ACEC of Maine/Maine Department of Transportation
Construction Documentation Training for Consultants

Thursday, March 3, 2016, 7:30 a.m. - 4:30 p.m.
Seasons Event and Conference Center, 155 River Street, Portland

*** Working Agenda ***

7:30 – 8:00  Registration and Refreshments

8:00 – 8:45  Introduction
- Purpose of Documentation
- Roles and Responsibilities
- Safety

8:45 – 9:00  Break

9:00 – 10:00  Civil Rights
- OJT – Gigi Ottmann-Deeves
- DBE – Sherry Tompkins
- Payrolls – Sherry Tompkins
- Elations – Sonya Everett

10:00 – 10:15  Break

10:15 – 11:30  Construction Support - Guy Berthiaume
- E-Construction
- Field Manager

11:30 – 12:30  Lunch

12:30 – 2:00  Construction Documentation - Lenny Lidback
- Inspection
- Diaries
- Contract Mod’s
- Cross referencing quantities
- Automated Machine Control

2:00 – 2:15  Break

2:15 – 4:00  Closeout Process – Roxane Cleaves and Norma Gilman
- Contacts
- Forms and references
- Tools from construction support
- Record keeping manual
- What documents are included?
- When does the process start?
- Who gets documentation?

4:00 – 4:30  Issues from 2015/Parking Lot Questions

Thank you to our sponsors!