the same.
- Do not wait to get a person in need of medical attention.
- Because of their ease of use anybody can use an AED.
- Know where the AEDs are kept in your workplace.
- Documented regular inspections of AEDs are critical. Some are battery operated and batteries may need replacement, especially after the pandemic when they were not routinely inspected.

OPEN ITEMS:	ACTION BY	
<p>June-23-01</p>	<p><b>AGENDA ITEM: CONSTRUCTION ADMINISTRATION AND INSPECTION SPECIFICATIONS (CAIS)</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>MTO rolled out CAIS in spring 2023 and is interested in receiving feedback on implementation (e.g. anything missing; what is working; what is not working, etc).</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO had no CAIS update. This is the first season CAIS being used. ACEC-Ontario was requested to share comments through CAIS email (<a href="mailto:CAIS@ontario.ca">CAIS@ontario.ca</a>). MTO requested that ACEC-Ontario member firms keep notes for discussion in November (anything missing; what's working, what's not working).</li> <li>ACEC-Ontario surveyed their members and no comments received to date. Still early, could have comments later in the season.</li> </ul> <p><i>Action – ACEC-Ontario members to share comments during November 2023 meeting.</i></p>	<p><b>ACEC-ONTARIO</b></p>
<p>June-23-02</p>	<p><b>AGENDA ITEM: SUBCOMMITTEE WORK PLAN</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>Refresh the subcommittee workplan, to support the new Terms of Reference.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>Most of the workplan items remain applicable but need to be refreshed to reflect current status.</li> <li>The following items are completed and will be closed:                             <ul style="list-style-type: none"> <li>CMS item (2017-02(b))</li> <li>CAIS item (2018-01)</li> <li>Status of Specialty Plans (2019-01) – refer to June-23-06</li> <li>Existing CPR item (2019-02)</li> <li>CA Appraisal (2019-03)</li> <li>Progression into the PM role (2020-02)</li> </ul> </li> <li>Historical versions of workplans to be added as a tab.</li> <li>The following new items will be added:                             <ul style="list-style-type: none"> <li>CA CPR Pause Workplan (2023-01)</li> <li>CAIS Lessons Learned (2023-02)</li> <li>Prequalifications for Training Courses (2023-03)</li> <li>MTO General Conditions of Contract (OPSS 100) (2023-04)</li> </ul> </li> </ul> <p><i>Action – Review workplan during future meetings and add new items, as applicable.</i></p>	<p><b>ACEC-ONTARIO &amp; MTO</b></p>

OPEN ITEMS:	ACTION BY
<p><b>June-23-03</b></p> <p><b>AGENDA ITEM: STAFF EXPERIENCE EQUIVALENCY FOR IQAF ASSIGNMENTS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>On Public-Private Partnership [P3] projects that necessitated a high complexity Independent Quality Assurance Firm [IQAF] role, ACEC-Ontario requested that experience be recognized by MTO.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO noted that further internal discussions are necessary and need to include other functions including Major Planning and Innovations.</li> <li>ACEC-Ontario wishes to see that CA firms working on MTO infrastructure through a P3 model receive credit for that experience, as well as municipal work and Metrolinx projects.</li> <li>Is there a workable solution to bridge the gap?</li> </ul> <p><i>Action – Provide update at November 2023 meeting.</i></p>	<p><b>MTO</b></p>
<p><b>June-23-04</b></p> <p><b>AGENDA ITEM: GENERAL CONDITIONS OF CONTRACT (OPSS100) REVIEW</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>MTO requested that ACEC-Ontario identify 3-5 priority items for consideration during Phase 2 of the General Conditions update.</li> <li>MTO is seeking clarification on the priority items submitted by ACEC-Ontario in March 2023.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>Clarification was sought for: <ul style="list-style-type: none"> <li>GC 7.01.07 – Critical Path Schedule Section</li> <li>Extended Site Overhead Compensation for Extensions of Contract Time</li> <li>Clarifications to Contractor Insurance Provision</li> <li>GC 3.07 – Head Office Overheads on Contracts with Winter Work</li> <li>Contract Bonding, Particularly in Extended Contract Time</li> </ul> </li> </ul> <p><b>Actions -</b></p> <ul style="list-style-type: none"> <li>#1 – Investigate why both Initial Construction Schedule and Baseline Critical Path Schedule are required (Critical Path Schedule Section).</li> <li>#2 - Investigate language in GC 6.0 – Clarifications to Contractor Insurance as it relates to temporary works claims.</li> <li>#3 – Discuss with Qualification Committee before making any decision on Contract Bonding, particularly during extended contract time.</li> </ul>	<p><b>MTO</b></p> <p><b>MTO</b></p> <p><b>MTO</b></p>

OPEN ITEMS:	ACTION BY
<p><b>June-23-05</b></p> <p><b>AGENDA ITEM: PEO SUSPENDING EIT PROGRAM AND IMPACT TO JUNIOR INSPECTOR / SENIOR INSPECTOR QUALIFICATION REQUIREMENTS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>As of May 15, 2023, the EIT program option will be suspended for new applicants by PEO.</li> <li>Generic documents have been updated including Notes to User with a link to accredited Canadian universities (<a href="https://peo.on.ca/licence-applications/become-professional-engineer/academic-requirements/canadian-universities">https://peo.on.ca/licence-applications/become-professional-engineer/academic-requirements/canadian-universities</a>)</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO will contact PEO to confirm the status on international accredited universities.</li> <li>Engineers Canada has a listing of accredited engineering programs outside of Canada which is administered by the Canadian Engineering Accreditation Board.</li> </ul> <p><b>Action</b> - Both organizations to contact PEO and confirm how educational institutions are accredited outside of Canada to determine education equivalency.</p>	<p><b>ACEC-ONTARIO &amp; MTO</b></p>
<p><b>June-23-06</b></p> <p><b>AGENDA ITEM: QUALIFICATION CRITERIA FOR CONSTRUCTION ADMINISTRATION – REVISIONS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>Qualification criteria for construction administration are being updated.</li> <li>Changes include removing ambiguity, providing clear guidance to enhance consistency of submissions, and enhancing efficiency of reviewing submissions.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>MTO summarized existing criteria and presented recommended criteria for high, medium, and low complexity registration, and proposed additions (presentation attached).</li> <li>ACEC-Ontario concerned with tying the firm to criteria and not the individual. This potentially may not allow consultants to work on high complexity projects if they were to switch firms.</li> <li>MTO committed that a response would be provided to ACEC-Ontario prior to posting a decision to the TCP.</li> </ul> <p><b>Action</b> - Finalize qualification procedures criteria for high, medium, and low complexity. Respond to ACEC-Ontario prior to posting a decision to MTO's Technical Consultation Portal.</p>	<p><b>MTO</b></p>

