LAP CoP Discussion Topics and Status

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	Topic	Status	Information Owner	Notes
1	Document (LAP "process" A to Z)	(1) Determining how to incorporate the information provided in the Quick Reference Guide (QRG) into the document. LAP Administrators requested a copy of the "combined" document. QRG provides what is in the LAP Manual. LAP Administrators like the format of the QRG. (2) In addition, finalizing the FDOT Systems A&A and making revisions to this section of the document. (3) To obtain CPR (Consistent-Predictable-Repeatable initiative), reference material will be vetted with the district LAP staff (and the "new" LAP CoP) to formulate one document (some combining of existing "guidance" documents may be required).	CO LAP and responsible discipline areas	This document is a guide for the local partners and district staff on how the LAP process works and what is required. References are included to direct the reader to the LAP Manual or other reference material. Another posted publication, the LAP Quick Reference Guide, is also available for reference and use. Feedback from the LAP Administrators is that there is not a need for a greater number of reference documents. Some districts have written their own version of a QRG/A-Z Process Document.
2	Contract Compliance	(1) Districts are determining which model they will to follow: A or B (see "notes" area). (2) Updates to guidance will be made to accommodate either option. (3) Does CPR apply here?	Erica Miller and Susan Robeson / CO LAP	(A) The 2009 DRAFT Compliance Handbook covers the requirements for compliance on LAP projects. Some districts are using this in its draft format. (B) There are also some districts that are pursuing having FDOT staff (GEC staff) perform oversight of the compliance activities of the contractor on the LAP project.

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3	Revisions to the "Big 4" - general	Concerns have been raised by the central office on not receiving requests for review and approval when changes to the Big 4 (or other local agency specs?) are used. This topic is pending discussion by the "new" CoP.	State Specifications Office and State Materials Office.	(A) In the latest revisions/updates to the Big 4 specifications (3 of them-not "landscape"), the references to the FDOT Division 2 and 3 Standard Specifications were removed by SMO staff. (B) Deviations/updates to the Big 4, requested by the local agency, for a specific LAP project, are to be approved by the State Specifications Office. (C) Discussion about having a boiler plate document for the Local Agency's "Division I" specifications have found that the Construction Checklists is the means that the LAP Administrators are evaluating if all requirements are met (included) within the specifications document. (D) Discussion on approving "Division II and III" specifications for use on different LAP projects by the same local agency (umbrella/broad based approval) have determined that there is a means to request/apply an approval to more than one project, however, how these will be tracked is still under discussion.
4	Specs "Guidelines Documents"	Determining if clarifications are needed for: an off-system project with on-system work, critical projects (components), and to provide an all-inclusive list of items (see B in the "notes" area).	Frances Thomas	(A) The Specifications Guidelines Documents consist of 2 separate documents: *off-system project guidance* and *on-system project guidance* . Important references and definitions found in FDOT Division I Standard Specifications are identified as is the action needed to incorporate FDOT Standard Specifications into a LAP project. (B) These are NOT all-inclusive lists. The Construction Checklist requirements are in addition to the items in the Guidelines Document. The reason why these are different/separate documents is because the checklist includes the federal requirements only and the guidelines include the information needed to make the FDOT specs work.

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5	Specs Preparation A&A (off-system)	This document has been delayed due to a staffing change. Trey Tillander or Frances Thomas will be asked to take the lead on finalizing this draft A&A document for Specification Guidance on LAP (Off-System) Projects.	Rudy Powell/Trey Tillander	(A) How to prepare a specifications document for a LAP project was discussed by the CoP and a request was made to have guidance written to address this need. A draft A&A was started by Rudy. (B) LAP specifications training was also discussed. Currently, the Department only provides spec training on developing an FDOT spec package for an FDOT let project.
6	Project Selection	The LAP Manual has been updated to reflect the best practices as discussed by the CoP. This information can be found in Chapter 4 - Project Selection.	Bob Crim	One key to having a successful LAP project, where all stakeholders are able to experience an effective and efficient project delivery experience, is to choose the best suited projects for the LAP delivery method.
7	Simple LAP Projects - Design and Construction	(1) Out of the CoP and subgroup discussions, a summary covering Simple Projects was drafted. (2) The Simple Project descriptions have been included in a LAP Bulletin which covers LAP Construction Oversight and Project Review.	LAP CoP and CO LAP, with coordination through design and construction.	Some off-system LAP projects have project scopes and work elements which are "simple" as related to plans development and other deliverables (both during the contract package development and construction oversight).
8	Materials Certification Guidance	(1) The current guidance in the Materials Manual needs to be references or linked to other LAP documents to be sure locals are able to easily access this information. (2) The guidance may need to be updated to accommodate the change from critical projects to critical components (for these types of projects which are less than $10 million).	State Materials Office	The Materials Manual provides the guidance for LAP projects for material testing and certification requirements.

