

LAP WORKSHOP

January 19, 2016

Welcome!



Housekeeping



- Restrooms
- Vending Machines in the Lobby
- Silence Cellphones
- Emergency Exit
 - NE Meeting Point Next to Wendy's

Morning Agenda

Registration

Introductions

Federally Funded (LAP) Projects vs. State
Funded (JPA) Projects

Implementation of LAP Projects

LAP Manual Revisions

Activity

Morning Break

Environmental

Right-of-Way (ROW)

Schedule & Phase Submittals

Lunch



Afternoon Agenda

LAP Certification

LAP Agreement

Afternoon Break

Specifications (SPECS)

Construction Administration

**Local Agency Program Information Tool
(LAPIT)**

Activity

Questions

Workshop Evaluation

Introductions

- **Christine Fasiska**
Local Program Administrator
 - Yanique Kelly
Broward County Program Coordinator
 - Helen James
Broward County Program Coordinator (Interim)
 - Sunshine Cayubit
Palm Beach County Program Coordinator
 - Carlos Lemus
Martin, St. Lucie, and Indian River Counties Program Coordinator



Introduce Yourself!

- Name
- Agency
- Title / Position
- One expectation you hope to gain from today's workshop



Hi, I'm
Mr. LAP!

Federally Funded (LAP) Projects

VS.

State Funded

LAP vs. JPA

- **LAP = Local Agency Program**
 - TAP, Local Initiatives, MPO Priority
- **JPA = Joint Participation Agreement**
 - SCOP, CIGP, TRIP, EDTF

LAP**JPA****FUNDS****Federal****State**

- Construction
- CEI

- Design
- Construction
- CEI

ROW

**Previously Acquired
(Acquired through
Federal Uniform Act)**

**Previously Acquired
(Acquired through
Agency Process if Off-
System)**

ENVIRONMENTAL

**National Environment
Policy Act (NEPA)**

DESIGN

- Multiple Submittals**
- Preliminary
 - Initial
 - Constructability
 - Production

- One Submittal**
- Plans, Specs, &
Estimates (PS&E)

LAP**JPA****PS&E****Electronic (ERC)
Review****Reviewed for Fatal
Flaws
(No ERC Review)****BID DOCUMENTS****Follow LAP
Construction Checklist
525-010-44 (FHWA
Required)****Agency Process****CONSTRUCTION
INVOICING**

- Quarterly Invoices (Min)
- Eligible Items

- Quarterly Invoices (Min)
- Identified Deliverables

CEI

- In-House/Consultant
- If On-System, FDOT Pre-Certified Consultant Required

- In-House/Consultant
- If On-System, FDOT Pre-Certified Consultant Required In-House/Consultant

CLOSE-OUT**Blue Folder****Final Invoice**

Implementation of LAP Projects

Implementation of LAP Projects

- TAP Applications
 - Scope
 - Estimate
- Vetted by District and Ranked by the MPO
- Award Letters from FDOT
 - Schedule
 - Performance Evaluation Criteria

LAP Manual Revisions

Local Agency Program Manual

Complete Manual with cover and Table of Contents - **The LAP Manual is currently being revised. New Chapters will be posted as they are completed.** Estimated completion date of December 2015.

Part 1 - Local Agency Program Process

- Chapter 1- Introduction
- Chapter 2 - Local Agency Certification **NEW 4-20-15**
- Chapter 4 - Project Selection
- Chapter 5 - LAP Agreement **NEW 1-26-15**
- Chapter 6 - Project Management ****Redacted**
- Chapter 7 - Contract Close-out

PART II - STANDARDS AND PRACTICES FOR LOCAL AGENCY PROJECTS

GENERAL PROJECT DEVELOPMENT

- Chapter 9 - Alternative Contracting (Design Build and Others)
- Chapter 10 - Financial Management
- Chapter 11 - Compliance with NEPA **NEW 10-1-2015**
- Chapter 12 - Right-of-Way Procedures
- Chapter 13 - Value Engineering **NEW 5-15-2015**
- Chapter 14 - Disadvantaged Business Enterprises **NEW 7-24-2014**
- Chapter 15 - Equal Opportunity **NEW 1-20-2015**
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CONSTRUCTION AND POST- CONSTRUCTION

- Chapter 23 - Construction Administration under Local Advertising and Award Procedures

MISCELLANEOUS

- Chapter 24 - Local Agency Force Projects **NEW 10-08-2015**
 - Chapter 25 - Maintenance **NEW 10-8-2015**
 - Chapter 26 - Americans with Disabilities Act & Section 504 **NEW 7-1-2014**
- LIST OF FORMS

Can be Found at:

http://www.dot.state.fl.us/programmanagement/LAP/LAP_TOC.shtm

Chapter 2 – LAP Certification

- **Section 2.2.2 – Initial Qualifications Screening Criteria**
 - Compliance with Title VI Nondiscrimination Act
 - Review Agency’s Audited Financial Statements Via SARA (Single Audit Reporting Application)

The screenshot displays the 'Single Audit Reporting Application' interface. At the top, there are navigation links for 'Home' and 'Data Analysis', and a 'Help' icon. The main dashboard area features several statistics: 41 Auditees with no Prior Year, 6 Audit Reports Due, 0 Audit Report Reviews Due, 0 Management Decisions Due, 0 Corrective Action Follow-up Due, and 0 Enforcement Action Recommended. Below the statistics is a search form with the following fields: 'Audit Year' (a dropdown menu currently showing '2014'), 'Auditee Name', 'Vendor ID', 'Contract', 'Financial Project', and 'CFDA / CSFA'. A 'Search' button is located at the bottom right of the form.

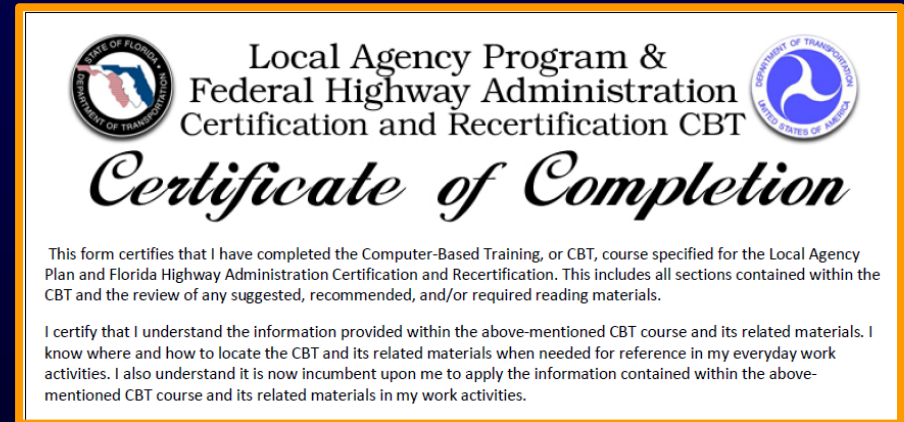
Chapter 2 – LAP Certification

- **Section 2.4 – Responsible Charge**
 - Must be a Full Time Employee of the Agency
 - Will be the Primary Point of Contact
- **Section 2.5 – LAP Certification Qualification Tool**
 - Replaces LAP Certification and Administration Checklist (Form 525-10-43)



Chapter 2 – LAP Certification

- **Section 2.5.4 – Training Requirements**
 - LAP Certification and Recertification CBT
 - LAP Professional Services CBT
 - Others to be Completed Prior to Certification or within 12 Months of Certification
- **Section 2.8 - LAPIT**
 - Share and Track Project Information
 - Vendor ID and DUNS Number Required



The image shows a certificate template with a yellow border. At the top, it features the logos of the State of Florida Department of Transportation and the Federal Highway Administration. The title reads 'Local Agency Program & Federal Highway Administration Certification and Recertification CBT Certificate of Completion'. Below the title, there is a paragraph of text certifying the completion of a Computer-Based Training (CBT) course. The text states: 'This form certifies that I have completed the Computer-Based Training, or CBT, course specified for the Local Agency Plan and Florida Highway Administration Certification and Recertification. This includes all sections contained within the CBT and the review of any suggested, recommended, and/or required reading materials.' A second paragraph follows: 'I certify that I understand the information provided within the above-mentioned CBT course and its related materials. I know where and how to locate the CBT and its related materials when needed for reference in my everyday work activities. I also understand it is now incumbent upon me to apply the information contained within the above-mentioned CBT course and its related materials in my work activities.'

Chapter 5 – LAP Agreement

- **Form No. 525-010-40 Local Agency Program Agreement**
- **Exhibit 1: Single Audit Act**
- **Exhibit A : Project Description and Responsibilities**
- **Exhibit B: Schedule of Funding**
- **Exhibit D: Alternative Pay Method**
- **Exhibit L: Landscape Maintenance Agreement**
- **Exhibit RL: Roadway Lighting Maintenance Agreement**
- **Exhibit R: Advance Project Reimbursement**
- **Exhibit T: Traffic Signal Maintenance Agreement**

Chapter 6 – Project Management

- Redacted

Chapter 11 – Compliance with the National Environmental Policy Act

- **National Environmental Policy Act (NEPA) Compliance**
- **FHWA and the Department Determine Class Of Action (COA)**
 - **Categorical Exclusion (CE)**
 - **Environmental Assessment (EA)**
 - **Environmental Impact Statement (EIS)**
- **Status of Environmental Form**
 - **Needed for Federal Authorization**
 - **Must be Submitted within 1 Year of Department's Signature Date**



Chapter 12 – Right of Way Procedures

- Incorporation of the Updated **Right of Way Procedures Manual** and Topic Numbers References
- Expansion of the Right of Way Certification Section
 - Includes Requirement of Submission of LAP Certification Form No. 575-095-05 to the LAP Administrator for Each Project.
 - Incorporation of Types of Right-of-Way Activities Necessary for Construction, Operation and Maintenance of the Project.
- Incorporation of the Right of Way Resources Section

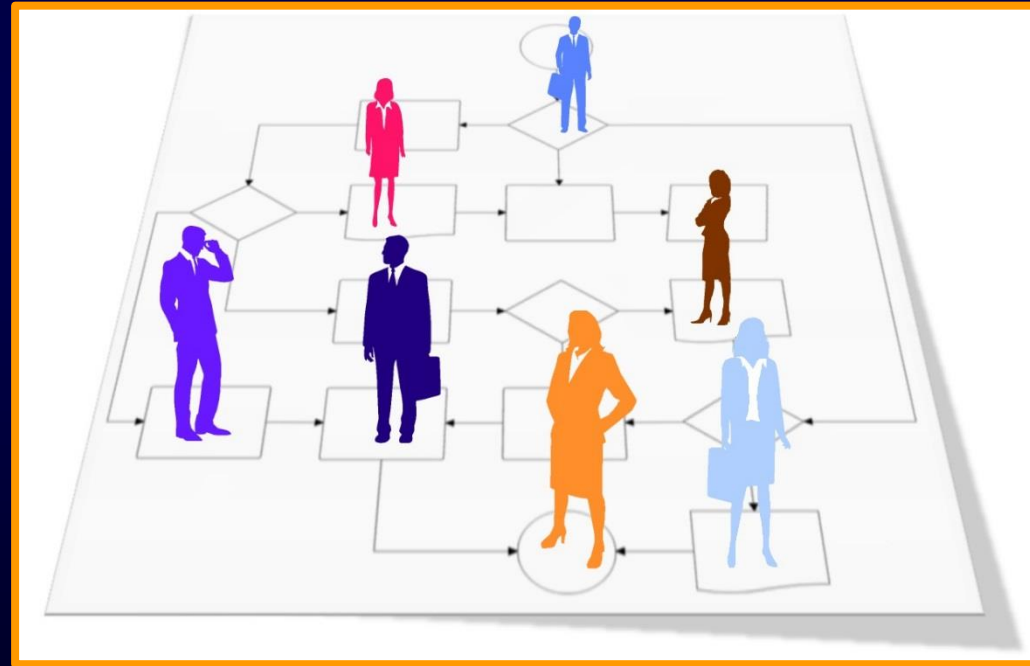
Chapter 13 – Value Engineering

- **Section 13.2 – Required Projects**
 - Identify Federal-aid Highway Program Projects Required to Use VE Process
- **Section 13.4 – Value Engineering Coordination**



Chapter 14 – Disadvantaged Business Enterprise

- Section 14.2.2 – Overall DBE Goal
 - 9.91% FDOT DBE Goal



Chapter 15 – Equal Employment Opportunity, On-The-Job Training and Prevailing Wages

- Compliance with Nondiscrimination Requirements
- FHWA 1273 Must be Physically Incorporated in All Construction Contracts and Subcontracts

FHWA-1273 -- Revised May 1, 2012

**REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS**

<p>I. General</p> <p>II. Nondiscrimination</p> <p>III. Nonsegregated Facilities</p> <p>IV. Davis-Bacon and Related Act Provisions</p> <p>V. Contract Work Hours and Safety Standards Act Provisions</p> <p>VI. Subletting or Assigning the Contract</p> <p>VII. Safety: Accident Prevention</p> <p>VIII. False Statements Concerning Highway Projects</p> <p>IX. Implementation of Clean Air Act and Federal Water Pollution Control Act</p> <p>X. Compliance with Governmentwide Suspension and Debarment Requirements</p> <p>XI. Certification Regarding Use of Contract Funds for Lobbying</p> <p>ATTACHMENTS</p> <p>A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)</p> <p>I. GENERAL</p>	<p>3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.</p> <p>4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.</p> <p>II. NONDISCRIMINATION</p> <p>The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.</p>
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Chapter 16 – Title VI and Nondiscrimination Program Requirements

- Training (SCAT and ADA) was Held October 1, 2015 at District 6

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the _____ assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The _____ further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated _____

by _____

_____, Chief Executive Officer



APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Chapter 17 – Emergency Relief Program

- Highway Trust Fund Program
- Repair / Reconstruction of Federal-aid Highways and Roads
- Activated When State of Emergency is Issued
- Detailed Damage Inspection Report (DDIR) on Form FHWA-1547





U.S. Department
of Transportation
Federal Highway
Administration

DETAILED DAMAGE INSPECTION REPORT

(Title 23, Federal-aid Highways)

Report Number

Sheet _____ of _____

Location (Name of Road and Milepost)

FHWA Disaster Number

Inspection Date

Description of Damage

Federal-aid Route Number

State _____ County _____

Cost Estimate

	Description of Work to Date (Equipment, Labor, and Materials)	Unit	Unit Price	Quantity	Cost	
					Completed	Remaining
Emergency Repair						
Method					Subtotal	
<input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract					PE/CE	
					Emergency Repair Total	

Method					Subtotal	
<input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract					PE/CE	
					Right-of-Way	
					Perm. Repair Totals	

Environmental Assessment Recommendation <input type="checkbox"/> Categorical Exclusion <input type="checkbox"/> EA/EIS		Estimated Total	
Recommendation <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible		FHWA Engineer	Date
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No		State Engineer	Date
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No		Local Agency Representative	Date



Chapter 18 – Professional Services Contract, Selection and Award (Using Consultants)

- **Section 18.2 – Conflict of Interest**
 - LAP Bulletin 03-14
- **Section 18.7 – Professional Services Provided on a Continuing basis**
 - LAP Bulletin 02-14
- **Section 18.8 – Required Contract Provisions**
 - LAP Professional Services Checklist (Form No. 525-010-49)
- **Section 18.10 – Forms and Other Required Terms**
- **Form 375-040-84 Local Agency Terms for Federal-aid Contracts Replaces FDOT “Appendix I” for Local Agency Contracts**

Training was Held April 6, 2015 at District 4



LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
For PROFESSIONAL SERVICES CONTRACTS

375-040-84
PROGRAM MANAGEMENT
04/15
Page 1 of 3

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- C. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- D. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- E. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

Chapter 24 – Local Agency Force Account Projects

- **Approved Cost Effectiveness Finding**
 - Ability of Agency to Perform the Work
 - Availability of Equipment
 - Comply with Federal-aid Requirements
 - Quality Assurance Compliance
 - Schedule
- **No Requirements for Davis-Bacon Wage Rates**



Chapter 24 – Local Agency Force Account Projects

- **No Cost Reductions Resulting from:**
 - Use of Incomplete Plans
 - Reduced Quality Assurance During Construction
 - Reduced Construction Management and Documentation
- **Approved Plans, Specifications, and Estimates (PS&E) Package**
- **All Change Orders Must be Approved by the Department**
- **Progress Billing**
- **Project Close Out**
- **5 Year Records Retention from Final Acceptance**



Chapter 25 – Maintenance

- **The Local Agency Maintains the Projects Completed per LAP Agreement, Section 13.3**
 - **Special Considerations are Designated in Exhibit A of the LAP Agreement**
 - **Maintenance Activities and Related Pay Items are Not Reimbursable by FHWA**
- **FDOT Inspects All Bridges in Florida**
 - **Local Agencies are Given Copies of Inspection Reports**



Chapter 26 – Americans with Disabilities Act and Section 504

- **Nondiscrimination in All Programs, Services and Activities**
- **Accessibility to Programs and Facilities for the Disabled**
- **Title VI/Non-discrimination Assurance**
- **Appendix A Included in All Agreements, Contracts and Subcontracts**



Chapter 26 – Americans with Disabilities Act and Section 504

- **Complaint Process**
 - Processing Should Not Take Longer than 90 Days Without Advising FDOT
 - Employment Discrimination Complaints are Excluded
 - Complaint Record Keeping
 - Sanctions Due to Non-compliance



Local Agency Program Manual

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- LIST OF FORMS

Can be Found at:

http://www.dot.state.fl.us/programmanagement/LAP/LAP_TOC.shtm

Who's ready
for an
activity?



