

CHAPTER 1 INTRODUCTION

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CHAPTER 1 INTRODUCTION LOCAL AGENCY PROGRAM MANUAL

1.1 PURPOSE

The purpose of the manual is:

1.1.1 To establish consistent and uniform practices for authorizing other Local Agencies to use Federal-Aid funds provided through the Florida Department of Transportation (Department) for project planning, project development, design, right-of-way relocation and acquisition, and construction.

1.1.2 To assure that other Local Agencies meet or exceed all applicable Federal and State standards and requirements.

1.1.3 To organize and coordinate required Department Offices to develop and maintain the ***Local Agency Program (LAP) Manual (Form No. 525-010-300)***.

1.1.4 To identify the responsibilities of the Central Office in: policy development, direction, oversight, and quality assurance for the Local Agency Program (LAP).

1.1.5 To identify the responsibilities of the District Offices in: operational direction, oversight, and quality assurance of projects planned, developed, designed, right of way relocations, acquisition, and constructed by Local Agencies.

1.2 AUTHORITY

Section 20.23(4)(a) and 334.048(3), Florida Statutes (F.S)

1.3 REFERENCE

Title 23, Code of Federal Regulations
Title 49, Code of Federal Regulations
Chapters 163, 186, 337, and 339 F.S.

1.4 SCOPE

This ***Manual*** is intended for use by Department staff for programming, managing, reviewing, approving, and inspecting any project phase performed by a Local Public Agency. This ***Manual*** supplements existing Department policies, procedures and manuals and provides specific Department oversight responsibilities when federally funded projects are performed by a Local Agency.

1.5 BACKGROUND

1.5.1 The Department is empowered by legislative authority to contract with other Local Agencies to plan, develop, design, acquire right of way, and construct transportation facilities. The Department reimburses these Local Agencies for services provided to the public. **Public Law 102-240 (Intermodal Surface Transportation Efficiency Act of 1991)**, called for the Department to expand this program to increase the number of funding categories available to Local Agencies. This increase of funds and categories has also increased the involvement of the Federal Highway Administration (FHWA) in the contracts between the Department and Local Agencies. When the Department contracts with any Local Agency for reimbursement using Federal funds administered by the FHWA, the Department must ensure Local Agencies comply with all applicable Federal statutes, rules, and regulations.

1.5.2 The Department has assigned the responsibility of administration and oversight of the program to a State LAP Administrator in the Central Office. In each District, a District LAP Administrator runs the program. The District LAP Administrator is designated by the District Secretary. Each District must provide project management and oversight through the Offices of Planning, Environmental Management, Design, Procurement, Program Management, Right of Way, and Construction.

1.6 DEFINITIONS

Local Agency - A governmental body responsible for: planning, design, right-of-way acquisition, and construction. A Local Agency for the purposes of administering this procedure can be a State agency, Federal agency, city, municipality, county, or transportation authority.

State LAP Administrator - The Central Office staff member responsible coordinating the Local Agency Program with the Districts, other Department Offices, and other agencies as appropriate to establish policy, develop procedures and guidance, provide project and program oversight, identify and deliver training, and provide quality assurance review. Specific responsibilities are included throughout this **Manual**.

District LAP Administrator - The District staff member designated by the District Secretary responsible for coordinating the Local Agency Program between the District offices and sections and with the local agencies to develop and deliver projects through this program. The District LAP Administrator works closely with planning, project development, environmental, design, right of way acquisition, and construction staff in the District to obtain all approvals, assurances, and certifications required for those respective areas. Specific responsibilities are included throughout this *Manual*.

LAP Manual Committee on Standards and Practices - A group consisting of Central Office representatives providing functional area expertise, and policy and procedure direction for appropriate sections of this *Manual*.

1.7 DISTRIBUTION

The *LAP Manual* and its associated *LAP Bulletins* and *Guidance Documents* are public documents as defined in **Section 119.011(1), F.S.**, and must be made available to the public. The principal avenue of availability to all external customers, including the public, should be Local Agency Program web page:

http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP_TOC.shtm. All external customers should be advised of the opportunity to review and or print the *Manual* free at the Local Agency Program website. Department of Transportation staff may also access the *Manual* from the Forms and Procedures Office site on the Infonet/Intranet. Although the document is intended for Department personnel and Consultant personnel with active contracts, other requests for paper copies are to be expected.

Access to Paper Copies for External Customers: When an external customer still wants a paper copy after being advised of the free availability on the LAP website that request within any District should be handled by the District LAP Administrator. The Office of Maps and Publications no longer handles sales of the *Manual*. Paper copies of individual pages or of whole sections may be requested from a District. A reproduction fee of 15 cents per page copied on paper one-sided or 20 cents per page copied on paper two-sided is specified in **Section 119.07, F.S.** Any monies received should be submitted to the Comptroller in accordance with the latest version of the ***Recording, Transmitting, and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300.***

LAP Manual users can register to receive notification of updates and *LAP Bulletins* online through the Department's Contact Management Database at:
<http://www2.dot.state.fl.us/contactmanagement/>

1.8 LAP MANUAL REVIEW

1.8.1 The **LAP Manual** is a dynamic document that requires periodic review. The LAP Manual Committee on Standards and Practices reviews each section of the **Manual** bi-annually. Each member on the Committee reviews those sections that fall within the functional responsibilities of the member.

