

**USER GUIDE for
Hire Back Florida Highway Patrol (FHP) Officer
for Work Zone Traffic Control**

This procedure is to be utilized when FHP Hire Back Officers are employed on your job. The contract is intended for using FHP for speed enforcement in reduced speed areas or nighttime work. The Phase 58 funds should have been programmed prior to the project being let. Before you can utilize these funds, the funds must be encumbered. **Once the funds are encumbered you proceed with obtaining execution of the Letter of Authorization between FHP and FDOT.** The following step-by-step process should be used for this work.

1. The controlling document for use of FHP in this work is contract BDI55. It is a contract executed by and between FHP and FDOT. A copy is available at the State Construction Intranet web site under "Engineering Areas". Please click MOT.
2. The Project Administrator (PA) shall first prepare an estimate of the required work by FHP. Refer to your construction contract and plans to determine the amount of time anticipated for this work. To estimate the dollar amount required in the Letter Of Authorization (LOA) simply multiply the number of hours required times the hourly rate shown in the contract.
The applicable rates vary and you should contact the FHP Troop Commander (see attached Point of Contact information sheet) for your geographic area. Assuming a rate of \$40.00 per hour and 3 weeks of work by FHP, 5 days per week and 2 shifts per day the calculation would be:
$$\$40.00/\text{hour} \times 3 \text{ weeks} \times 5 \text{ days/week} \times 8 \text{ hours/shift} \times 2 \text{ shifts} = \$9,600.00 \text{ round to } \$10,000.00.$$
3. The Project Administrator should verify the Ph 58 funds are programmed by reviewing the appropriate Financial Management Work Program Screen (WP04 Screen). If the Phase 58 funds are not programmed, the PA should complete a Work Program Change Request Form and email it to Amy Richey. If the Phase 58 funds are programmed, you are now ready to encumber the funds. Simply email Amy with the justification for the encumbrance, the dollar amount of the encumbrance as determined above and the project information (FIN, Contract, Project Description and Contractor). Contact Amy Richey (amy.richey@dot.state.fl.us) at the District Construction Office 863-519-2361. Her back up is Merry Faulkner (merry.faulkner@dot.state.fl.us) at the District Office 863-519-2648. Amy (or Merry) can encumber the funds and notify you via email. You are now ready to prepare the Letter Of Authorization (LOA).
4. The Letter of Authorization form is attached. This form shall be signed by the FDOT In-House Project Manager or Consultant Project Manager, scanned and emailed to FHP (See the Point of Contact List sheet) with the following statement. "Please have your Troop Commander (TC) sign and date the LOA". "Once the TC signs the LOA scan it and email it to: HSMV-Purchasing@flhsmv.gov & martypeeie@flhsmv.gov (850-617-3340) and copy me" (include your name and email address) and (name & email address of FHP point of contact for scheduling)

Once you receive the signed copy of the LOA from the local FHP Troop Commander, send a copy to Financial Services Attention: Jamie Schley, MS 1-68. When sending the LOA to Jamie attach the following:

- Contract Status Change request form
This form is to be completed one time only for each LOA. It is located on the Financial Services Website at <http://dotsd1intranet.d1.dot.state.fl.us/support/FinancialServices/FSOContractStatusChangeFormTEST.aspx>. If the link does not work please GOTO: Office Web Sites D1 Support Financial Services Office Links (left margin) Contract Status Change request form.
- The Approved Encumbrance email from Amy Richey
- The Summary of Contractual Services Agreement/Purchase Form 350-060-02 found at <http://ombnet.co.dot.state.fl.us/forms/formsbynum.asp?index=3>.

Instructions for Contract Status Change request form and Summary of Contractual Services Agreement/Purchase form 350-060-02 are available on separate attachment. (Form 350-060-02 "Agency Management Certification" block is one time only block, Have Director of Operations sign one time for each LOA and use copies with your next invoice).

You are now ready to use the Point of Contact information sheet to notify FHP to schedule officers for your work zone traffic control. Make contact and schedule them. It is recommended you take an executed copy of the LOA and the project Traffic Control Plan to your meeting with FHP.

5. Next, FHP will submit their timesheets through their normal administrative process for approval in their chain of command. The PA will monitor the officer's time in accordance with item 5. Page 11 of 14 of the Master Contract between FDOT and FHP. FHP will then summarize the officer's hours by officer by project (financial project number) and submit to Operations Center point of contact. Operations Center point of contact will forward it to the PA or Project Manager for review and approval. The time sheet summary will then be submitted along with the new Summary of Contractual Services Agreement/Purchase Order Form # 350-060-02 to the In-House Contracts Manager for in house projects or to the Construction Project Manager for Consultant CEI projects for their signature. Then the package will be forwarded to have Operations Center Manager's signature under "Authorized Official Certification" block. The Operations Center point of contact will submit above documents to Jamie Schley in Financial Services for payment. **(Notice: you have only 5 days to process this invoice including Financial Services payment processing time)**
6. Please Note: It is very important time sheets are submitted monthly at a minimum and the dollars expended are monitored monthly. If you reach a remaining balance of 30% of the original LOA amount, and you expect you may need funds beyond the original amount, contact Amy Richey to encumber additional funds and follow the process (see item 3. above).
7. Make sure that the FDOT Manager or Operations Manager has authorization to sign new form 350-060-02 (use the Payment Document Authorization Form number 350-000-

