



## Local Government Project Procedures Training Information

### Training Summary

TxDOT's LGPP Qualification Program is implemented by attendance at a 12-hour training and qualification class. The class provides an introduction to TxDOT's Local Government Project Procedures (LGPP). Participants who successfully complete the class will receive a certificate as proof of qualification.

The class is structured on lecture and practical use of resources. Participants are encouraged to actively participate and interact with the instructor and the rest of the class by sharing experiences and asking questions related to the topics being discussed. Four broad topic areas are covered as follows:

1. Introduction to and concept of the Qualification Program – 2 hours
  - a. TxDOT organization
  - b. Development and use of the LGPP
  - c. Statutes and regulations
  - d. Roles and responsibilities of TxDOT and Local Government
2. Miscellaneous topics not directly related to design and construction – 1½ hours
  - a. Funding agreements
  - b. Planning and programming
  - c. Environmental affairs
  - d. Right-of-way and utilities
  - e. Buildings and other non-highway facilities
  - f. Maintenance
  - g. Data submittal
3. Design, Traffic Operations, and Bridges – 1½ hours
  - a. Consultant selection
  - b. ADA
  - c. Geometric design criteria
  - d. Specifications
  - e. Texas Manual on Uniform Traffic Control Devices
  - f. Bridge design
4. Bid document preparation – 5 hours
  - a. Sampling of what to consider in putting bid documents together to address state and federal statutory requirements. Topics covered include:
    - i. Buy America
    - ii. Change orders and claims
    - iii. Disadvantaged Business Enterprise
    - iv. Use of local materials and labor
    - v. Responsive bid / responsible bidder definitions
    - vi. Davis-Bacon



- b. Participants are divided into groups and asked to consider the project they are currently working on.  
Using the resources in the LGPP, does their project's bid documents adequately address a sampling of required topics? This exercise introduces the participants to the type of activities they must perform in real-life situations.
5. Bid opening, award, and contract execution – 1 hour
  - a. Addenda
  - b. Advertising for bids
  - c. Bid opening process
  - d. Documents needed for contract award
6. Construction contract administration – 1 hour
  - a. Inspection
  - b. Materials testing and quality assurance
  - c. Specification compliance
  - d. Supervision and staffing

The goal of the class is to make participants aware of the statutes and regulations to be addressed and to lead them to the available resources, primarily through the internet. The class is not intended to develop expertise in any one topic.