OPEN ITEMS:	ACTION BY
<p><b>June-23-07</b></p> <p><b>AGENDA ITEM: CORPORATE PERFORMANCE RATING (CPR) WORKPLAN</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• MTO presented a CPR pause workplan at the May 17, 2023, Engineering Subcommittee meeting.</li> <li>• ACEC-Ontario requested the plan to be presented to the CA Subcommittee and become a standing item at future meetings.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO reviewed CPR work plan.</li> <li>• MTO has put together a CPR team from provincial and regional offices to look at: <ul style="list-style-type: none"> <li>• short term items (provide updates and ad-hoc meetings)</li> <li>• medium- and long-term items, including bringing back some form of CPR.</li> </ul> </li> <li>• MTO seeking feedback and suggestions.</li> </ul> <p><b>Action</b> – Review the CPR Pause Workplan and provide consolidated comments.</p>	<p><b>ACEC-ONTARIO</b></p>
<p><b>June-23-08</b></p> <p><b>AGENDA ITEM: EARLY CMS LESSONS LEARNED &amp; MTO DIRECTION FOR MIGRATING HARDCOPY RECORDS MAINTAINED DURING TRANSITION PERIOD INTO THE SYSTEM</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• MTO’s Contract Management System (CMS) launched on February 13, 2023.</li> <li>• ACEC-Ontario requested information on lessons learned and information on migrating hardcopy records from the transition period into the system.</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO planning to roll out CMS to engineering in the fall of 2023.</li> <li>• ACEC-Ontario raised a number of concerns with CMS on construction contracts: <ul style="list-style-type: none"> <li>• contractor payments are creating a lot of challenges such as office personal issues and contractor submissions filed in the wrong place.</li> <li>• Not always intuitive how to use apps.</li> <li>• Issues with migration from WBCMS to CMS.</li> <li>• Issues with Change Orders and payments.</li> <li>• New contracts reloading multiple times after COs processed.</li> <li>• Paper process now needs to be put into the system.</li> <li>• Not supportive of the \$0 change order to use the new system and signing an agreement that states no financial impacts. For example, there is a cost when transitioning from an active</li> </ul> </li> </ul>	

OPEN ITEMS:	ACTION BY
<p>WBCMS contract to CMS.</p> <ul style="list-style-type: none"> <li>• Not consistently getting timely and full responses.</li> </ul> <ul style="list-style-type: none"> <li>• Specific issues need to be addressed on a contract-by-contract basis.</li> <li>• MTO is addressing CMS related issues as quickly as possible for all users.</li> <li>• It is MTO’s expectation that all contract information be migrated into CMS before the end of the contract and CA assignment.</li> <li>• MTO confirmed that there currently is no change in direction related to \$0 change orders.</li> <li>• If a CA firm disagrees with approach on a contract, then they should quantify additional costs and inform CSA as soon as possible and not wait until the end of the contract.</li> </ul> <p><b>Actions -</b></p> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul>	
NEW ITEMS:	ACTION BY:
<p><b>June-23-09</b></p> <p><b>AGENDA ITEM: TABLING OF ADDITIONAL IN-MEETING ITEMS</b></p> <p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Opportunity to table additional in-meeting items</li> </ul> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO will be modifying the meeting notes format to be consistent with other stakeholder meetings.</li> </ul> <p><b>Action – Item closed.</b></p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> <li>• MTO reminded ACEC-Ontario that all comments related to consultation are to be submitted through MTO’s Technical Consultation Portal (TCP).</li> <li>• MTO confirmed that consolidated comments from stakeholder organizations is preferred.</li> </ul> <p><b>Actions -</b></p> <ul style="list-style-type: none"> <li>• #1 – <i>All future consultation comments to be submitted through the TCP.</i></li> <li>• #2 – <i>Provide advanced notice of consultation postings, whenever possible.</i></li> <li>• <i>Item closed.</i></li> </ul>	<p><b>ACEC-ONTARIO</b></p> <p><b>MTO</b></p>

<b>INFORMATION SHARED FOR THIS MEETING</b>		
<b>Document Title</b>	<b>Shared By</b>	<b>Format</b>
Draft CPR Pause Work Plan w ACEC-Ontario (May 17, 2023)	MTO	Excel
May 16.23-Changes to ESPs Qualification CA Criteria-Final	MTO	PowerPoint
May 16.23-Qualification Procedures for ESPs Construction Administration.Updates-Final	MTO	Word
Qualification Procedures for ESP – CA comments from MTO Consultation Portal	MTO	Excel
Administration Catch-Up in CMS	MTO	pdf

<b>NEXT MEETING</b>
<ul style="list-style-type: none"> <li>As agreed on November 21, 2022, and following consultation between MTO and ACEC-Ontario, remaining meeting for 2023 will occur on:</li> <li>Tuesday November 7, 2023 (1:00pm – 4:00pm) via MS Teams.</li> </ul>

**(DRAFT) MTO & ACEC-ON 'CPR Pause' Work Plan (May 17, 2023)**

	Activity	Timeframe (Short / Medium / Long)	TEAM(s)*	Comments
1	MTO will consider the suggestion and rationale of the benefits to bidding firms if MTO published an anonymous full bidders list for Engineering Services contracts	Short (1-3 mos)	HPD, HCT, CPR	Discuss @ Subcommittee May 17
2	MTO will develop a project schedule to identify target dates for implementing the new CPR system (including start date and end date of the 'pause' period)	Short (1-3 mos)	CMO, CPR, ACEC-ON	Start Date = April 17, 2023. Milestone dates TBD. Completion date TBD
3	MTO will review our current guidelines and consider making improvements suggested, to help improve consistency and keep flexibility with acquisition model selection	Short (1-3 mos)	HPD, HCT, CPR	Consistent but flexible acquisition model selection, with consideration of prime specialty complexity. Now more important with CPR removed.
4	MTO's North American transportation jurisdictional scan on the use of past performance in bid evaluation and consideration of the results when reviewing options during the CPR pause	Complete	CMO	Done
5	MTO will consider ACEC's proposed approach regarding the minimum CPR to bid (to be a certain % of the Starter CPR for that work category vs a set % like 2.50)	Medium (4-6 mos)	CMO, QC, ACEC-ON	% selection is intended to restrict the poorest performing ESPs from bidding
6	Development of a process for proponents to get back in should they not meet the minimum CPR	Medium (4-6 mos)	QC, CPR, ACEC-ON	With CPR<2.50, how to reinstate firm?
7	Improve consistency with appraisal scoring across the province	Medium (4-6 mos)	MTO & ACEC-ON	
8	Review ACEC proposal to evaluate average bid and award to ESP closest to average bid (vs award to lowest bidder for RFQs)	Medium (4-6 mos)	MTO & ACEC-ON	
9	Consider shortening the 21-day appraisal review period	Medium (4-6 mos)	MTO & ACEC-ON	MTO would like to understand the benefits of shortening the appraisal review period.
10	Review how individual appraisals in the CPR calculation can be weighted based on complexity, duration of assignment	Medium (4-6 mos)	MTO & ACEC-ON	
11	Determine how and when to reinstate the CPR	Medium (4-6 mos)	MTO & ACEC-ON	
12	Improve RFP Scoring Separation: amend the current system and process to achieve appropriate company score separation.	Long (7-12 mos)	MTO & ACEC-ON	FROM ACEC/MTO Engineering Subcommittee work plan
13	MTO will consider options to evaluate teams and/or performance in the RFQ model	Long (7-12 mos)	HPD, HCT, CPR	Would this be used for both Engineering & CA RFQs?

