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AUGUSTA, ME

Maine Department of Transportation  
Bureau of Project Development  
Multimodal Program  
16 State House Station  
Augusta, Maine 04333-0016  
**ATTN: Dede Gilbert**

Return Service Requested

# 2010

## Local Project Administration

### Certification Course

LPA Certification is a **REQUIREMENT** for city/town officials and municipal engineers to locally administer (develop, design, and construct) MaineDOT projects.

Recommended for consultant engineers assisting municipalities in the development, design and construction of a MaineDOT project.

LAP Certifications  
**EXPIRE** after **FIVE (5)** years.

Please see MaineDOT LAP Website to check your Certification status.

<http://www.maine.gov/mdot/lap/lpa.php>

Sponsored by:

**Maine Department of Transportation**



### WHO SHOULD ATTEND

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

If you are interested in the local administration of a MaineDOT project (Highway Overlays & Reconstruction, Transportation Enhancement, Safe Routes to School, Federal Earmarks, etc.) this course is for you!

### WHAT WILL BE COVERED

The course will overview the process to administer and develop a Federally Funded MaineDOT Project and provide the Certification required to locally administer these projects in the future.

Some Advantages to Local Projects Administration are:

- \* Ability to coordinate MaineDOT projects with Local Initiatives (sewer and water projects, etc.)

- \* Begin the project now (not wait until the project gets into the MaineDOT development pipeline)

- \* Use local forces (engineering staff, force account) to develop the project

- \* Fully ensure that all local needs are addressed.

## WORKSHOP LOCATION

**April 27 (Tuesday) WATERVILLE**  
Waterville Elks  
76 Industrial Street  
[www.watervilleelksbanquetcenter.com](http://www.watervilleelksbanquetcenter.com)

**April 29 (Thursday) PORTLAND**  
Holiday Inn West  
81 Riverside Street  
[www.portlandholidayinn.com](http://www.portlandholidayinn.com)

**TO CHECK AVAILABILITY CALL**  
Dede Gilbert at (207) 624-3400. FMI  
CALL the Multimodal Program @ (207)  
624-3420, or email [fred.hutchinson@maine.gov](mailto:fred.hutchinson@maine.gov). If you prefer, mail in the  
attached registration form, but remember  
all registrations (fees) must be received  
at least **FIVE WORKING DAYS** before  
the course.

## 2010 PROGRAM

- 7:45 Registration
- 8:00 Welcome and Introduction
- Consultant Selection
- Environmental Process
- Break
- Right of Way Process
- DBE/OJT/ADA Requirements
- 11:45 Lunch
- 12:30 Scenarios/Questions
- Utility Process
- Break
- Bid Package/Advertising/Award
- Construction Administration
- Project Completion
- Questions
- 4:00 Adjourn

## LOCAL PROJECT ADMINISTRATION CERTIFICATION

**REGISTRATION FORM (please duplicate if necessary)**

Please return this form and payment by mail at least  
**FIVE WORKING DAYS** before the requested training  
date to:

Municipality/Firm: _____	_____
Name _____	Title _____
1. _____	Phone # _____
2. _____	_____
3. _____	_____
4. _____	_____

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

**ATTN: DEDE GILBERT**

**REGISTRATION FEE: \$50** for training - includes  
all handouts and lunch. Payment should accompany  
registration.

Please **circle** which class:

Waterville      Portland

Make checks payable to:  
**TREASURER, STATE OF MAINE**