

KICK OFF PACKAGE

TABLE OF CONTENTS

CHAPTER 1 SCHEDULING

INTRODUCTION
SAMPLE SCHEDULE
LAP FLOW CHART

CHAPTER 2 DESIGN SUBMITTALS CHECKLISTS

LAP PRELIMINARY PHASE SUBMITTAL CHECKLIST
LAP INITIAL PHASE SUBMITTAL CHECKLIST
LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST

CHAPTER 3 ENVIRONMENTAL AND ROW

ENVIRONMENTAL CERTIFICATION
ENVIRONMENTAL CERTIFICATION GUIDE
ROW CHECKLIST GUIDE
CHECKLIST FOR CONSTRUCTION

CHAPTER 4 SCOPE AND ESTIMATE

SCOPE OF WORK TEMPLATE
SAMPLE LOCATION MAP
SAMPLE ENGINEER COST ESTIMATE
SAMPLE TYPICAL SECTION

CHAPTER 5 SCHEDULE UPDATES

MONTHLY SCHEDULE UPDATES

CHAPTER 6 PHASE SUBMITTAL COMMENTS

ELECTRONIC REVIEW COMMENTS
MISCELLANEOUS COMMENTS

*Please first review Kick-Off package as a PDF. There are notes present that will not appear if printed.

CHAPTER 1 SCHEDULING

INTRODUCTION
SAMPLE SCHEDULE
LAP FLOW CHART

INTRODUCTION

The Initial schedule provided by FDOT at the beginning of a project will outline all the activities the Local Agency needs to perform. It should be noted that the complete schedule that FDOT uses to track the project includes Agency tasks as well as the numerous FDOT activities that need to be accomplished internally in order to move the project forward. The Complete Internal schedule utilizes a Work Breakdown Structure or WBS. Two schedules are provided to the Agency as follows: One schedule with Agency and FDOT tasks broken down by categories and subcategories and not necessarily by dates, and one schedule that only includes the Agency tasks and is in chronological order.

DISCOVERY OF SCHEDULE

During the initial stages of the project, FDOT will begin the process of Discovering the Schedule by preparing a tentative schedule that is tailored for the project and is based on internal funding commitment and other critical dates. Typically, during the Consultant Acquisition phase, the Agency together with their consultant also develop a schedule based on required submittals, permitting needs, commitments to other agencies etc... Once the FDOT and the Agency have a clear understanding of the schedule needs of the project, the appropriate FDOT and Agency personnel can meet and finalize the Discovery of the Schedule. It is important to note that the process of Discovering the Schedule is a joint effort between the FDOT and the Agency, so that the Agency can develop a clear understanding of the FDOT expectations embedded in the schedule. There is one date that is critical that FDOT and the Agency meet, the **Commitment Date**, which the schedule calls "**FDOT Encumbrance (LAP Commitment)**". This is the date your agency committed to completing the LAP Production process. This is the date that our Management is held accountable by Senior Management and FHWA.

A flow chart is provided to help explain the different Tracks and their importance in relation to each other. All activities within the schedule fall under one of these tracks. This flow chart serves to show that there are basically 5 tracks that the LAP process entails namely, LAP Certification Track, Design Track, Environmental Track, LAP Agreement Procurement Track and Construction Track. The first four Tracks need to be completed before FDOT will provide NTP to the Agency and before the Construction Track can begin.

DEFINITIONS

Actual Start Date - At the activity level, the Actual Start date represents the point in time that meaningful work actually started on an activity.

Actual Finish Date - At the activity level, the Actual Finish date represents the point in time that work actually ended on an Activity.

Duration – Activity durations shall be entered as the number of working days (not including holidays weekends or other non-working periods) to complete the selected activity.

Remaining Duration – The time needed to complete an activity in progress. Measured in working days.

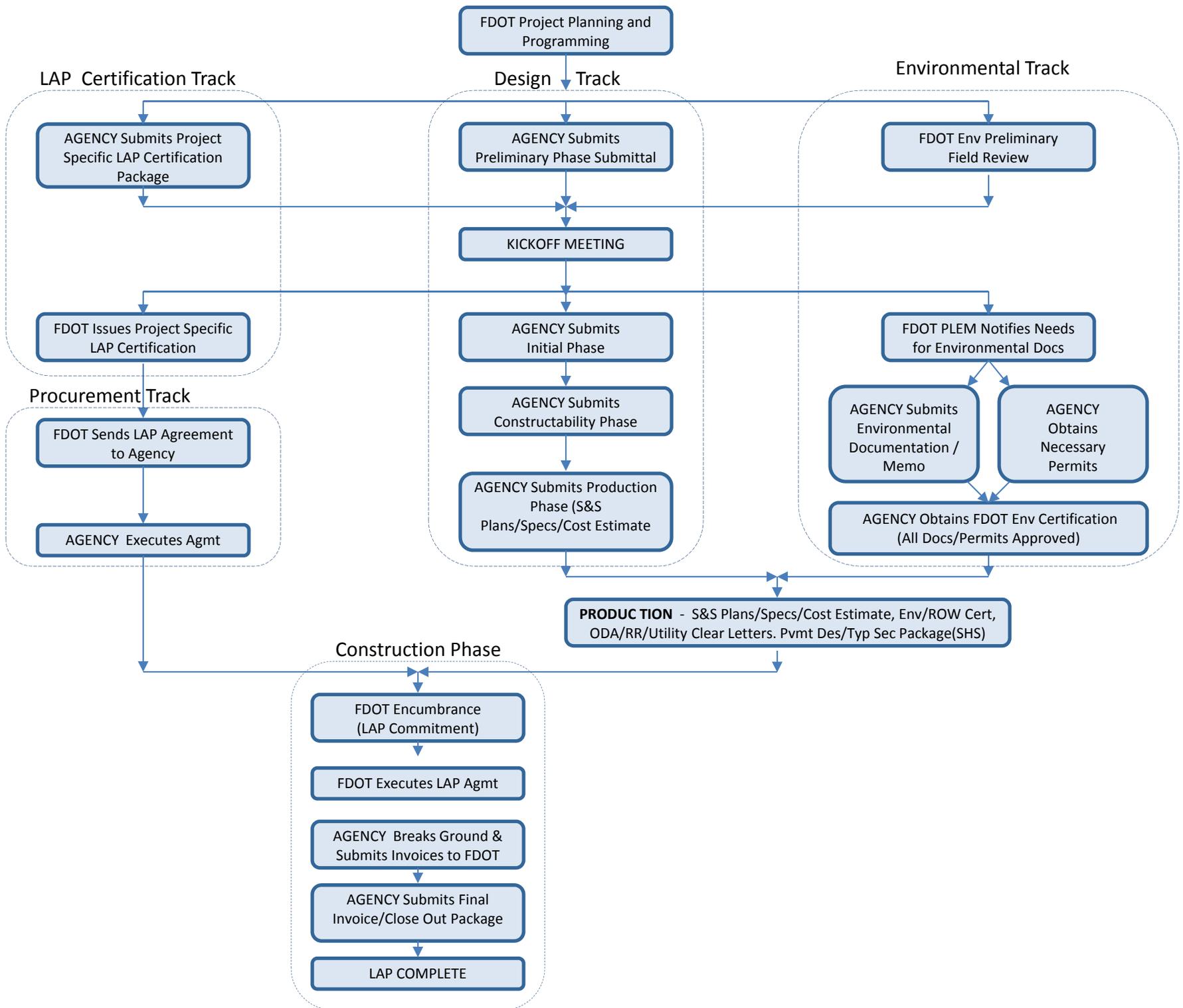
Early Dates - The earliest an activity can start or finish and meet the completion dates

Late Dates – “Drop dead dates”. The latest an activity can start or finish without delaying the day of completion.

Total Float - The amount of time an activity (or chain of activities) can be delayed from its early start without delaying the project completion date. Float is a mathematical calculation and can change as the project progresses and changes are made to the project plan.

Questions about the schedule?????

Activity ID	RESP - Resp Person	Activity Name	Orig. Dur.	Rem Dur.	Old % Complete	New % Complete	Early Start	Early Finish	Actual Start	Actual Finish	Total Float
HOPKINS YANIQUE											
Boca Raton											
433167.1 NW 7 & 8 ST;NW 9 CT FR NW 12 AVE TO NW 4 AVE											
FQ06899010	AG	Agency Prepares Project-Specific LAP Certification	60	60	0%		04/01/14	06/24/14			142
FQ06199020	AG	Agency Submits Preliminary Phase	1	1	0%		06/25/14	06/25/14			0
FQ16899020	AG	Agency Submits Project-Specific LAP Certification Doc	1	1	0%		06/25/14	06/25/14			142
FQ23399010	AG	Agency Environmental Consultant Acquisition	40	40	0%		07/28/14	09/22/14			753
FQ12599451	AG	Agency Prepares Environmental Memo	40	40	0%		07/28/14	09/22/14			263
FQ06101030	AG	Agency Prepares Initial Plans	120	120	0%		07/28/14	01/20/15			0
FQ16899040	AG	Agency Revises Project Specific LAP Certification Pac	20	20	0%		09/22/14	10/17/14			142
FQ06199130	AG	Agency Submits Initial Phase	1	1	0%		01/21/15	01/21/15			0
FQ16199260	AG	Agency Prepares Constructability Plans	120	120	0%		01/22/15	07/10/15			0
FQ18899010	AG	Agency Responds to Initial Phase Review Comments	20	20	0%		02/20/15	03/19/15			79
FQ06199140	AG	Agency Submits Constructability Phase	1	1	0%		07/13/15	07/13/15			0
FQ36199280	AG	Agency Responds to Constructability ERC Comments	40	40	0%		08/12/15	10/07/15			0
FQ06199160	AG	Agency Submits Production Package	1	1	0%		10/09/15	10/09/15			0
FQ07701130	AG	Agency Signs and Returns LAP Agreement	60	60	0%		11/26/15	01/24/16			4
FQ27801030	AG	Agency Prepares Project Advertisement	15	15	0%		02/19/16	03/10/16			0
FQ27801040	AG	Agency Project Advertisement	20	20	0%		03/11/16	04/07/16			0
FQ28901010	AG	Agency Opens Bids and Notifies FDOT of Results	20	20	0%		04/08/16	05/05/16			0
FQ07701140	AG	Agency Commission Approves Construction Contract	40	40	0%		05/13/16	07/11/16			0
FQ23401040	AG	Agency Issues Construction NTP	15	15	0%		07/12/16	08/01/16			0
FQ23499050	AG	Agency Breaks Ground	5	5	0%		08/02/16	08/08/16			0
FQ07701230	AG	Agency Submits Construction and CEI Invoices	200	200	0%		08/09/16	05/24/17			0
FQ07701240	AG	Agency Submits Final Invoice and Close-out Package	20	20	0%		05/25/17	06/22/17			0
Please return updates to FDOT scheduling office no later than ??/2013.						Please update "Actual Start", "Actual Finish"and/or "New % Complete"					