**\*TEAM ACRONYMS**

HPD - Highway Project Delivery

HCT - Highway Construction Team

CPR - MTO's CPR Pause working group



CMO - Contract Management Office

QCC - Qualification Committee

MTO & ACEC-ON - Both Engineering & CA Subcommittees

# Recommended Changes to Qualification Criteria for Construction Administration

- Background
  - Benefits of updating the Qualification Criteria
  - Recommended Changes to High Complexity Speciality
  - Recommended Changes to Medium Complexity Speciality
  - Recommended Changes to Low Complexity Speciality
- 



# High Complexity Criteria

Existing Criteria	Recommended Criteria
Demonstrated experience in the last five (5) years in administration of the <b>complex</b> construction projects in Ontario or other similar jurisdictions in Canada or USA;*	Demonstrated experience in the last five (5) years with administration of <b>Medium Complexity</b> construction projects in Ontario or other similar jurisdictions in Canada or USA;*
Have the knowledge in highway engineering, highway construction specifications and standards, <b>construction methods, managing change orders, defective material, schedule changes, public complaints and payment processes;</b>	Have the knowledge in <b>highway construction and highway engineering</b> specifications and standards, <b>and have experience as a Contract Administrator or Project Manager;</b>
Applicants that have completed three (3) projects of medium complexity with the ministry with the overall performance appraisal rating of satisfactory or better <b>and/or can demonstrate that the Key Personnel have equivalent or greater experience in another jurisdiction will be considered for high complexity status.</b>	The ESP Applicant's key personnel must have completed three (3) projects <b>of medium complexity</b> with the ministry with the overall performance appraisal rating of satisfactory or better, with submission of reference letters when appraisal are not available;

# Proposed Additions

## **Engineering Service Provider shall:**

The ESP firm requires a minimum of two (2) key personnel;

New ESP firms are required to submit the application for the High Complexity with a minimum of two (2) qualified key personnel;

ESPs currently qualified/approved in the Construction Administration – High Complexity specialty will have a two-year transition period to register two (2) key personnel from the date of the publication of the updated Qualification Procedures Guide;

# High Complexity Criteria

## Proposed Additions

The ESP firm shall provide a minimum of three (3) MTO Medium Complexity projects to support the review of the application;

\*\*Registration for a new ESP firm and proposed Key Personnel shall be prequalified in the Medium Complexity to be eligible for qualification in this Specialty.

# Medium Complexity Criteria

Existing Criteria	Recommended Criteria
<p>Demonstrated experience in the last five (5) years in administration of the <b>medium complexity</b> construction projects in Ontario or other similar jurisdictions in Canada or USA;*</p>	<p>Demonstrated experience in the last five (5) years with administration of <b>Low Complexity</b> construction projects in Ontario or other similar jurisdictions in Canada or USA;*</p>
<p>Have the knowledge in highway engineering, highway construction specifications and standards, <b>construction methods, managing change orders, defective material, schedule changes, public complaints and payment processes;</b></p>	<p>Have the knowledge in <b>highway construction and highway engineering</b> specifications and standards, and have experience as a <b>Contract Administrator or Project Manager;</b></p>



# Medium Complexity Criteria

## Proposed Additions

The ESP Applicant's key personnel must have completed three (3) projects of Low complexity with the ministry with the overall performance appraisal rating of satisfactory or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager);

The ESP shall provide a minimum of 3 MTO Low Complexity projects to support the review of the application;

\*\*Registration for a new ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Low Complexity to be eligible for qualification in this Specialty

# Low Complexity Criteria

Existing Criteria	Recommended Criteria
<p>Demonstrated experience in the last five (5) years in <b>administration of the low complexity</b> construction projects in Ontario or other similar jurisdictions in Canada or USA;</p>	<p>Demonstrated experience in the last five (5) years in <b>administration of Low Complexity</b> construction projects in Ontario or other similar jurisdictions in Canada or USA;*</p>
<p>The ESP Applicant*** must have completed three (3) projects with the applicant's firm of Low Complexity with the ministry, with the overall performance appraisal rating of satisfactory of 3.00 or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager);</p>	<p>The ESP Applicant's*** <b>key personnel</b> must have completed three (3) projects of Low Complexity with the ministry, with the overall performance appraisal rating of satisfactory or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager);</p>



# Conclusion

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- Improve language to remove ambiguity
- Provide clear guidance to enhance consistency of submissions
- Enhance efficiency of reviewing submissions

# **QUALIFICATION PROCEDURES FOR ENGINEERING SERVICE PROVIDERS**

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Policy and Guidelines

## Appendix C: Submission and Qualification Criteria for the Construction Administration Grouping

### C1. Construction Administration Category

#### Qualification Criteria

- **Administration – High Complexity Specialty**

The ESP firm shall hold a valid Certificate of Authorization from PEO.

Applicant's Key Personnel shall:

- Shall be a licensed Professional Engineer with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Certified Engineering Technician (C.Tech.) with OACETT;
- Demonstrated experience in the last five (5) years with administration of Medium Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; \*
- Have knowledge in highway construction and highway engineering specifications and standards, and have experience as a Contract Administrator or Project Manager;
- Have a background in construction surveys, quantity measurements and materials testing methods and techniques; and
- Have writing skills and the ability to chair progress meetings.

The ESP shall meet the following requirements:

- The ESP firm requires a minimum of two (2) Key Personnel;
- New ESP firms are required to submit the application for the High Complexity with a minimum of two (2) qualified Key Personnel;
- ESPs currently qualified/approved in the Construction Administration – High Complexity specialty will have a two-year transition period to register two (2) Key Personnel from the date of the publication of the updated Qualification Procedures Guide.

- The ESP Applicant's\*\*\* key personnel must have completed three (3) projects of medium complexity with the ministry with the overall performance appraisal rating of satisfactory or better, and submission of reference letters when performance appraisals are not available;
- The ESP firm shall provide a minimum of three (3) Medium Complexity projects to support the review of the application;

\*\*To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Medium Complexity.