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9	Developmental Specifications usage on LAP Projects	(1) Local Agencies may request Developmental Specifications for use on LAP Projects. The same process will be required as is required when these are used on FDOT let projects. Upon approval by the monitor, the Developmental Specification will be documented as approved and provided for use by the Central Office Specifications staff. (2) An A&A has been drafted.	Central Office Specifications staff	The Developmental Specifications "program" that the FDOT uses to evaluate new processes for new construction methods and sources is very specific to applying these methods on FDOT products. The assigned monitor will evaluate each project for proposed application of the Developmental Specification and approval for use. This includes tracking the performance on the project and using this data to evaluate the direction the Department will take in broad based approval and application of the new methodology. In some cases multiple "test" versions will be created during the evaluation process all with the goal of determining what, if any, Standardized Specifications will be developed to cover the new methodology.
10	Developmental Standards usage on LAP Projects	(1) Local Agencies may request Developmental Standards for use on LAP Projects on a project by project basis (see the *Developmental Specifications A&A* - item #9). The same process will be required as is required when these are used on FDOT let projects. Upon approval by the monitor, the Developmental Standard will be approved by the responsible office: the State Structures Office or the State Roadway Design Office. (2) An A&A will be drafted. (3) The A&A for the Developmental Specifications describes the approval process when a Developmental Standard is part of the developmental documents.	State Structures Office and State Roadway Design Office	The Developmental Standards are part of the Developmental Process. See "notes" above for Developmental Specifications.

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11	File Server - Specs on the Web	(1) The File Server portion of the Specs on the Web application is complete and in production. Frances is loading the files which will be available via the file server (without logging into the application). (2) An A&A document is being drafted to provide guidance on how the file server may be accessed and how it may be utilized when creating a local agency specification document. The completed A&A has been distributed to the LAP CoP. This A&A will be posted as soon as all files have been uploaded into the "file server" within *Specs on the Web.*	Frances Thomas	The *Specs on the Web* application is used by the Department to create the specifications for FDOT let construction projects. Local agencies may create a login account to create a package for their use. A login account is NOT required when using this application to obtain the MS Word version of a FDOT specification. Also available are "archived" specifications which are desired by local agencies which want to use certain materials/methods no longer in use by FDOT.
12	Value Engineering	To document and provide guidance on the revised requirements, an A&A has been drafted. The completed A&A has been distributed to the LAP CoP. The A&A has been posted to the website.	Kurt Lieblong	(A) A Value Engineering Study is required on LAP projects meeting the established thresholds under the VE federal requirements. (B) Recent revisions to these requirements will affect whether or not a LAP project will require a VE Study be performed.
13	Proprietary Products/Processes	(1) Karen has provided overview training to the CoP regarding what parameters would be acceptable reasons to expend federal funds to pay for work which includes proprietary products and sole sourcing. (2) An A&A has been drafted to explain these scenarios. The completed A&A has been distributed to the LAP CoP. The A&A has been posted to the website.	Karen Byram	The use of Proprietary Products and Sole Sourcing are not allowed on any project with federal funding. Exceptions to this rule may be made when certain conditions exist.

14	Fund Swapping (federal/state funds)	This scenario would not work well in Florida because of the "flavor" of the fund types that are typical to LAP projects. FDOT would not be able to utilize to the fullest extent the federal funds that would be "swapped" and intended to be spent on FDOT let projects. This will NOT be pursued at this time.	Central Office Work Program staff and Federal Aid Office staff	Some states have programs which allow for a proportioned amount of state funds to be "swapped" with local agencies for their allotted federal funds committed for planned reimbursement under the LPA federal program ("LAP" in Florida).
15	Warranties (Maintenance and Federal Funding)	(1) Including warranties in the contracts for LAP projects is NOT allowed. (2) Some FDOT specifications do include "performance" requirements/bonds. (3) An A&A will be drafted.	Central Office (multiple offices/disciplines)	(A) Some local agencies have policies in place that call for warranties to be provided for the work performed by a roadway contractor. (B) For LAP projects maintenance work activities are not typically eligible for federal funding. Including a "warranty" may come with an increase in cost for which monies would be expended to compensate for *maintenance* and repair of deficiencies in the original work. (C) In addition, warranties are not an acceptable substitution for oversight (inspection and testing) of the completed work. Acceptable oversight and approval of the work is to be performed prior to making payments to the contractor for any work performed.
16	Professional Services Checklist	The requested changes are deemed to be not required because the Professional Services Checklist is only completed when these services will be reimbursed with federal funds as part of the overall efforts of a LAP project. If these services will be paid using local funds, this checklist is not required to be submitted by the local agency.	Carla Perry and CO LAP	Comments received on the "new" Professional Services Checklists asked for clarifications to denote that the included requirements would apply only to "federally funded/reimbursed" professional services contracts.
17	Other Local Aid Programs	An A&A has been posted which describes other local aid programs which are available to assist local agencies which meet the parameters as required by each of these state funded programs.	CO LAP and Work Program staff - with assistance by District staff	State funded programs exist which facilitate providing monetary assistance to local agencies.

