

**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
  - Reimbursement Requests and Project Closeout
  - Audit Reports and Project Repayment
- 10:45 – 10:55 **Break**
- 10:55 – 11:25 **Consultant Selection (Marlon Austin)**
- 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 (C.R. Willeke)**
- 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 (Kevin Russell)**
- 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 (C.R. Willeke)**
- 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)**