



## TTAP Project Delivery Classes November 27 - 30, 2018

---

### **NOVEMBER 27 | 8:30 – 12:00 “COST AND SCHEDULE MANAGEMENT”**

Excessive construction periods due to project inefficiencies can frustrate drivers and can extend the possibility of additional hazards driving through work zones. Two of the primary constraints of a project are the schedule and the cost. The focus of this 3.5-hour class will help participants gain information about the importance of scheduling and budgeting a project. Participants will learn techniques to set plan schedules and budgets with key stakeholders. Learners will understand the importance of monitoring and controlling the project performance and why it is imperative to provide continual schedule and budget updates.

### **NOVEMBER 27 | 1:00 – 4:30 “PROJECT COMPLETION AND CLOSEOUT”**

Successfully completing a project involves not only meeting the requirements of the contract and plans, it includes completion of the needed process to receive reimbursements. Individuals responsible for closing a project hold an important responsibility in ensuring the correct procedures are followed. Bad planning or not adhering the needed procedures can cause unnecessary delays for the project contractor or agency. In this 3.5-hour class students will gain knowledge of the project closeout and completion standards. Students will also become aware of the necessary documentation for a successful project closeout and completion.

### **NOVEMBER 28 | 8:30 – 12:00 “ENVIRONMENTAL PERMITS AND LICENSES”**

Meeting the environmental requirements to begin a transportation project demands a knowledge of the needed permits and processes. Individuals responsible for meeting these tasks prior to the construction must have the knowledge, skills, and abilities to document the process and needed permits so projects can meet letting and schedules. In this 3.5-hour class students will gain knowledge of the environmental permits in relation to the NEPA process needed to begin a project and bring it to construction. Students will also become familiar with the language and necessary elements to produce quality environmental documents for a successful outcome.

### **NOVEMBER 28 | 1:00 – 4:30 “CONTRACT MANAGEMENT FOR A&E 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 29 | 8:30 – 12:00 “EMERGENCY RELIEF PROJECTS”**

Various federal programs support tribal governments in times of natural disaster. Funds to restore travel, minimize damage and protect the remaining facilities are available for emergency and permanent repairs to roads and highways. This 3.5-hour class will review options related to submitting, adopting, implementing and funding relief projects. A variety of federal resources will be reviewed including the FHWA’s Emergency Relief for Federally Owned Roads (ERFO) program and Federal Emergency Management Agency (FEMA) tribal resources including Emergency Preparedness grants. The class will address damage assessment, damage survey report checklists and field measurements.

**NOVEMBER 29 | 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.

**NOVEMBER 30 | 8:30 – 12:00 “UTILITY COORDINATION”**

Utility issues are one of the main reasons for delays and scheduling issues of highway projects. Planners and designers must know the proper procedures for coordinating with utilities during the design phase of a project. In this 3.5-hour class students will gain knowledge about working with utilities during the design phase of a project, strategies in successful utility coordination to avoid delays, and safety concerns during utility relocation.

**NOVEMBER 30 | 1:00 – 4:30 “QUALITY ASSURANCE/QUALITY CONTROL”**

A good QA/QC program begins in the early phases of the project from pre-planning to delivery of the final product. While construction inspectors are viewed as the key to a good construction project, all personnel involved in the all phases of the project are expected to provide quality work. In this 3.5-hour class students will gain knowledge of the Quality Assurance/Quality Control Program in a manner that can be applied to all phases from the environmental process to actual construction. Students will also become familiar with the QA/QC process and its importance to a successful outcome.

---

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

- |   |  |
|---|--|
| <input type="checkbox"/> Cost and Schedule Management         | <input type="checkbox"/> Emergency Relief Projects         |
| <input type="checkbox"/> Project Completion and Closeout      | <input type="checkbox"/> Force Account Work                |
| <input type="checkbox"/> Environmental Permits and Licenses   | <input type="checkbox"/> Utility Coordination              |
| <input type="checkbox"/> Contract Management for A&E Services | <input type="checkbox"/> Quality Assurance/Quality Control |

To register: Check beside the classes you would like to attend. Email this form to Marc Shepherd at [marc.ttap@virginia.edu](mailto:marc.ttap@virginia.edu) or call 833-484-9944 or visit [ttap.enrollware.com](http://ttap.enrollware.com).

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Tribe** \_\_\_\_\_