



# STEPS TO SUCCESS:

## BRINGING A ROAD CONSTRUCTION PROJECT TO FRUITION

This presentation will guide the listener through the process of taking a federally funded Tribal Transportation Project from an idea through construction.

## FINISHED PROJECTS – MCN EUFAULA WALKING TRAIL



These slides show what everyone is looking for when they have an idea for a project. These are examples of projects that were completed utilizing Tribal Transportation funding. I want to thank the Muscogee (Creek) Nation and the Citizen Potawatomi Nation for allowing us to use their projects as examples for this presentation. This project completed by the Muscogee (Creek) Nation is a new walking trail constructed along the shore of Lake Eufaula in the City of Eufaula, Oklahoma.



## FINISHED PROJECTS – MCN 10<sup>TH</sup> STREET



This 9-mile project was completed by the Muscogee (Creek) Nation in Hughes County, Oklahoma. It involved installation of new guardrail, patching and an asphalt overlay on a county road.

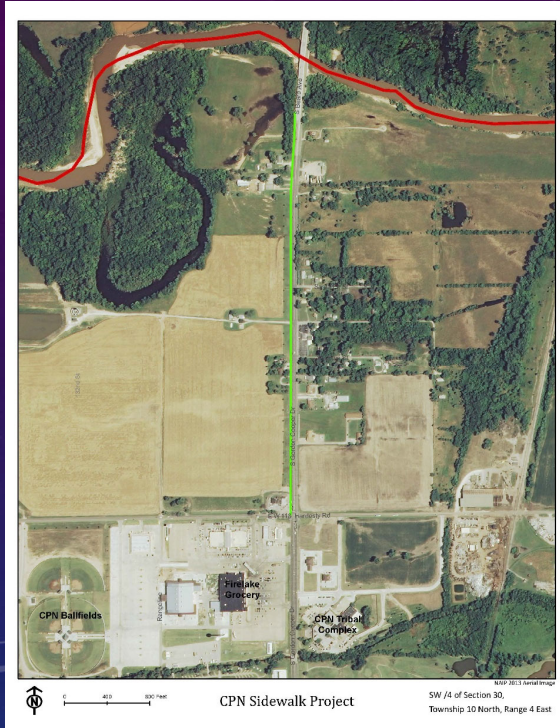
## FINISHED PROJECTS – CPN POND WALKING TRAIL



This project was completed by the Citizen Potawatomi Nation. It involved the construction of a walking trail placed around a geothermal pond at the Nation's Tribal Complex in Shawnee, Oklahoma.



## FINISHED PROJECTS – CPN SIDEWALK SAFETY PROJECT



This project was completed by the Citizen Potawatomi Nation. It involved the construction of a new sidewalk along Gordon Cooper Road in Shawnee, Oklahoma. This project was funded through the Tribal Transportation Safety Program.

## FINISHED PROJECTS – CPN RAINBOW ARCH BRIDGE



This project was completed by the Citizen Potawatomi Nation. It involved the renovation of a 100-year old concrete arch bridge at the Nation's Tribal Complex in Shawnee, Oklahoma. This bridge is the only one of this type in the State of Oklahoma.



# THE PROCESS OF SETTING UP A PROJECT

What does it take to go from an idea to a completed project?

Long Range Transportation Plan

National Tribal Transportation Facility Inventory  
(NTTFI)

Transportation Improvement Plan

Design & Environmental

Construction



Now that we have seen some completed projects, let's talk about the process of taking a federally funded Tribal Transportation Project from an idea to a completed construction project. Below are the five basic steps listed in the order they must be performed.

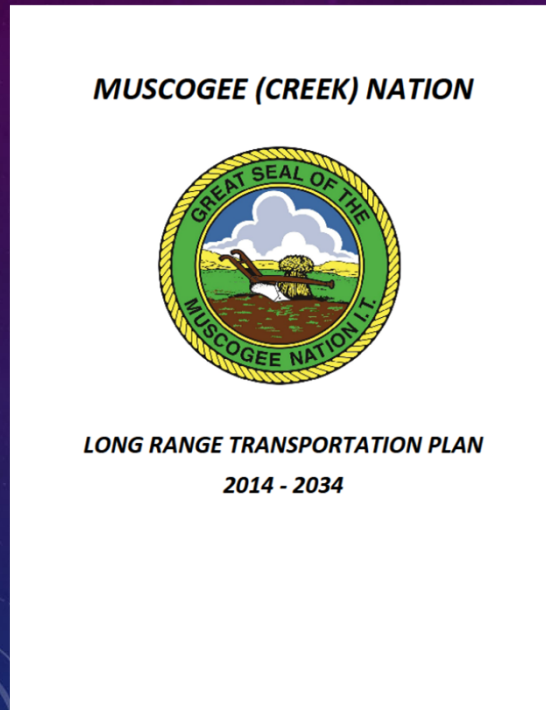
1. Place project in the Long Range Transportation Plan (LRTP)
2. Place route on the National Tribal Transportation Facility Inventory (NTTFI)
3. Place project on a Transportation Improvement Plan (TIP)

4. Complete the design and environmental assessment for the project
5. Complete the construction of the project

While it sounds relatively simple there are a lot of details that go into each of these five steps. This presentation will attempt to cover these details.



