LTAP
Local Technical
Assistance Program

WSDOT's Highways & Local Programs and LTAP Center present:

Local Agency Guidelines (LAG) Training Conference

The following information was presented in sessions around the state in a one-day or a one-and-a half-day format in 2007/2008. It has not been determined what the format will be for the 2008/2009 season. This training replaces the "Construction Documentation" course that was presented for many years.

This training is free.

Target Audience
Local agency and consultant contract administration personnel.

Course Description
The following courses will be presented in one hour and 45 minute sessions. The courses were selected based on information gathered during WSDOT/FHWA statewide reviews throughout 2006 and 2007. The specific sessions target subjects that require clarification or more training. We intend to improve understanding of the individual subjects offered. Instructors from Office of Equal Opportunity, Consultant Liaison Office, and Highways and Local Programs Division will present seven different courses and answer questions about the various programs.

- **DBE/Training/EEO:** Interviews, Commercially Useful Functions, Training Plan, Reporting, Good Faith Effort, Administrative Reconsideration.
- **Title VI:** Title VI Plan, Reporting ADA issues.
- **Managing Consultant Contracts:** Supplements, negotiations, costs.
- **Your Files and Project Reviews**: File Set-up, Project Management Review, Project Closure, Backup Documents for billing, what should be in a Change Order File, what a consultant file should contain, Force Account, and Materials files.
- **Materials Test Reports and Your Project:** How to evaluate test reports, what to use them for and how to manage failing material.
- **Materials Acceptance and Approval**: Record of Materials, Specifications, Product Evaluation, Quality Analysis.
- **Pay Notes and Billing Reviews:** What will be checked during a billing review and how to build a proper documentation package for each type of payment (Per C.Y., Per L.F., Per Acre, Lump Sum, etc.)

WSDOT Instructors
Consultant Liaison Office – Karlene Loranz
Office of Equal Opportunity – Jim Medina
Region Local Programs – Jodi DeLay, Region Staff
Highways & Local Programs – Dave Mounts and Ruth McIntyre

Questions? Contact Judy McDonald at (360) 705-7355 or McdonJT@wsdot.wa.gov

Washington State
Department of Transportation