\* Projects may include but are not limited to:

- Bituminous, concrete, grading, soils and aggregates
- Rural or urban multi-lane facilities
- Highway reconstruction and new construction
- Foundation engineering
- Bridge rehabilitation and new construction
- Electrical work (illumination and signals)
- Advanced traffic management system work, electrical work (illumination, signals and FTMS)
- Aerial and buried utilities such as gas, oil & water mains
- Storm sewer systems
- Substantial traffic management and detour required
- Contact with several adjacent property owners and external agencies
- Extensive environmental administration

\*\*\* Applicant = Key Personnel

**1. Administration – Medium Complexity Specialty**

The ESP firm? shall hold a valid Certificate of Authorization from PEO.

Applicant's Key Personnel shall:

- Shall be a licensed Professional Engineer with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Certified Engineering Technician (C.Tech.) with OACETT;

- Demonstrated experience in the last five (5) years with administration of Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; \*
- Have knowledge in highway construction and highway engineering specifications and standards, have experience as a Contract Administrator or Project Manager;
- Have a background in construction surveys, quantity measurements and materials testing methods and techniques; and
- Have writing skills and the ability to chair progress meetings.

Engineering Service Provider shall meet the following requirements:

- The ESP Applicant's\*\*\* key personnel must have completed three (3) projects of Low Complexity with the ministry, with the overall performance appraisal rating of satisfactory or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager);
- The ESP shall provide a minimum of 3 Low Complexity projects to support the review of the application;

\*\*To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Low Complexity.

Projects may include but are not limited to:

- Bituminous, concrete, grading, soils and aggregates
- Rural or urban multi-lane facilities
- Highway reconstruction and new construction
- Foundation engineering
- Bridge rehabilitation
- Electrical work (illumination and signals)
- Civil provisions for advanced traffic management system
- Aerial and buried utilities such as hydro and bell
- Storm sewer systems
- Moderate traffic management and detour required
- Routine environmental treatments

\*\*\* Applicant = Key Personnel

## 2. Administration – Low Complexity Specialty

The ESP firm shall hold a valid Certificate of Authorization from PEO.

Applicant's Key Personnel shall:

- Shall be a licensed Professional Engineer with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Certified Engineering Technician (C.Tech.) with the OACETT;
- Demonstrated experience in the last five (5) years with administration of Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; \*
- Have knowledge in highway construction and highway engineering specifications and standards, and have experience as a contract administrator, project manager, or similar roles for other jurisdictions ;
- Have a background in construction surveys, quantity measurements and materials testing methods and techniques; and
- Have writing skills and the ability to chair progress meetings.

Engineering Service Provider shall meet the following requirements:

- The ESP Applicant\*\*\* must have completed three (3) projects of at least Low Complexity, with the ministry or other similar jurisdictions in Canada or USA. The overall performance appraisal rating shall be satisfactory or better, or where a performance appraisal has not been issued, the ESP may request a letter of reference from the ministry's Area Manager.
- The ESP shall provide a minimum of 3 Low Complexity projects to support the review of the application;

Projects may include but are not limited to:

- Bituminous, concrete, grading, soils and aggregates
- Rural or urban two-lane facilities
- Highway reconstruction
- Mill and pave

- Minor intersection improvements
- Electrical work (illumination)
- Aerial utilities
- Storm sewer systems
- Minor traffic management and detour required
- Few routine environmental treatments

\*\*\* Applicant = Key Personnel

Qualification Procedures for ESP – CA Specialties of Low, Medium and High Complexity

