



# Tribal Technical Assistance Program

Seminole, OK  
Instructor: Kim Johnson

Cost: **FREE**

## TTAP Project Delivery Training - October 8-11, 2019

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### **OCT 8 | 8:30 - 12:00 “GETTING YOUR PROJECT STARTED”**

Getting your project off the ground can sometimes be challenging when there are so many details involved. In this 3.5-hour class students will learn the appropriate steps to take when starting a project. We will review the basics of project management and how planning, organizing, controlling, and measuring a project is key to success. Students will learn the project life cycle and how each phase of a project leads to the next. Learners will gain an understanding of the role of a project manager and how their leadership has a large impact on team and project success.

### **OCT 8 | 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.

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### **OCT 9 | 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 laws and regulations. Individuals appointed by the tribe to ensure environmental requirements are met must know the process for meeting those requirements. Managers responsible for meeting environmental requirements need to possess the knowledge and skills to maintain the integrity of developing the project 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 federal Highway Administration and the Environmental Protection Agency.

### **OCT 9 | 1:00 - 4:30 “STORM WATER AND EROSION CONTROL”**

The 3.5-hour Storm Water and Erosion Control 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.

**OCT 10 | 8:30 - 12:00 “DEVELOPING AN SOW FOR A&E CONSULTANT CONTRACTS”**

The 3.5-hour class will teach students how to develop a statement of work, which is an essential part of both the contract and project management process. We will review how a basic Statement of Work should include precise work details, schedules, terms, and expected outcomes, and how imperative it is done correctly to prevent any misunderstanding on the job. During the second half of the class, we will cover more advanced concepts. Students will gain information about additional key elements that are required to for writing an effective Statement of Work (SOW) for A&E contracts including contingency tasks, and how developing your project in phases can help maintain a more organized project and have a positive effect on the overall job completion.

**OCT 10 | 1:00 - 4:30 “CONTRACT MGMT FOR A&E AND RELATED SVCS CONTRACTS”**

As projects become more sophisticated and tribal transportation personnel more burdened, the use of consultants to begin and complete projects is become more in demand. 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.

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**OCT 11 | 8:30 - 12:00 “CONSTRUCTION CONTRACT ADMINISTRATION”**

A construction contract administrator is responsible for managing the terms of the building contract between parties. 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. Learners will also become familiar with elements of contract administration including the importance of the pre-bid conferences, post award activities and general contract requirements.

**OCT 11 | 1:00 - 4:30 “FORCE ACCOUNT WORK”**

Highway and road construction can be an expensive and time-consuming process. Rarely does a project begin and end without some issue arising that can change the scope or cost of a project. Often, these changes to the project can be costly and turn a relatively inexpensive project into a major financial problem. When changes do take place in a project, it is important tribal groups examine ways and methods to keep the project from going overbudget. Through the use of Force Accounts, tribes can help reduce costs and complete projects more quickly. In this 3.5-hour class students will have a better understanding of how to use Force Accounts on projects, controlling project costs, and how to deal with issues in a financially responsible way.

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

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Phone \_\_\_\_\_

Email \_\_\_\_\_

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