CHAPTER 2 DESIGN SUBMITTAL CHECKLISTS

LAP PRELIMINARY PHASE SUBMITTAL CHECKLIST
LAP INITIAL PHASE SUBMITTAL CHECKLIST
LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST



LAP PRELIMINARY PHASE SUBMITTAL CHECKLIST

*District 4
Local Programs*

Financial Project Id (FM):

Date:

Agency:

Project Name:

OFF SHS
 ON SHS
 CRITICAL PROJECT

N/A		Requirement	Notes
Scope			
	<input type="checkbox"/>	Project Scope	Scope Sample Project Scope Template
	<input type="checkbox"/>	Location Map	Location Map Sample
Estimate			
	<input type="checkbox"/>	Preliminary Engineer's Estimate	<ul style="list-style-type: none"> • ALL Projects: Estimate must be in correct format (Sample Estimate) • LAP Manual, Chapter 20.4
Certification			
<input type="checkbox"/>	<input type="checkbox"/>	LAP Certification Package	Certification Package
Project CD/DVD OR E-Mail			
	<input type="checkbox"/>	PDF	<i>Electronic Naming Convention</i>

Necessary for Preliminary Phase Submittal:

- One (1) Hard Copy
- One (1) CD



LAP INITIAL PHASE SUBMITTAL CHECKLIST

*District 4
Local Programs*

Financial Project Id (FM):

Date:

Agency:

Project Name:

OFF SHS
 ON SHS
 CRITICAL PROJECT

Requirement	Notes
Plans	
<input type="checkbox"/>	<p style="text-align: center;">Initial Plans (30%)</p> <ul style="list-style-type: none"> • ON –SHS: Comply with Plans Preparation Manual (PPM) & FDOT Design Standards <ul style="list-style-type: none"> o For landscaping projects: Use PPM, Chapter 9 and Standard Index 546 o For transit facilities projects: Use FDOT District 4 Transit Facilities Guidelines • ALL Projects: Include FM # on Key Sheet <ul style="list-style-type: none"> o See LAP Manual, Chapter 19.4 for other Design Criteria and Manuals o See PPM, Volume II, Chapter 2.3.2 for plans submittal requirements
Estimate	
<input type="checkbox"/>	<p style="text-align: center;">30% Engineer's Estimate</p> <ul style="list-style-type: none"> • ALL Projects: Estimate must be in correct format (Sample Estimate) • LAP Manual, Chapter 20.4 • Updated "Preliminary Engineer's Estimate" from Preliminary Phase Submittal Checklist
Project CD/DVD OR E-Mail	
<input type="checkbox"/>	<p>PDF</p> <p><i>Electronic Naming Convention</i></p>

Necessary for Initial Phase Submittal:

- One (1) Hard Copy
- One (1) CD



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
Plans				
	<input type="checkbox"/>	<input type="checkbox"/>	Constructability Plans (90%)	<ul style="list-style-type: none"> • ON –SHS: Comply with Plans Preparation Manual (PPM) & FDOT Design Standards <ul style="list-style-type: none"> o For landscaping projects: Use PPM, Chapter 9 and Standard Index 546 o For transit facilities projects: Use FDOT District 4 Transit Facilities Guidelines • ALL Projects: Include FM # on Key Sheet <ul style="list-style-type: none"> o See LAP Manual, Chapter 19.4 for other Design Criteria and Manuals o See PPM, Volume II, Chapter 2.3.2 for plans submittal requirements
Estimate				
	<input type="checkbox"/>	<input type="checkbox"/>	90% Engineer's Estimate	<ul style="list-style-type: none"> • ALL Projects: Estimate must be in correct format (Sample Estimate) • LAP Manual, Chapter 20.4 • Updated "30% Engineer's Estimate"
	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Backup	<ul style="list-style-type: none"> • ALL Projects: Provide Backup Quantities in any form
Right-of-Way				
	<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Certification (Form # 575-095-05)	<ul style="list-style-type: none"> • LAP Manual, Chapter 12 • Right of Way Manual, Chapter 12.1 • Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (The Uniform Act) • Original Signature Required
Environmental				
	<input type="checkbox"/>	<input type="checkbox"/>	Backup Memorandum	<ul style="list-style-type: none"> • Backup Memorandum Sample
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Type 1 Categorical Exclusion OR <input type="checkbox"/> Programmatic Categorical Exclusion Checklist OR <input type="checkbox"/> NEPA Document Re-evaluation	<ul style="list-style-type: none"> • Refer to LAP Tutorial for NEPA Compliance • LAP Manual, Chapter 11 • Project Development and Environment Manual (PD&E Manual), Part 1, Chapter 2



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
Contract Documents				
	<input type="checkbox"/>	<input type="checkbox"/>	90% Bid/ Contract Documents with Federal Provisions	<ul style="list-style-type: none"> • ON SHS/ Critical Projects: FDOT will prepare Division 2 and 3 of contract documents • OFF SHS: Agency can use their own technical specifications but must include Earthwork, Concrete, Asphalt and Landscaping • All Projects: <ul style="list-style-type: none"> o Tab and Label Bid/ Contract Documents o Include the Federal Required Contract Provisions o Searchable PDF Document
	<input type="checkbox"/>	<input type="checkbox"/>	Signed LAP Checklist For Construction Contracts - Federal and State Requirements (Form # 525-010-44)	<ul style="list-style-type: none"> • All Projects: <ul style="list-style-type: none"> o LAP Manual, Chapter 21 o Include contract pages for reference in checklist. Use Abbreviated checklist for projects with initial FHWA Construction Authorization on or before July 2005
Project CD/ DVD OR E-Mail				
	<input type="checkbox"/>	<input type="checkbox"/>	PDF	<i>Electronic Naming Convention</i>
Design Components				
	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Plans (TCP) (Integral to Plan Set)	<ul style="list-style-type: none"> • PPM, Volume 1, Chapter 10 • FDOT Design Standards, 600 Series <ul style="list-style-type: none"> o Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) o Maintenance of Traffic (MOT) certification required for development of TCP
<input type="checkbox"/>		<input type="checkbox"/>	Typical Section Package	<ul style="list-style-type: none"> • See PPM, Volume 1, Chapters 16.2.3, 16.3.1, & Exhibit 16-B for example
<input type="checkbox"/>		<input type="checkbox"/>	Pavement Design Package	<ul style="list-style-type: none"> • PPM, Volume 1, Chapter 16.2.7: Rigid and Flexible Pavement Design Manuals
<input type="checkbox"/>		<input type="checkbox"/>	Design Exceptions/ Variations	<ul style="list-style-type: none"> • LAP Manual, Chapter 19.5 • PPM, Volume 1, Chapter 23
<input type="checkbox"/>		<input type="checkbox"/>	Access Management Plan	<ul style="list-style-type: none"> • The Median Handbook • Driveway Handbook
<input type="checkbox"/> No change to Lighting				



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
<input type="checkbox"/>		<input type="checkbox"/>	Access Management Plan	<ul style="list-style-type: none"> • AASHTO Roadway Lighting Design Guide <li style="text-align: right;"><input type="checkbox"/> No change to Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proprietary Products Request Approval	<ul style="list-style-type: none"> • Proprietary Products and Specifications Reference Materials • Proprietary Products Overview
Utilities				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Utility Coordination	<ul style="list-style-type: none"> • Meeting Minutes, Correspondence with Utility Agent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Utility Exceptions	<ul style="list-style-type: none"> • If Applicable
Railroad				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Railroad Coordination	<ul style="list-style-type: none"> • Applicable if project crosses or is adjacent to RR Right of Way • Meeting Minutes, Correspondence with Railroad Company or FDOT Rail Coordinator <li style="padding-left: 20px;">Hector Hartmann (954) 777-4401 hector.hartmann@dot.state.fl.us
Signal Interconnect				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Signal Interconnect Coordination	<ul style="list-style-type: none"> • Applies to Agencies in Broward County Only: Coordination with Broward County Traffic Engineering Division required for signal interconnects
<input type="checkbox"/> (Check if No Bridge Plans Required) Bridge Plans Required (Integral to Plan Set)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Calculations	<ul style="list-style-type: none"> • FDOT Structures Manual
<input type="checkbox"/>	<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"> • FDOT Structures Manual • Soils & Foundations Handbook
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bridge Load Rating	<ul style="list-style-type: none"> • FDOT Structures Manual • Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges

Necessary for Constructability Phase Submittal:

- One (1) Hard Copy
- One (1) CD

CHAPTER 3 ENVIRONMENTAL AND ROW

ENVIRONMENTAL CERTIFICATION
ENVIRONMENTAL CERTIFICATION GUIDE
ROW CHECKLIST GUIDE
CHECKLIST FOR CONSTRUCTION

LAP ENVIRONMENTAL DESKTOP AND FIELD REVIEW CHECKLIST

Final 5/14/08

FM#: _____ Federal Aid Project #:  _____

Project Limits: _____

Project Scope: _____

County: _____ Project Manager: _____

Reviewer(s): _____ Date: _____

Class of Action: Type ICE PCE

Desktop Review:

YES NO Were aerial photographs reviewed on one or more of the following sites?

- <http://maps.google.com/>
- <http://dotvcopl01.co.dot.state.fl.us/iview/viewer.html>

YES NO Were historical aerials reviewed?

- <http://www.uflib.ufl.edu/digital/collections/FLAP/>

Note: Historical aerial photographs are available from FDOT's APLUS system at <http://www2.dot.state.fl.us/surveyingandmapping/aplus.internet/main.aspx>. You must create an account to use this service. Requested aerials can be obtained in 24-48 hours on the FTP site. (While not normally used for Design Phase Reviews, this could be a useful tool if needed).

YES NO Were applicable street/parcel maps reviewed for the project?

YES NO Were various agency databases accessed for information regarding potentially contaminated properties including, but not limited to the following sites?