# LONG RANGE TRANSPORTATION PLAN



**DEPARTMENT OF THE INTERIOR**  
**Bureau of Indian Affairs**  
**25 CFR Part 170**

**Tribal Transportation Program**  
Bureau of Indian Affairs, Interior: Final rule.

## 170.409 What is the purpose of long-range transportation planning?

(a) The purpose of long-range transportation planning is to clearly demonstrate a Tribe's transportation needs and to develop strategies to meet these needs. These strategies should address future land use, economic development, traffic demand, public safety, and health and social needs. The planning process should result in a LRTP.

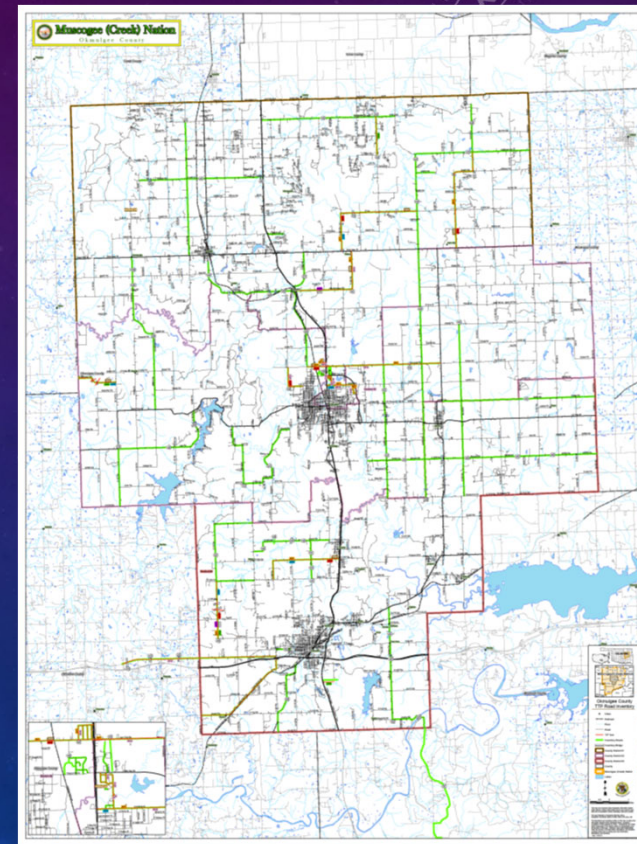
The steps presented in this presentation come from the 25 CFR Part 170, this CFR provides guidance for the Tribal Transportation Program. You will see references such as "170.409 What is the purpose of long-range transportation planning", this is wording comes directly from the CFR.

The first step in any federally funded Tribal Transportation Project is to place the project in the Tribes Long-Range Transportation Plan (LRTP). When developing a LRTP a Tribe should fully consider all of their transportation needs and develop strategies to meet them.

# LONG RANGE TRANSPORTATION PLAN

## 170.410 How does a long-range transportation plan relate to the NTTFI?

A LRTP is developed using a uniform process that identifies the transportation needs and priorities of a Tribe. The NTTFI (see § 170.442) is derived from transportation facilities identified through an LRTP. It is also a means for identifying projects and activities for the TTP.



The LRTP is where all future transportation facilities must be identified. Each road that is to be placed on the NTTFI must be included in the LRTP.



# LONG RANGE TRANSPORTATION PLAN

## 170.411 What should a long-range transportation plan include?

A LRTP should include:

- (a) An **evaluation** of a full range of transportation modes and connections between modes such as highway, rail, air, and water, to meet transportation needs;
- (b) **Trip generation studies**, including determination of traffic generators due to land use;
- (c) **Social and economic development planning** to identify transportation improvements or needs to accommodate existing and proposed land use in a safe and economical fashion;
- (d) **Measures that address health and safety concerns** relating to transportation improvements;
- (e) A **review of the existing and proposed transportation system** to identify the relationships between transportation and the environment;
- (f) **Cultural preservation planning** to identify important issues and develop a transportation plan that is sensitive to Tribal cultural preservation;
- (g) **Scenic byway and tourism plans**;
- (h) **Measures that address energy conservation considerations**;
- (i) A **prioritized list of short- and long-term transportation needs**; and
- (j) An **analysis of funding alternatives** to implement plan recommendations.

The CFR shows the items that should be included in a LRTP. Each LRTP is different based on the needs of the Tribe and may or may not include all the items listed in the CFR. This list is a good starting point for things to consider while developing a LRTP, there may be many other items specific to a certain Tribe that needs to be considered and included in the plan.

