

D4 Local Program Gazette



Acquisition of Professional Services



March 1, 2012

The purpose of this article is to provide guidance for professional services acquisition phases in LAP and during the certification and recertification of Local Agencies. You may also refer to [Local Program Bulletin: 01-12](#) as published by the Central Office State LAP Administrator for additional information. [Form 525-010-49](#) provides guidance to District staff for project specific oversight, while [Form 525-010-48](#) details the critical requirements for inclusion in the Local Agency's professional services procurement process during the certification and recertification process. **Form 525-010-49** is effective on all future LAP Agreements (executed after 2/6/12) with professional services work phases, where federal aid participation is requested. **Form 525-010-48** should be submitted with your project-specific certification documents, or at the time of County governments' recertification. Both forms ensure compliance with the requirements of the **Federal Brooks Act** (as specified in 40 U.S.C. 1101-1104), and the requirements of the **State of Florida Consultant Competitive Negotiations Act** requirements (Section 287.055, Florida Statute). Final Certification and project documentation as outlined in the forms must be uploaded into the Local Agency Program Information Tool (LAPIT).

The forms are available on the Forms and Procedures Office site on the Intranet and will be incorporated by reference into the [Local Agency Program Manual](#) (Topic. 525-010-300) through updates to Chapter 18, Professional Services Contract, Selection & Award (Using Consultants).

The Federal Highway Administration (FHWA) has prepared a series of questions and answers on Procurement, Management, and Administration of Engineering and Design Related Services and can be accessed at <http://www.fhwa.dot.gov/programadmin/172qa.cfm>.

Should you have any questions, please contact Carla Perry at 850-414-4484 or Roosevelt Petithomme at 850-414-4383.