



Florida Department of Transportation

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To: District Local Agency Program (LAP) Administrators, District Professional Service Administrators

From: Thomas C. Byron, P.E., Chief Engineer 

Copies: Chris Richter, Brian Blanchard, Nahir DeTizio, Duane Brautigam, Carla Perry, Bob Crim, Cheri Sylvester

Subject: Local Agency Program (LAP) Professional Services Forms

The purpose of this memorandum is to provide guidance to District staff when providing oversight of the professional services acquisition phases, and during the certification and recertification of Local Agencies. *Form 525-010-49* provides guidance to District staff for project specific oversight, while *Form 525-010-48* details the critical requirements for inclusion in the Local Agency's professional services procurement process during the certification and recertification process. *Form 525-010-49* is effective on all future LAP Agreements (executed after 2/6/12) with professional services work phases, where federal aid participation is requested. *Form 525-010-48* is to be implemented with the District's LAP certification and recertification schedule. Both forms ensure compliance with the *Federal Brooks Act* requirements for the selection of engineering and design related services on the basis of demonstrated competence and qualifications for the type of professional services required and negotiation of fair and reasonable compensation (as specified in *40 U.S.C. 1101-1104*), and compliance with the *State of Florida Consultant Competitive Negotiations Act requirements (Section 287.055, Florida Statute)*.

These forms for these two checklists are available on the Procedures Office site on the Infonet/Intranet. These checklists and forms will be incorporated by reference in the *Local Agency Program Manual* through updates to Chapter 18, Professional Services Contract, Selection & Award (Using Consultants).

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

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

Attachments