

**Urban Construction Initiative Annual Meeting**  
**City of Hampton (Hampton Roads Convention Center)**  
**July 27<sup>th</sup> and 28<sup>th</sup>, 2011**

**DAY 1 – July 27<sup>th</sup>**

1. 8:30 a.m. -4:30 p.m.: Training Session

**Contract Administration Core Curriculum Course**

***DESCRIPTION:***

This course is designed to discuss contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts. Discussions will include those contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; and their applicability to construction contracts.

***OUTCOMES:***

Upon completion of the course, participants will be able to:

- Locate and interpret policy, procedures and directives that affect construction contract provisions and contracting procedures
- Research FHWA policy via statutes, regulations, and directives in a systematic manner, using the web and other resources
- List the 5 financial steps involved after contract award through State reimbursement from the US Treasury (Reimbursable program)
- Interpret the 13 provisions of form FHWA-1273 ̸ "Required Contract Provisions for Federal-aid Construction Projects"
- Explain how State and Local Procedures can coexist with Federal procedures while maintaining Federal aid eligibility
- Be able to interpret the State's oversight agreement
- Use fraud indicators to detect the possibility of fraud and refer any matters involving fraud, bribery, kickbacks, gratuities, etc. to the USDOT/OIG

2. 5:30 p.m. - 6:30 p.m.: Happy Hour/Social

3. 6:30 p.m. - 8:00 p.m.: Group Dinner

## **DAY 2- July 28<sup>th</sup>**

4. 6:30 a.m. - 7:30 a.m.: Group Run (Optional)
5. 8:15 a.m. - 9:45 a.m.: "LAD Hours" for District/Local Staff  
(Please contact Todd Halacy if you would like to schedule a time between 8:15am-9:45am to meet one on one with LAD staff to discuss any LAD programs or processes)
6. 10:00 a.m. - 3:30 p.m.: UCI Annual Meeting

### **UCI Annual Meeting Agenda Outline**

- I.** Welcome and Introductions – Jennifer DeBruhl, VDOT
- II.** Business Items
  - A. VDOT Update – Mike Estes, VDOT
  - B. UCI Certification Update – Phil Pullen VA Beach, Todd Halacy VDOT
  - C. 2011 Satisfaction Survey – Drew Williams, Harrisonburg
  - D. UCI Workgroup Update – David Jarman, VA Beach
  - E. Program Performance and Path Forward for UCI – Jennifer DeBruhl
- III.** Lunch/ Networking
- IV.** Technical Items
  - A. Every Day Counts Initiative – Iris Rodriguez, FHWA
  - B. N. Main Street Project – Brandon Steele, Blacksburg
  - C. Erickson/ Stone Spring Project – Julie Hartman, Harrisonburg
  - D. VDOT Tier I/ Tier II Project Delivery – Sam Hayes, VDOT
  - E. Newport News Best Practice (**FHWA NRT review**)– Jeff Everton, NN
- V.** General Discussion/Issues/Next Meeting Topic – Todd Halacy
- VI.** Wrap Up / Close – Todd Halacy

*Next Tri-Annual Meeting: November 17th, 2011*