**No Harm
No Vowel**

**FLRD DPRTMNT F
TRNSPRTTN**



**FLOIDA DEPARTMENT
OF TRANSPORTATION**



CNSTRCTN



CONSTRUCTION

FDRL FUNDS



FEDERAL FUNDS

RIGHT OF WAY



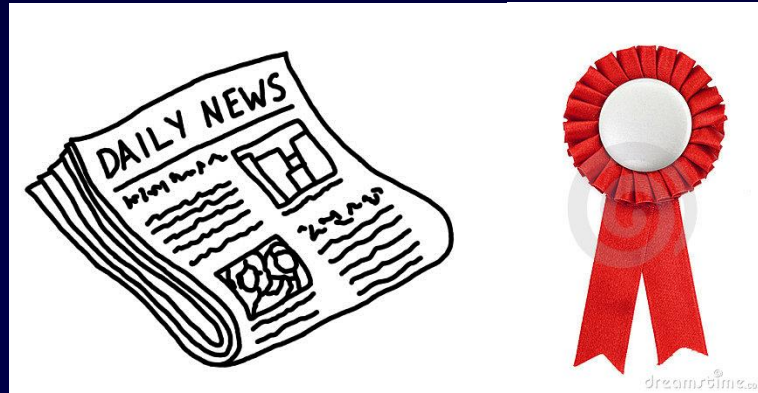
RIGHT OF WAY

CNSTRCTN CST STMT



CONSTRUCTION COST ESTIMATE

DVRTS ND WRD



ADVERTISE AND AWARD

LWST RSPNSV
RSPNSBL BDDR



LOWEST RESPONSIVE
RESPONSIBLE BIDDER

RQST FR PRPSL



**REQUEST FOR
PROPOSAL**

LCL GNCY PRGRM



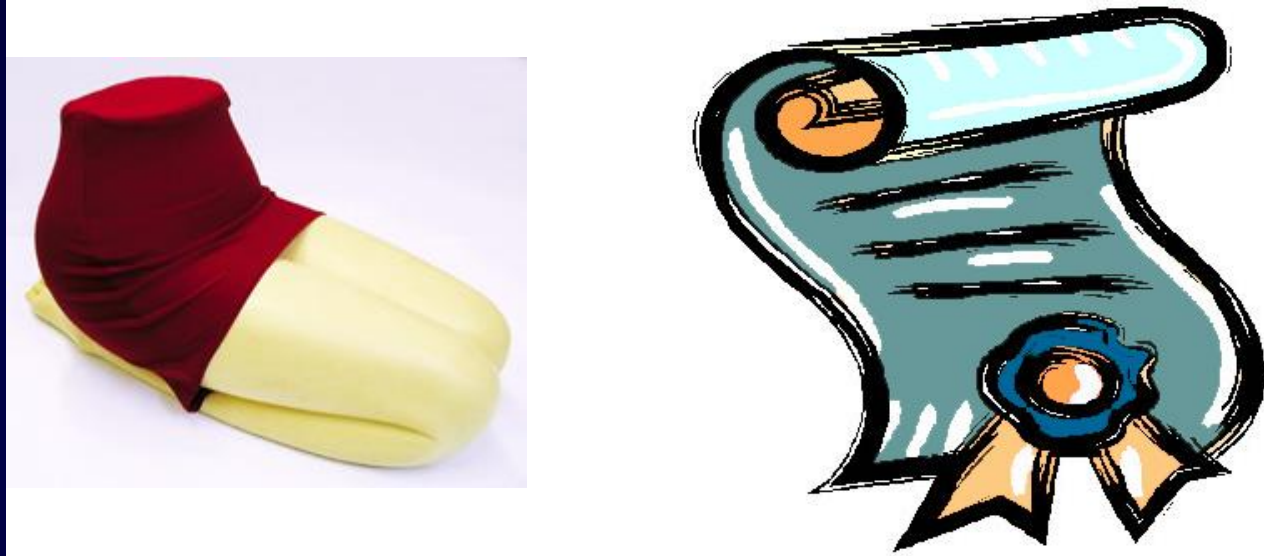
LOCAL AGENCY PROGRAM

SPPLMNTL GRMNT



SUPPLEMENTAL AGREEMENT

LP CRTFCTN



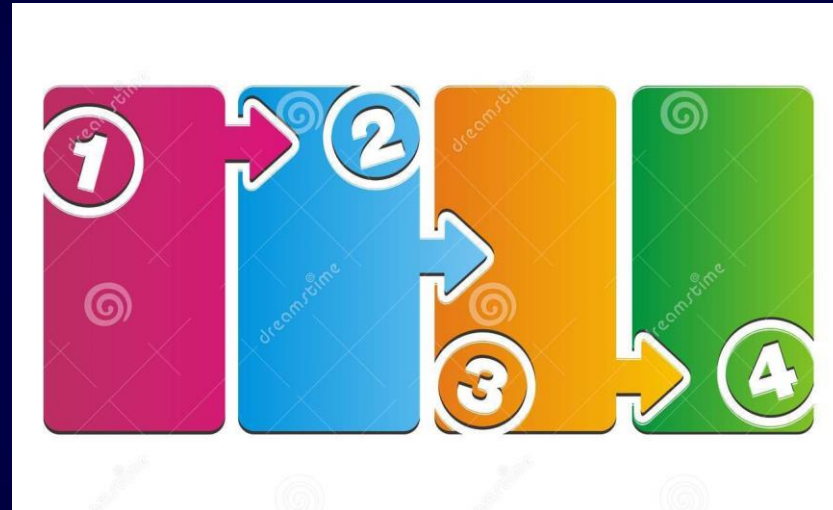
LAP CERTIFICATION

BD DCMNTS



BID DOCUMENTS

PHS SBMTTLS



PHASE SUBMITTALS

DDNDMS



ADDENDUMS

SCHDL



SCHEDULE

LP MNL



LAP MANUAL

SPECFCTNS



SPECIFICATIONS

CHNG RDRS



CHANGE ORDERS

SB-RCPNT CMPLNC SSSSMNT



**SUB-RECIPIENT COMPLIANCE
ASSESSMENT (SCAT)**

LPT



LAPIT

MTRPLTN PLNNG RGNZTN



METROPOLITAN PLANNING ORGANIZATION (MPO)

TRANSPORTATION ALTERNATIVE PROGRAM



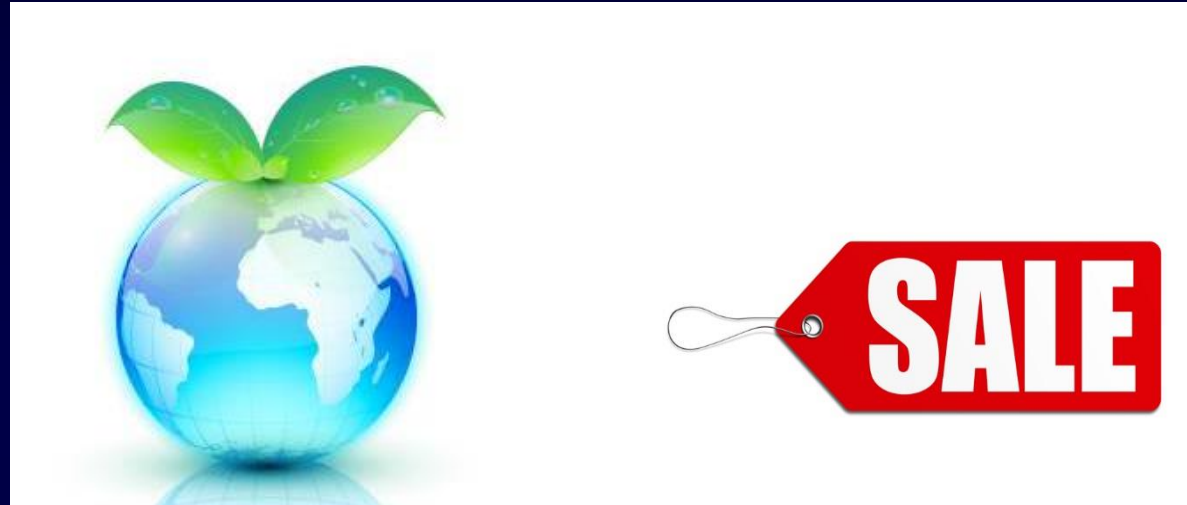
TRANSPORTATION ALTERNATIVE PROGRAM (TAP)

PRFORMNC VLTN



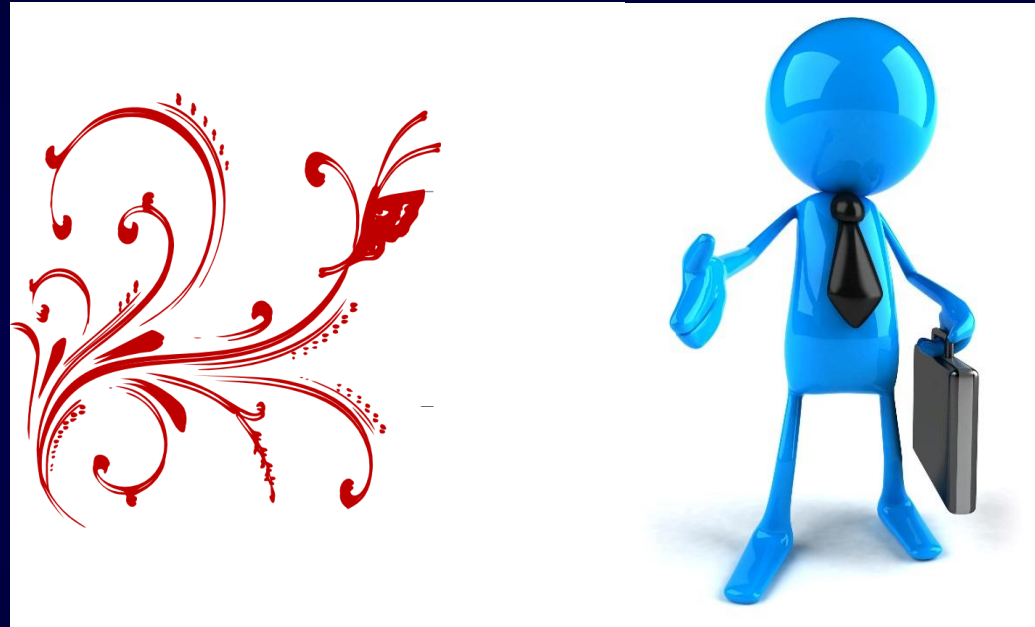
PERFORMANCE EVALUATION

ENVIRONMENTAL CLEARANCE



ENVIRONMENTAL CLEARANCE

DSGN CNSLTNT



DESIGN CONSULTANT

NON-PARTICIPATING ITEMS



NON-PARTICIPATING ITEMS

NGNR F RCRD



ENGINEER OF RECORD

CLS-T DCMNTS



CLOSE-OUT DOCUMENTS

SCP



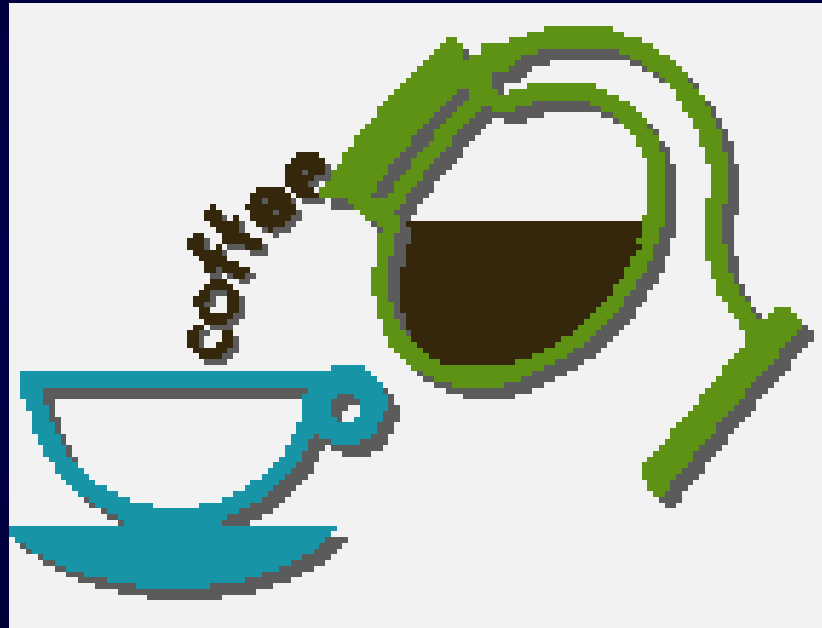
SCOPE

NVC



INVOICE

Morning Break



Environmental

To talk about NEPA...

Ann Broadwell

Environmental Administrator

954-777-4325

ann.broadwell@dot.state.fl.us



FDOT District 4 Local Agency **Program Training**

What is NEPA?

- **The National Environmental Policy Act of 1969 (NEPA) was put in place to establish a national policy that would prevent or eliminate damage to the social, natural and physical environment when federal tax dollars are being used.**

FDOT District 4 Local Agency **Program Training**

Why do we comply with NEPA?

- **Must comply with NEPA in order to receive federal funding.**
- **Adding any federal funds to your project federalizes the entire project, not just the portion in LAP.**

Back in the day.....

Revised 11/04/94

REQUEST FOR AUTHORIZATION (RFA) CHECK LIST

* Federal Aid Project No. 9040-062C
* State Job No. 230729-1-58-02
* County BROWARD
* Work Program Item No. _____
* Project Location NE 34TH AVENUE FROM NE 36 STREET
TO NE 42 COURT, CITY OF FORT LAUDERDALE
* Scope of Proposed Work for this RFA (Detailed Explanation) INSTALLATION OF A 5-FOOT
SIGNALLIC

1. Project is on approved Federal Aid System Yes No
2. Sketch map is included in package Yes No
3. Advance Notification sent Yes No
4. Project exempt from the Intergovernmental Coordination and review (formerly A-95) Yes No
5. Location Approval Granted Yes No
6. Design Approval Granted Yes No
- * 7. The environmental document was processed under WPI# _____, State Job No. 230729-1-58-01 and Federal Aid Project No. _____
- * 8. The project is Categorical Exclusion under (check one) 23 CFR 771.117(c) or "Programmatic" as approved by FHWA and listed in the Project Development and Environment Manual. COMPLETE THE FOLLOWING IF APPLICABLE: This project was reevaluated in accordance with 23 CFR 771.129 on APRIL 20, 2001
- * 9. The environmental document for this project was a (check one) Categorical Exclusion under 23 CFR 771.117(c) approved on _____, FONSI under 23 CFR 771.121 approved on _____, or Final Environmental Impact Statement under 23 CFR 771.125 approved on _____. A reevaluation in accordance with 23 CFR 771.129 was approved on _____.
11. Project is on Page No. _____ of the current STIP.
12. Project is not _____ in the STIP. Please add it at this time.
- * 13. This project will _____ will not _____ be developed under the terms of Florida's Certification Acceptance program for Final Design Project Phases, Award and Construction as approved by FHWA on August 9, 1991.
Design ONLY covered under CA yes no. Award and Construction covered under CA yes no.
- Additional requirements for all Urban areas.**
- * 1. Project is on Page No. _____, Item No. _____ of the current TIP for the _____ Urban area.
- * 2. The _____ Urban area has been certified yes no.
- Additional requirements for all toll facilities.**
- * 1. Project is _____ or is not _____ on a toll facility. Project is proposed as a toll facility: Yes No.
- * 2. A Section 129 Agreement must be executed prior to requesting authorization of projects on existing or proposed toll facilities. Agreement attached: Yes.
- * Required Items.

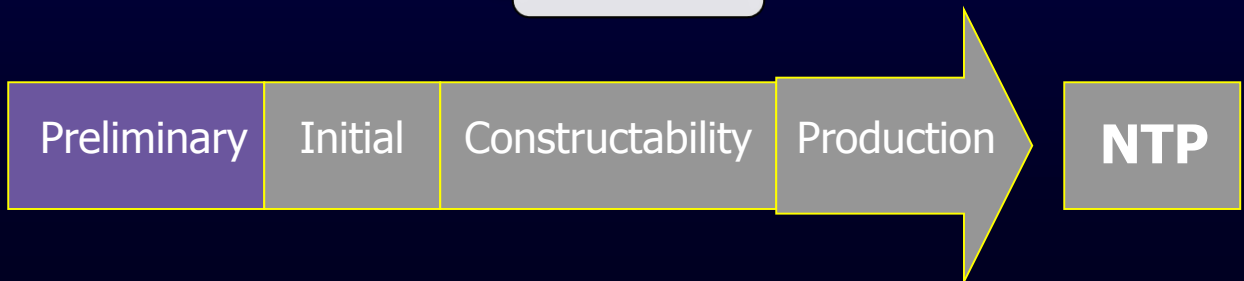
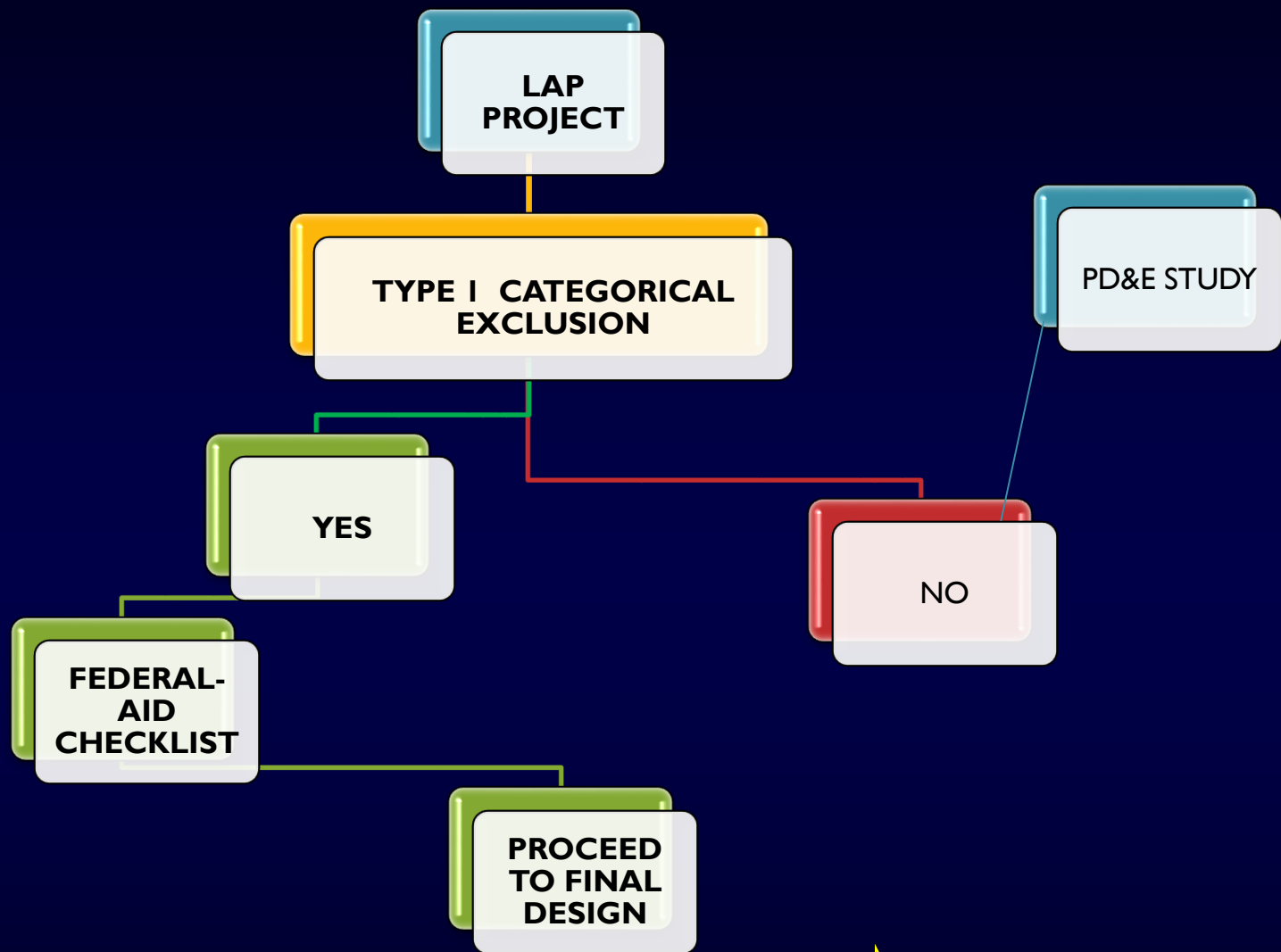
FDOT District 4 Local Agency Program Updates

- *Changes to state and federal regulations*
 - *No more Programmaticals!*
 - *Type 1 Categorical Checklist should be used*
- These specific actions are listed in Part 1, Chapter 2 (revised 2/03/14) of the PD&E Manual. **The chapter is being updated again!**

FDOT District 4 Local Agency

Program Updates

- The LAP program does NOT eliminate any PD&E procedures (focus is on Volume II of PD&E Manual).
- The FDOT has responsibility to ensure that these projects comply with NEPA.
- Federal funds will NOT be released until FDOT certifies to FHWA that the appropriate documentation is complete and that the activities qualify as a Type 1 CE.