# LONG RANGE TRANSPORTATION PLAN

## 170.413 What is the public's role in developing the long-range transportation plan?

BIA, FHWA, or the Tribe must solicit public involvement. If there are no Tribal policies regarding public involvement, a Tribe must use the procedures in this section. Public involvement begins at the same time long-range transportation planning begins and covers the range of users, from stakeholders and private citizens to major public and private entities. Public involvement must include either meetings or notices, or both.

## 170.414 How is the Tribal long-range transportation plan used and updated?

The Tribal government uses its TTP long-range transportation plan to develop transportation projects as documented in a Tribal priority list or TTIP and to identify and justify the Tribe's updates to the NTTFI.

NAME	ORGANIZATION	EMAIL
Douglas M. Lee	Wetumka Public Schools	dmlee@wetumka.k12.ok.us
John Rioson	Hughes County Emergency Mgmt.	hughescountysenior@gmail.com
Tammy Spence	MCN	ts@mcn.com
Greg Collins	City of Coweta	gcollins@cowetaok.gov
LESLIE BARNETT	CITY OF EUSTON	lbarnett@eustonok.org
Mike Dupre	Cherokee Co. 2nd	
BO HARRIDGE	CHerokee Co. Dist 2	
Michael A. Bowers	Cherokee Co. Dist 2	
KAY BOWEN	Mayor City of Bixby	kb@bixbyok.gov
Joan Cottle	CITY OF BIXBY	jcottle@bixby.com
Joan Smith	MUSKOGEE COUNTY BIA	joan.smith@muskogeeok.gov
Theresa Apple	Muskogee County BIA	
Bill Felt	National Council	
Robert Case	City of Jata	rcase@jataok.org
Don Enevoldsen	CITY OF BIXBY	denevoldsen@bixby.net
James Lyons	Muskogee Public Schools	jl@msps.net

When preparing a LRTP it is a requirement to involve the public in the planning process. The CFR is very specific about the public involvement and all public involvement should be documented in the LRTP. The public involvement should start early in the process of developing a LRTP to ensure that all citizens both Tribal and non-Tribal and public entities have a chance to participate.



## LRTP: PRIORITY LIST

### 170.420 What is the Tribal priority list?

The Tribal priority list is a list of all transportation projects that the Tribe wants funded. The list:

- (a) Is not financially constrained; and
- (b) Is provided to BIA or FHWA by official Tribal action, unless the Tribal government submits a TTIP.

**MUSCOGEE (CREEK) NATION PRIORITY LIST**

ROUTE NUMBER	ROUTE NAME	COUNTY	LENGTH
1432	Gun Club Road East	Okmulgee	6.0
1457	Industrial Park Roads	Okmulgee	1.0
1854 & 1861	Texanna Road	McIntosh	4.7
1553	Butler Creek Church Road	Muskogee	2.0
1221	Iron Post	Creek	5.0
1206	Iron Post North	Creek	5.0
1849	Little Coweta	McIntosh	4.0
1937	Dustin South	Hughes	4.0
1435	Twin Hills	Okmulgee	6.0
1006	Oneta Road	Wagoner	2.0
1563	Wainwright Road	Muskogee	11.2
1418	Nichols Park Road	Okmulgee	2.3
1405	10 <sup>th</sup> Street	Okmulgee	9.0
1443	Duck Creek Road	Okmulgee	0.5
1822	Hanna West	McIntosh	2.3
1402	Rock Store Road	Okmulgee	3.0
1328	Micawber Road East	Okfuskee	3.0

An important part of the LRTP is the Tribal Priority List, this is basically a wish list of all the future projects the Tribe would like to complete. This list should contain any idea someone has about a future cooperative endeavor with a public entity, housing project, building project, and economic development project.

# NATIONAL TRIBAL TRANSPORTATION FACILITY INVENTORY

## 170.442 What is the National Tribal Transportation Facility Inventory?

*National Tribal Transportation Facility Inventory (or NTTFI)* means at a minimum, transportation facilities that are eligible for assistance under the Tribal transportation program that an Indian Tribe has requested.



The second step in any Tribal Transportation Project is to place the route on the NTTFI. No federal funding can be spent on a project when the route does not have an official status in the NTTFI. Any facility that the Tribe intends to place in the NTTFI must first be listed in an approved LRTP.

# NTTFI

## 170.444 How is the NTTFI updated?

(a) Submitting data into the NTTFI for a new facility is carried out on an annual basis as follows:

(1) BIA Regional Offices provide each Tribe within its region with a copy of the Tribe's own NTTFI data during the first quarter of each fiscal year.

(2) Tribes review the provided data and are responsible for entering all changes/updates into the database. This work must be completed by March 15. The submissions must include, at a minimum, all required minimum attachments (see § 170.446) and authorizing resolutions or similar official authorizations.

(3) The BIA Regional Office reviews each Tribe's submission. If any errors or omissions are identified, the BIA Regional Office will return the submittals along with a request for corrections to the Tribe no later than May 15. If no errors or omissions are found, the BIA Regional Office validates the data and forwards it to BIADOT for review and approval.

(4) The Tribe must correct any errors or omissions in the data entries or return the corrected submittals back to the BIA Regional Office by June 15.