- Florida Geographic Data Layers (GFDL) at <http://www.fgdl.org/> – note: Obtain the facility ID number for petroleum sites.
- OCULUS: <http://dwmedms.dep.state.fl.us/Oculus/servlet/login> search by Facility ID number for known petroleum sites to verify location and regulatory status of sites identified on ETDM.
- OCULUS search by lat/long, address, county, city or zip code:
http://www.dep.state.fl.us/waste/quick_topics/database_reports/pages/stcm/stcm_reports.htm
Search for all contaminated facilities by lat/long by choosing a radius from the corridor's centerpoint. Be sure to cover entire project corridor. Search by address or zip code to determine the status of any existing tanks at the site AND historic conditions (i.e. – old USTs removed in the 70's may present an unreported contamination condition)
Counties Solid Waste Sites:

- Broward County contaminated sites (if applicable)
<http://www.broward.org/waste/welcome.htm>
http://www.broward.org/pprd/cs_locations.htm
- Palm Beach County contaminated sites (if applicable):
<http://www.swa-pbc.org/swsites.htm>
- Martin County contaminated sites (if applicable):
http://www.martin.fl.us/GOVT/depts/evt/site/solid-waste/solid_waste.htm
- St. Lucie County contaminated sites (if applicable):
<http://www.stlucieco.gov/solid-waste/>



Indian River County contaminated sites (if applicable):

<http://www.ircwaste.com/>

Additional databases that may be searched for information include:

FDEP Dry Cleaner Ranking List (to determine the regulatory status of a contaminated dry cleaner)

http://www.dep.state.fl.us/waste/quick_topics/publications/wc/drycleaning/PR0707.pdf

FDEP Solid Waste (Landfill) Facility Locator:

http://www.dep.state.fl.us/waste/quick_topics/database_reports/default.htm

FDEP other sites:

<http://dwmedms.dep.state.fl.us/>

http://www.dep.state.fl.us/waste/quick_topics/database_reports/pages/stcm/stcm_reports.htm

EPA Emergency Response Notification System (ERNS) (Spills over 25 gallons)

<http://www.epa.gov/region04/r4data/erns/>

EPA other sites:

<http://www.epa.gov/superfund/sites/npl/npl.htm>

<http://www.epa.gov/region4/>

EPA Federal Superfund, RCRA and Brownfield sites mapper:

<http://www.epa.gov/enviro/cleanups/>

YES NO Were the Florida Geographic Data Layers (FGDL) (<http://www.fgdl.org/>) reviewed for the project area?
Data is available for download free of charge from FGDL METADATA EXPLORER or their FTPsite.

Field Visit:

Social and Economic Impacts (*defined as potential impacts to community interaction, facilities and/or services, access, and safety*):

YES NO Are there any community buildings such as public schools, churches, hospitals, fire/police buildings, or community centers located within close proximity to the project?
YES NO Does the project appear to cause any adverse impacts to local traffic patterns, property access, community cohesiveness, planned community growth, or land use patterns?
YES NO Are there any residences, apartments, houses, or other dwellings in close proximity to the roadway? Do the rear yards of any of these structures lie adjacent to the project corridor?

Cultural Impacts: (*defined as potential impacts to publicly owned parks and or recreation areas, known historical or archaeological sites, or other areas. Impacts can be a direct use of the property or can be a change in the view or appearance*):

YES NO *Section 106:* Are there any older buildings, neighborhoods, or structures on or immediately adjacent to the project corridor (older buildings may have metal roofs, wooden siding and windows, or just appear “old” looking)? Do any of the buildings look like they might have been constructed prior to 1960? Obtain addresses for any suspect buildings. Will the aesthetics of any these sites be affected by the proposed project?
YES NO *Section 106:* Are there any areas where Tribal or early Florida settlers may have camped or lived? Are there any marked or designated archeological sites, historic buildings or structures, or designated historic districts in the project area? Are any memorials, memorial plaques, historic markers or interpretive signage observed within the vicinity of the project? Will the aesthetics of any these sites be affected by the proposed project?



- YES NO *Section 4(f):* Are there any public recreation facilities such as public parks, boat launch or landing, recreation lands, golf courses, wildlife refuges, waterfowl refuges, or aquatic preserves in the vicinity of the project?
- YES NO *Section 4(f):* Does it appear that a taking of public property will be necessary? Will access be blocked to any Section 4(f) properties?

Wetlands (defined as potential impacts to areas designated by the permit agencies as wetlands based upon vegetation, presence of water, soils; in addition, there are further designations based upon the location of the wetland)

- YES NO *Wetlands:* Are there mangroves, wetlands, or coastal dune plants within the vicinity of the project corridor? Are the wetlands freshwater or salt water? Are the wetlands isolated?
- YES NO *Seagrass:* Are there sea grasses within the vicinity of the project corridor? Will construction activities require in-water work? Will there be impacts to Essential Fish Habitat?
- YES NO *Water Quality:* Are there drainage improvements proposed for the project? Are there new or modified drainage outfalls associated with the project? Are water quality impacts negligible or non-existent? Identify the type of water body if possible.
- YES NO *Water Quality:* If the project involves bridge reconstruction, will there be any blasting or pile driving activities? Will turbidity be an issue?
- YES NO Is the project located within the Loxahatchee Wild and Scenic River basin?

Wildlife and Habitat *(defined as potential impacts to species and/or their habitat that are listed by the US Fish and Wildlife Service and/or the Florida Fish and Wildlife Conservation Commission as Threatened or Endangered)* Refer to the LAP Tutorial for Threatened and Endangered Species data sources:

- YES NO *Habitat:* Are there undeveloped lands located within or adjacent to the project area? Is the project Located within or adjacent to any parks, preserves, refuges, or FNAI managed areas?
- YES NO *Protected Species:* Are there areas of scrub habitat within the vicinity of the project? Are any scrub jays observed?
- YES NO *Protected Species:* Are any gopher tortoise burrows or Eastern indigo snakes observed?
- YES NO *Protected Species:* Is the project located within a wood stork Core Foraging Area (CFA)? Will work be occurring in wet swales or wetlands?
- YES NO *Protected Species:* Are any bald eagle nests, snail kite nests, wood stork nests, or wading bird rookeries observed? Was the eagle nest database checked (<http://myfwc.com/eagle/eaglenests/>)
- YES NO *Protected Species:* Is there burrowing owl habitat (sparsely vegetated sandy open fields) in the project area?
- YES NO *Protected Species:* Is there caracara habitat (open grassland or prairie) in the project area?
- YES NO *Protected Species:* Is the project located within a manatee zone or within Critical Habitat for the manatee? (S:\OPEM\Environmental Services Unit\Reference Materials\D4 Manatee Critical Habitat.pdf) If so, is there a general note included in the design plans?
- YES NO *Protected Species:* Is the project located within Johnson's seagrass Critical Habitat? (S:\OPEM\Environmental Services Unit\Reference Materials\Johnson's Critical Habitat.pdf)
- YES NO *Protected Species:* Is the project near the beach? Will it involve replacement of lighting? Should sea turtle lighting be evaluated? Is there a general note in the plans restricting night construction activities during sea turtle nesting season?
- YES NO *Protected Species:* Does the project cross the Intracoastal Waterway? If so, is there a general note in the design plans regarding sea turtle construction protection measures?
- YES NO *Protected Species:* Does the project area contain any plants listed as threatened or endangered by FDA or by the respective county?
- YES NO *CBRA:* Is the project located within a Coastal Barrier Resource Area?
- YES NO *Farmlands:* Will any farmland impacts occur?



YES NO *Tree Impacts: For Palm Beach County:* Are there any palms or small trees located within the limits of construction? If so, FDOT must coordinate with the county on relocation of the palms/trees.

YES NO *Exotics:* Are there any exotic species (Australian pine, Brazilian pepper, melaleuca, Lygodium, etc.) within the right of way? Can they be removed without exposing neighborhoods to the roadway? Is exotic vegetation located near environmentally sensitive areas (everglades, intracoastal waterway)?

Physical Impacts (*defined as potential impacts to areas and/or sites that have contamination sources as indicated below or potential impacts to air quality*):

YES NO *Noise:* Are there capacity improvements associated with the project? Are features such as turn lanes bringing constructed traffic closer to homeowners?

YES NO *Noise:* Are there any existing noise walls within the project limits? Are there any gaps within the existing walls?

YES NO *Noise:* Are there any new developments within the project area that may qualify for noise abatement once the project is constructed?

YES NO *Air Quality:* Is the project located within a non-attainment or maintenance area for air quality (Broward or Palm Beach Counties)?

YES NO *Air Quality:* Are there other pollution sources or any unusual smells associated with automobile exhaust or visual indicators such as particulates matter (PM)?

YES NO *Contamination:* Check for the following and indicate if they are present. Take photographs and list the addresses of any potential properties of concern in the notes area below.

YES NO gas stations

YES NO dry cleaners

YES NO muffler/transmission shops or mechanic shops

YES NO printing shops

YES NO electrical repair shops

YES NO other industrial businesses

YES NO abandoned buildings, abandoned lots or buildings that look as if they may have been used for any of the above businesses previously?

YES NO monitoring wells or air strippers within the project corridor or the proposed right of way

YES NO abandoned fenced compounds or concrete pads with no apparent use

YES NO evidence of trenching not consistent with site paving

YES NO underground or above ground storage tanks

YES NO 55-gallon drums or other containers that may potentially contain hazardous materials

YES NO vent pipes (approximately 2" diameter vertical pipes, may be freestanding or attached to the side of a building, approximately 2-10' from underground storage tanks)

YES NO emergency shut-off switches

YES NO areas of dark or stained ground or stressed vegetation

YES NO agricultural properties with structures adjacent to the project corridor

YES NO evidence of pesticide storage or well pump equipment

YES NO *Contamination:* Are there any bridges on the project corridor? If so, please note Bridge # and type (i.e., concrete, bascule) and request Asbestos Inventory Form from Design PM. Are the bridge pilings or fenders constructed of wood (potentially containing creosote)? Steel bridges may need to be tested for lead-based paint.

YES NO *Floodplain:* Is the project located within a 100-year floodplain? If so, will there be any floodplain encroachment?

YES NO *Navigation:* Is a U.S. Coast Guard Permit required (navigable waterways, excluding repair work) for the proposed project? Does the project cross a navigable waterway?



Miscellaneous

- YES NO Is the project located within an Outstanding Florida Waterway, Aquatic Preserve, or a Wild and Scenic River?
- YES NO Does the project intersect or parallel any railroad or utility lines?
- YES NO Will any right of way be acquired for the proposed project? Are there any natural or physical features that may be impacted by the acquisition?
- YES NO Will there be any additional detention ponds for the project? Where will they be located? Are there any natural or physical features that may be impacted by ponds? Where are the outfalls, if any, and do they impact any natural or physical features?
- YES NO Where will the staging areas be located on the project? Are there any areas that should or should not be used for staging?
- YES NO For bridgework (drawbridges): Are the bascule pits open or closed? When was the last cleaning? Also consider asbestos on bridge tender's house and lead paint on the structure. Are there any areas suitable to stage drums of lead based paint?

