



# LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST

## DISTRICT 4 LOCAL PROGRAMS

Financial Project Id (FM): \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

OFF SHS     
  ON SHS     
  CRITICAL PROJECT

N/A	OFF SHS	ON SHS/ CRITICAL	Requirement	Notes
<b>Plans</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	Final Plans (100%)	<ul style="list-style-type: none"> <li>Submit Hard Copy Plans on 11x17</li> <li><b>ON –SHS/Critical Projects</b> : <a href="#">Comply with Plans Preparation Manual (PPM) &amp; FDOT Design Standards</a> <ul style="list-style-type: none"> <li>For landscaping projects: <a href="#">Use PPM, Chapter 9 and Standard Index 546.</a></li> <li>For transit facilities projects: Use FDOT District 4 Transit Facilities Guidelines.</li> </ul> </li> <li><b>ALL projects</b>: <a href="#">See LAP Manual, Chapter 19.4 for other Design Criteria and Manuals.</a></li> <li><a href="#">See PPM, Volume II, Chapter 2.3.2 for plans submittal requirements.</a> <ul style="list-style-type: none"> <li>Include FM # on Key Sheet.</li> </ul> </li> </ul>
<b>Estimate</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	100% Engineer's Estimate	<ul style="list-style-type: none"> <li><b>ALL projects</b>: Estimate must be in right format (<a href="#">Sample Estimate</a>) with participating and non-participating items clearly defined.</li> <li><a href="#">LAP Manual, Chapter 20.4</a></li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate Required Signatures	<ul style="list-style-type: none"> <li><b>REQUIRED Signatures</b> on bottom right of Engineer's Cost Estimate must be signed and dated for:               <ol style="list-style-type: none"> <li>1) Preparation</li> <li>2) Review</li> <li>3) Approval (Agency Responsible Charge)</li> </ol> </li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Backup	<ul style="list-style-type: none"> <li><b>ALL projects</b>: Provide Backup Quantities in any form</li> </ul>
<b>Right-of-Way</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	LAP/FDOT No Additional Right of Way Certification Form (Form # 575-095-09)  <b>AND</b>  LAP/FDOT Right of Way Certification Form (Form # 575-095-07)	<ul style="list-style-type: none"> <li><a href="#">LAP Manual, Chapter 12</a></li> <li><a href="#">Right of Way Manual, Chapter 12.1</a></li> <li>Uniform Relocation Assistance and Real Property Acquisition. Policies Act of 1970 (The Uniform Act).</li> <li>Use the "No Additional Right-of-Way" Form if no right-of-way is acquired.</li> <li>Use the "Right-of-Way" Form if right-of-way is acquired.</li> <li><b>Original Signature</b> for both forms is required.</li> </ul>



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Environmental				
	<input type="checkbox"/>	<input type="checkbox"/>	Back-Up Memorandum	<ul style="list-style-type: none"> <li><a href="#">Sample Memo</a></li> </ul>
			<input type="checkbox"/> Type 1 Categorical Exclusion <b>OR</b> <input type="checkbox"/> Programmatic Categorical Exclusion Checklist <b>OR</b> <input type="checkbox"/> NEPA Document Re-evaluation	<ul style="list-style-type: none"> <li><a href="#">Refer to LAP Tutorial for NEPA Compliance</a></li> <li><a href="#">LAP Manual, Chapter 11:</a></li> <li><a href="#">Status of Environmental Certification and Type 1 Programmatic Categorical Exclusion</a></li> <li><a href="#">Project Development and Environment Manual (PD&amp;E Manual), Part 1, Chapter 2.</a></li> </ul>



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Contract Documents				
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	<input type="checkbox"/>	<input type="checkbox"/>	100% Bid/Contract Document with Federal Provisions	<ul style="list-style-type: none"> <li>• <b>ON SHS/ Critical Projects:</b> FDOT will prepare Division 2 and 3 of contract documents               <ul style="list-style-type: none"> <li>○ <a href="#">The Agency can use its own Division I</a>; some required language must be included.</li> </ul> </li> <li>• <b>OFF SHS</b> – Agency can use their own technical specifications but must include <b>Earthwork, Concrete, Asphalt and Landscaping</b>.</li> <li>• <b>All Projects</b> <ul style="list-style-type: none"> <li>○ Tab and label Bid/Contract documents</li> <li>○ Include the Federal Required Contract Provisions</li> <li>○ <b>Searchable PDF Document</b></li> </ul> </li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Signed Federal Requirements LAP Checklist for Construction Contracts	<ul style="list-style-type: none"> <li>• <b>All Projects</b> <ul style="list-style-type: none"> <li>• <a href="#">LAP Manual, Chapter 21</a></li> <li>• Include contract pages for reference in checklist. Use Abbreviated checklist for projects with initial FHWA Construction Authorization on or before July 2005.</li> <li>• <b>MUST initial all check boxes</b></li> </ul> </li> </ul>

