

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:

1:00PM

Day 1

Housekeeping and Introductions (10 min)

1:10PM

Course Introduction – What is OPS? (10 min)

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

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

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

2:15PM

**Navigating Through OPS to Build Better Contracts -
How to use OPS** (20 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



Introduction to OPS Course/Webinar

3:00PM

End of Day 1

Day 2

1:00PM

How to use OPS (cont.) (100 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

Case Study 1 – **Joe Accardi**

Case Study 2 – **Gary Carroll**

Discussion and Q/A of case studies

2:40PM

Other Critical Components in Contract Development - Next Steps / Execution (20 min)

Tender – bidding / e-bids

Contract award

Bonding - Insurance

Administration

inspection

Change orders and amending OPS Documents (General Conditions)

Recent changes (Construction act)

Substantial performance

3:00PM

Summary and end of course



Introduction to OPS Course/Webinar

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	Teleconference Details will be provided	<input type="checkbox"/> November 16-17, 2020		\$200 +HST (MEA members) \$250 + HST (Non-members)	

REGISTRATION FORM

Please check one: Mastercard Visa

CARD # _____ EXPIRY DATE _____

NAME ON CARD: _____

SIGNATURE: _____

- FAX REGISTRATION FORM TO 289-291-6477**
- CHEQUE payable to Municipal Engineers Association**

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- 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.