

Bureau of Planning & Community Assistance

AGENDA (Day 1 of 2)

- 9:30 – 10:00 **Welcome (C.R. Willeke)**
- Introductions
 - Programs
 - Why we are here
 - Focus Areas
 - Requirements
 - Objectives
- 10:00 – 10:45 **Project Administration (Marlon Austin)**
- Project Agreement
 - Scoping Meeting
 - Schedule
 - Project Phases
 - Progress Reports
 - Reimbursements and Single Audits
 - Project Closeout
- 10:45 – 10:55 **Break**
- 10:55 – 11:25 **Consultant Selection (Nick Sanders)**
- Qualification Based Selection (QBS)
 - Scope and Fee
- 11:25 – Noon **Engineering Study (Tom Jameson)**
- Existing Conditions
 - Local Concerns Meeting
 - Purpose & Need Statement
 - Design Criteria
 - Alternatives & Costs
 - Proposed Action
 - Public Informational Meeting
- Noon – 1:00 **Lunch (1 hour – not provided)**
- 1:00 – 2:15 **Preliminary Design (Sally Gunn)**
- Environmental Study & Classification
 - MS-4 & LRS
 - Utility Coordination
 - Proposed Action Refinement
 - Design Exceptions
 - Traffic Control Committee
 - Public Hearings
- 2:15 pm **End Day #1**

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AGENDA (Day 2 of 2)

- 9:30 – 10:30 **Final Design / PS&E (Tony Puntin)**
- Right-of-Way Acquisition
 - Federal Compliance Training Requirement
 - Construction Engineering Services
 - Public Interest Findings
 - Develop Final Design
 - PS&E with Certifications (ROW, Utility, RR, OFC)
- 10:30 – 10:40 **Break**
- 10:40 – 11:30 **Bidding / OIG (Julie Avenant)**
- Advertising
 - Pre-Qualification
 - Bid Opening
 - Bid Analysis
 - Bid Award
 - OIG – Office of Inspector General
- 11:30 – 12:30 **Lunch (1 hour – not provided)**
- 12:30 – 1:20 **Construction Part 1 (Leah Savage)**
- Preconstruction Meeting
 - Schedule
 - Oversight & Inspection
 - Project Records
 - Construction Reimbursement
- 1:20 – 1:30 **Break**
- 1:30 – 2:00 **Construction Part 2 (Kevin Russell)**
- Change Orders
 - Quality Assurance Testing
 - Final Inspection
 - Traffic Control
- 2:00 – 2:15 **Closing Remarks/Evaluations (C.R. Willeke)**