TCP #	ID #	Firm/Person	Industry Comments	Date submitted	Time	Comments Accepted	MTO Meeting Comments	Agree/Not Agree
000-0083	210	Stantec Consulting - Mary-Anna in my professional capacity, on behalf of my organization	Under the Low Complexity Specialty, 2nd bullet, "Demonstrated experience in the last 5 years in the Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA". If a person looking to attain their Low Complexity status, then how can MTO require an applicant already have 5 years experience in Low Complexity projects. This should be changed to just having maybe 3 years of construction project experience of any size of construction projects, as a stepping stone. Good morning, We agree with the proposed changes.	22-Aug-22	1:36 p.m.	Yes	In the criteria we requested projects within the last 5 years. This is to give the KP more time to gain experience in this specialty. If we ask in 3 years, might not have enough project experience. This would be a disadvantage to the ESP/Key Personnel.	3 years is not sufficient enough time for a KP to come up with 3 projects in this complexity Do not agree with industry comments
000-0083	206	? Individual on my own behalf	Thank you As part of Qualification Procedures for ESPs Construction Administration, for all categories (Low, Medium and High), a reference is being made to "last five (5) years" and another reference to "other similar Jurisdictions in Canada or USA". Demonstrated experience in the last five (5) years in the administration of low complexity Low Complexity construction projects in Ontario or other similar jurisdictions in Canada or USA; * Does this mean if the duration of the experience is even very short but within last five years, it is acceptable? Also, since acceptance of US jurisdictions is fairly new in the system, my questions is do the US jurisdictions allow Canadian firms, experienced in Canada to do the same? If yes, then is it all the US jurisdictions accepting Canadian experience or some states. If all US jurisdictions give the same privilege to Canadian firms, that is all great but if they don't or if only some states grant the same privilege to Canadian experience, then our approach should be mutual. Otherwise, in my opinion, we are only downgrading, downplaying and/or underrating ourselves as Canadians. Ramin Farsangi, P. Eng. Principal, Sr. Project Manager Civil ArSa Engineering Inc.	4-Aug-22	10:39 a.m.	Yes	N/A	N/A
Email	?	Ramin - Civil ArSa	Mobile: 705 - 627 1818	25-Aug-22	6:52 p.m.	Yes	If admin in DOT in the past 5 years, we will accept. Pretty clear in our procedures for jurisdictions. There is a comparable in which firm's submit for CA specialties, as long as the KP have experience as PM/CA. There are oversight concerns - no as OCETT will be the oversight on the C.Tech Multi-year projects: Applicant could be on a large job - 4 years, which may provide issues with playing games with seasons and deferred work. There could be substitutions of KP in a large job - which may cause manipulation CA Committee/Team reviews and considers the justification of the submission from firm's, but it's on a case by case basis - no change to requirements	Our procedures are clear on the criteria for project location. MOT has not control over what other Jurisdictions want for experience in CA projects. Do not agree with these comments
000-0083	211	on my own behalf	Applicant's Key Personnel shall be a licensed Professional Engineer in good standing with the Professional Engineers Ontario (PEO) or a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT). Would the Ministry also please consider adding a Certified Engineering Technician (C.Tech.) with OACETT as one of the credentials for the Applicant's Key Personnel. The ESP Applicant must have completed three (3) projects with the applicant's firm of medium complexity with the ministry with the overall performance appraisal rating of satisfactory of 3 or better. Many of the Consultant's Key Personnel have completed multi-year high complexity assignments. Would the Ministry consider allowing multi-year projects to count as more than one reference project or change the terms of reference to indicate "completed three (3) construction seasons with the applicant's firm". Can the Ministry please clarify if there is a renewal period for the Key Applicants or do they maintain their RAQS classification as long as they continue working for the applicant's firm? SNC-Lavalin welcomes the opportunity to review and provide its constructive feedback to the Ministry of Transportation's (MTO) changes to the RAQS system Qualifications Procedures for Engineering Service Providers. Our company is committed to working with MTO to support its efforts to plan, design, construct and sustain the transportation portfolio as part of the government's commitment to the resiliency and prosperity of Ontario and its citizens. As part of this commitment, SNC-Lavalin is presenting what it views as some practical solutions to amend the current RAQS system that can provide positive results for both MTO and its Engineering Service Provider partners. Changes to the present system will be most beneficial when they enhance present capabilities supporting the needs of the portfolio by adding greater market capacity, incorporating new and innovative systems, processes, approaches, and capabilities from ESPs with experience and expertise gained from the successful delivery of projects for other clients and jurisdictions. It is SNC-Lavalin's understanding that through this consultation on the proposed changes to RAQS that MTO is seeking to facilitate greater engagement with a broader pool of qualified and experienced engineering firms to deliver its portfolio assignments as efficiently and effectively as possible, providing the greatest value for Ontarians. With this in mind, we have some concerns that the proposed changes to the qualification criteria for the Contract Administration Category, rather than support the positive change all parties desire, will reduce competition, inhibit innovation, and actually prevent additional well-qualified firms from entering the market to partner with MTO to deliver its portfolio. Our specific concerns are as follows: For High Complexity The new criteria include: New ESP firms are required to submit the application for the High Complexity with a minimum of two (2) qualified Key Personnel and the ESP Applicant must have completed three (3) projects with the applicant's firm of medium complexity with the ministry* We interpret this to mean that the applicant (the key personnel) shall have completed 3 medium complexity projects WITH their applicant firm ONLY (and with no other firm) directly for MTO projects, and that if a qualified person is to leave their qualified firm to join a new firm, they would need to restart the qualification process from Low Complexity. Further, to satisfy the requirement of two (2) qualified Key Personnel, a firm needs to therefore win and perform at least three medium complexity projects with MTO, with one of the Key Personnel as the PM and the other as the CA, or six (6) medium complexity projects if the two key personnel are not working on the same projects. In order to succession plan, the number of required projects to maintain the qualification further increases. If this understanding is correct, we submit that these criteria, rather than facilitating the engagement of additional well-qualified firms to support the delivery of the ministry's portfolio, will instead limit market participation and perpetuate current challenges constraining project delivery. To resolve this situation we request MTO to consider the following revision: The ESP Applicant must have completed three (3) projects with the applicant's firm of medium complexity with the ministry with a suitable similar Canadian or US jurisdiction having achieved an overall performance appraisal rating of satisfactory of 3 or better or similar ratings and/or references for other jurisdictions.	26-Aug-22	15:58PM	Yes	This would limit CA firms qualified in CA High monopoly in the CA High complexity CA - LOW - Limits the bidding of firms ESP review if any objections to requirements with proper justification If KP moves to another firm, committee moves as experience listed Don't have succession planning Build/Well - situation where someone leaving another firm with high CA and starting his own firm. Has sufficient references to make the high CA complexity - yes Plenty of opportunity for succession planning Can open up their own firm - why would be want to prevent this Not in agreement with SNC comments as will limit competition, exacerbate the price even more, prices outrage	Agree 2 of the comments Revisions to the criteria for experience with the applicant's firm and KP designation completed.
000-0096	239	on behalf of my client (e.g. as a lawyer or consultant)	The ESP Applicant must have completed three (3) projects with the applicant's firm of medium complexity with the ministry with a suitable similar Canadian or US jurisdiction having achieved an overall performance appraisal rating of satisfactory of 3 or better or similar ratings and/or references for other jurisdictions. Our company welcomes the opportunity to review and provide its constructive feedback to the ministry or transportation's (MTO) changes to the RAQS system Qualifications Procedures for Engineering Service Providers. Our company is committed to working with MTO to support its efforts to plan, design, construct and sustain the transportation portfolio as part of the government's commitment to the resiliency and prosperity of Ontario and its citizens. As part of this commitment, our company is presenting what it views as some practical solutions to amend the current RAQS system that can provide positive results for both MTO and its Engineering Service Provider partners. Changes to the present system will be most beneficial when they enhance present capabilities supporting the needs of the portfolio by adding greater market capacity, incorporating new and innovative systems, processes, approaches, and capabilities from ESPs with experience and expertise gained from the successful delivery of projects for other clients and jurisdictions. It is our company's understanding that through this consultation on the proposed changes to RAQS that MTO is seeking to facilitate greater engagement with a broader pool of qualified and experienced engineering firms to deliver its portfolio assignments as efficiently and effectively as possible, providing the greatest value for Ontarians. With this in mind, we have some concerns that the proposed changes to the qualification criteria for the Contract Administration Category, rather than support the positive change all parties desire, will reduce competition, inhibit innovation, and actually prevent additional well-qualified firms from entering the market to partner with MTO to deliver its portfolio. Our specific concerns are as follows: FOR HIGH COMPLEXITY: The new criteria include: New ESP firms are required to submit the application for the High Complexity with a minimum of two (2) qualified Key Personnel and the ESP Applicant must have completed three (3) projects with the applicant's firm of medium complexity with the ministry* We interpret this to mean that the applicant (the key personnel) shall have completed 3 medium complexity projects WITH their applicant firm ONLY (and with no other firm) directly for MTO projects, and that if a qualified person is to leave their qualified firm to join a new firm, they would need to restart the qualification process from Low Complexity. Further, to satisfy the requirement of two (2) qualified Key Personnel, a firm needs to therefore win and perform at least three medium complexity projects with MTO, with one of the Key Personnel as the PM and the other as the CA, or six (6) medium complexity projects if the two key personnel are not working on the same projects. In order to succession plan, the number of required projects to maintain the qualification further increases. If this understanding is correct, we submit that these criteria, rather than facilitating the engagement of additional well-qualified firms to support the delivery of the ministry's portfolio, will instead limit market participation and perpetuate current challenges constraining project delivery. To resolve this situation we request MTO to consider the following revision: The ESP Applicant must have completed three (3) projects [DELETE: with the applicants firm] of medium complexity [DELETE: with the ministry] [ADD: with a suitable similar Canadian or US jurisdiction having achieved an] [DELETE: with the] overall performance appraisal rating of satisfactory of 3 or better [ADD: or similar ratings and/or references for other jurisdictions.] We also request MTO to consider certifying firms with the High Complexity qualification if they hire individual(s) that meet the criteria, to waive the requirement of To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Medium Complexity. FOR MEDIUM COMPLEXITY: The new criteria include: The ESP Applicant must have completed three (3) projects with the applicant's firm of Low Complexity with the ministry, with the overall performance appraisal rating of satisfactory of 3.00 or better (Retainer assignments may also be considered Low Complexity with supporting letters of recommendation from the ministry's Area Manager); The ESP shall provide a minimum of 3 Low Complexity projects to support the review of the application; To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Low Complexity*	4-Oct-22	11:54AM	Yes	Not in favour of limiting competition, should be open fair and transparent	Do not agree to comments
000-0096	241	SNC-Lavalin Inc.	To be eligible for qualification in this Specialty, the ESP firm and proposed Key Personnel shall be prequalified in the Construction Administration - Low Complexity*	4-Oct-22	18:28	Yes	This would limit CA firms qualified in CA High monopoly in the CA High complexity CA - LOW - Limits the bidding of firms - ESP review if any objections to requirements with proper justification If KP moves to another firm, committee moves as experience listed Don't have succession planning Build/Well - situation where someone leaving another firm with high CA and starting his own firm. Has sufficient references to make the high CA complexity - yes Plenty of opportunity for succession planning Can open up their own firm - why would be want to prevent this Not in agreement with SNC comments as will limit competition, exacerbate the price even more, prices outrage	Do not agree to comments