Project CD/DVD OR E-Mail				
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	<input type="checkbox"/>	<input type="checkbox"/>	PDF	<ul style="list-style-type: none"> <li>• Electronic Naming Convention</li> </ul>
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Design Components				
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		<input type="checkbox"/>	Traffic Control Plans (TCP) (Integral to Plans Set)	<ul style="list-style-type: none"> <li>• <a href="#">PPM, Volume I, Chapter 10</a></li> <li>• <a href="#">FDOT Design Standards, 600 Series</a> <ul style="list-style-type: none"> <li>○ Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). Maintenance of Traffic (MOT) certification required for development of TCP.</li> </ul> </li> </ul>
<input type="checkbox"/>		<input type="checkbox"/>	Typical Section Package	<ul style="list-style-type: none"> <li>• <a href="#">PPM, Volume I, Chapters 16.2.3 &amp; 16.3.1, Exhibit 16-B for Example.</a></li> </ul>
<input type="checkbox"/>		<input type="checkbox"/>	Pavement Design Package	<ul style="list-style-type: none"> <li>• <a href="#">PPM, Volume I, Chapter 16.2.7; Rigid and Flexible Pavement Design Manuals.</a></li> </ul>
<input type="checkbox"/>		<input type="checkbox"/>	Design Exceptions/Variations	<ul style="list-style-type: none"> <li>• <a href="#">LAP Manual, Chapter 19.5</a></li> <li>• <a href="#">PPM, Volume I, Chapter 23</a></li> </ul>
<input type="checkbox"/>		<input type="checkbox"/>	Access Management Plan	<ul style="list-style-type: none"> <li>• <a href="#">The Median Handbook</a></li> <li>• <a href="#">Driveway Handbook</a></li> </ul> <p style="text-align: right;"><input type="checkbox"/> NO change to lighting</p>



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<input type="checkbox"/>		<input type="checkbox"/>	Roadway Lighting Justification Report	<ul style="list-style-type: none"> <li>AASHTO Roadway Lighting Design Guide</li> <li><input type="checkbox"/> NO change to access</li> </ul>
<b>Utilities</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Utility Coordination	<ul style="list-style-type: none"> <li>Meeting minutes, correspondence with Utility Agency.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Utility Exceptions	<ul style="list-style-type: none"> <li>If applicable</li> </ul>
<b>Railroad</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Railroad Coordination	<ul style="list-style-type: none"> <li>This project crosses or is adjacent to RR Right-of-Way</li> <li>Meeting minutes, correspondence with Railroad Company or FDOT Rail Coordinator.</li> </ul> <p>Hector Hartmann  <a href="mailto:hector.hartmann@dot.state.fl.us">hector.hartmann@dot.state.fl.us</a>            (954) 777-4401</p>
<b>Signal Interconnect</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Signal Interconnect Coordination	<ul style="list-style-type: none"> <li><b>Applies to Agencies in Broward County:</b> Coordination with Broward County Traffic Engineering Division required for signal interconnects.</li> </ul>
<b>Bridge plans required (Integral to Plans Set)</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	Design Calculations	<a href="#">FDOT Structures Manual</a>
	<input type="checkbox"/>	<input type="checkbox"/>	BHR/BDR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil or foundation Reports	<ul style="list-style-type: none"> <li><a href="#">FDOT Structures Manual</a></li> <li><a href="#">Soils &amp; Foundations Handbook</a>.</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Bridge Load Rating	<ul style="list-style-type: none"> <li><a href="#">FDOT Structures Manual</a></li> <li><a href="#">Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges</a></li> </ul>

- 1 (one) hard copy and 1(one) CD is needed for the constructability phase submittal