

DATE & LOCATION

Thursday, April 28
Augusta Civic Center

76 Community Drive
Augusta, Maine 04330

From the South:
Off I-95 Exit 112A

From the North:
Off I-95 Exit 112

QUESTIONS? CALL:

The Multimodal Program at (207) 624-3508
or email Michael.Laberge@maine.gov

All registrations and fees must be
received by **4 p.m. Monday, April 25!**

Spring 2016 Certification

For
Locally Administered Projects

- 7:30 Registration
- 8:00 Overview
- Consultant Selection
- Project Development
- Environmental Review
- Right of Way Process
- Working with Utilities
- 11:45 Lunch
- 12:30 Civil rights
- Davis - Bacon Act
- Construction Administration
- 4:30 Adjourn



MaineDOT

LOCAL PROJECT ADMINISTRATION CERTIFICATION

REGISTRATION FORM (please duplicate if necessary)

Please return this form and payment by mail to:

Municipality/Firm: _____

MULTIMODAL PROGRAM
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016

Name & Title _____ Phone # _____

1. _____

2. _____

ATTN: TAMMARA ROBERTS

Email: 1. _____

2. _____

REGISTRATION FEE:
\$40 per person - includes handouts and lunch.
Payment should accompany registration.

Make checks payable to:

TREASURER, STATE OF MAINE

Questions?

E-mail: Michael.Laberge@maine.gov

Spring 2016

Certification Training

Local Project Administration certification is **REQUIRED** for cities and towns to manage projects granted federal money from MaineDOT. This applies to projects funded through the Quality Community Program or a Metropolitan Planning Organization.

Certification is **recommended** for consultants assisting cities and towns with locally administered projects through MaineDOT.

LPA Certifications
EXPIRE after **FOUR (4)** years

Visit the MaineDOT website to check your certification status.

<http://www.maine.gov/mdot/lpa/ccm/>



WHO SHOULD ATTEND?

- * Town/City Managers
- * Public Works Directors
- * Road Commissioners
- * Town/City Engineers
- * Consultant Engineers

If you are interested in managing improvements funded by MaineDOT - such as highway work, sidewalks and trails, and waterfront projects - please consider this training opportunity.

WHAT WILL BE COVERED?

- * This training will introduce participants to the many requirements for developing public works projects granted funding through MaineDOT, such as:
 - Hiring engineering consultants;
 - Designing projects to MaineDOT's standards;
 - Setting a realistic schedule;
 - Meeting environmental regulations;
 - Acquiring right-of-way;
 - Working with utilities;
 - Putting projects out to bid;
 - Complying with federal civil rights and labor laws;
 - Managing the construction portion of a project once a contractor is hired - otherwise known as "construction administration."
- * Successful completion of the program will provide the certification necessary to manage these projects at the local level, with MaineDOT oversight.