05 to gain authorization). The invoice shall be submitted within five days of receipt from FHP to Financial Services, Attention: Jamie Schley, MS 1-68. Insure the FHP Troop Commander has signed the time sheet. The five days requirement to process is for a complete time sheet. If it is incorrect, unsigned by TC, etc., return to FHP and the five days will start over upon resubmittal.

8. If your project does not have phase 58 funds programmed, see item number 3. above. If you have questions regarding programming phase 58 funds, contact Scott Presson, 863-519-2228, Amy Richey, 863-519-2361 or Terry Muse, 863-519-2224.
9. At conclusion, the FHP shall provide email confirming final payment. Contact HSMV: Marty Peele - martypeele@flhsmv.gov (850-617-3340) for email confirming final payment of your LOA. Once email received, then send memo to Beth Kelly – beth.kelly@dot.state.fl.us (850-414-4757) Comptroller Office, notifying them to close out the LOA.
10. Finally, if you have any questions regarding this procedure, contact Shailesh Patel at 863-519-2227 or Terry Muse at 863-519-2224.

District One

FHP Hire Back Officer for Work Zone Traffic Control Point of Contact

Purpose: To be used with Contractual Services Agreement No: BDI55 between FDOT and FL Dept. of Highway Safety and Motor Vehicles. Services Commenced on July1, 2007 and Completed by June 30, 2012. Appendix 1 – Terms for Federal Aid Contracts, Exhibit A – Scope of Services, Exhibit B – Method of Compensation, Attachment A – Guide lines for use of FHP in Work Zone Speed Control and Modification/Amendment No. 1 – Change/add/delete language in Exhibit A & B, and Attachment - A

Troop C: Polk

Send LOA to Attention: 'Lt. Frear' for Major Paulette Jones-Morris Signature or Troop C Headquarters, 11305 North McKinley Drive, Tampa, Florida 33612, PH: (813) 632-6859 ext. 289, FAX: (813) 632-6896

See below the point of Contact list to Schedule FHP Hire back on your project.

Project Location/ FHP District	FHP Station Address / Schedule	Point of Contact for Scheduling FHP
Polk / FHP Lakeland District	3247 Lakeland Hills Blvd. Lakeland, FL 33805 863/499-2300	Lt. Frear 813-558-1300 Or 'haroldfrear@flhsmv.gov'

Troop L: Okeechobee

Send LOA to Attention: Major Aurelio Ramil 'AurelioRamil@flhsmv.gov' or 2929 N. 25th St. Ft. Pierce, FL 34946-1704, 772/468-3967 and copy to 'JohnCataldo@flhsmv.gov'

See below the Point of Contact list to Schedule FHP Hire back on your Project.

Project Location / FHP District	FHP Station Address / Schedule	Point of Contact for Scheduling FHP
Okeechobee / FHP Ft. Pierce District	2929 N. 25th St. Ft. Pierce, FL 34946-1704	Capt. John Cataldo 772-468-3967 Or 'johncataldo@flhsmv.gov'

Troop F: Desoto, Hardee, Collier, Lee, Charlotte, Hendry, Highlands, Manatee, Sarasota, Glades.

Send LOA to Attention: Major Carlos Vazquez 'carlosvazquez@flhsmv.gov' or Office of the Troop Commander, Troop-F Bradenton, Florida Highway Patrol, 5023 53rd Ave East, Bradenton, FL 34203, 941-751-7647, ext.105, Fax: 941-753-0923 and copy LOA's to all three District Captains. (Captain Tim Culhane 'TimCulhane@flhsmv.gov' and Captain John Donovan 'johndonovan@flhsmv.gov' and Captain John Baumann 'johnbaumann@flhsmv.gov')

See below the Point of Contact list to Schedule FHP Hire back on your Project.

FHP District/Counties	FHP Station	Point of Contact for Scheduling FHP
<i>Desoto, Hardee, Collier, Lee, Charlotte, Hendry, Highlands, Manatee, Sarasota, Glades</i>	4700-2 Terminal Dr. Ft. Myers, FL 33907	Lt. Greg Bueno 239-938-1816 Or 'gregorybueno@flhsmv.gov'

For above reference Contractual Services Agreement detail Go to State Construction Office web site, Under Engineering Areas Click Maintenance of Traffic. For District One procedure Go to District One web site, Operation, Construction, and Click on Contract Administration for Florida Highway Patrol Hireback Program. Questions regarding HSMV procedure contact Ms. Martha (Marty) Peele 'martypeele@flhsmv.gov' at 850-617-3340