

LAP Construction Oversight and Project Inspection

Local Agencies certified to participate in the Local Agency Program (LAP) are responsible for the day-to-day administration and oversight of LAP projects. The Local Agency may deliver the projects through the use of its own forces or through the use of a consultant or contractor. In accordance with **23 Code of Federal Regulation Part 635**, the work administered by the Local Agency must meet all applicable Federal requirements. The Local Agency must be adequately staffed and suitably equipped to undertake and satisfactorily complete the work. The Local Agency shall provide a public employee that is in responsible charge of the project.

The Florida Department of Transportation (FDOT) serves as the prime recipient of federal transportation funds and is the supervising agency in accordance with **23 Code of Federal Regulation Part 635.105**. As such, the FDOT has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a Local Agency. The FDOT is responsible for insuring that Local Agency Program (LAP) projects receive adequate supervision and inspection from the Local Agency to insure that projects are completed in conformance with approved plans and specifications. In order to achieve its oversight responsibilities, the FDOT does the following:

- Certifies Local Agencies to participate in LAP
- Conducts Quality Assurance Reviews (QARs)
- Inspects and Accepts all LAP projects
- Reviews LAP projects for conformance with approved plans and specifications

Periodic Project Inspections and Documentation

During the active construction phase, interim reviews of the project progress and documentation is to be completed. Reviews are to be completed in coordination with the District LAP Administrator and the designated construction inspection personnel. The major items of work are to be reviewed, such as earthwork, concrete, asphalt, and other major items. The review is to be completed in accordance with the procedures outlined in the **FDOT Construction Projects Administration Manual (CPAM) Topic No. 700-000-000**.

The review is to include the Equal Employment Opportunity (EEO), Disadvantage Business Enterprise (DBE), and prevailing wage documentation. This includes certified payrolls, wage rate interviews, comparison of interviews with certified payrolls with appropriate follow up, as needed, and project site display of required posters and wage rate information. The review should be conducted as early in the active portion of the project as practical to ensure proper documentation throughout the remainder of the project. The portion of the review is to be completed in accordance with the procedures outlined in the **FDOT Contract Compliance Workbook**.

It is very important that any findings are documented and transmitted to the Local Agency. The findings should be scanned and stored in the Local Agency Program Information Tool (LAPIT) electronic document management system. The Local Agency is responsible for addressing any findings as a result of FDOT inspections in a timely manner. The Local Agency will notify the FDOT District LAP Administrator once all findings have been addressed. If the Local Agency fails to address a FDOT finding, then Federal-Aid funding may be withdrawn for any or all portions of the project, or withheld until the findings are addressed. **Section 5.5 (Inspection)** of the LAP Agreement outlines the requirements for the Local Agency to permit the FDOT's authorized representatives and authorized agents of FHWA to inspect all work, workmanship, materials, payrolls, and records and to audit the books, records, and accounts pertaining to the financing and development of the project.

Frequency of Inspections

The frequency of these inspections will be commensurate with the project size and/or complexity. At a minimum, the FDOT will conduct a final inspection and accept all LAP projects except those designated as full oversight project, where the FWHA will final inspect and accept the project. If the project is complex in scope the District LAP Administrator will consult with District Construction staff and coordinate with the Local Agency to establish a schedule of initial and interim inspections.

Suggested Construction Inspection Frequency:

- Simple projects with a construction value less than \$500,000: Final Inspection
- Simple projects with a construction value more than \$500,000: Initial Inspection (less than 25% of work complete) and Final Inspection
- Projects within the travel way with a construction value more than \$500,000: Initial Inspection (less than 25% of work complete), at least one interim inspection near midpoint of the construction and Final Inspection
- Critical projects (as defined in Section 23.1.3 of LAP Manual): Initial Inspection (less than 10% of work complete), quarterly interim inspections during the construction and a Final Inspection

Simple projects are defined as:

- Projects with a well-defined scope for all parties (Design and Construction)
- Projects with low risk of unforeseen conditions (i.e., projects that do not involve such things as significant underground utilities, earthwork variations, underground drainage pipes, bricks under pavement in urban areas, etc.)
- Projects with low possibility for change during construction

Examples of typical simply projects include:

- Fencing
- Guardrail
- Intersection improvements (with known utilities)
- Landscaping
- Mill/Resurface (including Interstate)
- Minor road widening
- Sidewalks
- Signing

Inspection Guide List

Project Location			
Applicable Requirements	NHS/SHS	Off System	Off System Critical Project
	CPAM	LAP Construction Checklist	CPAM
	FDOT Specifications	LAP Big Four	FDOT Specifications
	Critical Requirements Guide List	Approved Local Agency Specifications	Critical Requirements Guide List

LAP off system critical projects are defined as, LAP bridge projects, box culverts, projects with a construction value of \$10 million or more including road widen.