# **Guide on Restoring Contract Status on Migrated Records**

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# Recording Subcodes for Migrated Contracts in CMS

1. Instead of selecting the subcode from a dropdown beside the item number in the “Sub-code” column, type the subcode into the Comments column for each item and subcode

Diary

04 - Grubbing ×

Diary Category  
Contract Administration

Inspector Ryan McKerracher - Ontario Ministry of Transportation  
Contract Administrator Ryan McKerracher - Ontario Ministry of Transportation  
Contractor

Distribution List

STATUS  
LABOUR  
EQUIPMENT  
MATERIALS  
NOTES LOG  
CAIS  
WEATHER  
PAY STATEMENTS

SECTIONS  
GENERAL  
STATUS  
LABOUR  
EQUIPMENT  
MATERIALS  
NOTES LOG  
CAIS  
WEATHER  
PAY STATEMENTS  
REFERENCE INFORMA...  
ATTACHMENTS

Insert 1 item(s)




Item No	Sub-code	Date of Work	Location	Entry Type	UOM	Revised Sub-code Qty	Remaining Sub-code Qty	Payment Qty	Comments	Invoice Ref	Quantity 1
06 - Earth Excavation, Grading ×	0001 - Earth Excavation, Grading ×	5/23/2023	Earth Excavation, Grading	Unit Price Calculated	m3	192584	192584 *	12	Subcode 45		
09 - Superpave 12.5 ×	0001 - Superpave 12.5 ×	5/23/2023	Superpave 12.5	Unit Price Calculated	t	8198	8198 *	16	Subcode 12		
146 - Ground Electrodes ×	0001 - Ground Electrodes ×	5/23/2023	Ground Electrodes	Unit Price Calculated	each	59	59 *	5	Subcode 56		

REFERENCE INFORMATION  
ATTACHMENTS

Save / Close Submit

2. That record of the items and subcodes will remain in the diary (and Contractor Quantity) record.

▼ PAY STATEMENTS

	Item No	Sub-code	Date of Work	Location	Entry Type	UOM	Revised Sub-code Qty	Remaining Sub-code Qty	Payment Qty	Comments	Invoice Ref	Quantity Total to Date	CA Comment
	06 - Earth Excavation, Grading	0001	5/23/2023	Earth Excavation, Grading	Unit Price Calculated	m3	192584	192584	2	Subcode 45		0	
	09 - Superpave 12.5	0001	5/23/2023	Superpave 12.5	Unit Price Calculated	t	8198	8198	6	Subcode 12		0	
	146 - Ground Electrodes	0001	5/23/2023	Ground Electrodes	Unit Price Calculated	each	59	59	5	Subcode 56		0	

3. The Subcodes can be found in the Quantity Sheets of the project. The Locations along the left-hand side are the subcodes

QUANTITIES - MISCELLANEOUS 1

SHEET  
8-1

Location and Position	Pavement Marking [Solid] [Yellow - 10 cm]	Pavement Marking [Solid] [White - 10 cm]	Pavement Marking [Double Solid] [Yellow - 10 cm]	Pavement Marking [3-6-3 Broken] [White - 10 cm]	Pavement Marking [3-9-3 Broken] [White - 10 cm]	Pavement Marking, Durable [Double Solid] [Yellow - 10 cm]	Pavement Marking, Durable [Solid] [White - 10 cm]	Pavement Marking, Durable [Solid] [White - 20 cm]	Pavement Marking, Durable [3-3-3 Broken] [White - 20 cm]	Pavement Marking, Durable [Solid] [White - 60 cm]	Pavement Marking Symbols, Durable [Left Turn Arrow]	Pavement Marking Symbols, Durable [Through Turn Arrow]	References
Sub - Totals Brought Forward:													
TOWNSHIP OF WESTMINSTER													
HIGHWAY 401													
10+503 - 15+185 RT DL1 (EBL)					1,171								
10+503 - 13+474 RT EP (EBL)		2,971											
10+503 - 18+985 RT MED EP (EBL)	8,482												
10+503 - 15+185 LT DL1 (WBL)					1,171								
10+503 - 18+985 LT MED EP (WBL)	8,482												
10+503 - 13+461 LT EP (WBL)		2,958											
13+461 - 13+967 LT EP (WBL)								1,012					
13+471 - 13+918 LT SCL (WBL)									447				
13+474 - 13+967 RT EP (EBL)								988					
13+889 - 13+929 RT SCL (EBL)									240				
13+918 - 13+967 LT GORE AREA (WBL)								98					
13+918 - 14+228 LT EP (WBL)								616					
13+929 - 13+967 RT GORE AREA (EBL)								76					
13+929 - 14+178 RT EP (EBL)								498					
14+136 - 14+178 RT GORE AREA (EBL)								84					
14+136 - 14+343 RT EP (EBL)								414					
14+178 - 14+315 RT SCL (EBL)									137				
Sub - Totals Carried Forward:													
	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	
TOTALS													
UNIT	m (P)	m (P)	m (P)	m (P)	m (P)	m (P)	m (P)	m (P)	m (P)	m (P)	each (P)	each (P)	
ITEM No.		12				13						14	
Reference													

CHKD. \_\_\_\_\_  
 APPR. \_\_\_\_\_  
 DATE \_\_\_\_\_

4. When a reconciliation is run, the individual contributing Diary/Pay Statements and Contractor Quantities are displayed as hyperlinks (this will be enhanced to display a full table of values within the Reconciliation soon). It also displays both the Contractor and CA quantity for each item. This is an excellent tool for both corroborating Invoices, and auditing CA compliance (CPRAs).

