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www.irwaonline.org

Course 303: Managing the Consultant Process

July 15-16, 2019
San Bernardino, CA



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

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

 Company Name

 Address

 City, State, Zip/Postal Code
 (____) _____ - _____ Yes No
 Phone Member Member ID Number

 Email Address

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$500.00	\$525.00	_____

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: _____

Course 303: Managing the Consultant Process July 15-16, 2019 San Bernardino, CA

Sponsor: IRWA Chapter 57
 Date: July 15-16, 2019
 Time: 2 days – 8 AM to 5 PM Daily
 City: San Bernardino, CA

Class Location:
 County of San Bernardino
 Workforce Development (WDD) Classroom
 658 Brier Street
 San Bernardino, CA 92415
 Phone: (909) 382-0458
 Participant Capacity: 50

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

Accommodations:
 Hilton Garden Inn
 1755 S. Waterman Avenue
 San Bernardino, CA 92408
 Phone: (909) 806-4040
 Rate: \$140.00 + tax per night
 Contact hotel directly for reservations

Course Coordinator:
 Kelley Kelley
 16349 Fox Hollow Way
 Chino Hills, CA 91709
 Phone: (909) 631-8938
 Email: KKelley@opcservcies.com or KelleyRKelley@hotmail.com

Course Instructor:
 William Busch, SR/WA is an independent right of way specialist in Kentucky. His career has spanned four states and multiple agencies. Previously he was Director of Right of Way for the San Diego County Water Authority where he supervised the acquisition, survey, and property management sections that were responsible for approximately \$400 million in real estate fee and easements, and nearly 200 miles of pipeline right of way. Bill is active in the International Right of Way Association (IRWA) in Chapter 25 Region 5, and is past President (2005) of Chapter 11, Region 1. He is the 2006 Region 1 Professional of the Year and a 2011 Lifetime Achievement Award winner from Chapter 11. In June 2013, he was the 2012 recipient of the Frank C. Balfour Professional of the Year Award at IRWA's 59th Annual International Education Conference in Charleston, WV. This prestigious award is the Association's highest honor bestowed upon an IRWA member. Currently Bill serves on the International Local Public Agency Committee and International Outreach committees. He graduated from Humboldt State University with a Bachelor of Science degree in Forest Management. He has published several articles for Right of Way Magazine and the Journal of Public Works. Prior to coming to the Water Authority he was employed 16 years by the U.S. Forest Service and 8 years in private education as an instructor and Director of Athletics.

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.