

**pennsylvania**

DEPARTMENT OF TRANSPORTATION

www.dot.state.pa.us

January 11, 2010

Andrew J. Hilt
Executive Vice President
American Council of Engineering
Companies/Pennsylvania
2040 Linglestown Road, Suite 200
Harrisburg, PA 17110-9568

Dear Mr. Hilt:

The Bureau of Construction and Materials wishes to extend to you and your members a cordial invitation to participate in the 1st Annual Transportation Management Training Workshop (TMTW). The TMTW, formerly known as the Construction Management Training Workshop, targets managers, from design and construction, and provides training on a host of topics that impact the project delivery process. By integrating managers from both areas and presenting a broad spectrum of design and construction topics, participants gain a better understanding of their role and the role of others in the project delivery process. By understanding the impact of decisions and their potential ripple effect into other project phases, managers will be better prepared to successfully deliver projects from inception to completion.

Thirty-three (33) attendee slots have been allotted to business partners, including American Council of Engineering Companies/Pennsylvania members; committee members are included in this number. The training workshop is scheduled for Tuesday, March 9, 2010 through Thursday, March 11, 2010 at the Materials and Testing Lab Facility in Harrisburg, PA. *A Facility Fact Sheet for the New BOCM Lab is attached.*

On Tuesday, March 9, 2010, registration and check-in for all attendees will be open from 11:00 a.m. to 1:00 p.m. The "Welcome" session beginning at 1:00 p.m. will kick off the 2010 TMTW. Enclosed please find a copy of this year's registration details. Workshop agenda is in the process of being finalized and will be sent out to all registered participants.

If you have any questions, or if I can be of any assistance, please feel free to contact me at (717) 787-6989.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rebecca S. Burns".

Rebecca S. Burns, P.E., Acting Director
Bureau of Construction and Materials

Attachments

Registration Information for each Participating Organization	Total Allotted Attendees	
	Construction	Design
PennDOT: Districts*	2 per District	2 per District
PennDOT: Bureau of Design*	0	4
PennDOT: Bureau of Construction and Materials*	4	0
PennDOT: 2010 TMTW Planning Committee Members	4	3
FHWA (including 2010 TMTW Planning Committee Members)	3**	
PA Turnpike (including 2010 TMTW Planning Committee Members)	5**	
ACEC/PA (including 2010 TMTW Planning Committee Members)	33**	

* Department personnel on the 2010 TMTW Planning Committee Members are required to register for the workshop but they are not considered part of the Bureau/District total allotment.

** Breakdown of design and construction attendees will be at the discretion of the partner organization.

Department Registration Instructions:

As shown in the table, each District Office is allotted two (2) Construction Unit attendees and two (2) Design Unit attendees. Department employees must register with their Training Coordinator through the Training Partner 2006 system (TP 2006) under **PDOTTP-BOCM/TMTW -- Construction** or **PDOTTP-BOCM/TMTW -- Design**. This training workshop is considered In-Service Training; therefore, use Cost Function 9812 on payrolls and expense vouchers. Subsistence may be expensed; however, only for meals not provided during the training workshop.

This training workshop targets attendees who are currently in any of the following positions:

Construction Unit:

- ADE – Construction
- Assistant Construction Engr/Mgr
- Construction Services Engr/Mgr
- District Materials Engr/Mgr

Design Unit:

- ADE – Design
- Design Services Engineer/Manager
- Pavement Manager/Manager
- Design Project Managers

FHWA Registration Instructions:

FHWA attendees should fill out the attached registration form and fax it by **close of business Friday, January 29, 2010**, to Scott Zeevaart at (717) 705-2378. Please note that each non-PennDOT attendee registering for the training workshop is to provide emergency contact information and identify themselves as either a "Construction" or "Design" attendee. This information is to be submitted as part of the registration process using the attached form.

PA Turnpike and Business Partner Registration Instructions:

There is a registration fee of \$200.00 for PA Turnpike and American Council of Engineering Companies of Pennsylvania (ACEC/PA) and other business partner attendees. Please note that each non-PennDOT attendee registering for the training workshop is to provide emergency contact information and identify themselves as either a "Construction" or "Design" attendee. Please submit this information as part of the registration process using the attached registration form and return it by **close of business Friday, January 29, 2010**, with a check payable to "Gannett Fleming, Inc.," to Scott Zeevaart at Gannett Fleming, Inc., Management Services Group, P.O. Box 67100, Harrisburg, PA 17106-7100.

2010 TRANSPORTATION MANAGEMENT TRAINING WORKSHOP

BUSINESS PARTNER REGISTRATION FORM

NOTE: *Department employees must register through coordination with their Training Coordinator via Training Partner 2006 and, therefore, do not need to complete this form.*

Name _____ Company _____
(As it is to appear on name tag)

Email _____ Work Phone # _____

Construction or Design Attendee (indicate only one) _____

Emergency Contact Information – Please note this information is required for all business partners and will be verified upon check-in at the workshop.

Contact Name	Daytime Contact Number	Relationship

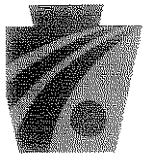
Do you have any special needs that may impact your participation in the 2010 TMTW? (Yes / No)

If yes, please explain _____

The registration deadline is **close of business, Friday, January 31, 2010**. Please complete, return, and/or fax this form to:

Scott Zeevaart
Gannett Fleming, Inc.
P.O. Box 67100
Harrisburg, PA 17106-7100

Fax number: (717) 705-2378



81 Lab Lane
Harrisburg, PA 17110-2543
717-787-1037

We look forward to your upcoming visit with us. This fact sheet will help to orient you to the Materials and Testing Lab facility.

Training Calendar

Confirm the class location and times from the online calendar found at <http://www.dot.state.pa.us/tc>. Click on the "Current Calendar" icon found toward the top middle of the screen. Find the class date and then click the Class Name.

Directions

From Route 22/230 (Cameron Street) in Harrisburg, take Elmerton Avenue and turn right on to Sycamore Drive. Make second left turn on to Lab Lane.

Hotels

There are numerous hotels in the Harrisburg area located within 10 miles of this training facility. Additional information can be found on the Internet by searching for hotels in Harrisburg, PA.

Parking

Park in the visitor's parking lot in front of the building.

Security

Business hours for this office are 7:30 a.m. to 4:30 p.m. Enter through the doors at the front of the building. Sign in at the reception desk where you will receive a visitor's badge. The visitor's badge must be visible at all times.

Room Locations

Conference rooms are located directly across the lobby from the visitor entrance.

Equipment

White boards are installed on the walls. Conference rooms have projection capabilities and audio/video conferencing equipment. Basic set up support is available for this equipment.

Communication Facilities

Two telephones are available in the conference room area. To make outgoing calls, dial 9 followed by the phone number. Emergency or urgent incoming telephone messages can be left with the building receptionist. The conference room area does not have a fax machine.

Phone Numbers: 717-705-3842
717-783-7182

Restrooms

Restrooms are located adjacent to the lobby; men's on the left and women's on the right.

Food Service

There is no cafeteria at the Materials and Testing Lab; vending machines are located within the designated eating area. There are several restaurants located within a few miles of the facility.

Emergency Egress

If the fire alarm should sound while you are in class, please exit the building via the closest doorway/stairway as quickly and orderly as possible. Assemble as a group and ensure that all class attendees are accounted for. Reenter the building through the main visitors' doors when notified.