Completing the Type 1 Categorical Exclusion Checklist

General:

- **If the project is adding capacity, it is NOT a Type 1 CE and a PD&E Study is required.**
- **It is the responsibility of the local agency to propose which form of Categorical Exclusion (CE) the project meets and what specific action it meets under the specific CE.**
- **There are 59 different specific actions for Type I CEs.**

Completing the Type 1 Categorical Exclusion Checklist

Type 1 CE

- Bicycle and Pedestrian Facilities
- Landscaping
- Utility Installations
- Adding or Lengthening Turn Lanes
- Resurfacing
- Replacement of Existing Bridge in same location
- Enhancement Projects

FDOT NEPA Review & Coordination

Primavera activities

- **FDOT Environmental Preliminary Field Review** **20 days**
- **FDOT identifies need for additional Environmental Documents** **1 day**
- **Agency Environmental Consultant Acquisition** **40 days**
- **Agency prepares Environmental Memo/ Documentation** **40 days**
- **Agency submits Environmental Document Draft** **1 day**

FDOT NEPA Review & Coordination Cont.

- **FDOT Review of Initial Plans** **20 days**
- **Environmental Agency Coordination** **180 days**
- **FDOT Env. LAP Contamination Coord. Mtg.
w/ Dist. Contamination Impact Coordinator** **5 days**
- **FDOT Review of Environmental Document Draft** **20 days**
- **Agency Revises Environmental Documents** **15 days**
- **Agency Submits Final Draft Environmental Documents** **1 day**



FDOT NEPA Review & Coordination Cont.

- FDOT sends Final Documents to FHWA for Review 20 days
- FHWA sends Final Documents to SHPO for Review 20 days
- FDOT Environmental Review of Constructability Plans 20 days
- FDOT Environmental Certification 1 day

If the activity is not needed, it
will be deleted

FDOT NEPA Review & Coordination

Environmental Agency Coordination

- this activity includes any SHPO document preparation, Section 4(f) coordination, Level II Contamination testing, **noise abatement analysis (new regulations)**, USFWS coordination.

The 180 days should be ample time to resolve issues!

Completing the Submittal Package

What does it include?

- Transmittal Memorandum
- Completed Field Review Form – **updated!**
- Completed Type 1 Checklist (use blank one)
- Location Map
- Agency Concurrence Letters
- General Note(s) for Construction Plans, if required – cover all NEPA aspects

Transmittal Memorandum

What goes into the transmittal memorandum?

- **Project Description, at a minimum, should include: State Road #, local name, limits of the project, County or City where located, and a detailed description of the work.**

Transmittal Memorandum

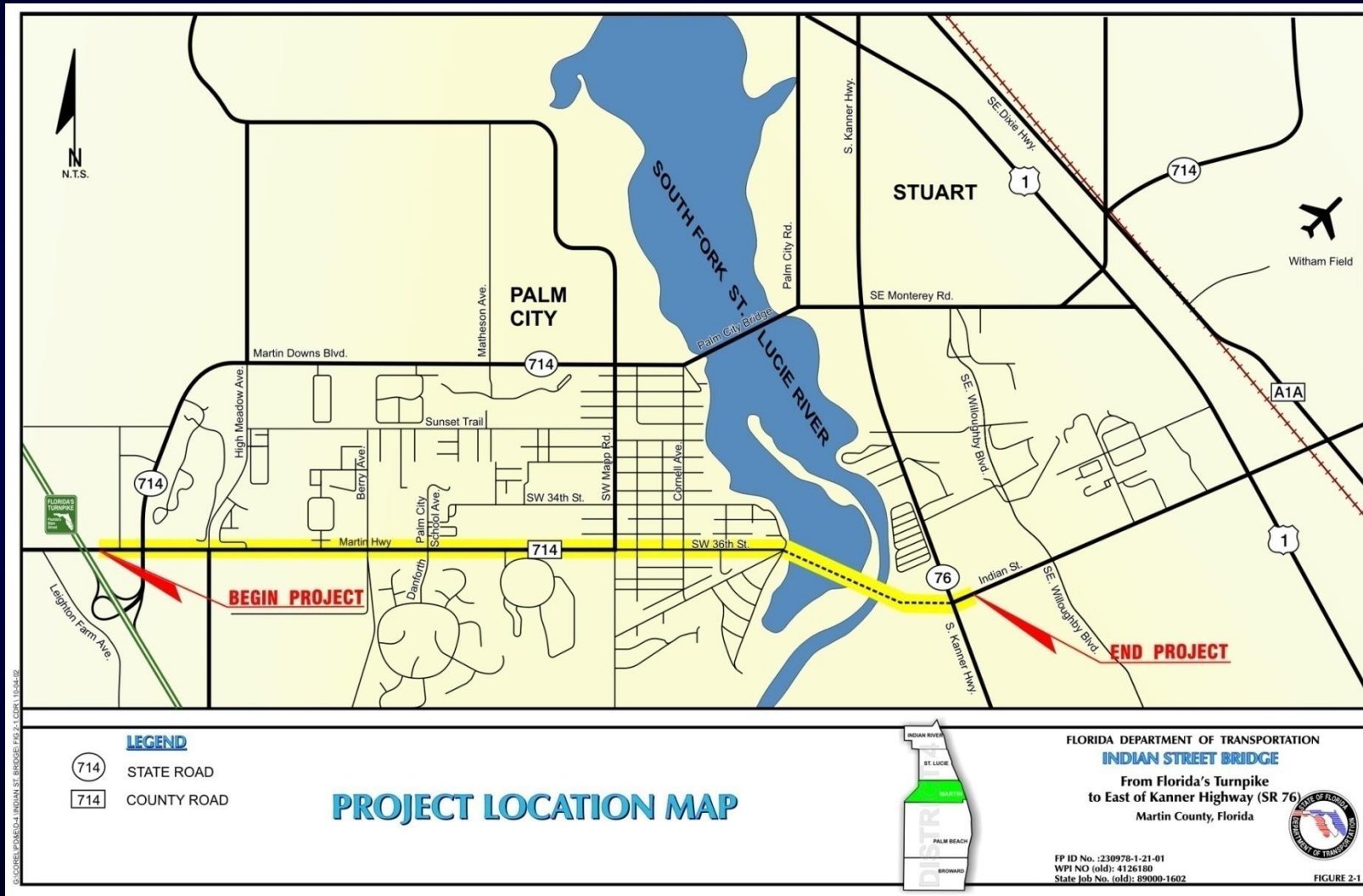
What goes into the transmittal memorandum?

- **The first paragraph should specify which CE format the project is being reviewed under (Type 1 or Programmatic CE) and which specific action is being met (by number and definition).**
- **The body should summarize the areas looked at, what was found and the associated coordination. You should also include why you are checking yes or no on the checklist.**

Location Map

- **The location map should include at a minimum: road names labeled, begin and end project, Financial Management #; County and/or City.**
- **It is preferable that the map be on an aerial of the project area. You can even handwrite the information.**

Location Map Good Example



Right of Way Requirements for LAP Projects

Susan Day

District Right of Way Manager

FDOT District Four

susan.day@dot.state.fl.us

(954) 777-4290



Topics

- **Basic federal right of way requirements**
- **Right of way certification**
- **Typical right of way issues**
- **Helpful hints**
- **Important websites**

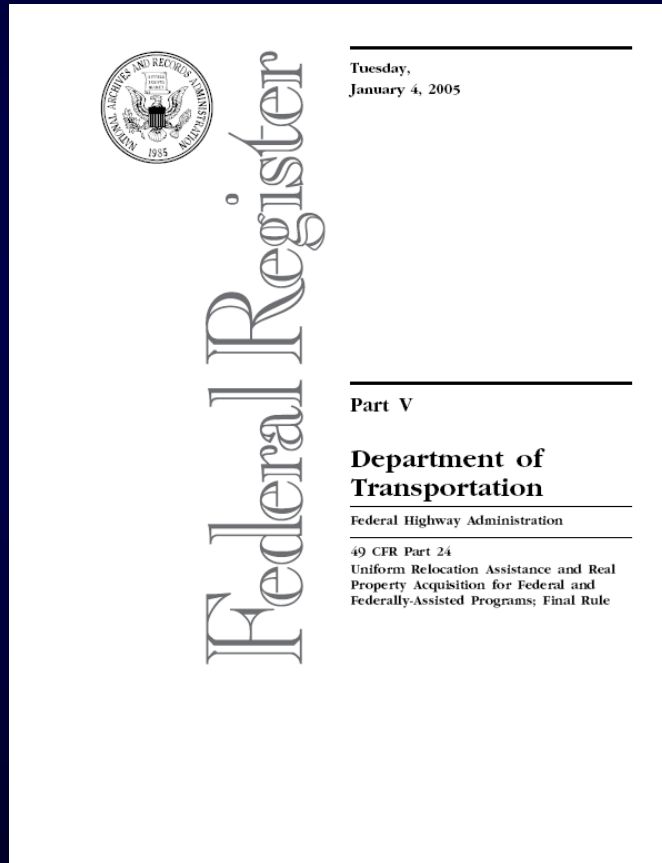
Basic Federal Right of Way Requirements

Federal-Aid Project Funding

- FHWA provides funds to FDOT for federal-aid highway projects.
- FDOT passes on a portion of the funds to local agencies for LAP projects.
- Eligibility to receive federal funds depends on compliance with federal laws, regulations & policies.



Right-of-Way Acquisition for Federal-Aid Projects

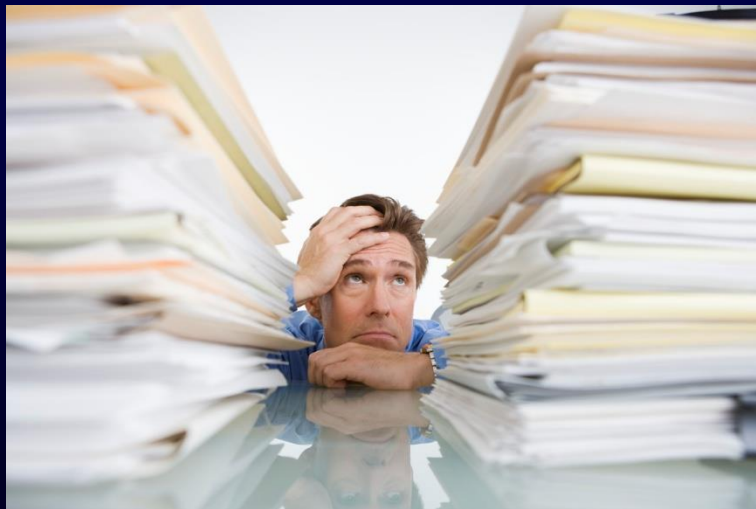


- The *Uniform Act* is the primary regulation for acquisition & relocation activities on federally funded projects.
- Failure to comply with the Uniform Act will result in denial of federal participation in project costs.
- FDOT has overall responsibility for the acquisition of right-of-way on federal-aid projects in Florida.

The Uniform Act

Uniform Act requirements are extensive & only those experienced in performing right of way activities under the federal regulations may do so.

Therefore, local agencies should be pursuing federal funding only when there will be *no right-of-way acquisition.*



Right of Way Certification

Right of Way Certification

Prior to project construction ...

- The Local Agency must provide a LAP Certification that indicates compliance with the Uniform Act.
- The FDOT District Right of Way Manager will need to verify the above & sign the certification in order for the project to be authorized for construction (i.e., advertised for construction bids).



Right of Way Certification (con't.)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LAP CERTIFICATION

575-095-05
RIGHT OF WAY
11/12

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 FDOT: _____
Title: _____ Date: _____

NOTE: Only FDOT
may sign on this line



Right of Way Certification (con't.)

- District Four uses an addition to the standard LAP Certification form (#575-095-05).
- This helps ensure that there was no acquisition for a project.

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. There are no encroachments within existing right of way that impact the construction project.

SIGNATURE

DATE

NAME (Printed)

Title: _____

Agency: _____

Rev. 11/16/09



Typical Right of Way Issues

What do we often see?

- **A misunderstanding of what “right of way acquisition” really means**
 - > The need to construct an improvement on private property requires a permanent easement, which equates to acquisition.
 - > The need to grade outside the right-of-way requires a temporary construction easement (TCE), which equates to acquisition.
 - > The need to enter private property for any reason requires a TCE, which equates to acquisition.
 - > Obtaining a donation from a property owner equates to acquisition.

What do we often see? (con't.)

- **A misuse of existing easements**
 - > Easements are established for specific purposes.
 - > Just because an easement exists does not mean it can be used for a project.
 - Example – A utility easement may not be used to install sidewalk.
 - > An attorney must review easement language to ensure the use is consistent with the intent.
 - > Design plans must identify easements by type & include recording information.

What do we often see? (con't.)

- **Plans reflect work outside the right-of-way**
 - > **No work may be shown outside the right-of-way.**
 - **This includes demolition or removal of any improvements, including those that have existed for many years.**
 - > **Work outside the right-of-way should not be identified as, “To be done / removed by others.”**
 - **Work that is part of or required for the project is the responsibility of the local agency and plans will be reviewed from that perspective.**

What do we often see? (con't.)

- **Lack of identification of the right-of-way**
 - > **All right-of-way lines must be shown and identified.**
 - **These lines are needed on all plans, including those for landscaping, signage & pavement markings, irrigation, electrical, etc.**
 - > **As mentioned earlier, easements must also be identified.**



Helpful Hints

“Do’s”

- **Have the necessary property rights**
 - Will the contractor need to enter property not owned by your agency?
 - Will an improvement remain on property not owned by your agency after the project is complete?
- ☺ ***Show all R/W lines on the plans & all work within the R/W.***
- ☺ ***Add one or more notes that all work must be performed entirely within & from the R/W.***

“DO’S” (con’t.)

- **Ensure your local agency has the right-of-way needed to construct the project.**
 - Pay particular attention to intersections.
 - Verify that existing improvements to be included in the project are actually in the right-of-way.
- **Be certain that any existing easements to be used are appropriate for the specific use.**
 - Legal review is needed to ensure the easement is not being overburdened.

“DO’S” (con’t.)

- **Identify encroachments & their impacts.**
 - Private encroachments in the right-of-way that interfere with construction must be removed.
 - Appropriate rights must be acquired if accessing public improvements on private property.
 - Example: Connecting to an existing sidewalk or control box that lies outside the R/W
 - A recorded maintenance map may be necessary.

“DO’S” (con’t.)

- **Use license agreements in limited circumstances.**
 - **Not used if permanent improvements will remain**
 - **Not used if your agency will be maintaining the license area**
 - **A license does not run with the land – a change in ownership requires a new license.**
 - **Plans must reflect that no work may be done if a license is not obtained for a given area.**
 - **License agreement form must be pre-approved by FDOT.**

The Big “Don’t”

Do not acquire R/W in advance of a project if you have any intention of requesting federal funding!

A single dollar of federal funding in any phase of a project triggers the need to comply with the Uniform Act.



A project becomes “federalized” ...

... as soon as there is any discussion or intent to pursue getting federal funding from FDOT.

Once a project is federalized, all actions must be in accordance with the Uniform Act.



The Biggest “Don’t”



Communication is key!

When in doubt, ask FDOT.

Important Websites

Websites - FDOT

Right of Way Office:

www.dot.state.fl.us/rightofway/

Right of Way Procedure Manual:

[www.dot.state.fl.us/rightofway/Procedures
Manual.shtm](http://www.dot.state.fl.us/rightofway/ProceduresManual.shtm)

Right of Way Forms:

[www2.dot.state.fl.us/proceduraldocuments/f
orms/byofficedetail.asp?office=RIGHT+OF
+WAY%2C+OFFICE+OF](http://www2.dot.state.fl.us/proceduraldocuments/forms/byofficedetail.asp?office=RIGHT+OF+WAY%2C+OFFICE+OF)

Websites - FHWA

Office of Real Estate Services:

www.fhwa.dot.gov/real_estate/index.cfm

LPA Guide:

www.fhwa.dot.gov/real_estate/uniform_act/program_administration/lpa_guide/index.cfm

Free Online Uniform Act Course:

www.fhwa.dot.gov/real_estate/right-of-way/training/distlearn.cfm

Questions?

