



19210 S. Vermont Avenue, Building A, Suite 100
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www.irwaonline.org

Course 303: Managing the Consultant Process October 11-12, 2018 Nashville, TN



Course 303: Managing the Consultant Process

Course Description:

This course is designed to provide participants with a step-by-step understanding of the process of selecting and monitoring consultants. Participants will become aware of the issues and concerns of both agencies and consultants through the discussion of practical applications. Current trends are for Departments of Transportation, local public agencies and other governmental entities to do more contracting of right of way and land acquisition services. Issues relating to both the contracting and the monitoring of services from the perspectives of the agency and consultant are discussed.

Course Level:

Intermediate

Course Tuition Includes:

Participant Manual

Topics:

- Understanding the contracting process
- Avoiding common mistakes and misunderstandings in the areas of proposal development
- Evaluating proposal submittals
- Monitoring consultant work effort
- Becoming aware of the issues and concerns of both agencies and consultants as participants discuss and practice the best methods of assuring success

Who Should Take This Course:

This course is geared toward employees of Departments of Transportation, Local Public Agencies and other government entities.

Last Name First Name

Title

Company Name

Address

City, State, Zip/Postal Code

(____)____ - _____ Yes No _____
Phone Member Member ID Number

Email Address

If payment includes the fees for registrants other than yourself, check here:
(Please submit names of other registrants on a separate paper along with this form)
Will you also be attending? Yes No

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$425.00	\$520.00	_____

Total Member Registrants: _____
Total Non-Member Registrants: _____

PRINT NAME AS IT APPEARS ON CARD: _____ 3-DIGIT CVV: _____

AMEX MC VISA Card #: _____ EXP: _____

SIGNATURE: _____ Date: _____ Amount to be Charged: _____

303 Managing the Consultant Process October 11-12, 2018 Nashville, TN

Sponsor: IRWA Chapter 32
Date: October 11-12, 2018
Time: 2 days – 8 AM to 5 PM Daily
City: Nashville, TN

Class Location:
TDOT Region 3 Auditorium
6601 Centennial Blvd.
Nashville, TN 37243-0360
Phone: (615) 350-4300
Fax: (615) 350-4396
Participant Capacity: 50

Four Ways to Register:
Online: www.irwaonline.org
Fax: (310) 538-1471
Phone: (310) 538-0233, x138
Contact Course Coordinator

Accommodations:
Holiday Inn Express
5612 Lenox Ave
Nashville, TN 37209
Phone: (615) 353-0700
Fax: (615) 352-0361
Rate: Single/Double - \$149.00 + Tax
Contact hotel directly for reservations
Government Rates may be available
8 rooms blocked in name of Billy R. Medley (IRWA)

Course Coordinator:
Melissa Wells, SR/WA
1011 Jones Street
Old Hickory, TN 37138
Phone: (615) 419-4563
Fax: (615) 739-9236
Email: melissahudsonwells@gmail.com

Course Instructor:
Clyde B. Johnson, SR/WA, R/W – RAC, R/W-URAC, received IRWA's Frank C. Balfour "Professional of the Year" award in 1994, the first "Instructor of the Year" award in 2011 and IRWA's, "Lifetime Achievement Award" for 2014. He is a veteran of United States Air Force and retired from the Federal Highway Administration with over 30 years of service. He is a CLIMB Certified Instructor. He received his B.B.A. and M.B.A. degrees in Real Estate from Georgia State University and has been a member since 1978 and an SR/WA since 1983. In 2002 he was appointed as a Trustee of the Right of Way International Education Foundation and Treasurer in 2008. He is a Certified Instructor for the IRWA and the National Highway Institute (NHI) and holds State of Georgia and North Carolina Real Estate Broker's license.

Cancellation Policy: All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

Tuition Refund Policy: Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff (education@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.