The screenshot displays a software interface for reconciliation. At the top, a navigation bar shows 'Reconciliation > Reconciliation' and a 'Done' button. Below this is a table with columns: Item No, Sub-code, Location, Entry Type, Revised Sub-code Qty, and Rema. Three rows are visible, each with a magnifying glass icon in the first column. To the right of the table is a 'Pay Statements' panel with a close button (X) and a page indicator '1 of 3'. The panel shows details for the selected item, with 'References' highlighted in red. The details include: Item No (06 - Earth Excavation, Grading), Sub-code (0001), Location (Earth Excavation, Grading), Entry Type (UnitPriceCalculated), Revised Sub-code Qty (192584), Remaining Sub-code Qty (192584), Contractor Qty (46), Inspector Qty (12), and Reconciled Qty (12). The Contractor Qty, Inspector Qty, and Reconciled Qty are also highlighted in red.

Item No	Sub-code	Location	Entry Type	Revised Sub-code Qty	Rema
06 - Earth Excavation, Grading	0001	Earth Excavation, Grading	UnitPriceCalculated	192584	
09 - Superpave 12.5	0001	Superpave 12.5	UnitPriceCalculated	8198	
146 - Ground Electrodes	0001	Ground Electrodes	UnitPriceCalculated	59	

**Pay Statements**

References: [DI0001, CQ0001](#)

Item No: 06 - Earth Excavation, Grading  
Sub-code: 0001  
Location: Earth Excavation, Grading  
Entry Type: UnitPriceCalculated  
Revised Sub-code Qty: 192584  
Remaining Sub-code Qty: 192584  
Contractor Qty: 46  
Inspector Qty: 12  
Reconciled Qty: 12

5. When the hyperlinks are clicked, the user is taken directly to the source record, where the diary (in this case) is again displayed, with the pay statement, the item, the quantity and the subcode

## **Adjusting Subcode Quantities for Migrated Contracts via Change Order in CMS**

As there are no subcodes available for migrated contracts, there really is only the main tender item that's being adjusted. Please ensure that the supporting documentation for the change is clear and enumerates the specific locations and context surrounding the quantity adjustment.

Once it's completed and the quantity has been adjusted, assuming it was adding quantity, the quantity will be available for posting in a Pay Statement. Repeat the steps above for subcodes in Pay Statements/Contractor Quantities to record the newly-added quantity along with the subcode.

The supporting documentation and details of the new locations of quantity are in the change order, and the subcode locations for where they were installed are in the Pay Statements.

## **Catching Up Administrative Activities that Occurred Outside of CMS During the Shutdown/Migration Period.**

Inflight records are the records that were somewhere along their workflow between Draft and Completed. These records have migrated over to the new system, but not all can be restored to their exact original workflow statuses and conditions. For a complete list of migrated records and their final locations, please review the Migration Map that has been issued with the Monday Morning Email Blasts or send a request to [MTOCMS@Ontario.ca](mailto:MTOCMS@Ontario.ca)

For these records, users (mostly CAs and Contractors) will have to resubmit them. In some cases, the contents of the records should be intact and should be in the same workflow status as they were in WBCMS (like Information Requests), but for others, the CA and/or Contractor will have to complete those that have moved to Draft status during the WBCMS-to-CMS migration.

For items that required a high level of DOFMA, but were not migrated to the same status, please contact the MTO CMS Team for assistance. For lower DOA levels, it's recommended to approve within the region, due to the volume of these requests with the CMS team and the resulting delay it may cause in waiting.

Change Orders that were in-flight were not able to be recreated in Draft due to the vast differences in the architecture of the Change Management Suites in both systems (WBCMS and CMS). The supporting documentation/attachments have all been migrated from the in-flight change orders to the File Manager (FILE MANAGER>DOCUMENTS>CHANGE MANAGEMENT>CHANGE ORDER).

The screenshot shows a File Manager application window. The left sidebar contains navigation options: Apps, Project Finder, Search, Tasks (with a '23' notification), Project Tasks, Groups, Users, Contacts, and CM Change Management. The main area displays a breadcrumb path: Documents > Change Management > Change Order > 20: CO-100 > InternalEstimate. A red box highlights the folder tree on the left, showing the path from Folders to InternalEstimate. The main pane shows a table of files:

	Name	Modified	Size	Version	Description	Contributor
<input type="checkbox"/>	20: I CR_001 - Review - Nov 18 2021 approved (1).pdf	4/21/2023 11:53 PM	188 KB	1		WBCMS to CMS Migration Service Account - Ontario Ministry of Transportation
<input type="checkbox"/>	CO_100 Estimate.xlsx	4/21/2023 11:53 PM	45 KB	1		WBCMS to CMS Migration Service Account - Ontario Ministry of Transportation
<input type="checkbox"/>	Summary Sheet CO_100.doc	4/21/2023 11:53 PM	54 KB	1		WBCMS to CMS Migration Service Account - Ontario Ministry of Transportation

OPAs and Change Orders that were completed in WBCMS can be found in the Transactions tab.

Contract	Number	Description	Workflow Status	Total	Current Contract Amount	References
2023-3069 - Replacement of...	20: I-OPA-54	Revision in Tender Quantities for Non-PQP items	Approved	\$(57,348.00)	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-52	Revision in Tender Quantities for Non-PQP items	Approved	\$55,080.00	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-49	Revision in Tender Quantities for Non-PQP items	Approved	\$7,872.62	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-46	Revision in Tender Quantities for Non-PQP items	Approved	\$10,781.36	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-45	Revision in Tender Quantities for Non-PQP items	Approved	\$3,726.00	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-41	Revision in Tender Quantities for Non-PQP items	Approved	\$413,734.32	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-4	Revision in Tender Quantities for Non-PQP items	Approved	\$21,834.00	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-39	Revision in Tender Quantities for Non-PQP items	Approved	\$15,789.00	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-37	Revision in Tender Quantities for Non-PQP items	Approved	\$7,986.58	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-20	Revision in Tender Quantities for Non-PQP items	Approved	\$252,560.05	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-OPA-19	Revision in Tender Quantities for Non-PQP items	Approved	\$117,371.85	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-99	CO 20 -099 - PQP Adjust Item #027 - Adjust CB's and Item #076 - TC-64 Signs	Approved	\$6,048.00	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-98	CO 20 -098 - PQP Adjust Item #108 - Erosion Control Blanket	Approved	\$3,370.50	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-97	CO 20 -097 - Modifications to King St for Double Left Turn, IR#177	Approved	\$9,001.85	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-96	CO 20 -096 - Repair Damaged EA on N-W Ramp	Approved	\$51,176.47	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-95	CO 20 -095 - PQP Adjust Item #007 - Granular Sealing	Approved	\$8,875.00	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-94	CO 20 -094 - Remove Existing Electrical Equipment Between Exist GR Bridges	Approved	\$4,870.47	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-93	CO 20 -093 - Clean Debris and Sweep Shoulders within Construction Zone	Approved	\$5,438.86	\$104,012,934.15	
2023-3069 - Replacement of...	20: I-CO-92	CO 20 -092 - Repair Damaged EA 124777 EBL	Approved	\$37,768.80	\$104,012,934.15	