Schedule & Phase Submittals

Project Schedule



- **Helpful Tool**
- **Reminder**
- **Meet Phase Submittals**
 - **Identify Issues Ahead of Time**
- **Meet Production**
- **Meet Encumbrances**

Your Schedule

RESP	Activity ID	Activity Name	Orig. Dur.	Remaining Duration	Activity % Complete	Start	Finish	Late Start	Late Finish	Total Float
CC	1U25099010	Phase 31 Opened	1.0d	1.0d	0%	05-Oct-15	05-Oct-15	09-Feb-16	09-Feb-16	85.0d
CC	1U29901010	Assign Project Manager	0.0d	0.0d	0%	05-Oct-15*		09-Feb-16		85.0d
CC	1U23499020	Project Kickoff Meeting	1.0d	1.0d	0%	04-Dec-15	04-Dec-15	06-Apr-16	06-Apr-16	85.0d
AG	1U06899010	Agency Prepares Project-Specific LAP Certification	60.	60.0d	0%	07-Dec-15	02-Mar-16	07-Apr-16	30-Jun-16	85.0d
CC	1U57002010	Project Planning and Programming	40.	40.0d	0%	06-Oct-15	03-Dec-15	05-May-16	30-Jun-16	146.0c
AG	1U06199020	Agency Submits Preliminary Phase	1.0d	1.0d	0%	03-Mar-16	03-Mar-16	01-Jul-16	01-Jul-16	85.0d
AG	1U16899020	Agency Submits Project-Specific LAP Certification Documentation	1.0d	1.0d	0%	03-Mar-16	03-Mar-16	01-Jul-16	01-Jul-16	85.0d
AG	1U06101030	Agency Prepares Initial Plans	120.	120.0d	0%	04-Mar-16	22-Aug-16	05-Jul-16	23-Dec-16	85.0d
EM	1U13599110	FDOT Environmental Preliminary Field Review	20.	20.0d	0%	04-Mar-16	31-Mar-16	01-Nov-16	01-Dec-16	169.0c
AG	1U26099045	Agency Prepare and Submit Typical Section Package (SHS Only)	20.	20.0d	0%	26-Jul-16	22-Aug-16	28-Nov-16	23-Dec-16	85.0d
EM	1U12599151	FDOT PLEM Notifies Need for Environmental Documents	1.0d	1.0d	0%	01-Apr-16	01-Apr-16	02-Dec-16	02-Dec-16	169.0c
AG	1U23399010	Agency Environmental Consultant Acquisition	40.	40.0d	0%	04-Apr-16	27-May-16	05-Dec-16	01-Feb-17	169.0c
CC	1U26099055	FDOT Review and Approve Typical Section Package (SHS Only)	20.	20.0d	0%	23-Aug-16	20-Sep-16	27-Dec-16	25-Jan-17	85.0d
AG	1U06199130	Agency Submits Initial Phase	1.0d	1.0d	0%	23-Aug-16	23-Aug-16	25-Jan-17	25-Jan-17	104.0c
CC	1U16899030	FDOT Reviews Project Specific LAP Certification Package	60.	60.0d	0%	04-Mar-16	26-May-16	26-Jan-17	19-Apr-17	225.0c
AG	1U16199260	Agency Prepares Constructability Plans	120.	120.0d	0%	21-Sep-16	15-Mar-17	26-Jan-17	14-Jul-17	85.0d
AG	1U12599251	Agency Prepares Environmental Documentation / Memo	100.	100.0d	0%	31-May-16	19-Oct-16	02-Feb-17	22-Jun-17	169.0c
AG	1U16899040	Agency Revises Project Specific LAP Certification Package	20.	20.0d	0%	27-May-16	24-Jun-16	20-Apr-17	17-May-17	225.0c
CC	1U23599020	FDOT Submits Initial Phase for ERC Review (optional)	1.0d	1.0d	0%	24-Aug-16	24-Aug-16	17-May-17	17-May-17	183.0c
CC	1U16899050	FDOT Final Review of Project Specific LAP Certification Package	40.	40.0d	0%	27-Jun-16	22-Aug-16	18-May-17	14-Jul-17	225.0c
CC	1U23599030	FDOT ERC Review of Initial Phase (for critical projects)	20.	20.0d	0%	25-Aug-16	22-Sep-16	18-May-17	15-Jun-17	183.0c
EM	1U17499020	FDOT Environmental Review of Initial Plans	20.	20.0d	0%	24-Aug-16	21-Sep-16	18-May-17	15-Jun-17	184.0c
CC	1U23599010	FDOT Right of Way Review of Initial Plans	20.	20.0d	0%	24-Aug-16	21-Sep-16	18-May-17	15-Jun-17	184.0c
AG	1U18899010	Agency Responds to Initial Phase Review Comments	20.	20.0d	0%	23-Sep-16	20-Oct-16	16-Jun-17	14-Jul-17	183.0c
AG	1U12599351	Agency Submits Environmental Document Draft	1.0d	1.0d	0%	20-Oct-16	20-Oct-16	23-Jun-17	23-Jun-17	169.0c
EM	1U13299451	FDOT Reviews Environmental Document Draft	20.	20.0d	0%	21-Oct-16	18-Nov-16	26-Jun-17	24-Jul-17	169.0c
EM	1U12599140	FDOT Env LAP Contamination Coord Mtg w Dist Contamination Ir	5.0d	5.0d	0%	23-Sep-16	29-Sep-16	10-Jul-17	14-Jul-17	198.0c
CC	1U16899060	FDOT Issues Project-Specific LAP Certification	1.0d	1.0d	0%	23-Aug-16	23-Aug-16	17-Jul-17	17-Jul-17	225.0c
AG	1U06199140	Agency Submits Constructability Phase	1.0d	1.0d	0%	16-Mar-17	16-Mar-17	17-Jul-17	17-Jul-17	85.0d
CC	1U36199270	FDOT Submits Constructability Phase for ERC Review	1.0d	1.0d	0%	17-Mar-17	17-Mar-17	18-Jul-17	18-Jul-17	85.0d
EM	1U36199160	FDOT Environmental Review of Constructability Plans	20.	20.0d	0%	17-Mar-17	13-Apr-17	19-Jul-17	15-Aug-17	86.0d
CC	1U36199290	FDOT ERC Review of Constructability Phase	20.	20.0d	0%	20-Mar-17	14-Apr-17	19-Jul-17	15-Aug-17	85.0d
AG	1U12599551	Agency Revises Environmental Documents	15.	15.0d	0%	21-Nov-16	13-Dec-16	25-Jul-17	14-Aug-17	169.0c
AG	1U12599651	Agency Submits Final Draft Environmental Documents	1.0d	1.0d	0%	14-Dec-16	14-Dec-16	15-Aug-17	15-Aug-17	169.0c



Your Schedule

RESP	Activity ID	Activity Name	Orig. Dur.	Remaining Duration	Activity % Complete	Start	Finish	Late Start	Late Finish	Total Float
AG	1U12599451	Agency Prepares Environmental Memo	40.	40.0d	0%	04-Apr-16	27-May-16	16-Aug-17	11-Oct-17	346.0d
EM	1U12599751	FDOT Sends Final Documents to FHWA for Review	20.	20.0d	0%	15-Dec-16	13-Jan-17	16-Aug-17	13-Sep-17	169.0d
AG	1U36199280	Agency Responds to Constructability ERC Comments	40.	40.0d	0%	17-Apr-17	12-Jun-17	16-Aug-17	11-Oct-17	85.0d
CC	1U13403085	FDOT Request ODA Clear Letter (SHS Only)	1.0d	1.0d	0%	17-Mar-17	17-Mar-17	06-Sep-17	06-Sep-17	120.0d
LA	1U13404085	DLA Prepares ODA Clear Letter (SHS Only)	25.	25.0d	0%	20-Mar-17	21-Apr-17	07-Sep-17	11-Oct-17	120.0d
EM	1U12599851	FHWA Sends Final Documents to SHPO for Review	20.	20.0d	0%	17-Jan-17	13-Feb-17	14-Sep-17	11-Oct-17	169.0d
EM	1U17499030	FDOT Environmental Certification	1.0d	1.0d	0%	13-Jun-17	13-Jun-17	12-Oct-17	12-Oct-17	85.0d
RW	1U18701080	FDOT ROW Certification for Construction (Letter)	1.0d	1.0d	0%	13-Jun-17	13-Jun-17	12-Oct-17	12-Oct-17	85.0d
CC	1U13403105	FDOT Receives ODA Clear Letter (SHS Only)	1.0d	1.0d	0%	24-Apr-17	24-Apr-17	12-Oct-17	12-Oct-17	120.0d
AG	1U06199160	Agency Submits Production Package	1.0d	1.0d	0%	14-Jun-17	14-Jun-17	13-Oct-17	13-Oct-17	85.0d
CC	1U06199170	FDOT Reviews Production Package	15.	15.0d	0%	15-Jun-17	06-Jul-17	16-Oct-17	03-Nov-17	85.0d
CC	1U06199150	Production	1.0d	1.0d	0%	06-Nov-17*	06-Nov-17*	06-Nov-17	06-Nov-17	0.0d
CC	1U07701110	FDOT Prepares LAP Agreement	15.	15.0d	0%	07-Nov-17	30-Nov-17	01-Dec-17	21-Dec-17	15.0d
CC	1U07702110	FDOT Sends LAP agreement to Agency	1.0d	1.0d	0%	01-Dec-17	01-Dec-17	22-Dec-17	22-Dec-17	15.0d
AG	1U07701130	Agency Signs and Returns LAP Agreement	60.	60.0d	0%	02-Dec-17	30-Jan-18	25-Dec-17	22-Feb-18	23.0d
CC	1U45601130	FDOT Encumbrance Process	5.0d	5.0d	0%	31-Jan-18	06-Feb-18	23-Feb-18	01-Mar-18	17.0d
CC	1U45501010	FDOT Encumbers funds for CEI Other Agency (Phase 68)	1.0d	1.0d	0%	02-Mar-18*	02-Mar-18*	02-Mar-18	02-Mar-18	0.0d
CC	1U45401130	FDOT Encumbrance (LAP Commitment)	1.0d	1.0d	0%	02-Mar-18*	02-Mar-18*	02-Mar-18	02-Mar-18	0.0d
CC	1U06101160	FDOT Legal Review of Signed LAP Agreement	5.0d	5.0d	0%	05-Mar-18	09-Mar-18	05-Mar-18	09-Mar-18	0.0d
CN	1U20300101	Execution Date (CEI Oversight)	1.0d	1.0d	0%	09-Mar-18*	09-Mar-18*	09-Mar-18	09-Mar-18	0.0d
CC	1U77011140	FDOT Executes LAP Agreement	3.0d	3.0d	0%	12-Mar-18	14-Mar-18	12-Mar-18	14-Mar-18	0.0d
CC	1U23401080	FDOT Issues LAP NTP to Agency	1.0d	1.0d	0%	15-Mar-18	15-Mar-18	15-Mar-18	15-Mar-18	0.0d
AG	1U27801030	Agency Prepares Project Advertisement	15.	15.0d	0%	16-Mar-18	05-Apr-18	16-Mar-18	05-Apr-18	0.0d
AG	1U27801040	Agency Project Advertisement	20.	20.0d	0%	06-Apr-18	03-May-18	06-Apr-18	03-May-18	0.0d
AG	1U28901010	Agency Opens Bids and Notifies FDOT of Results	20.	20.0d	0%	04-May-18	01-Jun-18	04-May-18	01-Jun-18	0.0d
CC	1U07701270	FDOT Issues Bid Concurrence	5.0d	5.0d	0%	04-Jun-18	08-Jun-18	04-Jun-18	08-Jun-18	0.0d
AG	1U07701140	Agency Commission Approves Construction Contract	40.	40.0d	0%	11-Jun-18	06-Aug-18	11-Jun-18	06-Aug-18	0.0d
AG	1U23401040	Agency Issues Construction NTP	15.	15.0d	0%	07-Aug-18	27-Aug-18	07-Aug-18	27-Aug-18	0.0d
AG	1U23499050	Agency Breaks Ground	5.0d	5.0d	0%	28-Aug-18	04-Sep-18	28-Aug-18	04-Sep-18	0.0d
AG	1U07701230	Agency Submits Construction and CEI Invoices	20.	200.0d	0%	05-Sep-18	20-Jun-19	05-Sep-18	20-Jun-19	0.0d
AG	1U07701240	Agency Submits Final Invoice and Close-out Package	20.	20.0d	0%	21-Jun-19	19-Jul-19	21-Jun-19	19-Jul-19	0.0d
CC	1U07711240	FDOT Prepares/Issues LAP Performance Evaluation to Local Agency	20.	20.0d	0%	22-Jul-19	16-Aug-19	22-Jul-19	16-Aug-19	0.0d
CC	1U07701260	FDOT Submits Close-out Package to Financial Services	40.	40.0d	0%	19-Aug-19	14-Oct-19	19-Aug-19	14-Oct-19	0.0d
CC	1U07701250	FDOT Submits Close-out Package to FHWA	20.	20.0d	0%	15-Oct-19	12-Nov-19	15-Oct-19	12-Nov-19	0.0d



Ahead Of Schedule

Activity ID	RESP	Activity Name	Orig. Dur.	Remaining Duration	Activity % Complete	Start	Finish	Late Start	Late Finish	Total Float
0E12599751	EM	FDOT Sends Final Documents to FHWA for Review	10	10	0%	5/12/14	5/23/14	8/28/14	9/11/14	76
0E12599851	EM	FHWA Sends Final Documents to SHPO for Review	20	20	0%	5/27/14	8/23/14	9/12/14	10/9/14	76
0E17499030	EM	FDOT Environmental Certification								
0E18701080	RW	FDOT ROW Certification for Construction (Letter)								
0E06199170	CC	FDOT Reviews Production Package								
0E06199150	CC	Production								
0E07701110	CC	FDOT Prepares LAP Agreement								
0E07702110	CC	FDOT Sends LAP agreement to Agency	1	1	0%	8/26/14	8/26/14	11/26/14	11/26/14	64
0E07701130	AG	Agency Signs and Returns LAP Agreement	80	80	0%	8/27/14	10/25/14	12/1/14	1/29/15	96
0E45601130	CC	FDOT Encumbrance Process	5	5	0%	10/27/14	10/31/14	1/30/15	2/5/15	63
0E45501010	CC	FDOT Encumbers funds for CEI Other Agency	1	1	0%	2/6/15*	2/6/15*	2/6/15	2/6/15	0
0E45401130	CC	FDOT Encumbrance (LAP Commitment)	1	1	0%	2/6/15*	2/6/15*	2/6/15	2/6/15	0
0E06101160	CC	FDOT Legal Review of Signed LAP Agreement	5	5	0%	2/9/15	2/13/15	2/9/15	2/13/15	0
0E77011140	CC	FDOT Executes LAP Agreement	3	3	0%	2/16/15	2/18/15	2/16/15	2/18/15	0
0E23401080	CC	FDOT Issues LAP NTP to Agency	1	1	0%	2/19/15	2/19/15	2/19/15	2/19/15	0
0E27801030	AG	Agency Prepares Project Advertisement	15	15	0%	2/20/15	3/12/15	2/20/15	3/12/15	0
0E27801040	AG	Agency Project Advertisement	20	20	0%	3/13/15	4/9/15	3/13/15	4/9/15	0
0E28901010	AG	Agency Opens Bids and Notifies FDOT of Results	20	20	0%	4/10/15	5/7/15	4/10/15	5/7/15	0
0E07701270	CC	FDOT Issues Bid Concurrence	5	5	0%	5/8/15	5/14/15	5/8/15	5/14/15	0
0E07701140	AG	Agency Commission Approves Construction Contract	40	40	0%	5/15/15	7/13/15	5/15/15	7/13/15	0
0E23401040	AG	Agency Issues Construction NTP	15	15	0%	7/14/15	8/3/15	7/14/15	8/3/15	0
0E23499050	AG	Agency Breaks Ground	5	5	0%	8/4/15	8/10/15	8/4/15	8/10/15	0
0E07701230	AG	Agency Submits Construction and CEI Invoices	200	200	0%	8/11/15	5/25/16	8/11/15	5/25/16	0
0E07701240	AG	Agency Submits Final Invoice and Close-out Package	20	20	0%	5/26/16	6/23/16	5/26/16	6/23/16	0
0E07701260	CC	FDOT Submits Close-out Package to Financial Services	40	40	0%	6/24/16	8/19/16	6/24/16	8/19/16	0
0E07701250	CC	FDOT Submits Close-out Package to FHWA	20	20	0%	8/22/16	9/19/16	8/22/16	9/19/16	0
0E02500100	CC	LAP Complete	0	0	0%		9/19/16*		9/19/16	0

Start	Finish	Late Start	Late Finish	Total Float
8/4/14	8/4/14*	11/3/14	11/3/14	3



Behind Schedule

Activity ID	RESP	Activity Name	Start	Finish	Late Start	Late Finish	Total Float
3K06199160	AG	Agency Submits Production Package					
3K06199170	CC	FDOT Reviews Production Package					
3K06199150	CC	Production	7/7/14*	7/7/14*	2/3/14	2/3/14	-5
3K07701130	AG	Agency Signs and Returns LAP Agreement					
3K45601130	CC	FDOT Encumbrance Process					
3K45401130	CC	FDOT Encumbrance (LAP Commitment)					
3K45501010	CC	FDOT Encumbers funds for CEI Other Agency					
3K06101160	CC	FDOT Legal Review of Signed LAP Agreement	5			5/9/14	-87
3K77011140	CC	FDOT Executes LAP Agreement	3	3	0%	9/15/14 9/17/14 5/12/14 5/14/14	-87
3K23401080	CC	FDOT Issues LAP NTP to Agency	1	1	0%	9/18/14 9/18/14 5/15/14 5/15/14	-87
3K27801030	AG	Agency Prepares Project Advertisement	15	15	0%	9/19/14 10/9/14 5/16/14 6/6/14	-87
3K27801040	AG	Agency Project Advertisement	20	20	0%	10/10/14 11/6/14 6/9/14 7/7/14	-87
3K28901010	AG	Agency Opens Bids and Notifies FDOT of Results	20	20	0%	11/7/14 12/9/14 7/8/14 8/4/14	-87
3K07701270	CC	FDOT Issues Bid Concurrence	5	5	0%	12/10/14 12/16/14 8/5/14 8/11/14	-87
3K07701140	AG	Agency Commission Approves Construction Contract	40	40	0%	12/17/14 2/13/15 8/12/14 10/7/14	-87
3K23401040	AG	Agency Issues Construction NTP	15	15	0%	2/16/15 3/6/15 10/8/14 10/28/14	-87
3K23499050	AG	Agency Breaks Ground	5	5	0%	3/9/15 3/13/15 10/29/14 11/4/14	-87
3K07701230	AG	Agency Submits Construction and CEI Invoices	200	200	0%	3/16/15 12/29/15 11/5/14 8/21/15	-87
3K07701240	AG	Agency Submits Final Invoice and Close-out Package	20	20	0%	12/30/15 1/28/16 8/24/15 9/21/15	-87
3K07701260	CC	FDOT Submits Close-out Package to Financial Services	40	40	0%	1/29/16 3/24/16 9/22/15 11/17/15	-87
3K07701250	CC	FDOT Submits Close-out Package to FHWA	20	20	0%	3/25/16 4/21/16 11/18/15 12/17/15	-87
3K02500100	CC	LAP Complete	0	0	0%	4/21/16* 12/17/15	-87



Things to Remember...

