

2024 RURAL & TRIBAL TRANSIT CAPITAL PROJECTS TRAINING WORKSHOP

TRAINING DETAILS

DATE: Monday, April 22 - Wednesday, April 24, 2024

TIME: 7:30 AM-4:30 PM, DAILY (Breakfast 7:30-8:30 AM and buffet lunch 12:00-1:00 PM)

COST: \$250

MEALS TO BE PROVIDED: All-day beverage station, continental breakfast & buffet lunch. Dinner on your own.

INSTRUCTORS: Michia Casebier, M.G. Tech-Writing, LLC; Steven Matthews, The Akana Group; and Todd Macalady, SWTTAP

LOCATION/ROOM BLOCK: Davenport Grand Hotel, 333 West Spokane Falls Blvd, Spokane, WA 99201 (Limited room block at GSA per diem rate of \$127/night: "[National RTAP Rural & Tribal Transit Training - Capital Projects](#)")

COMPLIMENTARY LUNCH DEADLINE: April 12, 2024 (*lunch provided daily to those who register by deadline*)

REGISTER: <https://tinyurl.com/42r6cm8t>

DESCRIPTION

Relying heavily on the *FTA Construction Project Management Handbook*, this workshop offers guidance to those who are taking on sizable construction projects despite limited prior experience. Attendees will be introduced to transit capital development/ construction project management principles through all phases of project development (e.g., project initiation and scoping, NEPA, project funding, solicitation writing, construction, commissioning, and closeout), and will learn how to: administer their projects via in-house staff or consultant contractors, complete projects on time and within budget, and comply with FTA requirements, etc.

SCHEDULE

DAY ONE - MONDAY, APRIL 22, 2024

8:30 - 10:00 AM - Module 1 - Project Initiation & Scoping + NEPA

10:00 - 10:30 AM - BREAK

10:30 AM - Noon - Module 2 - Project Funding

Noon - 1:00 PM - LUNCH

1:00 - 2:30 PM - Module 3 - Capital Improvement Program Planning

2:30 - 3:00 PM - BREAK

3:00 - 4:30 PM - Roundtable Discussion & Build a Tower Activity

DAY TWO - TUESDAY, APRIL 23, 2024

8:30 - 10:00 AM - Module 4 - Project Management Plans

10:00 - 10:30 AM - BREAK

10:30 AM - Noon - Module 5 - Project Delivery Methods

Noon - 1:00 PM - LUNCH

1:00 - 2:30 PM - Module 6 - Solicitation Writing

2:30 - 3:00 PM - BREAK

3:00 - 4:30 PM - Module 7 - Construction Project Management

DAY THREE - WEDNESDAY, APRIL 24, 2024

8:30 - 12:00 PM - National RTAP Resources and Roundtable Discussion

Questions? Contact Neil Rodriguez, Tribal Transit Program Manager, at nrodriguez@nationalrtap.org. Additional information available at