



Durham - Chapel Hill - Carrboro
Metropolitan Planning Organization Technical Committee
July 27, 2016

Option 1:

One-Day Training for Locally Managed Federal Projects: 8:30AM – 4:30PM

1. Introductions, Sign-in, Groups
2. Locally Managed Projects Overview (8:40AM-9:45AM)
 - i) How are projects funded?
 - (1) TIP/STIP Processes
 - (2) CMAQ Process
 - (3) Local funds
 - ii) Guidance and Impacts of Super Circulars
 - iii) Timelines/Schedules
 - iv) Project Cost Estimating
 - v) Project Cost Thresholds
 - vi) Project Prioritization (local, MPO, SPOT processes)
 - vii) My project was funded, now what?
 - viii) Local or state project management roles and responsibilities
3. Break (9:45AM – 10:00AM)
4. Project Implementation (10:00AM – 12:30PM)
 - i) MPO On-Call Contract Process/Opportunity
 - i) Local Program Management Unit
 - ii) NEPA/Environmental Documentation
 - iii) Design: Major/Minor Projects
 - iv) Design: Contract proposals
 - v) Bid Proposal Document Preparation
 - vi) Right of Way Acquisition
 - vii) Procurement / Award Concurrence
 - viii) Construction Oversight
 - ix) Fiscal & Reporting / Reimbursement procedures
5. Lunch Break (12:30PM)
6. Workshop (1:45PM – end)

Groups will consider local example projects. With example projects, each group will manage a project through all (abbreviated) phases of project from inception to ribbon cutting. Sample documents will be provided as guides and to expedite each phase of the workshop.