In Order To:	Must:
Get LAP Certification	Have approved Certification Package
Start Environmental Cert. Process	Submit Preliminary Phase (by Agency)
Get Environmental Certification	Have approved Constructability Package
Get ROW Certification	Have approved Constructability Package
Get Production	Complete Certifications and All Submittals
Execute LAP Agreement	Commission Approvals and Signatures
Get Reimbursed	Submit Timely Invoices (At Least Quarterly)

Most Importantly... Know Your Commitment Dates!

Phase Submittals



- PRELIMINARY PHASE



- INITIAL PHASE



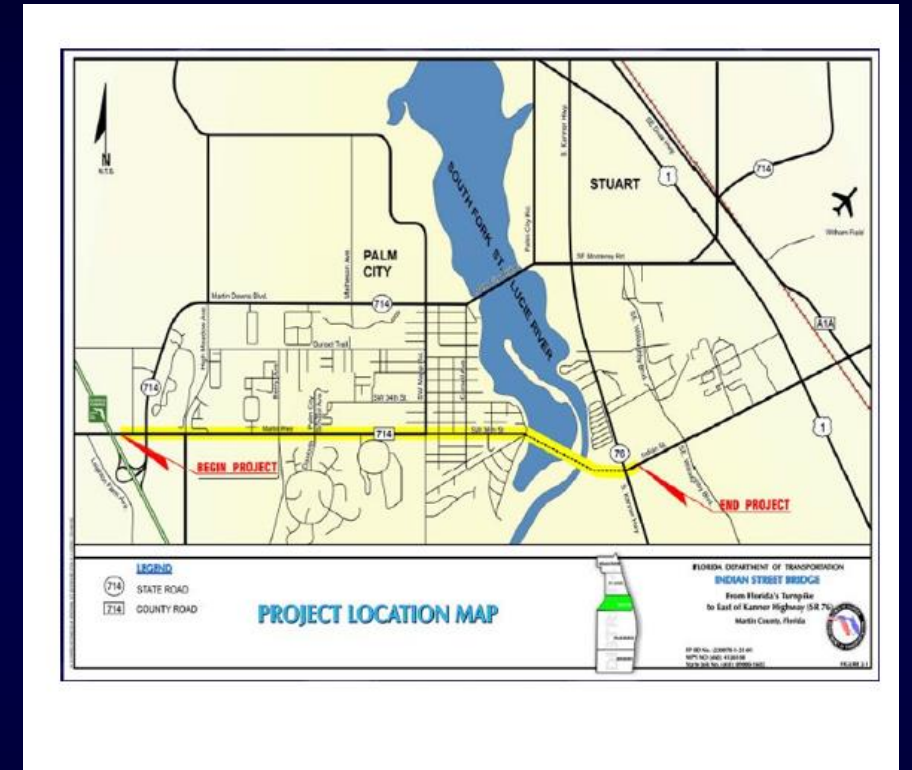
- CONSTRUCTABILITY PHASE



- PRODUCTION

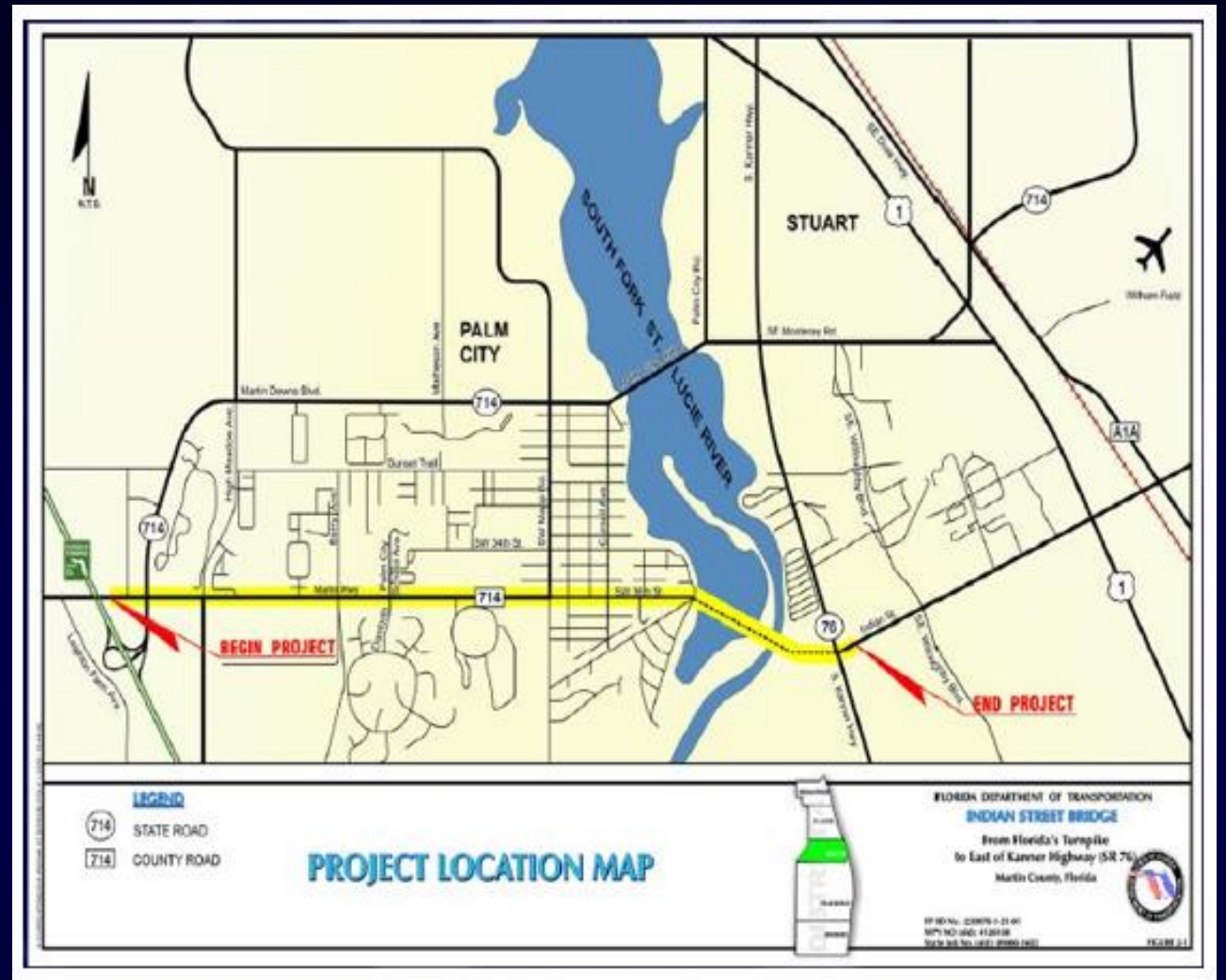
Preliminary Phase

- Location Map
- Project Scope of Work
- Preliminary Engineer's Cost Estimate
- LAP Certification Package




Location Map

- Check the Limits
- Show Length of Work
- Project Name



Project Scope of Work

- Match the Application

 **SCOPE OF WORK** *District 4
Local Programs*

Project Description:

Financial Project Id: [Click here to enter text.](#)
Road Number: [Click here to enter text.](#) Local Road State Road
Local Road Name: [Click here to enter text.](#) Western Limit Southern Limit
Project Begins: [Click here to enter text.](#) Eastern Limit Northern Limit
Project Ends: [Click here to enter text.](#)

Agency Name: [Click here to enter text.](#)
Contract Coordinator: [Click here to enter text.](#)
Agency Project Manager: [Click here to enter text.](#)
 Design-in-house Design by Consultant Consultant Firm: [Click here to enter text.](#)

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: [Click here to enter text.](#)
(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: XXX ft
 Additional Right-of-Way required Additional Right-of-Way width needed : XXX ft

Median:
 No existing median Existing median width: [Click here to enter text.](#)
 Proposed median width: [Click here to enter text.](#)



Preliminary Cost Estimate



ENGINEERS COST ESTIMATE
 FM#123456-1-58-01
 Project Title: 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	NOT FHWA Participating									\$
**	Contingency	NOT FHWA Participating									\$
					\$					\$	
					Subtotal					Subtotal	Total
					FHWA Participating					FHWA Non-Participating	

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 FHWA Participating \$ - Phase 58
12% CEI \$ - Phase 68

Prepared by: _____ **PE Number:** _____

Name: _____ **Signature:** _____ **Date:** _____

Reviewed by: _____

Name: _____ **Signature:** _____ **Date:** _____

Approved by (Agency Responsible Charge): _____

Name: _____ **Signature:** _____ **Date:** _____





LAP PRELIMINARY PHASE SUBMITTAL CHECKLIST

District 4 Local Programs

Financial Project Id (FM): _____ Date: _____
 Agency: _____
 Project Name: _____

OFF SHS ON SHS CRITICAL PROJECT

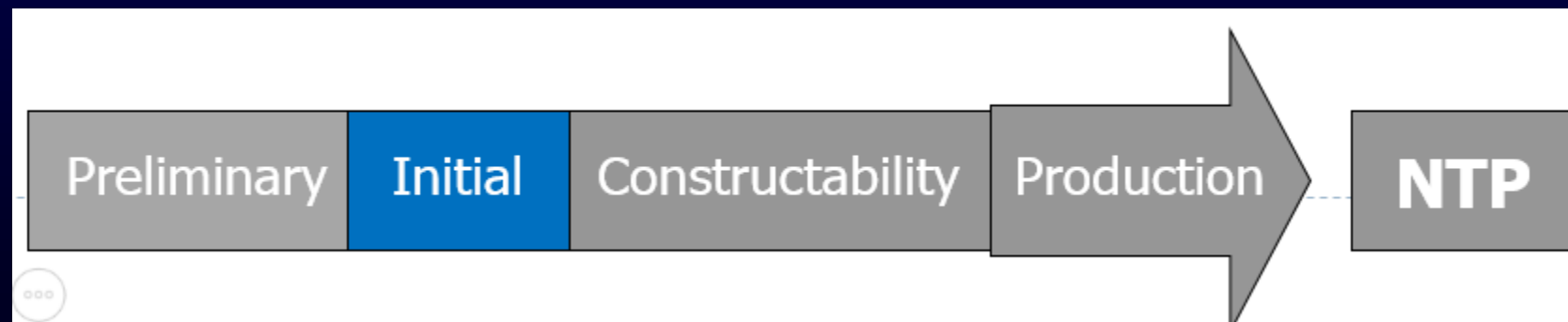
N/A	Requirement	Notes
Scope		
<input type="checkbox"/>	Project Scope	Scope Sample Project Scope Template
<input type="checkbox"/>	Location Map	Location Map Sample
Estimate		
<input type="checkbox"/>	Preliminary Engineer's Estimate	<ul style="list-style-type: none"> ALL projects: Estimate must be in correct format (Sample Estimate) LAP Manual Chapter 20.4
<input type="checkbox"/>	Engineer's Estimate Required Signatures	<ul style="list-style-type: none"> REQUIRED Signatures on bottom right of Engineer's Cost Estimate must be signed and dated for: <ol style="list-style-type: none"> Preparation Review Approval (Agency Responsible Charge)
CEI		
<input type="checkbox"/>	In-house	Justification and estimate to be provided at constructability
<input type="checkbox"/>	Consultant	
Certification		
<input type="checkbox"/>	<input type="checkbox"/>	LAP Certification Package with construction narrative Certification Package
Project CD/DVD OR E-Mail		
<input type="checkbox"/>	PDF	Electronic Naming Convention

- Necessary for Preliminary Phase Submittal:
- One (1) Hard Copy
 - One (1) CD



Initial Phase

- **30% Plans**
 - Right-of-Way Review
- **30% Engineer's Cost Estimate**
- **NEPA Back-Up**
 - Environmental Review





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"/>	Initial Plans (30%)	<ul style="list-style-type: none"> Submit Hard Copy Plans on 11x17 ON-SHS: <u>Comply with Plans Preparation Manual (PPM) & FDOT Design Standards</u> <ul style="list-style-type: none"> For landscaping projects: <u>Use PPM, Chapter 9 and Standard Index 546</u> For transit facilities projects: <u>Use FDOT District 4 Transit Facilities Guidelines</u> ALL projects: <u>See LAP Manual, Chapter 19.4 for other Design Criteria and Manuals. See PPM, Volume II, Chapter 2.3.2 for plans submittal requirements</u> <ul style="list-style-type: none"> Include FM # on Key Sheet.
Estimate		
<input type="checkbox"/>	30% Engineer's Estimate	<u>LAP Manual, Chapter 20.4 Estimate Sample</u>
<input type="checkbox"/>	Engineer's Estimate Required Signatures	<ul style="list-style-type: none"> REQUIRED Signatures on bottom right of Engineer's Cost Estimate must be signed and dated for: <ol style="list-style-type: none"> Preparation Review Approval (Agency Responsible Charge)
Environmental		
<input type="checkbox"/>	NEPA Backup Documentation	<ul style="list-style-type: none"> ALL projects: <i>The environmental department will confirm if a CRAS, Level 1 or 2 contamination report, etc. is needed. This document will be due at this time for SHPO coordination.</i> <ul style="list-style-type: none"> Include FM and Project description on the cover
Project CD/DVD OR E-Mail		
<input type="checkbox"/>	PDF	<i>Electronic Naming Convention</i>

- 1 (one) hard copy and 1(one) CD is needed for the initial phase submittal
- * Contact your LAP coordinator for sample documents



Constructability

- 100% Plans
- 100% Engineer's Cost Estimate
- Right-of-Way Certification Forms
- Environmental Documents
- Contract Documents
- LAP Construction Contract Checklist
- Proprietary Requests Form & Back-Up
- Utility Coordination Clearances



Electronic Review Comments



Electronic
Review
Comments

User: PG404SC | Role: ASST IN-HOUSE PM | District: DISTRICT4 | Work As: Self | [Help](#) [FAQ](#) [Log](#)

Home

Submittal

Assignments

Reports

Settings

District Documents

Financial Project Id: 433169-1-58-01

Financial Project Description: CANAL POINT PEDESTRIAN BRIDGE OVER THE L-10 CANAL

Submittal Information | Staff Assignments | **Comments** | Reports | Documents | Related Submittals

Mark as No Comment

[Create New Comment](#)

Show comments assigned to me

Show unresolved comments

Show all comments

Show comments assigned to Alan Mvica

Show comments created by Aish Raghavan

Show comments by category SELECT

[Search Comments](#)

1. Please clarify if the proposed pedestrian crossings will serve as school crossings also. If they are to be school crossings, will they have crossing guards during school hours? Provide signing & marking, at and in advance of both proposed pedestrian crossings (N. Canal St., and Old Connors Rd.) per FDOT and Palm Beach County standards.

<input checked="" type="checkbox"/>	Categories:	SIGNING AND MARKING	Assigned To:	Reference:	Signing & Marking plans
	Status:	RESPONSE ACCEPTED		Created By:	RICK ROSSANO (LEAD REVIEWER)
				Created Date:	8/11/2015
	HOLLY KNIGHT	CONSULTANT PM	Pedestrian crossing will not serve as a designated school crossing.		
	8/11/2015				
	RICK ROSSANO	LEAD REVIEWER	Response Accepted & Comment Closed		
	8/25/2015				

2. I don't see any plans in the submittal - please check this because I think the link to both files have other project documents but no plans.

<input checked="" type="checkbox"/>	Categories:	ENVIRONMENTAL MANAGEMENT OFF.	Assigned To:	Reference:	Christine Pritchard (LEAD REVIEWER)
	Status:	RESPONSE ACCEPTED		Created By:	8/11/2015
				Created Date:	

3. Suggest all anchor bolts for the pedestrian/bicycle railing, kiosk and bicycle rack be tack welded in lieu of the self locking nut/thread distortion method to help prevent theft and vandalism.

<input checked="" type="checkbox"/>	Categories:	MAINTENANCE	Assigned To:	Reference:	Michael Atkins (REVIEWER)
	Status:	RESPONSE SUBMITTED		Created By:	8/11/2015
				Created Date:	

4. The landscaping portion of the project should be added as a scope item to the description of the project both in the Type I CE checklist and the backup memo.

<input checked="" type="checkbox"/>	Categories:	ENVIRONMENTAL MANAGEMENT OFF.	Assigned To:	Reference:	Christine Pritchard (LEAD REVIEWER)
	Status:	RESPONSE ACCEPTED		Created By:	8/11/2015
				Created Date:	

5. It seems on the north side the sidewalk ends mid block. Please restripe crosswalk and add appropriate signage for mid block crossing on N Canal St.

<input checked="" type="checkbox"/>	Categories:	SIGNING AND MARKING	Assigned To:	Reference:	B5
	Status:	RESPONSE ACCEPTED		Created By:	Alexander Barr (SELF ASSIGNED)
				Created Date:	8/11/2015

6. On South side where sidewalk begins please restripe the crosswalk. It states 10' proposed crosswalk but the striping is not called out.