(5) Each BIA Regional Office must validate its regional data by July 15.

(6) BIADOT approves the current inventory year submissions from BIA Regional Offices by September 30 or returns the submissions to the BIA Regional Office if additional work is required.

The CFR clearly defines the steps necessary to place a route in the NTTFI. As can be seen there are specific dates associated with the submittal and review of routes entered in the NTTFI.

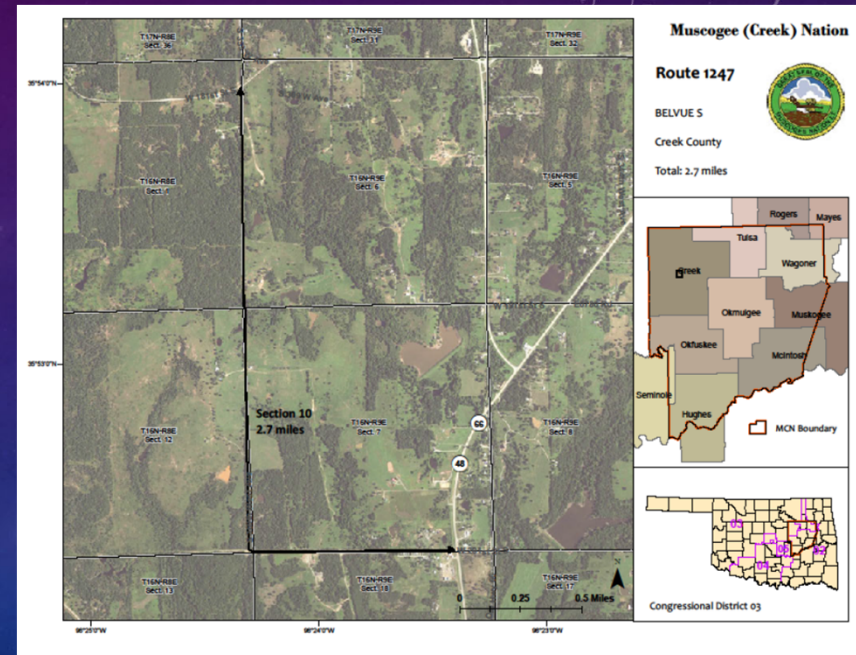


# NTTFI

## 170.446 What minimum attachments are required for an NTTFI submission?

The minimum attachments required for a facility to be added into the NTTFI include the following.

- (a) A long-range transportation plan.
- (b) A Tribal resolution or official authorization that refers to all route numbers, names, locations, lengths, construction needs, and ownerships.
- (c) A Strip map. See § 170.5.
- (d) Average Daily Traffic (ADT) documentation.
- (e) A typical or representative section photo or bridge profile photo.
- (f) Incidental cost verification.
- (g) Acknowledgement of Public Authority responsibility.

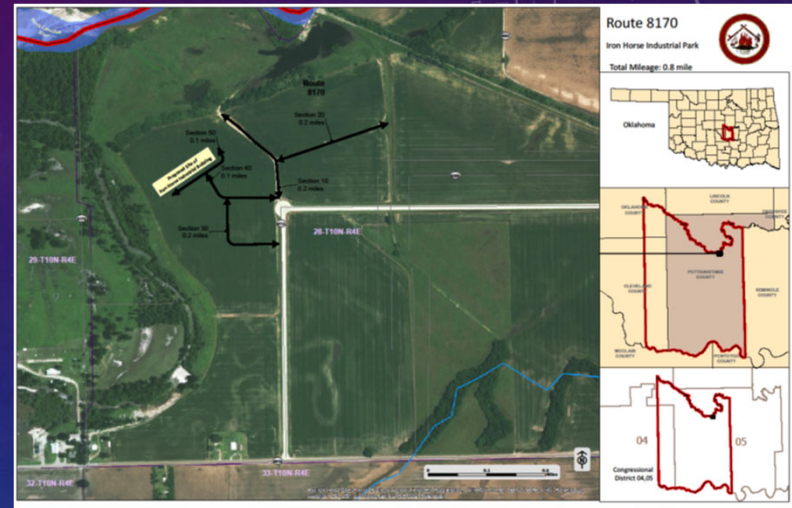


When submitting a route into the NTTFI there are requirements for various attachments that must be entered with the route. As with the LRTP there are also requirements for public participation when preparing routes to be entered into the NTTFI. As can be seen the first requirement is the inclusion of the route in the LRTP.

# NTTFI

## 170.443 What is required to successfully include a proposed transportation facility in the NTTFI?

- (a) A proposed transportation facility is any transportation facility, including a highway bridge, that will serve public transportation needs, meets the eligibility requirements of the TTP, and does not currently exist. It must meet the eligibility requirements of the TTP and be open to the public when constructed. In order to have a proposed facility placed on the NTTFI, a Tribe must submit all of the following to the BIADOT/FHWA Quality Assurance Team for consideration.



