



# 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

<b>Tuesday, November 5, 2019</b>	<b>♦ LPA Qualification Core Training Module</b>	<b>8:00am – 3:30pm</b>
<b>Wednesday, November 6, 2019</b>	<b>♦ LPA Project Development and Design Process for the LPA Responsible Charge Module</b>	<b>8:00am – 4:00pm</b>
<b>Thursday, November 7, 2019</b>	<b>♦ Construction, Engineering, and Inspection Module ( CE&amp;I )</b>	<b>8:00am – 4:00pm</b>

### Workshop Location:

#### Alexandria

Rapides Area Planning Commission  
803 Johnston St  
Alexandria, LA 71301

### For More Information on Workshops, contact:

- ♦ **Tanya Moore** – Director of Local Public Assistance Programs, LADOTD ph 225-379-2515, [Tanya.Moore@la.gov](mailto:Tanya.Moore@la.gov)
- ♦ **Steven Strength** – Program Manager, Louisiana LTAP Center, ph 225-767-9718, [Steve.Strength@LA.GOV](mailto:Steve.Strength@LA.GOV)

**Registration:** Register online at: <https://registration.ltrc.lsu.edu/login>.

**Registration Fees:** Core Module – No Charge.

LPA Responsible Charge Module and CE&I Module—\$25 Local Agency Personnel; \$50 All Others; Free to DOTD Employees.

- ♦ Credit Card payments accepted through online registration: Visa, Mastercard, Discover, or AmEx
- ♦ No Cash Please! Make Checks payable to “LOUISIANA STATE UNIVERSITY”
- ♦ For registration questions, contact Courtney Dupre at [Courtney.Dupre@la.gov](mailto:Courtney.Dupre@la.gov) or 225-767-9717.

♦ **72 hours advanced notice of cancellation required, otherwise your registration fees will be forfeited.**

## LPA Qualification Core Training

November 5, 2019 ▪ 8:00am – 3:30pm ▪ 6 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

## LPA Project Development and Design Process for the LPA Responsible Charge

November 6, 2019 ▪ 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.

## Construction, Engineering, and Inspection (CE&I)

November 7, 2019 ▪ 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