<input checked="" type="checkbox"/>	Categories:	SIGNING AND MARKING	Assigned To:	Reference:	B5
	Status:	RESPONSE ACCEPTED		Created By:	Alexander Barr (SELF ASSIGNED)
				Created Date:	8/11/2015



100%



Engineer's Cost Estimate



Right of Way Certification Forms

ADDITIONAL STATEMENT – Local Agency Program

No Additional Right of Way Required

R/W ITEM/SEGMENT NO.: Enter if known STATE ROAD: _____
 CONST. ITEM SEGMENT NO.: Enter FDOT FM # DESCRIPTION: _____
 F.A.P. NO.: Enter Fed'l project # _____
 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 – may be 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 that is a permanent part of the transportation facility or that 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, 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 **ENTER NAME OF LOCAL AGENCY** for the purpose of restoration and harmonization. There are no encroachments within existing right of way that impact the construction project.

SIGNATURE

DATE

Enter Name of Person with Signature Authority
NAME (Printed)

Title: Enter Title of Person Signing

Agency: Enter Name of Local Agency

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LAP CERTIFICATION

575-095-05
RIGHT OF WAY
08/07

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: _____

Preliminary

Initial

Constructability

Production

NTP



Environmental Documents

TYPE 1 OR PROGRAMMATIC CATEGORICAL EXCLUSION CHECKLIST

Financial Project ID _____ FAP No. _____
 State Road No. _____
 County _____
 Project Description (Include project title, limits, and brief description of the proposed scope of work):

	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?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project cause significant adverse impacts to air, noise and water?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project cause significant adverse impacts to wetlands requiring a federal finding?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project cause significant adverse impacts to navigation requiring a federal finding or permit?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project cause significant impacts to floodplains in accordance with Part 2, Chapter 24?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project cause significant impacts to endangered and threatened species or their critical habitats requiring a federal finding?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project require acquisition of significant amount of right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project require relocation of residents or businesses?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any potential involvement with properties protected under Section 4(f) requiring a finding from FHWA in accordance with Part 2, Chapter 13?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any properties protected under Section 106 that may be affected by the projects? Coordination with SHPO (or THPO as appropriate) per Part 2, Chapter 12 of this manual should occur if potential adverse impacts to these properties are identified, requiring a federal finding.	<input type="checkbox"/>	<input type="checkbox"/>
Are there any known potential contamination sites which would impact right-of-way, design, or construction activities, or other issues/resources?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project require a public hearing or an opportunity for a public hearing?	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT If all answers are NO, the project is a Type 1 or PCE and this checklist will be the NEPA document. If the answer to any of these questions is YES, follow the Minor Categorical Exclusion Determination Key and coordinate with FHWA as appropriate.

Financial Project ID _____ FAP No. _____
 State Road No. _____
 County _____
 Project Description (Include project title, limits, and brief description of the proposed scope of work):

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 February 12, 2003.

Package prepared by:

LAP Reviewer: _____ Date: _____
 Name: _____
 Company: _____
 Address: _____

LAP Administrator: _____ 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.

- _____
- _____
- _____



Contract Documents

- 100% Contract Documents
- Signed LAP Checklist for Construction Contracts



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

525-010-44
 PRODUCTION SUPPORT
 09/13
 Page 1 of 6

Project Title: _____ Federal-Aid Highway (Yes/No): _____
 Financial Management Number: _____ LAP Agreement Amount (\$): _____
 Federal-Aid Project Number: _____ Scheduled Advertisement Date: _____
 Local Agency Name: _____ Specifications Used: FDOT LAP Big Four Local Agency
 Laboratory Information Management System Use Required (Yes/No): _____

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Requirement Location
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 For critical projects or projects with critical components, refer to the requirements of LAP Bulletin 01-13. http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAPMeMos/LAP01-13.pdf	Review/approve signed and sealed PS&E package	
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.	
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.	



Contract Documents



- **Construction Contract Checklist**
 - **FHWA 1273**
 - **Proper Use of “Best Interest of the City”**
 - **Do Not Include Engineer’s Estimate**
 - **Schedule of Values**
- **Advertisement**
- **Pre-bid Meeting**
- **Award to Lowest Responsive Responsible Bidder**
 - **Responsiveness: Provide Detailed Criteria for Selection**
- **No Negotiations with the Contractor**



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





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"/>	Back-Up Memorandum	<ul style="list-style-type: none"> • Sample Memo
	<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"/>	100% Bid/Contract Document with Federal Provisions	<ul style="list-style-type: none"> • ON SHS/Critical Projects: FDOT will prepare Division 2 and 3 of contract documents <ul style="list-style-type: none"> ◦ <u>The Agency can use its own Division 1</u>, some required language must be included. • 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"> ◦ Tab and label Bid/Contract documents ◦ Include the Federal Required Contract Provisions ◦ Searchable PDF Document
	<input type="checkbox"/>	<input type="checkbox"/>	Signed Federal Requirements LAP Checklist for Construction Contracts	<ul style="list-style-type: none"> • All Projects <ul style="list-style-type: none"> • LAP Manual, Chapter 21 • Include contract pages for reference in checklist. Use Abbreviated checklist for projects with initial FHWA Construction Authorization on or before July 2005. • MUST initial all check boxes
Project CD/DVD OR E-Mail				
	<input type="checkbox"/>	<input type="checkbox"/>	PDF	<ul style="list-style-type: none"> • <u>Electronic Naming Convention</u>
Design Components				
		<input type="checkbox"/>	Traffic Control Plans (TCP) (Integral to Plans Set)	<ul style="list-style-type: none"> • PPM, Volume 1, Chapter 10 • FDOT Design Standards, 600 Series <ul style="list-style-type: none"> ◦ Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), 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"> • 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 <p style="margin-left: 20px;"><input type="checkbox"/> NO change to lighting</p>





LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST

District 4
Local Programs

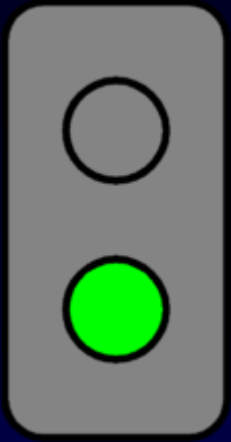
Financial Project Id (FM): _____ Date: _____
 Agency: _____
 Project Name: _____

OFF SHS
 ON SHS
 CRITICAL PROJECT

N/A	OFF SHS	ON SHS/ CRITICAL	Requirement	Notes
<input type="checkbox"/>		<input type="checkbox"/>	Roadway Lighting Justification Report	<ul style="list-style-type: none"> AASHTO Roadway Lighting Design Guide <input type="checkbox"/> NO change to access
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 Agency.
<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"> This project crosses or is adjacent to RR Right-of-Way Meeting minutes, correspondence with Railroad Company or FDOT Rail Coordinator. <p><i>Hector Hartmann</i> hector.hartmann@dot.state.fl.us (954) 777-4401</p>
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. Coordination with Broward County Traffic Engineering Division required for signal interconnects.
Bridge plans required (Integral to Plans Set)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Calculations	FDOT Structures Manual
	<input type="checkbox"/>	<input type="checkbox"/>	BHR/BDR	
	<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"/>	Bridge Load Rating	<ul style="list-style-type: none"> FDOT Structures Manual Manual for Condition Evaluation and Load and Resistance Factor Ratio (LRFR) of Highway Bridges

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

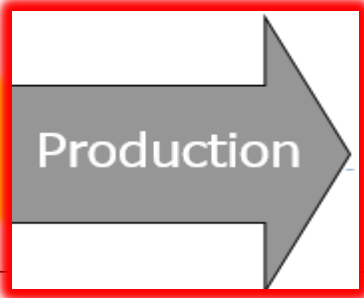




Preliminary

Initial

Constructability



LAP PRODUCTION CHECKLIST

District 4
Local Programs

Financial Project Id (FM): _____
Local Agency: _____
Project Description: _____

PRODUCTION DATE:

Date Approved	Required Documents
	100% Construction Plans (Department will review and provide comments or approval before S&S)
	100% Engineer's Estimate (Required Signatures)
	Sign and Seal Specifications (1st page of the bid documents)
	Approved LAP/FDOT No Additional Right of Way Certification Form
	Approved LAP/FDOT Right of Way Certification Form
	Approved Environmental Checklist and Memo Documentation
	Approved Signed Federal Requirements LAP Checklist for Construction Contracts and bid documents
	Approved Typical Section Package (Projects on the SHS)
	Approved applicable permits (rail clear, utility coordination)
	ODA Clear Letter (Projects on the SHS)



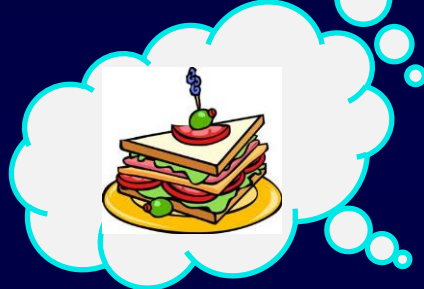
Checklists

District Four Best Management Practices

- 2014 Transportation Alternatives Application Materials
- Construction and CEI Resources
- Link to D4 LAP Certification Materials
- LAP Project Kick-Off Package
- LAP Phase Checklists
- LAP Type 1 PCE Checklist
- LAP No Additional ROW Required Form
- LAP ROW Form 575-095-05
- LAP Sample Estimate
- LAP Sample Bid Tab
- LAP Close-Out Documents

Can be Found at:

<http://www.dot.state.fl.us/projectmanagementoffice/Districts/D4LAP/D4LAP.shtm>



Finally
Lunch
Time!

EAST COMMERCIAL BLVD



WEST COMMERCIAL BLVD



FLANIGAN'S
SEAFOOD BAR AND GRILL

gg's of New York

Jayno's Pizza

Krispy Kreme
DOUGHNUTS

Publix
SUPER MARKETS

SUBWAY

Kenji
Japanese Fusion

Blimpie
SUBS & SALADS

Carvel

D4



**Welcome
Back!**



LAP Certification

LAP Certification

- **Project Specific Certification**
 - Required for Cities, Towns, and Villages
 - Renewed for Every Project
- **Full Certification**
 - Reserved for Counties
 - Renewed Every 3 Years

LAP Certification

Certification Qualification Tool

Certification is obtained by completing the **Local Agency Program Certification Qualification Tool** and all related items for submittal to your representative District.

The Certification Qualification Tool was developed in conjunction with FHWA and serves as a guide to the elements reviewed in order for your agency to become certified. Elements of Certification include (but are not limited to):

- Local Agency Staff Qualifications
- Professional Services Procurement Procedures for fair, open, and competitive selection of qualified consultants
- Sub-recipient Compliance Assessment Tool for Title VI and related Non-Discrimination authorities
- Construction Contract Procurement
- Construction Contract Administration including CEI and Contract Compliance.

Certification varies based on qualifications. Please contact your **District LAP Team** for further assistance and information.

***For a List of Florida Certified Agencies [Click here](#)*

[Contact Us](#) [Employment](#) [MyFlorida.com](#) [Performance](#) [Statement of Agency](#) [Web Policies & Notices](#)



Florida Department of Transportation

100 Years of Innovation, Mobility and Economic Development

Can be Found at:

<http://www.dot.state.fl.us/programmanagement/LAP/BecomingCertified.shtm>

LAP Certification

- Local Certification Qualification Tool

Can be Found at:

http://www.dot.state.fl.us/programmanagement/LAP/Forms/CertTool_2015-09-25.pdf



LAP CERTIFICATION QUALIFICATION TOOL

Per the [Stewardship and Oversight Agreement](#), in enacting *23 United States Code (USC) 106(c)* Congress recognized the need to give states more authority to carry out Federal-Aid Highway Program project responsibilities traditionally handled by the Federal Highway Administration (FHWA). Under this assignment of responsibilities, the Florida Department of Transportation (FDOT) may permit local agencies to carry out the FDOT's assumed responsibilities on locally administered projects. The FDOT is responsible for Local Agency compliance with all applicable Federal laws and requirements.

Congress recognized the importance of a risk-based approach to oversight of the Federal-Aid Highway Program (FAHP) and established requirements in *23 U.S.C. 106(g)*. The processes of Certification and recertification record local agency staff capability and proficiency in executing Local Agency Program (LAP) projects. Local agencies may be certified in up to five phases in the transportation project life cycle and each phase carries its own requirements and commitments. The keys to compliance and reducing state and federal risk factors related to compliance in the most simplest of terms are Local Agency staff experience and cooperation and state sponsored training of local agency staff.

Certification and recertification is a commitment by the local agency to perform all associated activities of the Federal-Aid Highway Program including but not limited to Title VI compliance, ADA compliance, grant management and fiscal accountability, procurement of professional service and construction administration in adherence to all federal and state requirements. The Certification Qualification Tool is a risk-based assessment of your Local Agency and measures performance based risk of your participation in LAP.

Answer all questions in this Tool to the best of your ability. Your District LAP Team is there to provide assistance and support as required while you complete the re/certification process.

1. INITIAL SCREENING

Based on the initial screening is eligible for

Title VI Sub-recipient Compliance Assessment approval date:

Financial Risk Assessment approval date:

Number of projects programmed in the current 5 Year Adopted Work Program:

2. RESPONSIBLE CHARGE

Single Audit Reporting Application (SARA)

Single Audit Reporting Application [Home](#) [Data Analysis](#) [Help](#)

41 Auditees with no Prior Year 4 Audit Reports Due 0 Audit Report Reviews Due 1 Management Decisions Due 0 Corrective Action Follow-up Due
0 Enforcement Action Recommended


Audit Year **Auditee Name** **Vendor ID** **Contract** **Financial Project** **CFDA / CSFA**

2014 miramar

Drag a column and drop it here to group by that column

Profile	Auditee Name	Status	Action Type	Audit Report Due	Risk Assessment
→	City of Miramar	Complete	Single Audit Report Received	6/30/2015	Low

Go to page: Show rows: 1-1 of 1

 **FLORIDA DEPARTMENT OF TRANSPORTATION**
Report Technical Problems to the Service Desk 1-866-955-4357
[Web Policies and Notices](#)
[Accessibility Information](#)

Can be Found at:

<http://fdotwp2.dot.state.fl.us/SingleAuditReportingApplication/Home/Search>

Lap Certification Qualification Tool

1. Initial Screening
2. Responsible Charge
3. LAPIT
4. Training
5. Agency Staffing
6. Project Development
7. Procurement
 - A. Continuing Services Contracts
 - B. Professional Services Procurement
 - C. Construction Procurement

8. Planning
9. Plans, Specifications, and Estimates (PS&E)
10. Construction
11. Construction Administration
 - A. Inspection
 - B. Contract Compliance (Wages, Payrolls, DBE)
12. Invoicing
13. Certifications/Re-certifications Status

LAP Certification Webinar

Local Agency Program (LAP)

Program Management / LAP /

LAP Certification



LAP Certification

Nationwide approximately 75% or 2.9 million of the 3.9 million total miles of roadway are owned and operated by local public agencies. The Local Agency Program or "LAP" provides sub-recipient towns, cities and counties develop, design, and construct transportation facilities with federal funds. The Department is the steward of the federal funds and is responsible for oversight of funded projects on behalf of the Federal Highway Administration (FHWA). LAP agencies prioritize and fund local projects (through their respective MPO or governing board) and are then eligible for reimbursement for the services provided to the traveling public through compliance with applicable Federal statutes, rules and regulations.

Federal-Aid Highway Program funds are only available to local agencies that perform the required certification process that evaluates whether the local agency has the sufficient qualifications and ability to "to undertake and satisfactorily complete the work". The certification provides proof that the local agency is able to comply with federal requirements in a project and offers perspective to the level of oversight required by district offices over local agencies over the life of a LAP project.

There are two certification options that a local agency may receive; Full certification which lasts for three years and Project-specific certification which must be renewed at the beginning of a new project. Both certification levels require completion of the Certification Qualification Tool. The LAP Manual Chapter 2 offers more detailed information on the process to certification.

Check out this video to learn more about the Federal-aid Highway Program!

Please review the FHWA Contract Administration Core Curriculum Participant's manual and Reference Guide, 2014

The FDOT LAP Certification Webinar recording is now available! [Link for the recording](#) ; [Link for the PowerPoint Presentation](#)

Certification Qualification Tool

Can be Found at:

<http://www.dot.state.fl.us/programmanagement/LAP/BecomingCertified.shtm>

LAP Certification

- **Local Certification Qualification Tool**
 - Organizational Chart
 - CBT Certificates
 - Construction Narrative
- **Sub-Recipient Compliance Assessment (SCAT)**
 - Title VI Policy
 - ADA
 - LAP SCAT CBT Course No. BT-15-009



23 Code of Federal Regulations (CFR) Part 200 requires that the Florida Department of Transportation (FDOT) conduct periodic reviews of cities, counties, planning agencies and other recipients of federal-aid highway funds to ensure they are complying with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Title VI states that "no person in the United States shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any Federally-funded program, policy or activity on the basis of race, color or national origin." Similarly, the Highway Act of 1973, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) prohibit discrimination on the basis of sex, age and disability, respectively.

FDOT has developed this assessment as a means of determining sub-recipient nondiscrimination compliance; helping sub-recipients understand their nondiscrimination responsibilities; and assisting FDOT in planning future training and technical assistance. Sub-Recipient Nondiscrimination Compliance Assessments must be completed as a condition of LAP Certification and each triennial Recertification. The Assessments may be used as the basis of random or risk based reviews by either FDOT or Federal Highway Administration (FHWA).

This assessment is designed to take only a few minutes of your time. Please complete the Assessment and upload it to LAPIT, attaching related documents as requested. Please contact your District LAP Administrator or the Statewide LAP Administrator with questions, or refer to the Nondiscrimination Handbook for Local Agencies.

Name of Agency: Number of Employees:

1. Has your organization completed and uploaded an FDOT Nondiscrimination Agreement? See document at <http://www.dot.state.fl.us/planning/policy/metrosupport/titlevi.pdf>

2. Does your organization have a written nondiscrimination policy and/or notice, and complaint filing procedures for discrimination based on race, color, national origin, sex, age and disability? Note, this request does not include your organization's employment discrimination policies/procedures (i.e. Title VII).

