



Tribal Technical Assistance Program

Courtyard by Marriott
Cottonwood Room
560 Scott Avenue
Farmington, NM 87401
Kim Johnson, TTAP Project Delivery Expert
Cost: **Free**

NOVEMBER 13 | 8:30 – 12:00 “GETTING YOUR PROJECT STARTED”

In this 3.5-hour class, participants will learn the appropriate steps to start a transportation project. Getting a project off the ground can be a daunting task, especially when one considers the details involved. The basics of project management will be reviewed. Discussions will focus on how planning, organizing, controlling, and evaluating a project are keys to its success. Participants will learn the project life cycle and how each phase of a project leads to the next. The role of a project manager will be reviewed, including how their leadership has a large impact on the team and project success.

NOVEMBER 13 | 1:00 – 4:30 “INTRODUCTION TO HIGHWAY CONSTRUCTION INSPECTION”

Project inspectors play a critical role in ensuring contractors meet all elements and requirements of the construction plans. They are the “eyes and ears” ensuring the procedures and requirements of the plans are followed and are important stewards of resources involved in project construction. A good project inspector is one who not only understands the desired outcomes and processes involved to successfully complete a project but is able to work with the contractor to help steer them toward solutions to potential problems. In this 3.5-hour class students will gain knowledge of the construction inspection process and the elements needed to be a good inspector.

NOVEMBER 14 | 8:30 – 12:00 “ENVIRONMENTAL REQUIREMENTS FOR TRANSPORTATION PROJECTS”

Projects involving federal funding or those which could have an impact on the environment are required to meet federal environmental regulations. Managers responsible for meeting these requirements need to possess the knowledge to meet those requirements throughout the planning and delivery phase. In this 3.5-hour class students will gain knowledge of the environmental requirements needed to begin a project and bring it to construction. Students will also become familiar with sections of the environmental process including those required by the FHWA and the EPA.

NOVEMBER 14 | 1:00 – 4:30 “STORM WATER AND EROSION CONTROL”

This 3.5-hour class will provide students with an understanding about the requirements for erosion and sediment control for construction. Students will learn about the various types of erosion and how to select and install best management practices to prevent erosion and control sediment on job-sites. The class will also cover Storm Water Pollution Prevention Plans (SW3P) including the requirements needed to obtain a permit, routine inspection checklists, and proper maintenance necessary to ensure your Best Management Practices (BMPs) are doing the job.

NOVEMBER 15 | 8:30 – 12:00 “DEVELOPING A STATEMENT OF WORK FOR A&E SERVICES”

A basic Statement of Work (SOW) should include precise work details, schedules, terms, and expected outcomes. It is imperative it is done correctly to prevent any misunderstanding on the job. Participants will gain information about additional key elements that are required to write an effective SOW for A&E contracts. Developing a project in phases can help maintain a more organized project and create a positive effect on the overall job completion.

NOVEMBER 15 | 1:00 – 4:30 “CONTRACT MANAGEMENT FOR A&E CONSULTANT SERVICES”

Consultants perform a great majority of work for tribal transportation groups and agencies. This work ranges from basic project development, PS&E, and in some cases complete design/build. Managing consultant contracts is an extremely important responsibility for tribes. Ensuring consultants meet the deliverables of the contract can be a daunting task. In this 3.5-hour class students will gain knowledge in working with consultants in managing consultant contracts for tribal transportation projects, and in ensuring a reliable process resulting in a quality product.

NOVEMBER 16 | 8:30 – 12:00 “CONSTRUCTION CONTRACT MANAGEMENT”

Contract administration requires knowledge and skills to maintain the integrity of a contract and apply routine provisions that are necessary. In this 3.5-hour class students will gain knowledge of contract administration including the ability to set up appropriate office procedures and to how keep accurate records for the term of the building contract. Elements of contract administration, including the importance of the pre-bid conferences, post award activities and general contract requirements, will be discussed.

NOVEMBER 16 | 1:00 – 4:30 “FORCE ACCOUNT WORK”

Sometimes specific work ordered on projects may not always have a pre-determined cost before the contract is written. When this occurs, there are strategies in which the work can still be performed with the understanding that the contractor can bill the oversight agency according to current cost of labor, price of materials and equipment, plus a certain percentage for overhead and profit. Participants will learn what work could constitute a change and the impacts these changes can have on the schedule and efficiency of the overall project.

TTAP brings transportation training your way. This highly interactive training combines lecture with group discussions and practical exercises.

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| <input type="checkbox"/> Getting Your Project Started | <input type="checkbox"/> Developing a SOW for A&E Services |
| <input type="checkbox"/> Intro to Highway Construction Inspection | <input type="checkbox"/> Contract Management for A&E Services |
| <input type="checkbox"/> Environmental Requirements | <input type="checkbox"/> Construction Contract Administration |
| <input type="checkbox"/> Storm Water and Erosion Control | <input type="checkbox"/> Force Account Work |

To register: Check the box beside the classes you would like to attend. Email this form to Kim Johnson at kim.ttap@virginia.edu or call 972-632-7000 or visit www.ttap.enrollware.com.

Name _____ **Phone** _____

Email _____ **Tribe** _____