



## TTAP Project Delivery Classes December 4-7, 2018

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### **DECEMBER 4 | 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.

### **DECEMBER 4 | 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.

### **DECEMBER 5 | 8:30 – 12:00 “PROCEDURES FOR ROW ACQUISITION”**

This 3.5-hour class addresses various right-of-way acquisition issues. Right-of-Way is crucial for project construction. Without the needed ROW it is impossible to complete any transportation project. Depending on the project, acquiring the needed ROW can be lengthy, costly, complicated. Understanding the ROW acquisition process can help planners structure their schedules allowing for a smooth transition from planning to actual construction. Utilizing the principles and requirements of the ROW process can also save money and avoid long delays in building a highway.

### **DECEMBER 5 | 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.

## **DECEMBER 6 | 8:30 – 12:00 “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.

## **DECEMBER 6 | 1:00 – 4:30 “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.

## **DECEMBER 7 | 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.

## **DECEMBER 7 | 1:00 – 4:30 “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.

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**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"/> Cost and Schedule Management    | <input type="checkbox"/> Contract Management for A&E Services |
| <input type="checkbox"/> Project Completion and Closeout | <input type="checkbox"/> Developing a Statement of Work       |
| <input type="checkbox"/> Procedures for ROW Acquisition  | <input type="checkbox"/> Emergency Relief Projects            |
| <input type="checkbox"/> Force Account Work              | <input type="checkbox"/> Utility Coordination                 |

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

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