A proposed road can be entered into the NTTFI and these routes have their own set of requirements that are above and beyond the basic route requirements. An example of a proposed transportation facility would be a new access road and parking lot for a future building that is still several years away from construction.

# TRIBAL TRANSPORTATION IMPROVEMENT PLAN (TTIP)

## 170.421 What is the Tribal Transportation Improvement Program (TTIP)?

- (1) Is developed from and must be consistent with the Tribe's Tribal priority list or LRTP;
- (2) Is financially constrained
- (3) Must include public involvement;

Summary of Projects List			Muscogee (Creek) Nation					
Project Name	Project No.	Const. Yr	2017	2018	2019	2020	2021	Total
Rock Store Road	2019		\$0	\$0	\$2,494,669	\$0	\$0	\$2,494,669
Iron Post Road North	2020		\$0	\$0	\$0	\$3,823,309	\$0	\$3,823,309
Twin Hills Road (Phase II)	2021		\$0	\$0	\$0	\$0	\$3,409,309	\$3,409,309
Newtown Church Road	2018		\$0	\$2,580,000	\$0	\$0	\$0	\$2,580,000
Ryals Road	2019		\$0	\$0	\$2,298,640	\$0	\$0	\$2,298,640
Salt Creek Church Road	2018		\$0	\$2,213,309	\$0	\$0	\$0	\$2,213,309
TTP - MCN Transportation Administration			\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
Garnett Road	2017		\$483,309	\$0	\$0	\$0	\$0	\$483,309
Mason School Road	2020-2021		\$0	\$0	\$0	\$2,030,000	\$2,444,000	\$4,474,000
MCN Transit Authority			\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
MCN Road Maintenance			\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
TTP - MGMT & Project Planning			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Springhill Road	2018-2019		\$60,000	\$1,060,000	\$1,060,000	\$0	\$0	\$2,180,000
Transit Building Expansion	2017		\$1,085,000	\$0	\$0	\$0	\$0	\$1,085,000
Muscogee (Creek) Nation Hospital Parking Lot	2017		\$940,000	\$0	\$0	\$0	\$0	\$940,000
Kbar Road	2017		\$1,440,000	\$0	\$0	\$0	\$0	\$1,440,000
Duck Creek Road	2017		\$550,000	\$0	\$0	\$0	\$0	\$550,000
Beggs Walking Trail	2017		\$100,000	\$0	\$0	\$0	\$0	\$100,000
Okmulgee Sidewalk	2017		\$200,000	\$0	\$0	\$0	\$0	\$200,000
Equipment Storage Building	2017		\$550,000	\$0	\$0	\$0	\$0	\$550,000
Cromwell Community Center Parking Lot	2017		\$445,000	\$0	\$0	\$0	\$0	\$445,000

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The third step to a successful Tribal Transportation Project is to place the project on the Tribes Transportation Improvement Plan (TIP). The TIP is a 5-year plan that lists all the projects the Tribe plans to complete in the next 5 years, and it is financially constrained. The TIP shows the amount of funding the Tribe expects to receive each year and the projects listed for each year must match that funding amount. The TIP is generally developed based from the projects listed on the Priority List in the LRTP. As with the LRTP and NTTFI the TIP also requires public involvement.



# TRIBAL TRANSPORTATION IMPROVEMENT PLAN (TTIP)

## 170.422 How does the public participate in developing the TTIP?

Public involvement is required in the development of the TTIP.



As with the LRTP and NTTFI submittal the TIP requires public participation.

# TRIBAL TRANSPORTATION IMPROVEMENT PLAN (TTIP)

170.423 How are annual updates or amendments to the TTIP conducted?

(a) The TTIP annual update allows:

- (1) Changes to schedules and funding amounts for identified projects and activities; and
- (2) The addition of transportation projects and activities planned for the next four years.

Tribal Transportation Program Transportation Improvement Program						
UNOFFICIAL		Project Details Listing			UNOFFICIAL	
Consortium:		Tribe Muscogee (Creek) Nation			Tribe Code	G07908
PROJECT INFORMATION:		<input type="checkbox"/> Illustrative List			Date	
Funding Source	TIP; (examples: TTP, TTPBP, 2% Planning, HPPP)					
Project Name	Springhill Road					
Location						
Type of Work	Reconstruction					
Route Number	1012	Project Number				
Length	4 Miles	County	Wagoner			
State	OK	Construction Year	2018-2019			
Comments	This project is to add 4' shoulders to the existing roadway and place paving fabric and asphalt surface. The design and environmental will be completed in 2017 and the construction will be completed in 2018-2019.					
Activity	2017	2018	2019	2020	2021	TOTAL
Administration	\$0	\$0	\$0	\$0	\$0	\$0
Planning	\$0	\$0	\$0	\$0	\$0	\$0
Preliminary Engineering	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Construction	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$2,000,000
Construction Engineering	\$0	\$60,000	\$60,000	\$0	\$0	\$120,000
Transit	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$1,060,000</b>	<b>\$1,060,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,180,000</b>

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The TIP is a 5-year plan but can be amended each year if required. With changes to various personnel and priorities it is very difficult to plan for a five-year period without making changes.

