**Construction Contract Administration Workshop – March 11-13, 2025**

**Sheraton Greensboro**

**General Theme – Assessing the Risks**

**Day 1 Tuesday March 11, 2025**

1:00- 3:00 General Session

* 1:00 – 1:30 Welcome – **COO Peoples, Troy Brooks**
* 1:30 – 2:00 Introduction to the RE Guide/Overview/Explain Groupings – **Troy/Skeens**
  + RE Basics
    - Construction project management
    - Staffing
    - Resources
    - Development
  + Preconstruction
  + Physical Construction
  + Project Closeout
* 2:00 - 3:00 Emergency Storm Response. Overview of events/projects underway/staffing. Resources needed/funding:
  + General update (10mins) **Brian Skeens**
    - Recognition of boots on the ground
    - Funding and current efforts (status update)
  + Means and Methods (15mins) **Aaron** **Earwood**:
    - Temp Bridge Solutions WNC
    - Div 3 active construction project
  + Initial Response (Construction Perspective) (35mins)- Panel- **Nathan Moneyham, Josh Deyton and Ivan Dishman**
    - Sharing pictures and talking through what the experience was like.
    - Identifying sites
    - Contractor Resources tailgate bidding- transitioning to perm repairs
    - Contracting methods (IDIQ)
    - Challenges/lessons learned

3:00- 3:30 Break (gathering of groups)

* Signage for groups table #’s to be done ahead of the workshop

3:30 – 4:45 General Session

* 3:30-3:45 Alternative Delivery 101– (**Boyd Tharrington**) – Discuss differences/benefits/current use of each method.
* 3:45-4:45 Panel Discussion Lightening Round – Design Build, CMGC, and Progressive Design Build, - Panel to include: Div 2, Div 5/6/7, Div 14, - Jordan Scott, Robby Hoffman (CEI), Nathan Tanner, Chris Brown (HNTB) Moderator: Boyd

4:45 Provide Group Exercise – Overview Presentation

* + PowerPoint with guidance on completing the assignment and expectation.
    - Robby/Liam to provide brief PowerPoint overview
  + Group introductions
* Make sure to include in invitation that attendees should plan on staying later to meet with groups and attend reception. Local attendees need to make sure they arrange for time to meet.

5:30 Networking Reception

**Day 2 Wednesday March 12, 2025**

7:00-8:00 Breakfast

8:00-8:30 Working together in groups to complete exercise

8:30-8:45 Bid Opening – Moderator- Liam/Shannon/Robby and winning team representative. Kahoot’s for the group

8:45 – 9:30 Discussion of Bids. Panel Discussions, Forest Dungan, Stephen Daniel, Brad Johnson, Daniel Waugh.

9:30- 9:45 Break

9:45– 11:00 Break Outs

11:00-11:30 Networking

11:30 -12:45 Lunch

12:45 – 2:00 Break Outs

2:15-2:30 Break

2:30-3:45 Break Outs

3:45-4:00 Break

4:00-5:15 Break Outs

**Day 3 Thursday March 13, 2025**

7:00-8:00 Breakfast

8:00-9:00 General Session (Michelle)

~~FHWA – Brad Hibbs/Yolanda (15 – 20 minutes)~~

OCR – Kimberly Pellom-Fennell (15 minutes)

Utilities – Keith Garry (15 minutes)

Roadside Environmental - Ben DeWitt and/or Jeremy Goodwin (15 minutes)

IT / Electronic Content Management Team

9:00 – 9:45 Team Competition – Construction Trivia – Aaron Earwood (Wiley Jones will be “Ken Jennings”)

Troy to work on some “prizes” for winning team.

Michelle suggested “JeopardyLabs.com” to check out.

9:45 – 10:15 Break

10:15 – 11:30 General Session – Project Spotlights (5 Projects, 15 minutes a piece) - Earwood will be Moderator

1. Division 1 - Alligator River – Test Pile Program – Tom Santee or Nick
2. Division 4 - Broadband Fiber –Jennifer Portanova and Alex Stewart – Statewide
3. NCTA/Division 5 – NC 540 – Ron McCollum
4. Division 13 – Green River Bridge / I-26 – Tyler Rogers
5. Division of Aviation – Jason Schronce - What they were able to do for Helene and what they plan to do for future events.

11:30 – 12:00 Closing and go forth statement – Troy and Lamar

Breakouts

* Contract Administration (Michelle, Daniel, Leila, Hayes)
  + Certified Payrolls
  + CUF Reviews
  + SAF’s
  + Wage Rate Interviews
  + Prompt Pay
  + Managing Contract Changes (Claims, SA’s)
  + Liquidated Damages
  + Project Progress
  + CEI
  + DBE Payment Tracking
* Roadway (Liam, Biggerstaff, Edwards, Kiser, Candela)
  + Digital Delivery
  + WZTC – Managing the Work Zone (RE Responsibilities)
  + Roadway Bulletin Topics?
  + Utilities
  + RR Flagging
  + State of Resurfacing Program
* Structures (Earwood, Hall, Griffith, Cheaves, Rogers)
  + - Temporary Detour Structures (inspection)
    - Bridge Demolition
    - Acceptance of New Structures
    - Vertical Clearance
    - ~~Structure Layout~~
    - Superstructure Construction Build Ups and Dry Run etc
    - Submittal Tracking and Coordination
    - Low Concrete Break Procedure
* Project Closeout (Skeens, Casey, Powell, Fine, Partin, VMU, M&T)
  + Final Inspection/Punchlist
    - Communication throughout the life of the project. (we have a presentation for this topic)
  + Final Estimate Processing
    - Material Certification (CBOM through life of project)
    - As Builts
    - Final Documents
    - Sharepoint Documentation
  + Closeout Conference
  + Post Construction Assessments