143 Item(s)

- Apps
- Project Finder
- Search
- Tasks
- Project Tasks
- Groups
- Users
- Contacts
- CM Change Management**
- Contract Management
- Report Manager
- Extracts
- DT Data Tools Admin
- Add Person



SEND EDIT VIEW DELETE HISTORY URL

Transaction Preview

	Total
Original Contract Amount	\$10
Approved Changes	\$
Current Contract Amount	\$10
Initial Estimate	
Remaining Transaction / OPA Amount	

▼ DETAILS

Contract [2023-3069 - I](#)

Number 2020-3001-OPA-52

Date 12/6/2022

Description Revision in Tender Quantities for Non-PQP items

SOV Breakdown [SOV - 2023-3069 - I](#)

Type Transaction

Location

View Template View Name: Transaction  
Template Name: Default

▼ ITEMS

	Number	Origination	Associated Contract Line	SOV Item	Activity Code	
🔗	01		179 - Caisson Piles	3080	ISP	🔗

▼ COMMENTS

- 2/13/2023 7:47 PM  
Change Series: 5117

▼ REFERENCES

~~Submit for Review Submit for Signature Cancel Requested Void~~

Click on any of the entries in the log view to view the contents of the record, including comments, attachments and referenced records (like which items are being adjusted).

*Note: if these buttons are selectable at any time in the Transactions tab, don't click them. Once an item is on the Transactions tab, there are no more actions to take on it.*

Invoices that were completed in WBCMS have been migrated to the Invoices app and combined onto one as-at invoice (in some cases it may be more, like 2 or 3). This means the total of all previous invoices paid in WBCMS have been summed on one invoice in CMS, in order to update the project value of the migrated contracts.

The individual invoices, along with all supporting documentation, should be attached to the as-at invoice. The title of the invoice will be all of the invoice record IDs that are within that invoice, e.g. "2020-9999-INV-1,2020-9999-INV-2,2020-9999-INV-3,2020-9999-INV-4,2020-9999-INV-5, 9999-9999-INV-6,2020-9999-INV-7,2020-9999-INV-8,2020-9999-INV-9,2020-9999-INV-10,2020-9999-INV-11,2020-9999-INV-12,2020-9999-INV-13,2020-9999-INV-14,2020-9999-INV-15,2020-9999-INV-16,2020-9999-INV-17,2020-9999-INV-18,2020-9999-INV-19,2020-9999-INV-20,2020-9999-INV-21,2020-9999-INV-22,2020-9999-INV-23"

WBCMS is currently still available for Read-Only access as well. Please rely on the original records to confirm and corroborate the migrated data prior to catching up any administrative activities that occurred outside the system.

If you notice any inconsistencies, please contact [MTOCMS@Ontario.ca](mailto:MTOCMS@Ontario.ca)

## **Catching up Invoices That Have Been Processed Outside of CMS**

With the understanding of the above information as it relates to where and how the various commercial and records items have been migrated to CMS, the process of catching up an Invoice that has been processed outside of CMS is the same as it is for making a normal payment, save that you're matching items, quantities, COs, OPAs, etc. ,that have already been paid, rather than what has been observed, inspected and completed for that pay period.

The most important thing to remember in catching up an invoice is that it must match the values that have already been paid. So the OPAs, COs and Tender Item amounts that were paid previously must be replicated in the system identically – even if the situation or status of an issue has changed and there may be subsequent administration that has occurred since that payment outside of CMS, it must match that point-in-time invoice that's already been paid.

That being said, they don't necessarily have to match the number of invoices for the purpose of catching up the invoices processed outside the system. Just as the migration process did with the as-at invoices, if it is feasible and makes sense, multiple invoices that have been processed outside the system may be combined onto one invoice.

If this is the case, consult with your CSA and ensure the invoice is supported properly:

- Ensure copies of all supporting documentation is uploaded
  - o So if an OPA for Fuel was paid outside the system, process an OPA in the system for the exact same amount and make sure all the same supporting documentation is attached

- Change Orders, complete with Price Agreements, should be attached to the new Change Management item in CMS then issued to the contractor again
  - Including Change Proposals that resulted in Change Orders on the invoice
  - Including Compensation Requests that resulted in Change Orders on the invoice
- If possible, attach the PPS Payment Certificate in CMS. This is an excellent way to support the payment

The CA should make Pay Statements to reflect when the items were made, as should the contractor make Contractor Quantities entries. The method of tracking outside the system during the shutdown period (excel sheet with items/subcodes, pay statements made via “paper” records, etc.) should be attached and, if there are a high volume of pay statements to be made, can be summed up and supported together on a Pay Statement. This is dependent on there being sufficient records to attach – there needs to be Pay Statements recorded as per the CAITM/CAIS one way or the other, either in the electronic CMS diary, or attached to it. If the items aren’t caught up at the sub-code level, please ensure they’re still input at the Item level and always attach the subcode information (this only applies to catch-up invoices – all other normal payments should have full pay statement contents in the diary).

When all quantities are entered that represent the invoice you’re trying to replicate, a reconciliation is to be run. Ensure the dates of the postings in the Pay Statements and Contractor Quantities fall within the dates of both the Reconciliation and Invoice to avoid issues in pulling them in. If you are choosing to not catch up all invoices on one invoice, then the cut-off dates should match that of the invoice you’re replicating.

For guidance on the payment (both CA and Contractor) and change management mechanisms, please refer to the guides located on Technical publications. The mechanics of the catch-up processes presented in this document operate the same as any other normal Pay Statement-to-Invoice.

## **Catching up Diaries That Have Been Created Outside of CMS**

If there are a small number of diaries that were created outside of CMS during the shutdown period, it’s reasonable to simply copy/paste the contents of the diaries into new CMS versions in the system, however it is very likely that volume alone will prevent this.

For that reason, and assuming diaries were kept in some electronic form (or can otherwise be scanned into digital forms), the File Manager should be used to upload the diaries to. A diary (CA General) should also be made in the Diary app pointing to the File Manager for the diaries completed during the transition period, for purposes of audit or review – so a reviewer knows where the diaries are found (title the diary something like “All Diaries Completed During WBCMS/CMS Shutdown Period”).

Be sure to upload the diaries in a location that the contractor can't see. The File Manager is generally for internal use only, but some projects may have granted provisional access to the contractor to gain access to the Documents folder (which is a copy of the Documents folder in WBCMS).

As direction has been provided to only give this access on migrated contracts only, and to only the Documents folder, if you upload your diaries to File Manager, please ensure they're uploaded to the CA Team folder.

The CA, PM and CSA should all be able to create folders within the CA Team folder. You can also multi-add files by clicking Add Files at the top of the File Manager app (once inside a folder).