# TRIBAL TRANSPORTATION IMPROVEMENT PLAN (TTIP)

## 170.435 When is a public hearing required?

The Tribe, or BIA or FHWA after consultation with the appropriate Tribe and other involved agencies, determines whether or not a public hearing is needed for a TTPTIP, a LRTP, or a project. A public hearing must be held if a project:

- (a) Is for the construction of a new route or facility;
- (b) Would significantly change the layout or function of connecting or related roads or streets;
- (c) Would cause a substantial adverse effect on adjacent property; or
- (d) Is controversial or expected to be controversial in nature.



When preparing a TIP you must pay attention to projects that require a Public Hearing. As can be seen there is a list of circumstances that require a Public Hearing. If a Public Hearing is required, then pay close attention to the requirements listed in the CFR for conducting a Public Hearing as it is much more involved than a standard public meeting.



## DESIGN & ENVIRONMENTAL

### **170.454 What design standards are used in the TTP?**

(a) Depending on the nature of the project, Tribes must use appropriate design standards approved by FHWA. Appendix B to this subpart as well as the official Tribal Transportation Program Guide list the applicable design standards that can be used.



The fourth step in a Tribal Transportation Project is completing the design and environmental assessment. Federally funded projects require that the design be completed using either FHWA or State DOT design standards. Along with the design the Tribe is required to complete a NEPA Environmental Document. A Tribe may choose to approve their design plans, but the environmental document must be approved either by the Bureau of Indian Affairs or the Federal Highway Administration.

## DESIGN & ENVIRONMENTAL



### OPTIONS FOR DESIGN PROJECTS

Direct Service from BIA

PL 93-638 Contract

G2G Agreement

FHWA Agreement

There are several options for a Tribe to complete a design and environmental project depending on their agreement with the BIA or FHWA.



## DESIGN & ENVIRONMENTAL



### Selecting an Engineering Company

Tribal Purchasing Policies

Preparing a Request for Proposals (RFP)

Advertising RFP

Interviews

Selection and Contract

When selecting an engineering firm to complete your design and environmental project you should always check the Tribal Purchasing Policies to ensure that you follow the correct protocol for the RFP and Selection process.