18	CEI Performed by Local Agency Staff	(1) The draft A&A has been reviewed and commented on by the LAP CoP members and management. Final comment resolution with FHWA. (2) The A&A is being updated to include Critical Components.	State Construction Office and CO LAP	Construction Engineering and Inspection activities required on LAP projects must be performed in accordance with the Stewardship Agreement with FHWA which FDOT must adhere to for the oversight required on projects in the LAP Program.
19	Critical Components	(1) The Critical Components methodology is approved for use on Off-system LAP Critical Projects which are less than $10 million. (2) Chapter 23 of the LAP Manual will be updated to reflect this change. (3) The A&A has been posted to the website. (4) The posted A&A requires prequalification according to the requirements in the LAP Manual [section 22.3.2].	Central Office Specifications staff and State Materials Office	(A) Critical projects are off-system projects which are to be handled similar to on-system projects in many ways. This is because of elements of the work (bridge or box culvert) or meeting or exceeding the $10 million threshold. These projects have greater oversight than other off-system projects because of the increased risk associated with the project. (B) The concept of Critical Components is to be applied to projects which, because of the type of included work (bridge/box culvert), the critical element is the item associated with the risk concerns of the overall project. (C) More discussion is needed to determine if a different means may be used to accomplish ensuring a qualified contractor performs the critical work on critical component projects. (D) Differences between concrete specifications 344 and 346 have been noted as a conflict when applying the critical component methodology. Feedback has also been received that the use of critical components may require much effort on some off-system critical projects. Each project must be evaluated and, if there are challenges (as noted above), which do not make the project a good fit for critical components, then it may be best to handle these as a critical project.

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20	Fed Tech Bulletin (Close-Out Requirements)	(1) Certain close-out documents are required on LAP projects. These requirements can be found in a Fed Tech Bulletin. (2) Determining if this information will be documented (to this same level of detail as in the bulletin) in the LAP Manual or an A&A. (3) A separate A&A document is being developed to cover questions on as-builts: "*Where is the plan set of the completed LAP project kept and how is it identified?*" See status item #26.	Central Office Federal Aid Office and CO LAP	Requirements pertaining to the required close-out documents and activities for LAP projects have been summarized and distributed to Department staff performing oversight on LAP projects. The Fed Tech Bulletin dated January 20, 2012 *and REVISED May 16, 2012* contains these requirements.
21	Off-system projects with on-system work	(1) The Big 4 specs are being considered as to whether or not these would be sufficient for on-system work on projects designated as "off-system". (2) In some cases it has been determined that items of work off the mainline roadway may be designed/constructed with local agency specs (or when using/applying the Big 4 specs). One of these projects contained new driveway connections for parking lots. It was determined that this work had very low risk for any problems arising with the locals chosen means and methods. (3) These options will be discussed with the responsible CO staff: Specifications, Materials, Construction, and LAP.	Central Office Specifications staff and State Materials Office	When projects are designated in the FDOT Work Program system as "on-system" or "off-system", this does not necessarily mean that all work on the project is "off" the FDOT right of way or that all work is "on" the FDOT right of way. For projects designated as "off-system" with work on FDOT right of way, the Department requires this work to be done with FDOT specifications.
22	Optional Pipe	(1) MAP-21 changed the optional pipe requirement to be at the discretion of each state. (2) An A&A has been drafted to provide guidance on how this impacts LAP projects. The completed A&A has been distributed to the LAP CoP. The A&A has been posted to the website.	Jennifer Green	(A) Optional pipe usage is required on FDOT let projects. (B) The Greenbook allows for local agencies to select (or not select) to use optional pipe.

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23	Plans Review - ERC	(1) Guidance for best practices for performing plan submittal reviews for off-system and on-system LAP projects is needed to aid in having consistent practices across districts. (2) Discussion is ongoing on this topic.	Kurt Lieblong - ERC	(A) The Electronic Review Comment (ERC) system is used by FDOT to provide review comments and to respond to review comments. Some districts also use this system to process plan reviews for LAP projects. (B) The number of plans reviews required for a LAP project submittal should be proportionate and appropriate to the type and scope of work. Also, the number of reviewers should be selected being mindful of the nature of the work.
24	Federal Funds (availability and allocation) for Change Orders	(1) No allocation ("box" in Work Program) may be created to cover change orders, however, when federal funds are available, approved change orders may be reimbursed with federal funds. (2) An A&A has been posted to the website.	CO LAP / Central Office Work Program staff and Federal Aid Office staff	When changes are desired/needed on LAP projects during the construction phase, federal funds are not set aside to pay for this added work. All funds in excess of the awarded bid amount must be re-allocated to other projects.
25	Electronic Systems (When is access needed to FDOT systems?)	(1) Need to provide more guidance on when access is needed by a local agency to FDOT systems. (2) An A&A has been posted to the website.	CO LAP and Application Owners	Local Agencies will need to acquire access to certain FDOT computer applications/systems to input project data electronically.
26	As-builts	To be CPR on the requirements placed on local agencies, an A&A is being drafted.	State Construction Office and CO LAP	One of the project close-out deliverables is the plan set of the constructed/completed LAP project which is referred to as the "as-builts".