

LTAP

Local Technical
Assistance
Program

WSDOT's Highways & Local Programs LTAP Center presents:

Construction Documentation

Documentation of Road Construction Projects with FHWA Funding

February 9, 2012 (Class #2057CN)
Vancouver

WSDOT SW Region Headquarters, Room 124
11018 NE 51st Circle, Vancouver, WA 98682
360-905-2000*

February 15, 2012 (Class #2065CN)
Tacoma

Pierce County Mall Plaza Building Conference Room
2702 South 42nd St, Tacoma, WA 98409
253-798-7172*

February 28, 2012 (Class #2058CN)
Everett

Best Western Cascadia Inn, Alpine Lakes Room
2800 Pacific Avenue, Everett, WA 98201
425-258-4141*

March 8, 2012 (Class #2059CN)
Seattle

WSDOT NWR Materials Lab Training Room
6431 Corson Avenue South, Seattle, WA 98108
206-768-5901*

March 15, 2012 (Class #2060CN)
Tumwater

WSDOT MLO Gold Conference Room
1655 S. 2nd Avenue SW, Tumwater, WA 98512
360-709-5501*

March 22, 2012 (Class #2061CN)
Spokane

WSDOT Eastern Region HQ, Spokane E/W Room
2714 N. Mayfair Street, Spokane, WA 99207
509-324-6000*

April 10, 2012 (Class #2062CN)
Moses Lake

Best Western Lake Front Hotel, Sage Room
3000 Marina Drive, Moses Lake, WA 98837
509-765-9211*

April 12, 2012 (Class #2063CN)
Yakima

Clarion Hotel, Selah Conference Room
1507 N. First Street, Yakima WA 98901
509-248-7850*

April 18, 2012 (Class #2064CN)
Port Orchard

Givens Community Center, Olympic Room
1026 Sidney Ave, Port Orchard WA 98366
360-337-5777*

(*The phone numbers at the above training facilities can be used in case of emergency to contact a student in the class.)

Time: 8:00 a.m. to 5:00 p.m.

Class Size: 30

Cost: \$100 Consultants; Free to WSDOT and Local Agencies

Target Audience: Field inspectors and office staff.

Instructor: Dan Cotton, WSDOT SW Region Assistant Local Programs Engineer



Washington State
Department of Transportation

Description and Objectives

This course covers the three phases of contract documentation of public works projects with FHWA funding: pre-contract, contract, and post-contract. The class covers required contractor documentation as well as the documentation responsibilities of the contract administration team. The class focus is on the interaction between field and office documentation that will improve each participant's ability to "tell the story" of a construction project.

On completion of this course, participants will have a working knowledge of:

- Required documentation that will be submitted by the contractor,
- Required documentation for acceptance of contract materials,
- Daily inspector's documentation of the contract work,
- Source documentation for the monthly progress payment to the contractor,
- Project management review requirements.

Local Programs Engineers from WSDOT regions will be on hand at each class to answer questions from their agencies.

Class Materials Needed

Construction Training Guide for Local Agencies M3075.01, updated January 2012. Please bring a copy of the current guide with you to class. Here's the link to the training guide:

<http://www.wsdot.wa.gov/NR/rdonlyres/FA224595-83C8-4AE1-BBFB-EAC553DF34F5/0/CTGuide.pdf>

Registration

Please register on-line, key this web address into your browser:

<http://eefmapps.wsdot.wa.gov/fmi/xsl/LTAPTraining/default.xsl>

Fill in the requested information, select your class from the list, then press "Submit." You will receive an e-mail notification with driving directions to the training site when we process your request. If you do not receive this e-mail notification within a day or two, you may not be registered and should contact us by phone.

Please do not prepay, an invoice will be mailed to you after the class. Confirmation letters are mailed two - three weeks prior to the class. If you are unable to attend, someone else from your agency may attend in your place.

Consultants: Please do not prepay, an invoice will be mailed to you after the class for the \$100 registration fee.

Questions

For questions about course content, contact Dan Cotton at CottonD@wsdot.wa.gov or 360-905-2217.

For other questions on this training, for registration assistance, or for cancellations contact Judy McDonald at (360) 705-7809 or McdonJT@wsdot.wa.gov

Disability accommodations provided upon request.

Visit the
Washington State LTAP Center's Web Page:
<http://www.wsdot.wa.gov/localprograms/ltap/>