# DESIGN & ENVIRONMENTAL

## Basic Design Project

Ownership Research, Utilities, Easements

Survey

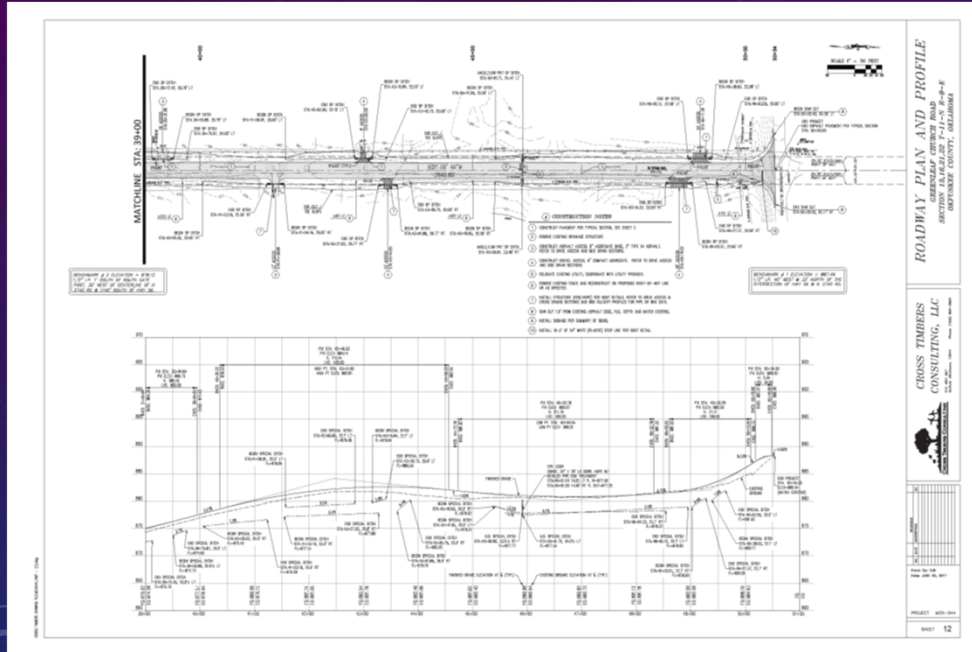
Stakeholders Meeting

30%, 70%, & 90% Plan Review

Final Plans

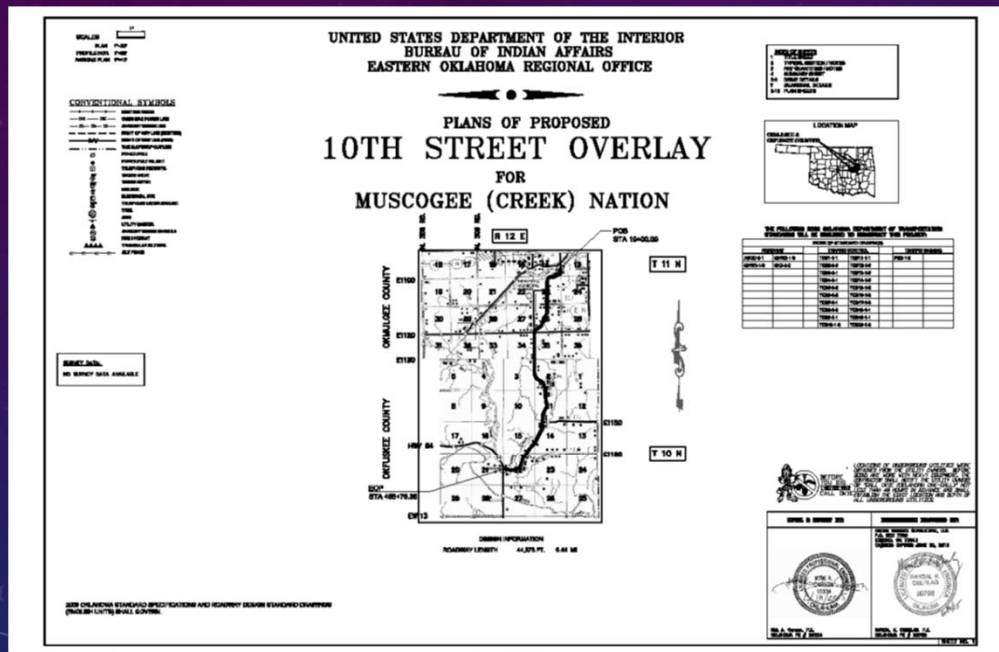
PS&E Package

Design is completed in coordination with the development of the Environmental Document



A basic design project has many steps that must be included to successfully complete the project. It is important to ensure that the plans are thoroughly reviewed by both the Tribe and the facility owner before approval.

# DESIGN & ENVIRONMENTAL



The Honorable John Barrett  
Citizen Potawatomi Nation  
1601 S. Gordon Cooper Drive  
Shawnee, OK 74801

July 5, 2017

Dear Chairman Barrett,

The purpose of this letter is to provide a certification of the Plans, Specifications and Engineer's Estimate (PS&E) for the Citizen Potawatomi Nation Westech Road Asphalt Overlay project.

I certify that the PS&E:

- Meets or exceeds all the design, health, and safety standards in accordance with 25 CFR 170.454, 455, 456, and Appendix B to Subpart D - Design Standards for the TTP;
- Meets or exceeds all the design, health, and safety standards in accordance with USC 23 Chapter 1, 109(a);
- Meets or exceeds all the design, health, and safety standards in accordance and in compliance with all the Oklahoma design standards; and

Please contact me if you have any questions concerning this letter.

Sincerely,

*Randall K. Oberlag*

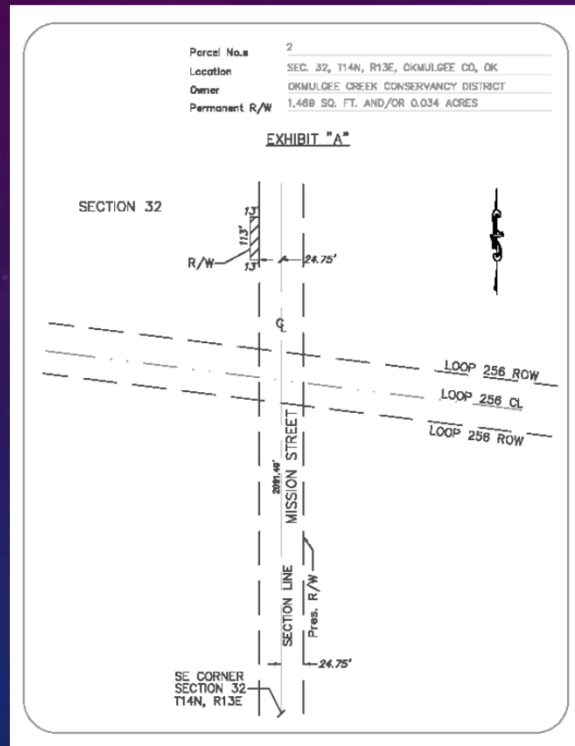
Randall Oberlag, P.E.

Project Engineer  
State of Registration: Oklahoma  
Expiration Date: October 31, 2018  
Registration Number: 20798

P. O. Box 567, Guthrie, OK 73044  
405-969-2862

With all design projects this is the result you are working towards, a final set of plans signed and sealed by a professional engineer. Along with an approved set of plans there are also requirements for certifications from the Tribe and engineer.