Review Documentation

- YES NO Are all of the following attached to this checklist:
- Printout of applicable ETDM map layers with relevant sites/polygons identified
 - Copies of any relevant documents from reviewed databases
 - Site photographs (on a Word document with captions)

Additional Notes:

TYPE 1 OR PROGRAMMATIC CATEGORICAL EXCLUSION CHECKLIST

Financial Project ID _____ FAP No.  _____
 State Road No. _____
 County _____
 Project Description: _____

	YES	NO
Will the project cause significant adverse impacts to local traffic patterns, property access, or community cohesiveness, or planned community growth or land use patterns?	___	___
Will the project cause significant adverse impacts to air, noise and water?	___	___
Will the project cause significant adverse impacts to wetlands?	___	___
Will the project cause significant adverse impacts to navigation?	___	___
Will the project cause significant impacts to floodplains in accordance with Part 2, Chapter 24?	___	___
Will the project cause significant impacts to endangered and threatened species or their critical habitats?	___	___
Will the project require acquisition of significant amount of right-of-way?	___	___
Will the project require relocation of a significant number of residents or businesses?	___	___
Are there any properties protected under Section 4(f) of the U.S. Department of Transportation Act within the project limits that will require a Section 4(f) Evaluation in accordance with Part 2, Chapter 13?	___	___
Are there any properties protected under Section 106 of the National Historic Preservation Act within the project limits, and if there are, will the project have a significant impact on any of those properties? Projects that may involve historic properties must meet the requirements for consultation with the SHPO (or THPO as appropriate) as outlined in Part 2, Chapter 12 of this manual.	___	___
Will the project have a significant involvement with contamination?	___	___
Will the project require a public hearing or an opportunity for a public hearing?	___	___

IMPORTANT If the answer to any of these questions in **Yes**, then a Type 1 or Programmatic Categorical exclusion does not apply, and additional coordination with the FHWA Transportation Engineer is required to determine the necessary level of environmental documentation.



Financial Project ID _____ FAP No. _____

State Road No. _____

County _____

Project Description: _____

FINDING:

This project has been evaluated and, has been determined to meet the conditions as set forth in the PD&E Manual, Part 1, Chapter 2; therefore:

_____ This project is a Type 1 Categorical Exclusion under (23 CFR 771.117(c)) effective November 27, 1987.

_____ This project is a Programmatic Categorical Exclusion per FHWA, FTA, and FDOT Agency Operating Agreement executed on January 15, 2003.

Package prepared by:

LAP Reviewer: _____

Date: _____

Name:

Company:

Address:

LAP Engineer: _____

Date: _____

FDOT Concurrence: _____

Date: _____

District 4 Environmental Administrator

The following is a list of any supporting reports or technical studies that were prepared and are included in the project file that were necessary to support the conclusions reached on the checklist. This documentation is required only for unusual circumstance since the projects covered by Type 1 and Programmatic CE determinations do not typically, based on past experience, cause significant impact.

- _____
- _____
- _____
- _____

**TYPE 1 OR PROGRAMMATIC CATEGORICAL EXCLUSION CHECKLIST
INSTRUCTION SHEET**

This Instruction Sheet was created to provide you with guidance [in brackets] on how to prepare the Type 1 / Programmatic Categorical Exclusion Checklist and Backup Memorandum. It is the responsibility of the LAP agency to identify which form of Categorical Exclusion (CE), either Type 1 or Programmatic, the project meets and what condition(s) it meets under the specific CE. There are 20 different conditions for Type I CEs and 39 conditions for Programmatic CEs.

Please provide a memorandum that specifies which CE format the project is being reviewed under (Type 1 CE or Programmatic CE) and which condition(s) is being met. The memorandum should also provide the documentation that is requested below in blue, and must include a section for each Checklist item below.

This form can only be used if the project being reviewed meets the criteria set forth in Part 1, Chapter 2 of the Florida Department of Transportation’s Project Development and Environment (PD&E) Manual regarding National Environmental Policy Act (NEPA) compliance (all Checklist answers must be NO for the project to qualify as a Type 1 or Programmatic Categorical Exclusion).

When submitting this form, use the blank template provided. DO NOT submit this instruction sheet with additional information.

Financial Project ID _____
 FAP No. [This information is requested from the LAP office] _____
 State Road No. [(if applicable) SR# / local name of road] _____
 County _____
 Project Description: _____

[Include the SR#, local name and limits. Describe the type of construction/scope of work to be performed on the checklist. In the Backup Memorandum include this information and also specify if the project is a Type I CE or Programmatic CE and identify the activity number(s) from the lists in Part 1, Chapter 2 of the PD&E Manual.]

	YES	NO
Will the project cause significant adverse impacts to local traffic patterns, property access, or community cohesiveness, or planned community growth or land use patterns? [State the type of impact that the project will have on the community and if it is positive or minor and whether or not the project will impact, improve, or not affect the community. Review of MOT plans should be conducted to determine if there are any short term impacts to local traffic patterns as well.]	_____	_____

Will the project cause significant adverse impacts to air, noise and water? [If you are required to get a permit from SFWMD/SJRWMD for drainage improvements, please submit the permit application number so FDOT can access the electronic application through epermitting. This will address the water quality issue. Your project will need to be assessed for potential noise impacts if there will be changes in vertical or horizontal roadway geometry such as adding lanes, moving outside lanes closer to residences or parks, or changing roadway elevation. Since a project that qualifies as a Type 1 or PCE cannot involve an increase in roadway capacity, there should only be temporary noise and air quality impacts from the construction activities.]	_____	_____
--	-------	-------

YES NO

Will the project cause significant adverse impacts to wetlands? [Note whether wetlands are present including acreage and type of wetlands, if possible, in the vicinity of the project and if they will be impacted. New construction in wetlands shall be avoided unless there is no practicable alternative to the construction and the proposed action includes all practicable measures to minimize harm to wetlands which may result from such construction. Include permit application or epermit number and mitigation measures proposed if wetlands are impacted. Mitigation is the responsibility of the LAP agency. *In order to go to construction, this info will need to be submitted.]

Will the project cause significant adverse impacts to navigation? [If your project involves work on a bridge over navigable waters, contact the US Coast Guard (USCG) to determine whether a US CG permit is necessary Provide coordination documentation on this issue (i.e., phone log or copy of e-mail). If the project involves bridge renovations or bridge replacement you MUST go to the USCG website, complete the bridge questionnaire, and submit it to both USCG and FDOT.]

Will the project cause significant impacts to floodplains in accordance with Part 2, Chapter 24? [Refer to FIRM maps and provide documentation.]

Will the project cause significant impacts to endangered and threatened species or their critical habitats? [Will the project impact a specific area occupied by documented endangered or threatened species occurrences? Examples include wood stork core foraging areas and expansion joints below bridge deck slabs where Mexican free-tailed bats may exist? Does the project area involve Critical habitat for any listed species such as small tooth sawfish, turtles, or manatees? Examples include: wetlands, Essential Fish Habitat (EFH), reefs, seagrasses, or mangroves. Gather species occurrence information through agency approved GIS databases, verify in the field and submit to FDOT. Also obtain and submit on your CD with your plans: detailed information regarding any drainage features or in-water work to be included in the project and include Best Management Practices that will be used to avoid, minimize, and mitigate any adverse effects to wildlife and habitats. *FDOT will generate any necessary correspondence to be submitted to USFWS, NMFS, FFWCC based on the information submitted, prior to approval of the Checklist.*]

Will the project require acquisition of significant amount of right-of-way? [You need to include specifics on the amount of right-of-way acquisition necessary for the project, and FDOT/FHWA will make a final determination on whether the right-of-way impacts are significant. This information should be coordinated with the FDOT LAP Coordinator prior to the submittal of this checklist for approval. ROW acquisition must be conducted as per the Federal Regulations and coordination with FDOT ROW office.]

Will the project require relocation of a significant number of residents or businesses? [If ROW relocations are necessary, you must coordinate with the FDOT ROW office. This checklist cannot be used for projects which require residential relocations]

YES NO

Are there any properties protected under Section 4(f) of the U.S. Department of Transportation Act within the project limits that will require a Section 4(f) Evaluation in accordance with Part 2, Chapter 13? [Please provide location maps showing the project limits that identify adjacent public lands and/or historic sites as per Part 2, Chapter 13 of the PD&E Manual, if any. These properties (i.e. public parks, recreation areas, waterfowl/wildlife refuges, conservation areas, NRHP Listed sites, etc.) cannot be taken or used, unless FHWA has made a determination that Section 4(f) does not apply. If there is a site in question, you must coordinate with the FDOT and they will coordinate with FHWA prior to submittal of this checklist for approval.]

Are there any properties protected under Section 106 of the National Historic Preservation Act within the project limits, and if there are, will the project have a significant impact on any of those properties? Projects that may involve historic properties must meet the requirements for consultation with the SHPO (or THPO as appropriate) as outlined in Part 2, Chapter 12 of this manual. [Conduct a field review and note any older buildings, neighborhoods, historic districts or structures on or immediately adjacent to the project corridor, particularly any buildings that look like they might have been constructed prior to 1960. Look for any marked or designated archeological sites, memorial plaques, historic markers, or interpretive signage within the vicinity of the project. Coordinate with local and county archaeologists and historians to obtain as much information as possible about potential historic sites in the vicinity of the project and include this information, as well as a statement as to whether the aesthetics of any such sites will be affected by the proposed project in the Backup Memorandum. It may be necessary to conduct a Cultural Resource Assessment as per Volume 2, Chapter 12 of the PD&E Manual. *If historic sites exist in the vicinity of the project, FDOT will consult with SHPO prior to approval of this Checklist.*]

Will the project have a significant involvement with contamination? [For roadways on the State System, the FDOT is responsible for any contamination cleanups within the FDOT right-of-way. Therefore, if excavation activity will take place (i.e. utilities, mast arm installation, dewatering or drainage improvements) near a potential contamination source or hazardous material generator, agency file reviews are required to see if this is an identified contamination site. Further investigation, including groundwater/soil testing may be warranted. Please coordinate with the FDOT on this issue. If potential contamination is located on your project, it is your responsibility to conduct level I & II testing. Refer to Part 2, Chapter 22 of the PD&E Manual for further guidance. If there is a superfund site located in the area of the project, then you cannot qualify this project as a PCE/Type I.]

Will the project require a public hearing or an opportunity for a public hearing? [Public support for the project is needed. When the District determines that a sensitive community issue exists on or near the proposed improvement, a Community Awareness Memorandum (CAM) may be prepared by the project manager. The CAM should recommend public involvement activities deemed appropriate to meet community concerns and specify the phases of project development at which they should occur. However, if community concerns exist that cannot be adequately addressed in a CAM, or there is a potential for significant environmental impacts, then you cannot qualify this project as a PCE/Type I. A Public Involvement Program must be initiated.]

