



# Tribal Technical Assistance Program

Midwest Regional Office  
Norman Pointe II Building,  
5600 W. American Boulevard,  
Suite 500, Bloomington, MN, 55437  
Instructor: Diann Wilson  
TTAP Planning and Procurement Expert  
Cost: Free

---

## TTAP PLANNING AND PROCUREMENT CLASSROOM TRAINING NOVEMBER 27 - 30, 2018

### NOVEMBER 27 | 8:30 – 12:00 “DEVELOPING YOUR TRANSPORTATION PLAN”

Developing your Tribal Transportation Improvement Plan (TTIP) can be challenging, especially for low funded Tribes. In this 3.5-hour class, students will receive guidance on basic elements of developing strategies for transportation projects that are eligible for funding within the next 3-5 years. The hands-on activity will include group participation to complete an online FHWA TTIP Template.

### NOVEMBER 27 | 1:00 – 4:30 “LONG RANGE TRANSPORTATION PLAN”

Long Range Transportation Planning (LRTP) is a cooperative, coordinated, communication-driven process by which long and short-range transportation improvement priorities are determined which impact the environment, the economy, land use, social equality and safety. In this 3.5-hour class, students will receive guidance on the basic components of the LRTP which include the plans, programs and process. An “LRTP Jeopardy” competition will challenge the participants’ knowledge of commonly used acronyms and abbreviations, some tribal history, and general knowledge about the planning process.

---

### NOVEMBER 28 | 8:30 – 12:00 “PROJECT PRIORITIZATION”

Project Prioritization strengthens the Tribe’s ability to strategically plan and address tribal transportation needs. In this 3.5-hour class, students will receive guidance on the basic steps of Project Prioritization and practical application of techniques for performing tasks. The formal prioritizing of transportation projects heightens opportunities for funding and partnership. Hands-on activities will include the development of a Project Data Book and a Project Summary Spreadsheet.

### NOVEMBER 28 | 1:00 – 4:30 “CONTRACT SPECIFICATION WRITING”

Contract specification writing consists of careful consistency of requirements throughout a contract and conformity with what is written in other documents. This 3.5 hour class is designed to enable the student to understand specification documentation, writing, and language using individual practical applications that include writing “specifications” for brewing coffee.

---

**NOVEMBER 29 | 8:30 – 12:00 “CONTRACT EXECUTION”**

Contract Execution provides the “Who”, “What”, and “Why” of a transportation project contract while defining the responsibilities and obligations of the Tribe and the contractor. This 3.5-hour class is designed to enable the learner to define the rights of the Tribe and the Contractor with respect to ownership of the project and obligations of each upon termination of the development activities.

**NOVEMBER 29 | 1:00 – 4:30 “EVALUATION AND SELECTION OF CONSULTANTS”**

In this 3.5-hour class, students will receive guidance on the basic process of selecting a consultant and/or contractor. Students will complete this class by reviewing a set of engineer firms (AE Firms) submittals to an agency’s Request for Proposals/Qualifications. After reviewing students will determine the most qualified proposals based upon criteria established. The student/learner will gain knowledge of how to better select a consultant based upon qualifications.

**NOVEMBER 30 | 8:30 – 12:00 “CONTRACT COST NEGOTIATIONS”**

Contract Cost and Negotiation looks at a case study of the most expensive mile of subway track on earth. This review covers nine interesting reasons of how NOT to build a project. This 3.5-hour class is designed to enable learners on ways to begin thinking critically about how to look at contracting challenges for better transportation project planning and design; early and continuous innovations; right-of-way phasing; real-time pricing and accelerated design that may require additional cultural and educational shifts.

**NOVEMBER 30 | 1:00 – 4:30 “DATA USE IN PLANNING”**

Data Use in Planning addresses transportation planning challenges; how emerging transportation data, technologies and application can be integrated with existing systems; and how advanced data and intelligent transportation systems (ITS) can be used to reduce congestion, keep travelers safe, protect the environment, and support economic vitality. In this 3.5-hour class, students will receive insight into current transportation data technology and how it is revolutionizing transportation safety and mobility while reducing costs and environmental impacts.

---

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

- |   |  |
|---|--|
| <input type="checkbox"/> Developing your TIP            | <input type="checkbox"/> Contract Execution              |
| <input type="checkbox"/> Long Range Transportation Plan | <input type="checkbox"/> Consultant Evaluation/Selection |
| <input type="checkbox"/> Project Prioritization         | <input type="checkbox"/> Contract Cost Negotiations      |
| <input type="checkbox"/> Contract Specification Writing | <input type="checkbox"/> Data Use in Planning            |

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

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

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

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

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