Course Number
FHWA-NHI-134077

Course Title
Contract Administration Core Curriculum

More than 10,000 Federal-aid construction contracts are authorized by FHWA each year. Those contracts are
subsequently administered by State departments of transportation and local public agencies that may not be familiar with
FHWA’s complex requirements for construction contracts. Recent FHWA program reviews of projects administered by
local public agencies indicated that contract administration is a continuing high-risk area that needs additional focus.

Therefore, a newly revised, 2-day instructor-led training course was developed in concert with updates and revisions
to the Contract Administration Core Curriculum (CACC) Manual (revised October 2014). The training was developed
to explain basic Federal-aid requirements; promote awareness of FHWA policy; facilitate familiarity with the newly
reorganized, revised, and expanded CACC manual; and allow supervised practice activities using the manual to find
information. By engaging in a variety of in-class exercises and case studies, participants become quite familiar with the
CACC Manual and learn how to best use it as a daily resource.

A basic understanding of the background and structure of the Federal-aid Highway Program (FAHP) is required for
participants attending this course. Participants who are new to administering Federal-aid contracts should take one
of NHI’s introductory courses to the Federal-aid Highway Program (NHI 310110, 310109, or the Web-based training
310115) prior to attending this course. Anyone needing a refresher on the FAHP is encouraged to take NHI 310115
(Federal-aid 101) before attending the CACC course.

Prior to attending class, all participants are expected to watch the Federal-aid Essentials video Stewardship and
Oversight. This video is approximately 8.5-minutes long and can be accessed at www.fhwa.dot.gov/federal-aidessentials/.

Outcomes
Upon completion of the course, participants will be able to:

• Use the Contract Administration Core Curriculum Manual (CACC) and other FHWA resources in order to answer questions
  regarding program-level and project-level requirements on Federal Aid (FA) projects
• Describe the impact program-level contract requirements have on individual FA projects
• Identify the contract requirements associated with administering FA projects for Federal and State entities at the pre-award,
  advertising and award, and post-award and constructions stages

Target Audience
This course is designed for Federal Highway Administration (FHWA) Division Office personnel who must read, interpret,
and apply Federal regulations and guidance that affects administration of Federal-aid contracts, as well as any State
and local government agency personnel who must interpret and apply Federal regulations and guidance that affects
administration of Federal-aid contracts.

Training Level: Basic

Fee: 2019: $235 Per Person; 2020: $235 Per Person

Length: 2 DAYS (CEU: 1.3 UNITS)

Class Size: Minimum: 20; Maximum: 30

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