IMPORTANT If the answer to any of these questions is **Yes**, then a Type 1 or Programmatic Categorical exclusion does not apply, and additional coordination with the FHWA Transportation Engineer is required to determine the necessary level of environmental documentation. [If any of the above are answered YES or if there is an uncertainty of what the answer should be, the LAP agency must contact the FDOT LAP Coordinator as soon as possible. The FDOT will initiate any necessary coordination with FHWA.]

Financial Project ID _____ FAP No. _____
State Road No. _____
County _____
Project Description: _____

FINDING:

This project has been evaluated and, has been determined to meet the conditions as set forth in the PD&E Manual, Part 1, Chapter 2; therefore:

_____ This project is a T ype 1 Categorical Exclusion under (23 CFR 771.117(c)) effective November 27, 1987.

_____ This project is a P rogrammatic Categorical Exclusion per FHWA, FTA, and FDOT Agency Operating Agreement executed on January 15, 2003.

Package prepared by:

LAP Reviewer: _____ Date: _____
Name: [Please sign and date the checklist at the time of submittal of the package to the FDOT
LAP Coordinator.]
Company:
Address:

LAP Engineer : _____ Date: _____

FDOT Concurrence: _____ Date: _____
District 4 Environmental Administrator

The following is a list of any supporting reports or technical studies that were prepared and are included in the project file that were necessary to support the conclusions reached on the checklist. This documentation is required only for unusual circumstance since the projects covered by Type 1 and Programmatic CE determinations do not typically, based on past experience, cause significant impact.

[Please list any technical reports that were necessary, i.e. Level I or II Contamination, Endangered Species Biological Assessment (ESBA), EFH, Cultural Resource Assessment Survey (CRAS), etc.]

- _____
- _____
- _____
- _____

COMMON PITFALLS OF RIGHT OF WAY CERTIFICATION

The following summarizes a few of the many “lessons learned” in regard to obtaining right of way certification. These are some of the commonly encountered barriers to certification, all of which should be discussed **at the earliest point possible** between appropriate District and local agency staff, as follows:

Do you have the necessary property rights to accomplish the project?

- If work is to be performed where a contractor and/or equipment must temporarily or permanently enter property that is not owned by the local agency to construct the project, a right to do so (via fee acquisition, permanent easement or temporary construction easement) must be acquired in accordance with the Uniform Act. ***Such acquisition must be approved by the Department before any actions are taken.***
- If any part of an improvement must temporarily or permanently be placed outside of the local agency’s property, a right to do so (via fee acquisition, permanent easement or temporary construction easement) must be acquired in accordance with the Uniform Act. ***Such acquisition must be approved by the Department before any actions are taken.***
- License agreements may be used under certain limited circumstances when work to be performed in the license area can be abandoned if a property owner does not wish to execute a license agreement, no permanent improvements will remain beyond construction and the local agency will not be maintaining the area. ***The license agreement document must be approved by the Department before execution by either party.***
 - A license agreement does not run with the land if there is a change in ownership and may be cancelled by the property owner at any time.
 - Areas within the plans where license agreements have not been acquired at time of certification must be depicted with no work shown on private property.

Are you planning to use any existing easements for the project?

Although an easement may exist along the project area, this does not mean that the easement may be used for project construction.

- Any easement to be used for a project must be evaluated by the local agency’s attorney to ensure that the proposed use of the easement is allowable under the easement document. Easement documents for easements that are proposed to be used shall be provided to the Department for review.
- Recording references for easements are to be included in the construction plans.

Have you investigated title for all property to be used for the project?

- For properties, including easements, to be used for a project that are owned by the local agency, ensure that there are no encumbrances on that property. For example, there may be a utility easement that would need to be addressed before certification.

- For properties to be acquired for a project by the local agency, clear title must be procured. A title search that goes back to the beginning of records would be needed to identify any and all encumbrances on the title. This is relevant to the acquisition of permanent and temporary easements as well as fee title.
- The process to clear title may take many months to complete and so it is especially important that encumbrances be identified early in the project.

Are there any encroachments within the project boundaries?

- Encroachments into publicly held property within the project area must be cleared if they conflict with construction, and construction plans should clearly depict this work. If an encroachment exists that is within the area of construction and it is not addressed in the plans, the question arises of how the work can be accomplished.
- If public improvements encroach onto private property and will be accessed as part of the project, appropriate rights will be necessary.
 - The local agency will not be able to allow construction of all or part of an improvement that is encroaching onto private property (e.g., a sidewalk replacement when part of the sidewalk lies on private property) unless the appropriate right to do so (via fee acquisition or permanent easement) is acquired in accordance with the Uniform Act. ***Such acquisition must be approved by the Department before any actions are taken.***
 - The local agency will not be able to connect to an improvement that is encroaching onto private property (e.g., tying into an existing control box) unless the appropriate right to do so (via fee acquisition or permanent easement) is acquired in accordance with the Uniform Act. ***Such acquisition must be approved by the Department before any actions are taken.***
 - It may be necessary to modify the plans to avoid the work on private property. Alternatively, the filing of a maintenance map may be warranted, especially if the encroachment is extensive.

Rules of thumb:

- All right-of-way lines are to be depicted on the plans and all work is to be shown within the right-of-way. This includes signage, pavement markings and landscaping.
- A general note should be included in the plans instructing the contractor to perform all work within existing right-of-way.
- Symbols that extend beyond the right-of-way will be interpreted to mean the improvements they represent extend beyond the right-of-way.
- The acquisition of property or property rights must be performed in accordance with the Uniform Act by a prequalified (by the Department) Right of Way consultant. The proposed consultant and staff must be pre-approved by the Department and all activities shall be coordinated with the Department.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LAP CERTIFICATION

575-095-05
RIGHT OF WAY
09/07

R/W ITEM/SEGMENT NO.: _____ MANAGING DISTRICT: _____
CONSTRUCTION ITEM/SEGMENT NO.: _____ STATE ROAD: _____
F.A.P. NO. (Construction): _____ DESCRIPTION: _____
COUNTY: _____
LETTING DATE: _____

The undersigned hereby certifies as follows:

Title to all property and easements needed for the above construction project is vested in the Florida Department of Transportation (Department) or a state or local government. Sufficient authority has been obtained to construct and maintain the proposed improvements on property and easements owned by state or local governments. Further:

Acquisition

- Right of way was not acquired for this project.
- Right of way was acquired for this project in compliance with applicable state and federal law.

Relocation

- No persons or businesses were required to move or move personal property from the project right of way.
- All persons and businesses that were required to move or move personal property from the project right of way have been provided relocation assistance in compliance with applicable state and federal law.

Demolition

- No structures or improvements, including encroachments, required removal from the project right of way.
- All structures and/or improvements, including encroachments, have been removed from the project right of way in compliance with applicable state and federal law, or will be included in the construction contract.

Asbestos Abatement

- No structures or improvements requiring asbestos abatement were located on the project right of way.
- Asbestos abatement of buildings and/or structures, including those to be removed by the construction contractor, has been completed in compliance with applicable state and federal law, or will be included in the construction contract.

Submitted by Local Agency: _____
Title: _____ Date: _____

Certified by: _____
Title: _____ Date: _____

ADDITIONAL STATEMENT – Local Agency Program

No Additional Right of Way Required

R/W ITEM/SEGMENT NO.: _____

STATE ROAD: _____

CONST. ITEM SEGMENT NO.: _____

DESCRIPTION: _____

F.A.P. NO.: _____

PREFERRED LETTING DATE: _____

LOCAL AGENCY: _____

The following interests in land (Right of Way) will NOT be required for the construction of this project.

- Fee Title – land on which a permanent improvement is to be placed and maintained.

- Perpetual Easement – maybe used when permanent improvement is to be constructed and maintained on a parcel for which acquisition of fee title is impractical.

- Temporary Easement – used when it is necessary to temporarily occupy a parcel. No improvement which is a permanent part of the transportation facility or which requires maintenance beyond the term of the easement will be constructed on the temporary easement.

The right of way maps/sketches have been compared to the construction plans and the right of way, as shown, and will accommodate the planned construction. The construction activities will be performed in the existing right of way. The contractor will not be required to temporarily enter upon property not owned by **NAME OF LOCAL GOVERNMENT** for the purpose of restoration and harmonization.

SIGNATURE

DATE

NAME (Printed)

Title: _____

Agency: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**LOCAL AGENCY PROGRAM (LAP) CHECKLIST FOR CONSTRUCTION CONTRACTS (Phase 58) –
 FEDERAL AND STATE REQUIREMENTS**

Project Title: _____
 Financial Management Number: _____
 Federal-Aid Project Number: _____
 Local Agency Name: _____
 Laboratory Information Management System Use Required (Yes/No): _____

Federal-Aid Highway (Yes/No): _____
 LAP Agreement Amount (\$): _____
 Scheduled Advertisement Date: _____
 Specifications Used: FDOT LAP Big Four Local Agency

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
1. Plan, Specification & Estimates (PS&E) Submittal	LAP Agreement – Section 13.08 LAP Manual Chapter 4 Section 2	Submit PS&E package to FDOT for approval. Provide assurance that all: Right-of-way (ROW) clearances, NEPA compliance have been completed, and appropriate permits have been obtained. Utility and railroad work arrangements and coordination must be made and properly noticed in the bid proposal. SHS/NHS projects will be designed in accordance with the Plans Preparation Manual. Non-SHS and Non NHS projects will be designed in accordance with the Florida Green book. Local Agency will use FDOT’s specifications when the construction project is on the SHS/NHS. When the project is off the SHS/NHS, Local Agency will use FDOT’s pre-approved specifications for earthwork, concrete, asphalt, and landscaping items, or will seek FDOT approval for local agency specifications. http://www.dot.state.fl.us/specificationsoffice/Implemented/LAP/LapSpecs/Default.shtm ¹ For critical off system projects as described in LAP Manual Section 23.1.3 construction will be administered in accordance with FDOT construction specifications.	Review/approve signed and sealed PS&E package			



- ¹ In addition to SHS and NHS projects the following non SHS and non NHS projects require additional oversight and will be administered in accordance with FDOT construction specifications:
- All LAP bridge projects
- Box Culverts
- All projects with a construction value of \$10 million or more including road widening

