

**USER GUIDE for
Hire Back Florida Highway Patrol (FHP) Officer
For Work Zone Traffic Control
Contract # BDT99**

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 BDT99. It is a contract executed by and between FHP and FDOT's Central Office. A copy is available at DOT Infonet - Construction Intranet - "Engineering Areas" – MOT – FHP Contract Information. http://www.dot.state.fl.us/construction/Engineers/MOT/FHP_Contract.shtm
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 for your geographic area (see attached FHP Point of Contact information sheet). Assuming a rate of \$45.00 per hour and 3 weeks of work by FHP, 5 days per week and 2 shifts per day the calculation would be:
 $\$45.00/\text{hour} \times 3 \text{ weeks} \times 5 \text{ days/week} \times 8 \text{ hours/shift} \times 2 \text{ shifts} = \$10,800.00$ round to \$11,000.00.
3. Before the project begins, the Project Administrator should verify the Phase 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 email Amy Richey (amy.richey@dot.state.fl.us) to do so. If the Phase 58 funds are programmed, you are now ready to encumber the funds. Send an email to 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). Amy can encumber the funds and notify you via email when they are available. The FIN will be the: project number-58-06 (rather than a construction project numbered project number-52-01). You are now ready to prepare the LOA. You may contact Amy Richey at the District Construction Office 863- 519-2361 with any questions.
4. The LOA form is available on separate attachment. This form shall be signed by the FDOT In-House Project Manager or Consultant Project Manager, scanned and emailed to FHP (See the FHP 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 and email to: **HSMV-Purchasing@flhsmv.gov** & **yvonnebryant@flhsmv.gov** (850-617-3340) and copy me". The person scanning and emailing to FHP shall include their name and email address, and include the name and email address of the FHP point of contact for scheduling.

You are now ready to use the FHP Point of Contact information sheet to notify FHP to schedule officers for your work zone traffic control. Make contact and schedule them at least 30 days out. It is recommended you take an executed copy of the LOA and the project Traffic Control Plan to your meeting with FHP. Some of the items to discuss with FHP are two week scheduling, coordination during emergencies, incidents on the project, and locations or areas within project limits where they can monitor speed enforcement. In addition, per the FHP contract, you can request quarterly reports from FHP that you are to send to the State Construction Office.

5. Once you receive the signed copy of the LOA from the local FHP Troop Commander you need to forward the following to Jennifer Freeman or Rena Reis in Financial Services, MS 1-68.
 - Signed copy of the LOA
 - Approved Encumbrance email from Amy Richey
 - Contract Status Change request form
 - Contract Status Change request form is to be completed one time only for each LOA. It is located on the Financial Services Website <http://d1sharepoint.dot.state.fl.us/sites/financial/SitePages/CFM.aspx>
If the link does not work please go to: DOT INFONET - Offices – District 1 - Support - Financial Services – Contract Funds Management - Contract Status Change
 - Each LOA is an amendment to the statewide contract BDT99.
6. 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 13 of 16 of the Master Contract between FDOT and FHP. FHP will then summarize the officers' hours by officer and by project (financial project number) and submit to the FDOT Operations Center point of contact (as shown in the LOA). The Operations Center point of contact will forward it to the PA or Construction Project Manager for review and approval. The time sheet summary will then be submitted along with the new automated Summary of Contractual Services Agreement/Purchase Order Receiving Report and Invoice Transmittal 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. The Summary of Contractual Services Agreement/Purchase Receiving Report and Invoice Transmittal Form 350-060-02 is found at: <http://procnet.co.dot.state.fl.us/forms/ByNumber.asp?index=3>.

The user must access the system each time to enter required invoice information and print the pdf version of their completed FACTS Contract Summary Form 350-060-02. Then the package will be forwarded to have Operations Engineer's or Manager's signature under "Authorized Official Certification" block. If the Authorized Official is the same as the Contract Manager, they do not have to sign twice; simply check the "Same as Contract Manager Signature" box. In order to use the "Same as Contract Manager Signature" box, the authorized signature must be in the "Contractual Information and Contract Manager Certification" block. The signature line in the "Authorized Official Certification" block can be left blank, if the "Same as Contract Manager Signature" box is checked.

The presentation and training is available at the following link:
<http://cosharepoint.dot.state.fl.us/sites/OOC/DOO/IP/default.aspx>

Instructions for Contract Status Change request form and Summary of Contractual Services Agreement/Purchase form 350-060-02 are available on a separate attachment to this procedure. **(Note: you have only 5 days from receipt to process this invoice including Financial Services payment processing time.)**

7. Please Note: It is very important that 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).

You may verify fuel cost shown on each invoice by visiting AAA website or contacting the FHP office.

8. Make sure that the FDOT Manager with signature authority has authorization to sign 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: Jennifer Freeman, MS 1-68. Insure the FHP Troop Commander has signed the time sheet. The five day requirement for processing 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.
9. 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 Amy Richey, 863-519-2361 or Brian Blair, 863-519-2676.
10. After the need for FHP has ended, the FHP shall provide email confirming final payment has been received. Contact HSMV: Yvonne Bryant – yvonnebryant@flhsmv.gov (850-617-3340) for email confirming final payment of your LOA. Once you receive confirming email then send email to Jennifer Freeman - jennifer.freeman@dot.state.fl.us (863-519-2752) or Rena Reis – rena.reis@dot.state.fl.us (863) 519-2210 of Financial Services, notifying them to close out the LOA for your project.
11. Finally, if you have any questions regarding this procedure, contact Kayla Sapp at 863-519-2227 or Brian Blair at 863-519-2676.