1.8.2 Comments or suggestions on the **Manual** may be provided by anyone at anytime. Comments from District personnel will be routed through the District LAP Administrator for concurrence/comments before forwarding to the State LAP Administrator. Manual holders in the Central Office may send their comments directly to the State LAP Administrator. **Attachment I-1, Suggestions and Comments**, is provided at the end of this section to show manual users the minimum information required to submit comments/recommendations. Suggestions containing the same minimum information may also be emailed to the appropriate LAP Administrator or submitted directly via the comments section of the LAP Website. As comments and suggestions are received, they will be assigned for action by the State LAP Administrator to appropriate staff for resolution.

1.9 LAP MANUAL REVISIONS AND ADDITIONS

1.9.1 The State LAP Administrator reviews and addresses recommendations from the LAP Manual Committee on Standards and Practices, the District LAP Administrators, Local Agency partners and interest groups on an on-going basis.

1.9.2 New Chapter/Section

When a new item or substantial change cannot be adequately addressed within the LAP Manual's current chapter/section(s), a new section is written. The section is written by the affected Central Office staff and coordinated by the State LAP Administrator with other appropriate functional areas. After the writer drafts a proposed new chapter/section, the State LAP Administrator processes the proposed new chapter/section in accordance with **Section 5** of the latest version of the **Standard Operating System Procedure No. 025-020-002**. After executive level approval, new sections of the **LAP Manual** will be distributed in accordance with instructions in **Subsection I.7, Distribution**.

1.9.3. Revised Chapter/Section

The State LAP Administrator sends drafts of proposed chapters/sections to all LAP Manual Committee on Standards and Practices members; the District LAP Administrators; the Federal Highway Administration (FHWA) Team Lead; the Forms and

Procedures Office; and other appropriate parties for comments. The District LAP Administrators coordinate the review of the proposed revisions with other affected district offices. The goal is to obtain a majority opinion before revisions are made.

The Production Support Office will coordinate proposed revisions or additions with affected offices on the LAP Manual Committee on Standards and Practices. Substantive revisions that result in policy change will be coordinated with the Executive Committee for concurrence.

Revisions and updates are adopted or rejected by the Director, Office of Design with recommendations by the State LAP Administrator, and the representative from the affected office(s) on the Committee on Standards and Practices. Requirements mandated by FHWA or State Rules will be coordinated with the District LAP Administrators and affected offices within the Central Office and are considered compulsory.

All revisions and updates will be coordinated with the Forms and Procedures Office prior to publishing to ensure conformance with and incorporation into the Department's Standard Operating System.

Notification of the adopted revisions and addenda will be distributed to registered users of the manual through the Department's Contact Management Database and made available to program partners by publication on the Office of Forms and Procedures website and the Central Office LAP website.

1.9.4. LAP Bulletin

Upon concurrence by the Chief Engineer, **LAP Bulletins** may be issued by the Production Support Office. This action is used only when immediate implementation is needed. Examples of when the action is used include: to implement a mandatory legislative change, FHWA directive, Judicial Court ruling, Department Policy or other timely issue.

A **LAP Bulletin** has temporary authority and will be incorporated into the LAP Manual following the revision process outlined in this chapter. **LAP Bulletins** have a memorandum format, and are sequentially numbered followed by the last two digits of the year issued, i.e., 10- 91, 11-91, 12-92 etc.

LAP Bulletins will be distributed in accordance with instructions in **Subsection I.7, Distribution**. The District LAP Administrator will distribute the **LAP Bulletins** to the applicable Local Agency partners.

1.10 LAP MANUAL COMMITTEE ON STANDARDS AND PRACTICES

1.10.1 The State LAP Administrator chairs the LAP Manual Standing Committee on Standards and Practices. This Committee consists of a member from each of the following Central Office functional areas:

- Office of Construction
- Procurement Office
- Office of Right-of-Way
- Office of Policy Planning
- Environmental Management Office
- Federal-Aid Management Office
- Office of Design – Roadway
- Office of Design – Structures
- Office of Specifications and Estimates
- Contracts Administration Office
- Equal Opportunity Office
- Comptroller's Office
- Office of Work Program

1.10.2 This Committee meets as often as necessary, but no less than every six months to advise and assist the State LAP Administrator with required revisions to the **Manual**.

1.10.3 Some Department functional areas are not included in the LAP Standing Committee on Standards and Practices. The State LAP Administrator is responsible for making sure that these areas are consulted before the Committee makes changes to the **Manual** that would affect those functional areas.

1.11 TRAINING

Training in the use of the **Manual** is not required. Courses are available within the Department of Transportation for many of the subjects and functional areas contained in the **LAP Manual**. Contact the State or District LAP Administrator should more information about training be needed.

1.12 FORMS

Forms will be listed on a chapter-by-chapter basis, with accessibility identified if not available from the Department's Forms Library.

Attachment 1-1
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
SUGGESTIONS AND COMMENTS
LOCAL AGENCY PROGRAM MANUAL

NAME OF AGENCY OR _____
FDOT DEPARTMENT: _____

PHYSICAL ADDRESS: _____

NAME OF PERSON _____
RESPONSIBLE FOR _____
SUGGESTIONS OR _____
COMMENTS: _____

EMAIL ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

SUGGESTIONS _____
OR COMMENTS: _____

(Comments or Suggestions may be attached as marked up copies of pages from the manual)

Please complete the requested information on a copy of this sheet and return to:

FLORIDA DEPARTMENT OF TRANSPORTATION
PRODUCTION SUPPORT OFFICE

MAIL STATION 40
605 SUWANNEE STREET
TALLAHASSEE, FLORIDA 32399-0450
FAX NUMBER (850) 414-4796