Enter link below or upload document to LAPIT:

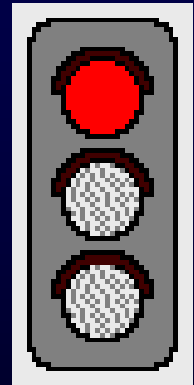
Can be Found at:

<http://www.dot.state.fl.us/programmanagement/LAP/Forms/2015SCAT.pdf>



Sub-recipient Compliance Assessment (SCAT)

- 1. FDOT Nondiscrimination Agreement**
- 2. Written Nondiscrimination Policy and/or Notice, and Complaint Filing Procedures for Discrimination Based on Race, Color, National Origin, Sex, Age, and Disability**
- 3. Construct/Improve Curb Ramps Pursuant to DOJ/DOT Technical Assistance Memo**



Sub-recipient Compliance Assessment (SCAT)

- 4. Organization's Nondiscrimination Coordinator**
- 5. Advise the Public of Nondiscrimination Policies**
- 6. Written Plan for Non-English Speakers (Exec. Order 13166)**
- 7. Steps to Avoid/Minimize Adverse Impacts to Minorities (Exec. Order 12898)**
- 8. Outreach to Solicit Input on Programs & Activities from Minority Communities**

Sub-recipient Compliance Assessment (SCAT)

9. Collect & Review Demographic Data

10. Include Appendix A/E from Nondiscrimination Agreement in All LAP Contracts/Agreements

11. Include FHWA 1273 in ALL Design/Build and Constructions Contracts/Subcontracts

12. Include DBE Assurance Language in All Contracts in Compliance with 49 CFR 26.13

Sub-recipient Compliance Assessment (SCAT)

- 13. Design Standards to Comply with ADA**
- 14. Truncated Dome Detectable Warnings on Curb Ramps**
- 15. FDOT's Design Exception Process**
- 16. Complete and Publicly Post ADA Transition Plan for Accessibility of Pedestrian Facilities within Public ROW**
- 17. Subject of Discrimination Complaints (Last 3 Years)**
- 18. Reason for Completion of SCAT Form**

Other Requirements

- **Organization Chart**
- **CBT Certificates**
 - **LAP Certification & Re-certification**
 - **Professional Services**
- **Construction Narrative**
- **Local Agency Interview / Meeting with the District**

LAP Agreement

OLD

LAP Agreement

NEW

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

525-010-40
SPECIFICATIONS AND
ESTIMATES
OGC-1214
Page 1

FPN: 432861-1-58-01	Fund: TCSP	FLAIR Approp: _____
Federal No: 8886-511-A	Org Code: 55043010404	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
County No: 86	Contract No: _____	Vendor No: F596000411
Data Universal Number System (DUNS) No: 80-939-7102 Local Agency DUNS No: 080181167		
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction		

THIS AGREEMENT, made and entered into this _____ day of _____, _____ by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called the Department, and THE CITY OF POMPANO BEACH hereinafter called the Agency.

WITNESSETH:

WHEREAS, the Agency has the authority to enter into this Agreement and to undertake the project hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction including the implementation of an integrated and balanced transportation system and is authorized under Section 339.12, Florida Statutes, to enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

1.00 Purpose of Agreement: The purpose of this Agreement is to provide for the Department's participation in MLK JR BOULEVARD/HAMMONDVILLE ROAD FROM FL TURNPIKE TO SR-845/POWERLINE ROAD and as further described in Exhibit "A" attached hereto and by this reference made a part hereof, hereinafter called the "Project," and to provide Department financial assistance to the Agency and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the Project will be undertaken and completed.

1.01 Attachments: Exhibit(s) A, B, L, RL, and 1 are attached and made a part hereof.

2.01 General Requirements: The Agency shall complete the Project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Agency Program Manual, which by this reference is made a part hereof as if fully set forth herein. Time is of the essence as to each and every obligation under this Agreement.

A full time employee of the Agency, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in charge of the Project.

Inactivity and Removal of Any Unbilled Funds

Once the Department issues a Notice to Proceed (NTP) for the Project, the Agency shall be obligated to submit an invoice or other request for reimbursement to the Department for all work completed for the Project no less frequently than on a quarterly basis, beginning from the day the NTP is issued. If the Agency fails to submit quarterly (or more frequently than quarterly) invoices to the Department as required herein and in the event said failure to timely submit invoices to the Department results in FHWA removing any unbilled funding or in the loss of State appropriation authority (which may include the loss of state and Federal funds, if there are state funds programmed to the Project), then the Agency will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Agency waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of State

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

525-010-40
PROGRAM MANAGEMENT
OGC-0815
Page 1 of 16

FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
County No: _____	Contract No: _____	Vendor No: _____
FDOT Data Universal Number System (DUNS) No: 80-939-7102 Local Agency DUNS No: _____		
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction		

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is made and entered into this _____ day of _____ between the State of Florida, Department of Transportation, an agency of the State of Florida ("Department"), and _____ ("Agency").

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

1. Authority: The Agency, by Resolution No. _____ dated the _____ day of _____, 20____, a copy of which is attached as Exhibit "F" and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section 339.12, Florida Statutes, to enter into this Agreement.

2. Purpose of Agreement: The purpose of this Agreement is to provide for the Department's participation in _____, as further described in Exhibit "A", Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. Term of Agreement: The Agency agrees to complete the Project on or before _____. If the Agency does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

4. Project Cost:

A. The total cost of the Project is \$ _____. This amount is based upon the schedule of funding in Exhibit "B", Schedule of Funding attached to and incorporated in this Agreement. The Agency agrees to bear all expenses in excess of the total cost of the Project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 5.I.

B. The Department agrees to participate in the Project cost up to the maximum amount of \$ _____, and as more fully described in Exhibit "B". This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation.

C. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in subparagraphs 5.L. and 5.M. of this Agreement;



LAP Agreement

- **Section 4 Project Costs:**
 - “The Agency Agrees to Bear All Expenses in Excess of the Total Cost of the Project and Any Deficits Involved.”
- **Section 7 General Requirements:**
 - **A. Responsible Charge**
 - Administer Project Activities (Cost, Time, Contract Requirements, Construction Quality & Scope of Federal-Aid Projects)
 - Day-to-Day Operations (Including Safety Issues)
 - Change Order or Supplemental Agreement Decisions
 - Visits/Reviews Project Commensurate with the Complexity of the Project
 - Reviews Financial Elements to Minimize Fraud, Waste, & Abuse

LAP Agreement

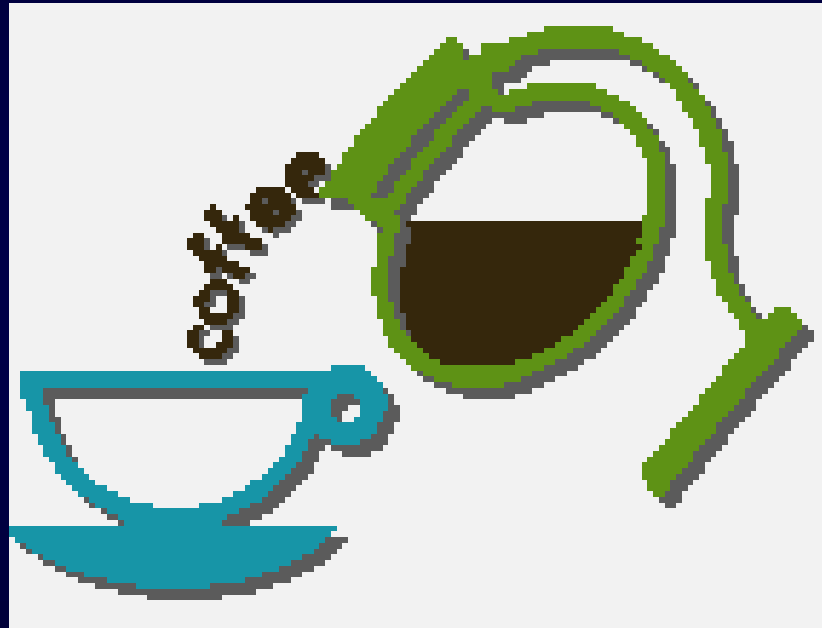
- **Section 7 General Requirements (Cont'd.):**
 - **B. Agency is Obligated to Invoice for Reimbursement on a Quarterly Basis**
 - **Agency Agrees to Advertise the Project 30 Days After Department Issues NTP to Advertise**
 - **C. (Unless Authorized) No State Funds Can Be Used on Off-system Projects**
- **Section 16 Miscellaneous Provisions:**
 - **Exhibit C FHWA Form 1273**
 - **Exhibit E Title VI Assurances**
 - **Exhibit F Agency Resolution**

Timeframe

1. Execute LAP Agreement
2. Advertise - 21 Days Minimum
3. BID Opening
4. Award of Contract
5. Contract Notice to Proceed
(Needs to Be Submitted to FDOT)
6. Invoicing



Afternoon Break



Specifications (SPECS)

Project Classifications/SPECS

- **Project Classifications**
- **Off-System Projects: Local Roads**
 - Local Agency Specifications
 - LAP Big Four Specifications
- **On-System Projects: On the State Highway System or National Highway System**
 - FDOT Specifications
 - FDOT Standards



Project Classifications

Project Classifications	Design Criteria and Standards*	Specifications*	Materials*
Class A On the State or National Highway Systems	FDOT Plans Preparation Manual and FDOT Design Standards	FDOT Standard Specifications for Road & Bridge Construction	Samples Testing and Reporting Guide and FDOT Materials Manual
Class B Off the State and National Highway Systems with an estimated construction value of \$10 million or greater.	FDOT Plans Preparation Manual and FDOT Design Standards	FDOT Standard Specifications for Road & Bridge Construction	Samples Testing and Reporting Guide and FDOT Materials Manual

Project Classifications

Project Classifications	Design Criteria and Standards*	Specifications*	Materials*
<p>Class C Off the State and National Highway Systems and includes structural components:</p> <ul style="list-style-type: none"> • a vehicular bridge • pedestrian bridge over a roadway • box culvert meeting the definition of a bridge as stated in 23 CFR 305 	<p>1) For structures components, use the FDOT Plans Preparation Manual and FDOT Design Standards</p> <p>2) For all other components, use the Florida Greenbook</p>	<p>1) For the structures components, FDOT Standard Specifications</p> <p>2) For all other components, LAP Big 4 or approved Local Agency Specs</p>	<p>1) For structures components, use the Samples Testing and Reporting Guide and FDOT Materials Manual</p> <p>2) For all other components, use Local Agency materials testing process</p>
<p>Class D Off the State and National Highway Systems, may include structural components:</p> <ul style="list-style-type: none"> • pedestrian bridges not over a roadway • bridges on shared use path not over a roadway • box culverts that do not meet the definition of a bridge as stated in 23 CFR 305 	<p>Florida Greenbook</p> <p>-Or-</p> <p>Approved Minimum Design Standards chosen by local agency which conform to the minimum standards provided in Florida Greenbook</p>	<p>LAP Big 4 or approved Local Agency Specs</p>	<p>Local Agency materials testing process</p>

LAP Big Four Specifications (Off-System)

- Section 120 – Earthwork
- Section 334 – Superpave Asphalt
- Section 344 – Concrete
- Section 580 - Landscaping

★ If Off-System & Using DOT SPECS:

- “The Department” = The Agency
- “The Engineer” = The Local Agency’s Engineer



Scope Alternates

- **Used as a Way to Maximize the Project Funds**
- **Must Conform to Plans, Specs and Estimate**

Scope Alternate

- **Plans Need to Show Each Alternate**
- **Always Use Numbers Instead of Letters**
 - **Example: Scope Alternate 1; Scope Alternate 2; Scope Alternate 3**
- **Criteria that fit the Scope Alternate:**
 - **Sidewalk Width**
 - **Concrete Enhancements**
 - **Lighting**
 - **Landscape**

ITEM	QUANTITY	UNIT
Mobilization	1	LS
Maintenance of Traffic	1	LS
Excavation	512	CY
Sidewalk Concrete 4" Thick	1310	SY
	Alternate 1	
Relocate Signs	6	EA
40' Alum Light Pole	15	EA

ITEM	QUANTITY	UNIT
Mobilization	1	LS
Maintenance of Traffic	1	LS
Excavation	512	CY
Sidewalk Concrete 4" Thick	2620	SY
	Alternate 2	
Relocate Signs	6	EA
40' Alum Light Pole	15	EA
Architectural Pavers	15	SY

ITEM	QUANTITY	UNIT
Mobilization	1	LS
Maintenance of Traffic	1	LS
Excavation	512	CY
Sidewalk Concrete 4" Thick	2620	SY
	Alternate 3	
Relocate Signs	6	EA
40' Alum Light Pole	30	EA
Architectural Pavers	15	SY
Irrigation System	1	LS
Dwarf Firebush	40	EA
Dune Sunflower	760	EA



Construction Administration

Construction Administration

- **Change Order Process**
 - **Change Orders Need Department Approval per Chapter 23.6 of the LAP Manual**
- **Overruns & Underruns**
- **LAP Construction Contract Compliance (EEO/DBE/Payroll)**
- **LAPIT**
- **Invoicing**
- **Close-out**

FDOT Provided Resident Compliance Specialist (RCS)

Compliance Duties

FDOT Compliance Role on Local Agency's Federal Funded Projects:

Mirrors FDOT Federal Funded role

To assure compliance of contractors with the requirements of federal-aid construction contracts with

- Equal Employment Opportunity (EEO)**
- Disadvantaged Business Enterprise (DBE)**
- On-the-Job Training (OJT)**
- Wages & Payrolls (Davis-Bacon & Related Acts)**

FDOT Provided Resident Compliance Specialist (RCS)

Compliance Duties

Project Compliance Specialist Tasks

- **Delivers a formal presentation of compliance requirements to contractors at Pre-construction Conference**
- **Monitor Time Receipt of Complete & Accurate EEO, OJT, DBE & Payroll records from Contractor, Local Agencies' Project Team**
- **Provides information & directions to contractors regarding compliance with EEO, DBE, OJT & Wages/Payroll through the life of the project**

FDOT Provided Resident Compliance Specialist (RCS)

Compliance Duties

Project Compliance Specialist Tasks

- **Maintains compliance records evidencing same & initiates corrective actions leading up to the withholding of project payments for unresolved reporting failures**
- **Apprises Local Agency's Project Team & FDOT LAP personnel of compliance issues**
- **Periodically attend project progress meetings & submit compliance agenda items to discuss**
- **Coordinate with Project Inspectors Regarding Completion of Interviews & Observations to Substantiate Compliance**

LA Construction Projects **Compliance Support**

Local Agency Responsibilities (Provide Support to Compliance):

1. Local Agency Project Administrator

- **Issue Preconstruction Conference Notice & Minutes**
- **Provide Subcontract/Sublet Data**
- **Provide Daily Weekly Report**
- **Sign Performance Deficiency Letter to Withhold Progress Estimate**

LA Construction Projects **Compliance Support**


Local Agency Responsibilities (Provide Support to Compliance):

2. Project Inspectors

- **Complete Daily Weekly Report**
- **Conduct Monthly EEO/Labor Interviews**
- **Conduct Bulletin Board Inspectors**
- **Complete DBE Observation CUF Form**
- **Conduct Trucker Observation & Verification**

DBE Utilization Reporting

Equal Opportunity Reporting System



EQUAL OPPORTUNITY COMPLIANCE



FDOT Disclaimer

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.


Account Information

For more information about EOC
[Help](#)


[I do not have a User Id](#) [Change Password](#)

User ID:

Password:



Florida Department of Transportation, Office of Information Systems
Contact Help: [Email Service Desk](#) or call 1-866-955-4357(HELP)
[Internet Privacy Policy, Disclaimers & Credits](#)





DBE Utilization Reporting

Equal Opportunity Reporting System

LOCAL AGENCY CONTRACT AVAILABILITY IN EOC

EOC pulls Local Agency contracts information from the LAPIT application. The following key information needs to be entered by the local agency in LAPIT under the Local Agency Contracts tab:

- 1) Local Agency Contract Number with the PRIME
- 2) PRIME Name and PRIME Federal Tax ID number
- 3) Local Agency Contract Execution Date with the PRIME
- 4) Current Contract Dollar Amount with the PRIME

Note: Once this information is in LAPIT, then the local agency contract will be available in EOC the next day.

DBE Utilization Reporting

Equal Opportunity Reporting System

Local Agency Users need to Complete

- 1) EOC Local Agency Access Form**
- 2) Security Access Form**
- 3) FDOT Computer Security Awareness Course
computer base training (CBT)**

*** Send forms and CBT certificate to
EOOHelp@dot.state.fl.us**

Federal-Aid Construction Wage Rate

Wage Rate Coordinator – Patty Vickers (850) 414-4688

Construction Federal-Aid Contract Wage Determination & Additional Wage Classification Request

Detail Location:

<http://www.dot.state.fl.us/construction/wage.shtm>

Federal-Aid Construction Wage Rate

Construction Federal-Aid Contract Wage Determination

Wage Table Data

- Most Current version of wage table (10 days prior to Local Agency contract with Prime Letting Date.
- Not Awarded within 90 days after the bid letting (bid opening date) wage table apply

Additional Wage Classification Request

Classification Request Manager (WRD) system

- Prime Contractor use to Request Additional Wage Classification
- FDOT & USDOL use to process Additional Wage Classification Request

District LAP Project Compliance Specialist

- **Preconstruction Notices**
- **Payrolls**
- **Labor Interviews**
- **Bulletin Board Inspections**
- **CUF Reports**
- **Daily Report of Work (name of contractor, number and classification of workers, dates,)**
- **Progress Meeting Agenda's and Minutes (everyone needs to be included in the distribution)**

Invoicing

- **Quarterly Invoicing is Required (Monthly is Preferred)**
- **Pay Application Submitted – Signed and Notarized**
- **Must Include Cancelled Checks or Proof of Payment from the Contractor and/or Consultant**
- **Progress Report**

- **FIRE Report (Financial Integrity Review and Evaluation)**
 - To ensure project activity
 - Projects that do not reflect financial activity for a period of 12 months or greater are in danger of having the funds removed by FHWA.