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
2. Bonding and Prequalification	23 CFR 635.110	Use FDOT prequalified contractors for projects on the NHS and SHS and Critical Projects. However, when the project is on the NHS or SHS, and the contract is under \$250,000, then a FDOT prequalified contractor is not required. Per FDOT Standard Specifications 2-1 Prequalification of Bidders. Non SHS/NHS projects may use Local Agency prequalified contractors.	Review bid document for inclusion of the provision.	FRCP page 1 2) Prequalification		
3. Buy America	23 CFR 635.410	Include FDOT's Standard Specification 6-5.2 in bid document. If a Buy America waiver was approved, provide the Federal Register publication date.	Review bid document for inclusion of the specification.	6-5.2 Specs FRCP page 21 27) Buy America		
4. Change Orders	23 CFR 635.120	Develop procedures outlining the conditions under which a change order is allowed and include in bid document. May use Section 7.3.11 of FDOT CPAM as part of procedure.	Review bid document for inclusion of the provision.	FRCP page 25 22) Change Orders		
5. Claims	23 CFR 635.124	Develop procedures outlining the conditions under which a claim is allowed and include in bid document. May use Section 7.5 of FDOT CPAM as part of procedure.	Review bid document for inclusion of the provision.	CPAM 7.5 FRCP page 25 25) Claims		
6. Contractor Purchased Equipment for State or Local Ownership	23 CFR 140 49 CFR Part 18 49 CFR Section 18.3	Do not allow	Review bid document to ensure exclusion of provision.	FRCP page 27 28) Equipment		
7. Suspension and Debarment	49 CFR 29	The Local Agency shall include certification in bid documents.	Review bid document for inclusion of provision.	FRCP pg 27 27) Suspension and Debarment Include Certification		

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
8. Disadvantaged Business Enterprise (DBE)	49 CFR 26	<p>The Local Agency shall comply with FDOT's DBE Program Plan unless the Local Agency has a DBE Program Plan approved by the USDOT. FDOT currently has a race neutral program with an 8.60% goal.</p> <p>Establish a DBE availability goal and include in bid document.</p> <p>Include DBE special provisions in bid document.</p> <p>Use DBEs certified under the Florida Unified Certification Program Directory: http://www.bipincwebapps.com/biznet/florida/</p>	Obtain copy of the USDOT approval letter for the DBE Program Plan for highways.	FRCP page 22 18) Disadvantage Business Enterprise Program (2) DBE Availability Goal Percentage be 8.18%		
9. On the Job Training	23 CFR 230	Include FDOT's Standard Specification 7-25-OJT Training Requirements in bid proposal and contract when project is on the SHS and or NHS. OJT is not required for non SHS/non NHS projects.	Review bid document for inclusion of the provision.	7-25-OJT Specs		
10. Equal Employment Opportunity	23 CFR 230	Include FDOT Special Provisions related to Executive Order 11246.	Review bid document for inclusion of this provision.	FRCP page 3 2) Equal Employment Opportunity		
11. Equipment Rental Rates	23 CFR 635.120 48 CFR 31	Develop procedure based on 48 CFR 31 and include in bid document.	Review bid document for inclusion of the proper payment provision for rental equipment.	FRCP page 27 2) Equipment Rental Rates		
12. Foreign Contractor and Supplier Restriction	49 CFR 30	Proposal may not limit project to domestic-owned contractors only.	Review documents to ensure compliance.	Foreign Contractor specs		
13. Incentive/ Disincentive Clauses	23 CFR 635.127(d,f)	Develop procedure based on 23 CFR 635.127 and include in bid document (if Local Agency elects to use Incentive/ Disincentive). May use Section 1.2.6 of FDOT CPAM as a guide in this development.	Review bid document to ensure procedure was followed, if Local Agency elects to use Incentive/ Disincentive.	CPAM 1.2.6		

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
14. Indian Preference on Federal-Aid Projects (Labor & Employment)	23 CFR 635.117	If utilized, ensure FDOT obtains FHWA approval of provision complying with 23 CFR 635.117.	Verify provisions meet federal requirements.	23 CFR 635.117		
15. FHWA Form 1273	23 CFR 633	Must be included verbatim in all contracts and subcontracts. Acceptable versions can be obtained at: www.dot.state.fl.us/specificationsoffice/Implemented/URLinSpecs/files/df1273.pdf or http://www.fhwa.dot.gov/programadmin/contracts/1273.pdf	Review final contracts for inclusion of FHWA Form 1273	FHWA-1273		
16. Liquidated Damages	23 CFR 635.127	Develop rates based on 23 CFR 635.127 and include in contract provisions.	Ensure that rates are included in the bid proposal.	FRCP page 25 24) Liquidated Damages		
17. State/Local Hiring Preference	23 CFR 635.117	The Local Agency needs to certify it does not have State or local hiring preferences.	Review bid document to ensure exclusion of any local hiring preference.	FRCP page 35 Local Hiring Preferences		
18. Lobbying Certification	49 CFR 20	The Local Agency shall include certification in bid documents.	Review bid document for inclusion of the provision.	P-17 Lobbying Certificate FRCP page 21 16) Lobbying Certificate		
19. Method of Construction (or Method of Bidding)	23 CFR 635.104 & 23 CFR 114(a)	Local Agency shall certify that projects will be awarded to the lowest responsive bidder except for Design-Build as approved by the FDOT. The method of bidding shall be in the project specifications.	Review bid document to verify compliant bidding process.	FRCP page 3 3) Contract Award		
20. Non-Collusion Provision	23 CFR 635.112(f)	The Local Agency shall include certification in bid documents.	Review bid document for inclusion of the provision.	FRCP page 23 20) Non-Collusion		

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
21. Owner Force Account/ Cost-Effective Justification	23 CFR 635B under 635.205	Owner Force Account contracting is not allowed without first submitting a finding of cost-effectiveness. This must be approved by the District LAP Administrator.	Review bid document to ensure exclusion of provision or provide FDOT approval date.	Do not allowed without approval of District LAP Administrator		
22. Patented/ Proprietary Materials	23 CFR 635.411	Do not use unless there is a public interest finding approved by FDOT (if specified in the bid document).	If development of a public interest finding is required, ensure that the finding approved by FDOT is included in the bid document.	If the project included the use of any proprietary items, must request approval from District		
23. Prevailing Minimum Wage	23 USC 113 23 CFR 633A	Include latest Davis-Bacon wage table(s) in the contract. Current wage tables may be obtained at: http://www.dot.state.fl.us/construction/wage.shtml or http://www.wdol.gov . Some projects located on roadways classified as local roads or rural minor collectors are exempt from Davis Bacon wages. Consult your LAP Administrator if you believe this project is exempt.	Review final contracts for the applicable wage rate table(s). If an exemption is requested consult the State Prevailing Wage Coordinator for approval.	WDOL.gov 		
24. Progress Payments/Estimates	23 CFR 635.122	Develop contract language to ensure that payments are based on work completed, this may include stockpiled materials. Section 9-5 of FDOT Standard Specifications may be used for guidance.	Review bid document for inclusion of the provision.	GC 44.3 Progress Payments 9-5 Specs		
25. Prohibition Against Convict Produced Materials	23 CFR 635.417	Develop contract language to prohibit the use of convict-produced materials and include in bid document. Local Agency may use FDOT Specification 6-5.1: Source of supply-Convict Labor	Review bid document for inclusion of the provision.	FRCP page 27 29) Materials		
26. Public Agencies in Competition with the Private Sector	23 CFR 635.112(e)	Do not allow	Review bid document to ensure exclusion of the provision.	FRCP page 27 28) Equipments		
27. Publicly-Owned Equipment	23 CFR 635.106	Do not allow	Review bid document for exclusion of the provision.	FRCP page 27 28) Equipments		

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
28. Salvage Credits	49 CFR 18.36	Do not allow	Review bid document for exclusion of the provision.	FRCP page 27 30) Salvage Credit		
29. Standardized Changes Conditions Contract Clauses	23 CFR 635.109	Develop contract language to ensure that the requirements of 23 CFR 635.109 are met. Sections 4-3.2 and 5-12.6 of FDOT Supplemental Specifications and Sections 4-3 and 5-12 of FDOT Standard Specifications may be used for guidance.	Review bid document for inclusion of the provision.	4-3 Specs 5-12 Specs FRCP page 23		
30. State (Florida or other)-produced materials	23 CFR 635.409	Do not allow	Review bid document for exclusion of state or locally produced materials preferences.	FRCP page 27 29) Materials		
31. State/ Local Owned/ Furnished/ Designated Materials	23 CFR 635.407	Do not use unless there is a public interest finding approved by FDOT (if specified in the bid document). Local Agency tax savings programs are generally not allowed for federal projects.	Review bid document for exclusion of materials furnished by Local Agency	FRCP page 27 29) Materials		
32. Subcontracting	23 CFR 635.116	Develop contract language to meet the requirements. The local agency may use FDOT Standard Specification 8-1: Subletting or Assigning of Contracts.	Review bid document for inclusion of the provision.	FRCP page 27 30) Sub-Contracting 8.1 Specs		
33. Termination of Contract	23 CFR 635.125	Develop contract language for termination for cause, convenience, and default and include in the bid document.	Review bid document for inclusion of the provision.	GC 50 Suspension or Termination by Owner for Convenience		
34. Time Extensions	23 CFR 635.121	Include reasons time extensions are allowed in specifications. May use Section 8-7.3.2 of the FDOT Standard Specifications.	Review bid document for inclusion of the provision.	FRCP page 25 23) Time Extensions		

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location	Local Agency Initial	FDOT District Initial
35. E-Verify	Executive Order 11-02	Include the E-verify special provision SP0072800	Review bid document for inclusion of the provision.	E-Verify Special Provision		

Local Agency: I hereby certify that the above mentioned LAP project construction contract documents contain the provisions set forth in this checklist.

Signature

Position Title

Name (Printed)

Date

District LAP Administrator/Designee: I hereby certify that the above mentioned LAP project construction contract documents contain the provisions set forth in this checklist.

Signature

Position Title

Name (Printed)

Date

Central Office Statewide LAP Administrator: I hereby certify that the checklist is complete as indicated.

Signature

Position Title

Name (Printed)

Date

CHAPTER 4 SCOPE AND ESTIMATE

**SCOPE OF WORK TEMPLATE
SAMPLE LOCATION MAP
SAMPLE ENGINEER COST ESTIMATE
SAMPLE TYPICAL SECTION**

Project Description:

Financial Project Id:

Road Number: Local Road State Road
Local Road Name:
Project Begins: Western Limit Southern Limit
Project Ends: Eastern Limit Northern Limit

Agency Name:
Contract Coordinator:
Agency Project Manager:
 Design-in-house Design by Consultant Consultant Firm:

Type of Project and Project Funding Program:

Safety Safe Routes to School Local Funds (LF) LAP
 JPA Transportation Enhancement (SE) CIGP/TRIP/SCOP

Work Mix: (note, this item represents the greatest amount of the construction cost)

Landscape Bike Walk Intersection Work Sidewalk
 Turn lane Multi-use Path Pedestrian Lighting ITS/Traffic Management
 Roadway Lighting Other

Initial Scope of Work: _____ Date: _____

(Please type the proposed scope of work here; for example:

Construction of 5' concrete sidewalk on the east side of the road, construction of a 12' northbound turn lane onto Maple Street, median and roadside landscaping.

