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**Local Project Administration (LAP) Certification Course Brochure,  
2009**

Maine Department of Transportation

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AUGUSTA, ME

Multimodal Program  
Maine Department of Transportation  
Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
**ATTN: Diane Chase**

Return Service Requested

# 2009 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.

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 28 (Tuesday) WATERVILLE**  
Waterville Elks  
76 Industrial Street  
[www.maineelks.org/waterville.html](http://www.maineelks.org/waterville.html)

**April 30 (Thursday) PORTLAND**  
Holiday Inn West  
81 Riverside Street  
[www.portlandholidayinn.com](http://www.portlandholidayinn.com)

### TO CHECK AVAILABILITY CALL

Diane Chase at (207) 624-3420 or email [diane.chase@maine.gov](mailto:diane.chase@maine.gov). FMI CALL the Multimodal Program @ (207) 624-3420, or email [paul.pottle@maine.gov](mailto:paul.pottle@maine.gov). If you prefer, mail in attached registration form, but remember all registrations (fees) must be received at least **THREE DAYS** before the course.

## 2009 PROGRAM

- 7:45 Registration (Coffee & donuts)
- 8:00 Welcome and Introduction
- 9:15 Consultant Selection
- 10:00 Break
- 10:15 Right of Way Process
- 11:00 Environmental Process
- 11:30 Utility Process
- 12:00 Lunch
- 12:45 Questions
- 1:15 DBE/OJT/ADA
- 2:00 Break
- 2:15 Bid Package/Advertise/Award
- 2:45 Construction Administration
- 3:15 Project Completion
- 3:30 Quiz/Questions
- 4:00 Adjourn

## LOCAL PROJECT ADMINISTRATION CERTIFICATION

### REGISTRATION FORM (please duplicate if necessary)

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

Municipality/Firm: \_\_\_\_\_

Name

Title

Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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

**ATTN: Diane Chase**

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

Make checks payable to:  
**Treasurer, State of Maine**

Please **circle** which class:

Waterville

Portland