



19210 S. Vermont Avenue, Building A, Suite 100
Gardena, CA 90248
Phone: (310) 538-0233
www.irwaonline.org

Course 303: Managing the Consultant Process January 24-25, 2018 San Antonio, TX



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.

303 Managing the Consultant Process 1.24-25.18 San Antonio, TX

Register online at www.irwaonline.org / Fax this entire page to IRWA HQ: (310) 538-1471

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

	Registration Deadlines	Member Tuition	Non-Member Tuition	Total Tuition Amount
On and Before:	Jan. 17, 2018	\$ 415.00	\$ 520.00	_____
On and After:	Jan. 18, 2018	\$ 440.00	\$ 545.00	_____

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 January 24-25, 2018 San Antonio, TX

Sponsor: IRWA Chapter 39
Date: January 24-25, 2018
Time: 2 days – 8 AM to 5 PM Daily
City: San Antonio, TX

Class Location:
San Antonio River Authority
100 E. Guenther
San Antonio, TX 78204
Phone: (210) 227-1373
Participant Capacity: 25

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

Accommodations:
La Quinta Inn & Suites
100 W. Cesar Chavez
San Antonio, TX 78204
Phone: (210) 212-5400
Contact hotel directly for rates and reservations

Course Coordinator:
Joyce G. Labus, SR/WA
145 Navarro
San Antonio, TX 78205
Phone: (210) 416-4557
Fax: (210) 353-2965
Email: jglabus@cpsenergy.com

Course Instructor:
Lisa R. Harrison, SR/WA, R/W-URAC, R/W-RAC, R/W-NAC is the President of Pinnacle Consulting Management Group, Inc. Lisa's continued dedication is reflected through her commitments as an IRWA Master Instructor; past member of the International Relocation Committee; International Professional Development Committee; honored as the 2005 Recipient of IRWA Region II Right of Way; Professional of the Year and 2005 Frank C. Balfour Right of Way Professional of the Year; co-author and presenter of the 2005 changes to the Uniform Act; author of the revised version of IRWA Course 504-Computing Replacement Housing Payments; co-author of the IRWA Course 219-Introduction to Presentation, Instruction & Facilitation co-developer of the IRWA Instructor's Clinic and served as former Chair of the R/W Consultants Council. Currently, Lisa serves as the President of the International Executive Committee. During her right of way career, Lisa has provided consulting land acquisition/relocation services for numerous government agencies throughout the United States and has developed/implemented quality assurance and training programs related to the acquisition/relocation process.

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.