Proposed Typical Section:

Right-of-Way:

All work proposed within existing Right-of-Way Existing Right-of-Way width (ft):
 Additional Right-of-Way required Additional Right-of-Way width needed (ft):

Median:

No existing median Existing median width:
 Proposed median width:

Sidewalk

- Existing sidewalk: yes no one side both sides
Proposed sidewalk: one side both sides No sidewalk work proposed
 Widen existing sidewalk Replace existing sidewalk
Proposed sidewalk width:
Proposed sidewalk material: concrete paver

Roadway:

- Existing curb and gutter to remain yes no
 Widen for bike-lane Re-stripe for bike lane

ADA:

- Check all crosswalks, sidewalks, ramps for compliance with ADA standards
 No modifications proposed
-
-
-

Access Management:

- No access management revisions
-
-
-

Lighting:

- Pedestrian lighting proposed No lighting proposed
 Roadway lighting proposed
-
-
-

Landscaping:

- Median landscape No landscape proposal
 Non-median landscape
-
-
-

Signalization:

- Existing lighting to be replaced with upgraded lighting Add roadway lighting
 Add pedestrian lighting No lighting proposed
-
-
-

Transit:

- Jump queue might be possible Upgrade existing bus bay area
 Contact Transit providers to determine any new desired bus bay locations
 No new bus bay proposals
-
-
-

School Zone:

- Existing flashing school zone signal on state road, check if necessary or proper
 - High emphasis cross walk at un-signalized crossing, determine if signal warranted
 - No school zone within the project limits
-
-
-

Utilities:

- Sub-surface relocation is required
 - Utility Coordination
 - No utility relocation required
-
-
-

Drainage/Permit:

- Existing closed drainage system to remain
 - No new drainage proposal
-
-
-

Railroad:

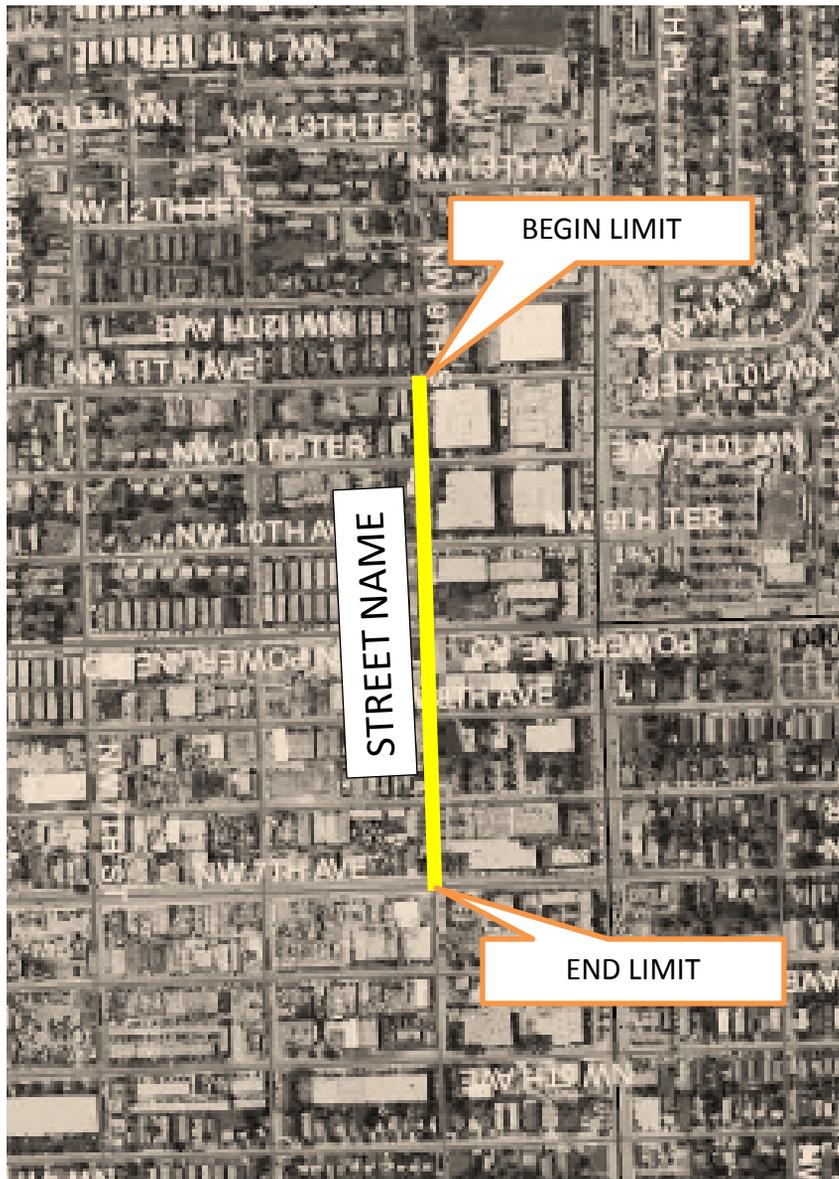
- Rail crossing within limits
 - Replace all railroad signal equipment and gates
 - There is no railroad within the project limits
-
-
-

Bridges:

- Retrofit existing rails on bridges
 - There is no bridge within the project limits
 - No work to existing bridge is proposed
-
-
-

Noisewalls:

- Will determine need during study
 - No noise barrier proposal
-
-
-



Location Map to be included in the Preliminary Phase and not within the Certification package.

- Note:** Include Street Names
 Include Begin/End Limits
 Road name or mile post
 Include North Arrow

Street Name
 From and To
 Length of Work
 Type of work
(landscaping/resurfacing/sidewalk)

INSERT
NORTH
ARROW

LOCATION MAP

FM# XXXXXX-X-XX-X
 PROJECT NAME
 PROJECT DESCRIPTION

EXHIBIT - 1

AGENCY'S NAME
 DATE

ENGINEERS COST ESTIMATE TEMPLATE
FM#123456-1-58-01
Project Description: XXXX
Date: XXXX

Pay Item Number*	Pay Item Description*	FHWA Participating				FHWA non-participating (Local funds)				Total Quantity	Total Engineer's Cost	
		Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost	Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost			
Roadway												
1											\$ -	
2											\$ -	
3											\$ -	
4											\$ -	
5											\$ -	
6											\$ -	
7											\$ -	
8											\$ -	
9											\$ -	
10											\$ -	
Landscaping												
1											\$ -	
2											\$ -	
3											\$ -	
4											\$ -	
5											\$ -	
**	Engineering	NOT FHWA Participating									\$ -	
**	Utility Work									\$ -		
**	Contingency									\$ -		
										\$ -		
					Subtotal	\$ -					Subtotal	\$ -
					FHWA Participating					FHWA Non-Participating	Total	

Identify Proprietary Items

*Projects on the State Highway System and Critical Projects **SHALL** utilize FDOT pay items numbers and descriptions.

Non-participating items:

Mowing & Litter removal

****Engineering work**; Optional services; Survey; Video Inspection; MOT plans preparation; As-builts/record drawings

****Utility work**--this includes, but is not limited to: valve adjustments, utility relocations, FPL power pole relocations, AT&T directional bore, etc...

****Contingency**

Other elements are non-participating; the ones listed above are the commonly used pay items that are non-participating.

If you have any questions regarding a participating or non-participating item, please contact us.

Definitions

Phase 58 - Construction programmed amount

Phase 68 - CEI programmed amount

Total Programmed - Maximum total participating amount

FHWA Participating - Participating estimated

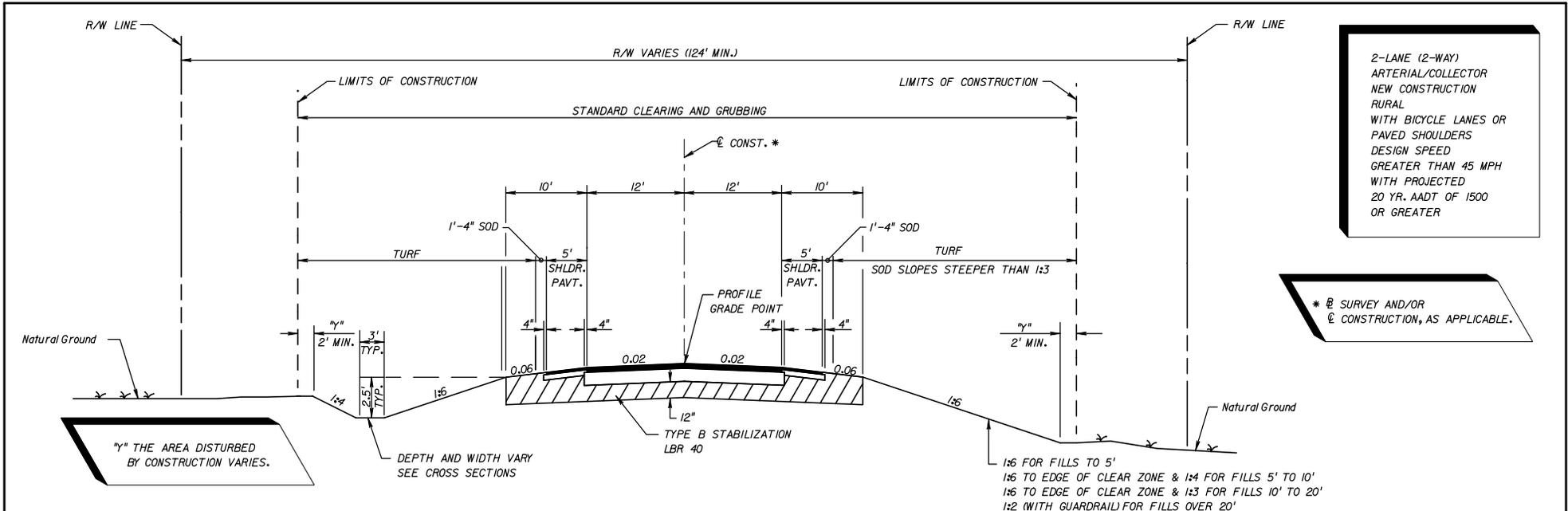
12% CEI - up to 12% of FHWA Participating may be available for CEI

FHWA Non-Participating - Local funds not reimbursable

Total Project Cost - Total cost of project

Local Funds - Agency responsibility outside of funded amount

FHWA Participating	\$ -	Phase 58	
12% CEI	\$ -	Phase 68	
FHWA Non-Participating	\$ -		
Total Project Cost	\$ -		
Local Funds	\$ -	Total Programmed	\$ -



2-LANE (2-WAY)
 ARTERIAL/COLLECTOR
 NEW CONSTRUCTION
 RURAL
 WITH BICYCLE LANES OR
 PAVED SHOULDERS
 DESIGN SPEED
 GREATER THAN 45 MPH
 WITH PROJECTED
 20 YR. AADT OF 1500
 OR GREATER

* @ SURVEY AND/OR
 @ CONSTRUCTION, AS APPLICABLE.

