

II. INITIAL PROJECT TEAM MEETINGS

II.1. Project Team Meeting #1

After any project announcement, the LPA must work with the Administering Office to arrange an initial project team discussion. For LPAs with experience completing federal projects, these initial discussions may be handled over the phone or by email. At a minimum, the project team should discuss:

- the project scope of work, budget, and schedule;
- the status of the funding authorization and the memorandum of agreement;
- the KYTC project development process;
- how design or other professional services will be procured; and
- the anticipated level of environmental document that will be required and who will be responsible for preparing the document. This may be determined in the Pre-Design Meeting.

II.2. Project Team Meeting #2 – “Pre-Design Meeting”

Once a design professional is selected using one of the methods outlined in **Chapter III**, a project team “kick-off” meeting must be held for every project. The pre-design meeting may be in-person or virtual.

Following are recommended guidelines and topics for discussion:

- The project team should meet:
 - after funds are authorized by KYTC;
 - after the MOA is in place between KYTC and the LPA;
 - after a consultant has been hired, if applicable; and
 - before design work begins.
- The project team meeting must include:
 - The Administering Office (i.e., the KYTC project manager);
 - The District LPA Coordinator
 - Other representatives of KYTC, such as design staff, the Environmental Coordinator, Right of Way staff, Utility staff, and Traffic/Permits staff;
 - LPA representatives, including the LPA project manager and any consultants; and
 - FHWA, if necessary, depending on the size and complexity of the project.
- It is strongly recommended that KYTC’s pre-design template be used to clearly describe the scope of work and responsibilities of all parties. The template can be found here: [Pre-Design Conference Minutes](#)
A copy is provided as an attachment to this chapter. The LPA (or its consultant) should bring a completed draft to the meeting for discussion.
- At a minimum, the project team should discuss:
 - Project scope, budget, and schedule;

- Required deliverables;
- Potential right-of-way, utility, and environmental impacts;
- Level of environmental document and who will prepare;
- Design standards;
- Required permits;
- If a railroad is involved, the complexity and impact to schedule; and
- The need for additional project team meetings and appropriate level of coordination required.

The LPA (or its consultant) should summarize the kick-off meeting with formal meeting minutes for project team review.