



Local Public Agency Qualification Program

LPA Project Development & Delivery

3-Day Workshop including all 3 LPA Modules

The LPA Qualification Program was developed and implemented jointly by the Louisiana Department of Transportation and Development (DOTD), the Federal Highway Administration (FHWA) Louisiana Division, and the Louisiana Local Technical Assistance Program (LTAP). The primary goal of the program is to increase the efficiency of project delivery for local transportation projects that utilize state and federal funds by helping local agency personnel understand and implement requirements associated with these programs.

Workshop Schedule

Day 1	Tuesday, June 12, 2018	♦ LPA Qualification Core Training Module	9:00am — 3:30pm
Day 2	Wednesday June 13, 2018	♦ LPA Project Development and Design Process for the LPA Responsible Charge Module	8:00am — 4:00pm
Day 3	Thursday, June 14, 2018	♦ Construction, Engineering, and Inspection Module (CE&I)	8:00am — 4:00pm

Workshop Location:

Baton Rouge
TTEC Building, Auditorium Room 100
4099 Gourrier Street
Baton Rouge, LA 70808

For More Information on Workshops, contact:

- ♦ **Ann Wills** — Director of Local Public Assistance (LPA) Programs, LDOTD ph 225-379-2515, Ann.Wills@LA.GOV
- ♦ **Marie Walsh** — Director of Louisiana LTAP Center, ph 225-767-9184, mbwalsh@ltrc.lsu.edu

Registration: Register online at: http://www.ltrc.lsu.edu/ltap/fr/lpa_3day_17.html.

You may choose to register for Day 1, Day 2, Day 3, or any combination of these days.

Registration Fees: Day 1— No Charge.

Day 2 — \$25 Local Agency Personnel; \$50 All Others; Free to DOTD Employees.

Day 3 — \$25 Local Agency Personnel; \$50 All Others; Free to DOTD Employees.

- ♦ Credit Card payments accepted through online registration:
 Visa, MasterCard, Discover, or American Express
- ♦ No Cash or Checks Please!
- ♦ For registration questions, contact Layne Brown at Layne.Brown@la.gov or 225-767-9721.

Day 1 – LPA Qualification Core Training

June 12, 2018 ▪ 9:00am – 3:30pm ▪ 7 PDHs

Using Federal and State Funds for Transportation Projects on Locally Owned Roads

Required for all project sponsors and their consultants to be qualified to participate in the state and federal programs on future transportation projects.

Key Topic Areas:

- ◆ LPA Project Funding
- ◆ Available Programs
- ◆ Responsible Charge
- ◆ Planning for a Project
- ◆ Entity-State Agreement
- ◆ Working with LDOTD District and Headquarters
- ◆ Project Reporting Requirements

Day 2 – LPA Project Development and Design Process for the LPA Responsible Charge

June 13, 2018 ▪ 8:00am – 4:00pm ▪ 7 PDHs ▪ Lunch Provided

Intended for: local agency personnel who will be serving as the responsible charge on LPA projects; local agency personnel responsible for selecting and managing design engineering or construction inspection consultant services and local agency personnel involved in any aspect of LPA project oversight including plan review and submittal to DOTD. Administrative and financial managers with responsibility for processing engineer and contractor invoices and submittal of reimbursement requests as well as maintaining required documentation should also attend.

This class includes the requirements for design and construction of projects using the Local Public Agency funding programs available through DOTD and FHWA from beginning to closeout. Guidance on getting a construction project from preliminary design to construction letting through construction and closeout will be presented. Specific topics to improve the project process include: procuring design engineers; managing the design process to meet DOTD and FHWA requirements; managing and oversight of the preparation and submittal of Plans, Specifications and Estimates (PSE); understanding the bid and construction process; and oversight of construction, engineering, and inspection will be addressed. In addition, required project documentation, administration, and invoicing and reimbursement will be covered.

Day 3 – Construction, Engineering, and Inspection (CE&I)

June 14, 2018 ▪ 8:00am – 4:00pm ▪ 7 PDHs ▪ Lunch provided

Construction Contract Administration for Local Public Agency Administered Federal Aid Transportation Projects

Intended for LPA Construction Project Personnel, engineers who serve as the LPA Project Engineer (PE), and the Responsible Charge.

Key Topic Areas:

- ◆ Construction Administration Overview
- ◆ Disadvantaged Business Enterprise (DBE)/ Small Business Enterprise (SBE) Programs
- ◆ Materials and Testing
- ◆ Contract Administration for Work Zone Safety
- ◆ Site Manager
- ◆ Partial Estimates for Payment
- ◆ Construction Project Closeout Procedures