NOTE:
 HEIGHT OF FILL IS THE VERTICAL DISTANCE
 FROM THE EDGE OF THE OUTSIDE TRAVEL LANE
 TO TOE OF FRONT SLOPE.

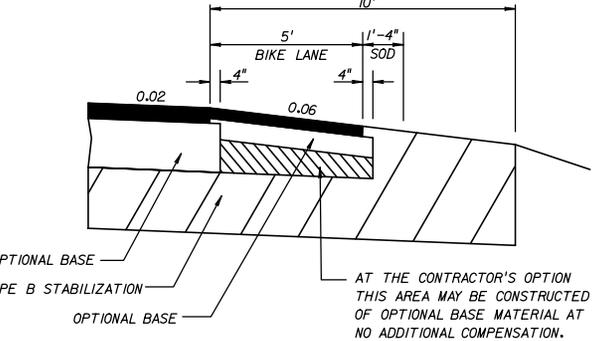


EXHIBIT TYP-1
 Date: 1/1/10

TRAFFIC DATA

CURRENT YEAR = 1998 AADT = 6800
 ESTIMATED OPENING YEAR = 2000 AADT = 7600
 ESTIMATED DESIGN YEAR = 2020 AADT = 12000
 K = 6% D = 55% T = 2% (24 HOUR)
 DESIGN HOUR T = 1%
 DESIGN SPEED = 55 MPH

TRAFFIC DATA IS REQUIRED TO BE NOTED FOR
 CURRENT YEAR, OPENING YEAR AND DESIGN YEAR.
 POSTED SPEED (MPH) IS OPTIONAL.

FOR STANDARD TYPICAL SECTION NOTES
 REFER TO EXHIBIT 6-1, THIS CHAPTER.

**TYPICAL SECTION
 SR 10 (U.S. 90-A)
 STA. 10+00.00 TO STA. 267+34.89**

NEW CONSTRUCTION

OPTIONAL BASE GROUP 8 WITH
 TYPE SP STRUCTURAL COURSE (TRAFFIC C) (2")
 AND FRICTION COURSE FC-12.5 (TRAFFIC C) (1/2") (RUBBER)

SHOULDER PAVEMENT

OPTIONAL BASE GROUP 1 WITH
 FRICTION COURSE FC-12.5 (TRAFFIC C) (1/2") (RUBBER)

NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE SIGNED AND SEALED UNDER RULE 6805-23.003, F.A.C.

REVISIONS				STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			TYPICAL SECTION	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
					LEON	123456-1-52-01		

CHAPTER 5 SCHEDULE UPDATES

MONTHLY SCHEDULE UPDATES

MONTHLY SCHEDULE UPDATES

FDOT 4 uses many tools to help ensure projects are successful. One of the ways FDOT 4 measures success is whether the Initial Schedule is being met. One of the tools/processes that FDOT 4 uses is that of updating the schedules on a monthly basis. The Monthly Schedule Updates will occur every month and serves two purposes, first to update the FDOT schedule and determine if a project is ahead, on or behind schedule and secondly to help ensure the Agency is aware of upcoming Activities within the upcoming 3 months.

FDOT 4 will email the Agencies a schedule showing a 90 day window of activities. The Agency in return will then update the 3 items for Agency tasks as follows:

New % Complete (based on the original duration, measured in working days, for the activity)

Actual Start Date Column – Provide the Actual/physical date the Activity began on.

Actual Finish Date Column – Provide the Actual/physical date the Activity ended on.

The monthly schedule updates will include Agency and FDOT tasks. FDOT will provide a schedule with either Early dates or Late dates depending on whether the project is ahead or behind schedule.

Please note the following:

Do not update any activity dates that have not yet occurred. The only activity dates to be updated are those activity dates that have physically occurred. Also, do not provide future dates.

Total float is very useful tool in helping the Agency understand where they stand in relation to meeting their commitments to the FDOT/FHWA schedule:

- Positive float means you are ahead of schedule
- Negative float means you are behind schedule. Projects with a large negative float (i.e. 3mos or greater) need a Schedule Recovery Plan, describing the corrective actions being taken to bring the project current.

The dates on the schedule are automatically revised each month based on the three items you updated. There is one date that does *not* change; your **Commitment Date**, which the schedule calls “**FDOT Encumbrance (LAP Commitment)**”. This is the date your agency committed to completing the LAP Production process. This is the date that our Management is held accountable by Senior Management and FHWA.

Dear ABC, attached, please find your monthly Project Schedule Update. This update shows upcoming and active schedule activities for the next 90 days. The dates for Start and Finish will fluctuate monthly based on your progress on that item. Please provide input to our monthly schedule updates no later than Month day, 2013 for the following:

1. **New % complete** column – This is your estimate as to how much of the work has been completed by percent complete up to the current month.
2. **Actual Start** and **Actual Finish** dates. – Please fill in these columns with actual dates that the activity **actually** started or the **actual** date the activity ended. Please do not estimate these dates nor provide future dates. Below you will find the definition for dates as used in our schedule:

Actual Start Date - At the activity level, the Actual Start date represents the point in time that meaningful work actually started on an activity.

Actual Finish Date - At the activity level, the Actual Finish date represents the point in time that work actually ended on an Activity.

Early Dates - The earliest an activity can start or finish and meet the completion dates

Late Dates – “Drop dead dates”. The latest an activity can start or finish without delaying the day of completion.

Additionally, please note that the goal is to have positive float on all activities. Positive float schedules will show Early Start and Early Finish dates. This is where we need to be. If project has negative float, this means we are behind schedule and dates shown will be Late Start and Late Finish. The agency will still update the **Actual Start** and **Actual Finish** dates independent of whether there is positive or negative float. Projects with a large negative float (i.e. 3mos or greater) need a Schedule Recovery Plan, describing the corrective actions being taken to bring the project current. As a reminder, please keep in mind the commitment dates found in your commitment or award letter as follows:

Agency Submits Project-Specific LAP Certification	6/25/14
Agency Environmental Consultant Acquisition	7/28/14
Agency Submits Initial Phase	1/21/15
Agency Submits Constructability Phase	7/13/15
Agency Submits Production Package	10/9/15
Encumbrance (LAP Commitment)	12/20/15
Agency Breaks Ground	8/02/16

Please remember that the dates on the schedule change each month based on the three items you updated. There is one date that does not change; your LAP Production and LAP Commitment Date which the schedule call “FDOT Encumbrance (LAP Commitment)”.

Thank you.

Giraldo "Gerry" Marquez, PE

FDOT Local Agency Program Coordinator

3400 W Commercial Blvd.

Fort Lauderdale, FL 33309

RESP - Resp Person	Activity ID	Activity Name	Old % Complete	New % Complete	Early Start	Early Finish	Actual Start	Actual Finish	Total Float
DANIEL ELLEN									
Port St. Lucie									
431651.1 CASHMERE BOULEVARD FROM SW DEL RIO BLVD TO N. OF SLWC HIGH SCHOOL									
CC	EJ57002310	FDOT Initial Contact with Agency	75%		02/11/13 08:00 AM	02/15/13 05:00 PM	01/09/12 08:00 AM		5.0
CC	EJ57002210	FDOT Verifies Funding and Project Limits	75%		02/11/13 08:00 AM	02/15/13 05:00 PM	01/09/12 08:00 AM		5.0
CC	EJ57002110	FDOT Verifies Scope of Work	75%		02/11/13 08:00 AM	02/15/13 05:00 PM	01/09/12 08:00 AM		5.0
CC	EJ57002010	Project Planning and Programming	75%		02/11/13 08:00 AM	03/08/13 05:00 PM	01/09/12 08:00 AM		-10.0
AG	EJ06899010	Agency Prepares Project-Specific LAP Certification	8.33%		02/18/13 08:00 AM	05/03/13 05:00 PM	02/06/13 08:00 AM		70.0
AG	EJ12599451	Agency Prepares Environmental Memo	0%		03/11/13 08:00 AM	05/03/13 05:00 PM			253.0
AG	EJ16899020	Agency Submits Project-Specific LAP Certification Doc	0%		05/06/13 08:00 AM	05/06/13 05:00 PM			70.0
CC	EJ16899030	FDOT Reviews Project Specific LAP Cerification Pack	0%		05/07/13 08:00 AM	07/31/13 05:00 PM			70.0

Update "New % Complete" for current month

Provide Actual Start date. No future dates

Provide Actual Finish date. No future dates

Please return updates to FDOT scheduling office no later than 2/9/2011.

Please update "Actual Start", "Actual Finish" and/or "New % Complete"

Activity ID	RESP - Resp Person	Activity Name	Orig. Dur.	Rem Dur.	Old % Complete	New % Complete	Late Start	Late Finish	Actual Start	Actual Finish	Total Float
DANIEL ELLEN											
Port St. Lucie											
429631.1 BAYSHORE BLVD. FROM PRIMA VISTA BLVD. TO SELVITZ RD.											
5457002010	CC	Project Planning and Programming	80	60	25%		09/28/12	12/26/12	08/08/12		-69
5457002310	CC	FDOT Initial Contact with Agency	20	5	75%		12/18/12	12/26/12	08/13/12		-14
5406899010	AG	Agency Prepares Project-Specific LAP Certification	60	35	41.67%		05/14/13	07/02/13	10/05/12		82
5412599151	EM	FDOT PLEM Notifies Need for Environmental Docume	1	1	0%		02/12/14	02/12/14			214
5423499020	CC	Project Kickoff Meeting	1	1	0%		12/27/12	12/27/12			-69
5416899020	AG	Agency Submits Project-Specific LAP Certification Doc	1	1	0%		07/03/13	07/03/13			82
5416899030	CC	FDOT Reviews Project Specific LAP Cerification Pack	60	60	0%		07/05/13	09/27/13			82
5412599451	AG	Agency Prepares Environmental Memo	40	40	0%		02/13/14	04/09/14			214
5406101030	AG	Agency Prepares Initial Plans	120	120	0%		12/28/12	06/18/13			-69

Please return updates to FDOT LAP office no later than 2/7/2013.

Please update "Actual Start", "Actual Finish" and/or "New % Complete"

CHAPTER 6 PHASE SUBMITTAL COMMENTS

ELECTRONIC REVIEW COMMENTS

MISCELLANEOUS COMMENTS

1. Electronic review comments will be performed and entered into the ERC system for at least one phase for every project.
2. For other phases, the District LAP coordinator will send comments via email.
3. Every Agency is to ensure that their designers/consultants have access to the ERC.