# DESIGN & ENVIRONMENTAL: RIGHTS-OF-WAY



## 25 CFR Part 169

Ownership Documents

Fee Land, Tribal Land, Trust Property

ROW Agent

Negotiate with landowners

Trust Property – BIA

Update Plans as needed

Not all projects will require the acquisition of Rights-of-Way but if they do it is important to follow the 25 CFR Part 169 regulations. As can be seen when ROW acquisition is required there are many steps that must be followed to successfully acquire the ROW. The engineer that completes the project design will generally prepare the ROW documents. Once these ROW documents are prepared it is important to obtain the services of a ROW Agent who will negotiate with the landowners and obtain the ROW.



# CONSTRUCTION

## 170.470 Which construction standards must Tribes use?

- (a) Tribes must either:
- (1) Use the approved standards referred to in § 170.454; or
  - (2) Request approval for any other road and highway bridge construction standards that are consistent with or exceed the standards referred to in § 170.454.



The fifth and final step to a Tribal Transportation Project is the actual construction of the project. Typically a project is designed utilizing either the FHWA or State DOT standards and specifications.

# CONSTRUCTION



## CONTRACT DOCUMENTS & BID SPECIFICATIONS

### CITIZEN POTAWATOMI NATION WESTECH ROAD ASPHALT OVERLAY PROJECT

SHAWNEE, OKLAHOMA

JULY 2017

Once a project is ready to go to construction the Contract Documents and Bid Specifications must be prepared for the project.

# CONSTRUCTION



## TABLE OF CONTENTS

DESCRIPTION	PAGE NO.
SOLICITATION FOR BIDS	SFB 1
SPECIAL INSTRUCTIONS TO BIDDERS	SIB 1 thru SIB 2
BID PROPOSAL FORM	BPF 1 thru 5
NON-COLLUSION AFFIDAVIT	NCA 1
BUSINESS RELATIONSHIP AFFIDAVIT	BRA 1
CONTRACT AGREEMENT	CA 1 thru 4
MAINTENANCE BOND	MB 1 thru 2
PERFORMANCE BOND	PB 1 thru 2
STATUTORY BOND	SB 1 thru 2
INVOICE AFFIDAVIT	IA 1
CONTRACT CONDITIONS	CC 1 thru CC 4
SUPPLEMENTARY CONDITIONS	SC 1 thru SC 6
GENERAL CONDITIONS	GC 1 thru GC 29
DAVIS BACON WAGES	1 thru 6
PROJECT PLANS	ATTACHED

As with a design project it is important to check the Tribal Purchasing Policies and the Tribes federal agreement when bidding out a construction project. As shown in the Table of Contents for this project there are many sections that must be included in the construction bid documents.



# CONSTRUCTION



## SETTING UP CONSTRUCTION OF PROJECT

Solicitation for Bids

Pre-bid Meeting

Open & Review Bids

Select Contractor

Contract Approval

Bonds

Insurance

Once the bid documents are prepared then it is time to solicit the bids. As can be seen there is a process for advertising and selecting a contractor for a construction project. It is very important to always have a pre-bid meeting to inform the contractors about the bid documents and give them a chance to answer questions. Tribes have various processes for picking a construction contractor that range from hiring the contractor who has the lowest bid to a process involving Indian Preference and a point system. Therefore it is important to ensure the bidding process follows the requirements of the Tribes Purchasing Policies.

# CONSTRUCTION

## PRE-CONSTRUCTION MEETING

Schedule

Asphalt or Concrete Designs

Material Submittals

Erosion Control Plan

Notice of Intent

Traffic Control Plan

Contract Time & Liquidated Damages



Once a contractor has been selected and a contract signed then it is important to have a Pre-Construction meeting with the contractor to review the schedule and specific contract items such as material submittals and traffic control plans. It is always important that a Notice to Proceed be issued and the contractor understands the contract time and liquidated damages.



# CONSTRUCTION



## CONSTRUCTION MANAGEMENT

Inspectors

Daily Inspection Diary

Testing

Traffic Control

Invoices

Project Closeout

During construction it is important that the project be properly inspected to ensure that the project is constructed properly, and all specifications are met and to ensure that all required testing is completed. This inspection can be completed by a Tribal employee or and independent construction manager.



## CONSTRUCTION COMPLETE: RIBBON CUTTING



In the end this is what we are striving for, a well-built project and successful ribbon cutting.

## CONCLUSION

- ▶ Honesty is the best policy
  - ▶ Dealing with experts
  - ▶ No shortcuts
- ▶ More is more
  - ▶ Details provide answers
  - ▶ Less review time
- ▶ Communication is the key to success
  - ▶ Emails, phone calls, letters, meetings

Respect is  
earned.  
Honesty is  
appreciated.  
Trust is  
gained.  
Loyalty is  
returned.

Always remember that there will be unique situations and challenges associated with every project. The more communication you have during a project the better the results.

QUESTIONS?



Tom Edwards  
(405) 919-0039

[tom.edwards@crosstimbersconsulting.com](mailto:tom.edwards@crosstimbersconsulting.com)

If you have any questions about this presentation or if I can provide further information about the Tribal Transportation Program, please contact me.