



CONTRACT ADMINISTRATION SUB-COMMITTEE

Last Updated: September 6, 2024

The purpose of the subcommittee is to engage in regular joint discussions between the Association of Consulting Engineering Companies-Ontario (ACEC-Ontario) and the Ministry of Transportation Ontario (MTO) to identify and resolve issues related to construction contract administration in Ontario, specific to MTO contracts.

The objective of the subcommittee is to provide a collaborative environment to discuss topics of mutual benefit for both the construction contract administration industry and MTO.

Volunteer Responsibilities:

1. Attend meetings throughout the year.
2. Members must regularly participate, review materials, and provide input into discussions.
3. Members must work collaboratively and respectfully with committee stakeholders.
4. Members must act on behalf of the interests of the consulting engineering industry only, and not on behalf of any one individual company.

Volunteer Commitment:

1. Meetings will be held approximately 4-6 times annually. 3 meetings will be joint with ACEC-Ontario/MTO representatives, with a couple additional meetings held among ACEC-Ontario representatives only.
2. Ad-hoc meetings may be scheduled as necessary.
3. Meeting format will be a combination of virtual and hybrid format.
4. Meetings are approximately 2 hours in duration.
5. 3-year term limit with the opportunity to renew for a second term.

Value:

1. Network with other existing ACEC-Ontario Member firms and their employees.
2. Opportunity to directly contribute to the association's engagement with the MTO.
3. Opportunity to speak on behalf of the consulting engineering sector on MTO issues that matter to the industry.

Qualifications:

1. Must be an employee of an ACEC-Ontario member company
2. Must have permission from the member company to participate
3. Experience working with the Ministry of Transportation or similar clients relating to contract administration
4. Only one representative per member firm
 - a. Member firms currently represented on the sub-committee are: GHD, Parsons, HDR, Consor, EXP, AtkinsRealis



Selection:

A staff selection committee will select new members based on a thorough assessment of the committee's needs and the current representation of its members. This process aligns with ACEC-Ontario's core principles of equity, inclusivity, and effective representation, ensuring that the committee reflects a diverse range of perspectives and expertise necessary to fulfill its mandate.

There is often more demand for committee positions than seats available. ACEC-Ontario will notify selected candidates. However, those not selected can still participate in the committee through the [Transportation Network](#) and by reviewing [Committee Resources](#), sharing any feedback with [ACEC-Ontario staff, Doug DeRabbie, Director, Stakeholder and Government Relations](#).