

## Introduction to OPS Course/Webinar

### **Instructor:**



**Arup Mukherjee** is a Professional Engineer with 30 years experience in Municipal Engineering. He recently retired as Director of Public Works for the United Counties of Leeds and Grenville in Eastern Ontario. Prior to that, he worked for both local and regional governments in Toronto, Markham, York Region and Bradford. He is a member of Professional Engineers Ontario (PEO) and Municipal Engineers Association (MEA). He is also the Chair of the Ottawa Valley Branch for the Ontario Public Works Association (OPWA).

### **Course Syllabus:**

The MEA is offering a course/webinar on Ontario Provincial Standards (OPS). It will be delivered in 2 modules over 2 days at approximately 2-hours per day. This course/webinar will provide an overview of OPS for Roads and Public Works (OPS), the rationale/history regarding OPS, its governance and the benefits of using these harmonized standards. The fundamental elements of typical public works contract, and the means of building better contracts using OPS manuals will be explained through group exercises. Other critical components in contract development will be discussed in the municipal public works context. Case studies will be used to explore the real-world applications of these topics.

### **Course Outline:**

- Course Introduction
- Benefits of OPS
- Foundational Elements of Contract
- Navigating Through OPS to Build Better Contracts
- Case Studies
- Other Critical Components in Contract Development

### **Who Should Attend?**

Individuals involved in the design and delivery of infrastructure construction projects from the municipal, provincial, consultant, or contractor's side. Participants will learn:

# Introduction to OPS Course/Webinar

1. The purpose and benefits of harmonised standards such as OPS
2. How to apply OPS to: Improve contract preparation and management
3. Building efficient and industry standard specifications
4. Mitigate financial and legal risks for your Organization.

## Course Agenda:

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1:00PM

### Day 1

#### Housekeeping and Introductions (10 min)

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1:10PM

#### Course Introduction – What is OPS? (10 min)

History – rationale of establishing OPS  
Ownership (MEA and MTO)  
Background  
Structure / Maintenance

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1:20PM

#### Benefits of OPS - Why OPS? (35 min)

Consistency  
Standardization  
benefit to contractors  
Ease of use – Suppliers  
Transferable  
Universal  
Flexibility – (Insurance, Bond)

#### Questions Break

Claims Management and Dispute Resolution

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1:45PM

#### Foundational Elements of Contract (30 min)

Contract elements / Sample docs.  
(**Exercise-1:** fundamental elements of a contract)

Explanation of typical fundamental elements of a contract

Discussion on elements that should be included in the contract

Tour of OPS Website

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2:15PM

#### Case Study #1 (45min)

Presentation: Watermain Abandoning and Grouting  
Q&A / Discussion

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3:00PM

#### Navigating Through OPS to Build Better Contracts -

#### How to use OPS (45 min)

**Exercise-2:** (Spec Writing) Learn what it takes to write a technical specification and how to utilise OPS to save you time and effort

Navigating through OPS volumes and find Specs. and Drawings, etc. online  
OPS Volumes (Students must bring laptop to access OPS online)

#### Question Break

Summary of Day 1

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3:45PM

#### End of Day 1

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# Introduction to OPS Course/Webinar

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## Day 2

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1:00PM

### How to use OPS (cont.) (45 min)

Recap of Day 1 and intro to Day 2

**Exercise-3.a:** (Locating OPS Spec) practice how you to obtain specific technical information to help you reach to the end product results you desire in your public work project

**Exercise-3.b:** (Adding OPS Specs into a Contract) Gain experience into creating simple contract documents (Paving Project BOQ) using OPS manuals to Complete the BOQ with the required specifications

1:45PM

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### Case Study 2 (45min)

Presentation: Application of OPS in Real Life Example  
Q&A / Discussion

2:45PM

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### Other Critical Components in Contract Development - Next Steps / Execution (30 min)

Amending OPS Documents  
Contract award  
Administration  
Change orders and amending OPS Documents (General Conditions)  
Recent changes (Construction act)  
Substantial performance

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3:15PM

### Summary and end of course

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## REGISTRATION FORM

Please check one:  Mastercard  Visa

Last name		First name		Title	
Municipality/Company					
Address					
Town/City				Postal Code	
Business Telephone		Business Fax		Email address	
WORKSHOP TITLE	LOCATION	DATES	FEE	TOTAL	
Introduction to OPS	ZOOM Webinar Details will be provided	<input type="checkbox"/> Nov. 1 - 2 2023	\$290 +HST (MEA members)  \$360 + HST (Non-members)		

CARD # \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

- EMAIL REGISTRATION FORM TO [lesley@goodroads.ca](mailto:lesley@goodroads.ca)
- CHEQUE payable to Municipal Engineers Association

### REFUNDS AND CANCELLATION:

- If written cancellation is received at least 10 working days in advance – 100% refund
- If written cancellation is received 9-3 working days in advance – 50% refund
- If written cancellation is received less than 3 working days in advance – No Refund
- If payment has not been received at the time of cancellation, an invoice will be issued for the appropriate amount as costs have already been incurred.
- If circumstances prevent a previously registered person from attending a course, substitutions are permitted up to and on the day of the event.