Revised Invoice Summary

LAP/JPA PROJECT INVOICE SUMMARY		Dec: April 2013
PROJECT NAME		
INVOICE SUMMARY NO.	2	Final Invoice <input type="checkbox"/>
FM NO.	_____	
CONTRACT NO.	_____	
CONTRACT EXPIRES ON	_____	
Send To: Florida Department of Transportation	Leave Blank for FDOT use	

Incurred the indebtedness listed below between _____				and _____
(Beginning date of billing period)				(Ending date of billing period)
(1) TOTAL - PROJECT COSTS (Participating + Non-Participating)				\$ <u>100,000.00</u>
	(a) Design (JPA only)	\$	-	
	(b) Construction	\$	68,000.00	
	(c) CEI	\$	32,000.00	
	(d) SA	\$	-	
(2) TOTAL - PARTICIPATING AMOUNT				\$ <u>50,000.00</u>
(3) INCURRED TO DATE - PROJECT COST (Participating + Non-Participating)				\$ <u>60,000.00</u>
(4) INCURRED TO DATE - PARTICIPATING AMOUNT				\$ <u>30,000.00</u>
(5) PREVIOUSLY BILLED - (Participating)				\$ <u>12,000.00</u>
(6) AMOUNT OF THIS BILLING - (Participating)				\$ <u>18,000.00</u>
	(a) Construction	\$	15,000.00	
	(b) CEI	\$	3,000.00	
(7) AMOUNT REMAINING TO BILL FOR - (Participating)				\$ <u>20,000.00</u>



Evaluation Form

CURRENT

NEW

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM (LAP) PERFORMANCE EVALUATION

525-010-29
Production Support
CGC - 09/13

SECTION A (MUST BE GRADED) - OVERALL PERFORMANCE		SCORE
1 The Local Agency demonstrated sufficient knowledge to complete the project in accordance with Federal and/or State requirements.	Comments: Get input from Construction	
2 The Local Agency effectively identified and assessed problems and developed solutions before those problems caused delays.	Comments: Get input from Construction	2
3 The project was completed free of errors, omissions or failures that could jeopardize Federal or State participation.	Comments: Get input from Construction	2
4 The Local Agency used the required information system (EOC, LAPIT, etc.) for each applicable phase.	Comments: Get input from Construction	2
Section A Score		2.0
SECTION B (MUST BE GRADED) - PROJECT COST, SCOPE AND SCHEDULE		SCORE
1 The Local Agency presented a clear scope of work and followed that scope in developing the project.	Comments:	2
2 The project was advertised within the agreed-upon schedule.	Comments:	2
3 The project was completed within the agreed-upon schedule.	Comments: what were the initial and final construction days?	2
4 The Local Agency showed consistent, satisfactory progress in developing the project.	Comments:	1
Section B Score		1.8
SECTION C (MUST BE GRADED) - COMMUNICATION AND COOPERATION		SCORE
1 The Local Agency communicated effectively with the FDOT PM in order to keep the project on budget and schedule.	Comments: Did the agency respond to commitments? Adhere to the schedule? Make complete submittals?	2
2 The Local Agency consulted with the FDOT PM when issues affecting the scope, schedule or budget arose.	Comments:	2
Section C Score		2.0
SECTION D (MUST BE GRADED) - INVOICING		SCORE
1 Invoices were submitted timely.	Comments: Timely means monthly, with the first invoice soon after the Contractor's NTP.	2
2 Invoices provided sufficient detail to support requests for payment.	Comments: Did we have to create a spreadsheet to be able to audit the invoice? Did they show how totals and sub-totals were calculated?	2
3 Costs billed to FDOT corresponded with work accomplished as described in progress reports.	Comments: Were the dates of service correct? Were all progress reports submitted? Was there outstanding information that required our request?	2



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM PERFORMANCE EVALUATION

LAP Performance Evaluation
January 2016

Financial Project Number

Local Agency Name

Reviewer

District

Professional Services Procurement (Planning, Design, CEI Phases where a consultant is being hired. A given project may have multiple evaluations for multiple consultant procurement phases. If planning, design, and/or CEI is being performed in-house, this section would not apply to that particular phase.)

- Select One 1) The Agency's staff promptly replied to Department requests for information and provided project information in a timely manner.
- The Agency's staff were difficult to contact, taking two weeks or more to provide requested information and/or requiring numerous follow-up requests from the Department.
 - The Agency's staff provided requested information in less than a week and/or with one follow-up request
 - The Agency's staff provided requested information within 72 hours without additional follow-up needed.
- N/A Not applicable (No requests for information from the Department to the Agency.)
- Select One 2) The Agency's draft RFQ/RFP contained all federal and state requirements. (Tied to LAP Professional Services Checklist: Required Forms, Compliance with State and Federal Contracting Requirements, and Disadvantaged Business Enterprise (DBE) and Bid Opportunity List)
- The Agency's RFQ/RFP was missing three or more of the required items and/or multiple revisions of the document were required.
 - The Agency's RFQ/RFP was missing less than three of the required items and only one revision of the document was required.
 - The Agency's RFQ/RFP contained all federal and state requirements upon initial review. No revisions were required.
- Select One 3) The Agency provided all addenda for the Department's concurrence prior to issuance. (Tied to LAP Manual, Chapter 21 Construction Advertising and Award Procedures)
- The Agency issued addenda without requesting concurrence.
 - The Agency obtained concurrence prior to issuing addenda, but only after being prompted by the Department.
 - The Agency submitted request for concurrence prior to issuance.
- N/A Not Applicable (No addenda issued.)
- Select One 4) The Agency submitted a minimum of three shortlisted firms to FDOT for review based on qualifications review and score. Sufficient supporting documentation was provided. (Tied to LAP Professional Services Checklist: Shortlist)
- The Agency submitted fewer than three shortlisted firms without prior coordination with the Department.
 - The Agency submitted at least three shortlisted firms but required follow-up for sufficient supporting documentation.
 - The Agency submitted at least three shortlisted firms with sufficient supporting documentation.



Evaluation Form

NEW:

- Professional Services Procurement
- Design Phase
- Construction Advertisement and Award
- Construction Phase



NEW

Financial Project Number

Reviewer

Local Agency Name

District

Select One

Professional Services Procurement (Planning, Design, CEI Phases where a consultant is being hired. A given project may have multiple evaluations for multiple consultant procurement phases. If planning, design, and/or CEI is being performed in-house, this section would not apply to that particular phase.)

Select One

- 1) The Agency's staff promptly replied to Department requests for information and provided project information in a timely manner.
 - 1 The Agency's staff were difficult to contact, taking two weeks or more to provide requested information and/or requiring numerous follow-up requests from the Department.
 - 2 The Agency's staff provided requested information in less than a week and/or with one follow-up request
 - 3 The Agency's staff provided requested information within 72 hours without additional follow-up needed.

N/A Not applicable (No requests for information from the Department to the Agency.)

LAP Performance Evaluation
January 2016

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM PERFORMANCE EVALUATION



Local Agency Program Information Tool (LAPIT)

What is LAPIT?

- **LAPIT is a Web-based Application**
- **LAPIT Provides FDOT with a Centralized Data and File Repository for LAP Information**
- **Project Status and Contact information are Accessible from LAPIT**
- **LAPIT Reduces Unnecessary Research and Administrative Functions**
- **LAPIT Simplifies Project Reporting to the FHWA, FDOT and Local Agencies to a Simple Point**
- **LAPIT Enables the FHWA to Conduct Project and Quality Assurance Reviews from the FHWA Offices Via Computer**

LAPIT

- LAPIT Sends an Automatic E-mail Notification
- Streamline Document Based Audits
- The Goal is to Make the Local Agency Program More Efficient by Eliminating Document Mailing
- **All Agencies are Required to Use LAPIT** as per Section 7 LAP Manual General Requirements Sub Section F. Minimum Requirements

Can be Found at:

<https://www3.dot.state.fl.us/LocalAgencyProgram/Account.aspx/LogOn>

What Can we find in LAPIT:

In General, Some of the Documents we can find in LAPIT are:

- ✓ **Agencies Primary Point of Contact**
- ✓ **LAP Certification Documents**
- ✓ **Executed LAP Agreements**
- ✓ **Construction Documents**
- ✓ **Construction Plans, Estimates, Project Specifications,
Permits**
- ✓ **Final contracts**
- ✓ **Reimbursement Documents**

***These Documents are uploaded during each phase submittal**



LAPIT Navigation

- <https://www3.dot.state.fl.us/LocalAgencyProgram/Account.aspx/LogOn>

Centennial FDOT 1915 * 2015

LAPIT

Local Agency Program Information Tool

Local Agency Name
District
POC Name

Help Search Local Agency Provide Feedback

Local Agency Information Agreements / Projects Non-Agreement Projects Reimbursements Local Agency

ACCESSING LAPIT

FOR NEW USERS:

Referenced LAP Manual Chapter 2; Section 2.8

- ✓ **New Local Agency Users Create their Own Account by using the link in the Home Screen.**

Local Agency Users of LAPIT:

- ✓ **LAPIT Administrator Access Level**
- ✓ **LAPIT Update Access Level**
- ✓ **LAPIT Project Access Level**

Send a Request to the FDOT LAPIT Administrator and specify the Level of Access Required.

- ✓ **Once an Account has been created their Agency Administrator or District LAPIT Administrator would assign the User Role in LAPIT.**

Associating a Document to a Project in LAPIT

There must be at least one document associated with LAPIT for the Project to appear in the drop down List of projects.

First, the LAP agreement must have been uploaded.

Then, Create new function in the documents tab.

Once selected, we can associate new documents to a Project

Managing Local Agency Information

FDOT checklists of Required Documents to be Uploaded into LAPIT.

The List of Documents required has been divided into 3 Major Areas:

- ✓ **PS&E and Design**
- ✓ **Pre-construction**
- ✓ **Construction/CEI**

***These Checklist will be posted in the LAP Web site**



PS&E and Design

LAPIT Checklist

Agency:

FM Number:

Description:

Authorization Date:

Status: Close

PS&E/Design - Items to Upload	LAPIT Name	Responsible
1. Draft Bid Package	Draft Bid package	LA
2. Final Cost Estimate	Engineers Estimate	LA
3. LAP Construction Checklist	LAP Construction Checklist	FDOT
4. Final Signed and Sealed Plans	Plans	LA
5. Final Signed and Sealed Specifications	Specifications	LA
6. Utility Certifications	District Utility Certifications	LA
7. Environmental Certifications	LAP - FDOT Environmental Certification	LA
8. Right of Way Certifications	LAP - FDOT Right of Way Certification	LA
9. Railroad Certification	LAP - Railroad Certification	LA
10. LAP Agreement	LAP Agreement	FDOT
11. FDOT Notice to Proceed	FDOT Notice to Proceed	LA
General Note:		
Once a LAPIT name has been selected, enter a more detail description of this document, such as ex. 'Certified at the 15th council meeting' , or 'Meeting minutes #1..2..3 etc.		
include the meeting date and upload the document itself.		

Pre-Construction

LAPIT Checklist

Agency:

FM Number:

Description:

Authorization Date:

Status: Close

Pre- Construction - Items to Upload	LAPIT Name	Responsible
1. Public Advertisement	Construction Project Ad.	LA
2. Addendums	Addendums	LA
3. Bid Tab	Bid Analysis/Bid Tabulation	LA
4. Award Letter to Contracotr	Recommendation Letter to Award to Contractor	LA
5. Executed Construction Contractor	Final Construction Contract	LA
A. Contract Agreement	Final Construction Contract	LA
B. Paymenty and Performance Bond	Final Construction Contract	LA
C. Proof of Insurance	Final Construction Contract	LA
D. LAP Federal Aid Certification Form	Final Construction Contract	LA
E. Any document that Requires Contractor's Signature	Final Construction Contract	LA
6. Design Build Projects Only	Pre-Construction Conference Minutes	LA
Pre-Design Meeting Minutes and Sign - Sheet	Pre-Construction Conference Minutes	LA
7. Pre-Construction Meeting	Pre-Construction Conference Minutes	LA
8. Contractor Construction Schedule	Work Schedule/Baseline Schedule	LA
9. Notice to Proceed to Contractor	Notice to Proceed Issue by Local Agency for Construction	LA
10. FDOT Contract Concurrence Letter	FDOT Contract Concurrence Letter	FDOT
11. Addenda Concurrence	Addendums to Bid Package	FDOT
12. Bid Package	Final Bid Package (As Advertised)	LA
13. RFP Documents	RFP/RFQ Advetisement	LA
General Note:		
Once a LAPIT name has been selegcted, enter a more detail description of this document, such as ex. 'Certified at the 15th council meeting' , or 'Meeting minutes #1..2..3 etc.		
include the meeting date and upload the document itself.		



Construction

14. Final Invoice	Project Close Out package	LA
15. Agency Certification Letter	Project Close Out Package	LA
16. Materials Certification Checklist - Off system only	Materials Certification	LA
17. Final Inspection and Acceptance of a Federal Aid Project	FHWA TE (Transportation Engineer) Final Inspection Report	LA
18. As Built Plans	As-Builts	LA
19. Record of Final Plans and Documents - Form # 525-010-47	Project Close Out package	LA
20. Schedule of Values - For Design/Build Projects only	Project Close Out package	LA
21. Final Plan Quantities	Final Plan Quantities/Pay Item Documentation	LA
22. LAP Final Inspection - Form 525-010-42	LAP Final Inspection Form # 525-010-42	LA
23. Material Tests (Not in LIMS)	Material Testing Reports	LA
24. Project Progress Report (MPR)	Project Progress Report	LA
25. LAP Time Extension Request	Time Extension to LAP Agreement	LA
26. Inspection Review	Inspection Records & Notes/Field Reviews	LA
27. Meetings Minutes	Meeting Minutes	LA
28. DBE Documents	DBE Participation	LA
29. EEO Documents	EEO Documents "Other"	LA
30. Close Out Checklist Local Agency	Project Close Out Package	LA
31. Certification Disbursement - Form # 700-010-38 - Monthly	Project Progress Report	LA
32. Construction Compliance with Specs. - Form # 700-020-02	Project Progress Report	LA
33. Contractor's Affidavit and Surety Constant - Form # 700-050-21	Project Progress Report	LA
34. Performance Evaluation Form	Project Close Out Package	FDOT
General Note:		
Once a LAPIT name has been selected, enter a more detail description of this document, such as ex. 'Certified at the 15th council meeting', or 'Meeting minutes #1..2..3 etc.		
include the meeting date and upload the document itself.		



LAPIT AND EOC SYSTEM INTERFACE

FOR NEW USERS:

Referenced LAP Manual Chapter 14; Section 14.5.1

- ✓ **Creating a Contract in LAPIT**
- ✓ **Once a Contract has been created it would take 24-48 Hrs. to appear in EOC system.**

List of LAPIT References as Referenced in **The LAP Manual**

Minimum Requirements

- ✓ **Chapter 2; Local Agency Certification; Sections: 2.5, 2.8**
- ✓ **Chapter 5; LAP Agreement; Sections: 5.2.5**
- ✓ **Chapter 14; Disadvantage Business Enterprise; Sections:14.4,14.5,14.8**
- ✓ **Chapter 15; Equal Opportunity; Sections:15.2.2,15.3.2,15.3.3,15.4,15.5**
- ✓ **Chapter 17; Emergency Relief program; Sections: 17.6.6**
- ✓ **Chapter 18; Professional Services Contract Selection and Award;
Sections: 18.1.1,18.2, 18.4.4,18.6,18.9**

Using LAPIT



LAPIT

Local Agency Program Information Tool

Welcome to LAPIT

FDOT Disclaimer

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

LAPIT Login

Please enter your username and password.

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Password

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Local Agency Name BROWARD COUNTY
 District 04
 PPOC Name Richard Tornese

District 04
 Welcome - KNMONMP
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Select a Local Agency				Local Agency Detail	
#	Local Agency Name	Current Certification	PPOC Name	Local Agency Name	BROWARD COUNTY
1	BROWARD COUNTY	FULL CERTIFICATION	Richard Tornese	Primary Point of Contact (PPOC) Name	Richard Tornese
2	City of Boca Raton	PROJECT-SPECIFIC CERTIFICATION	Leif Ahnell, CPA, C.G.F.O.	PPOC Phone	954-577-4579
3	City of Boynton Beach	NONE	Jeffrey Livergood, P.E.	Administrative Checklist Date	01/01/2009
4	City of Coconut Creek	PROJECT-SPECIFIC CERTIFICATION	Mary Blasi	Certification Date	04/01/2009
5	City of Coral Springs	PROJECT-SPECIFIC CERTIFICATION	Erdal Donmez	PD&E Training Date	
6	City of Dania Beach	PROJECT-SPECIFIC CERTIFICATION	unknown unknown	Governing Body Name	
7	City of Deerfield Beach	PROJECT-SPECIFIC CERTIFICATION	Burgess Hanson	Primary DUNS Number	066938358
8	City of Delray Beach	PROJECT-SPECIFIC CERTIFICATION	Timothy Tack, P.E.	FDOT District	04
9	City of Fellsmere	PROJECT-SPECIFIC CERTIFICATION	Mark Mathes	FDOT County	BROWARD
10	City of Fort Lauderdale	PROJECT-SPECIFIC CERTIFICATION	Lee Feldman, ICMA-CM	Primary Address	Broward County Government Center West One North University Drive Highway Const. & Eng. Div. Plantation, FL 33324
11	City of Fort Pierce	PROJECT-SPECIFIC CERTIFICATION	Robert Bradshaw	Primary Website	
12	City of Greenacres	NOT APPLICABLE	Wadie Atallah		
13	City of Hallandale Beach	PROJECT-SPECIFIC CERTIFICATION	Renee Miller		
14	City of Hollywood	NOT APPLICABLE	unknown unknown		
15	City of Lake Worth	PENDING	unknown unknown		
16	City of Lauderdale Lakes	PROJECT-SPECIFIC CERTIFICATION	Jonathan Allen, MPA		
17	City of Lauderhill	PROJECT-SPECIFIC CERTIFICATION	Jane Sullivan		
18	City of Lighthouse Point	PROJECT-SPECIFIC CERTIFICATION	John Lavisky		
19	City of Margate	PROJECT-SPECIFIC CERTIFICATION	Reddy Chitepu, P.E.		
20	City of Miramar	PROJECT-SPECIFIC CERTIFICATION	Kathleen Woods-Richardson		



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Local Agency Detail

[Edit](#)

Local Agency Name BROWARD COUNTY
 Primary Point of Contact (PPOC) Name Richard Tornese
 PPOC Phone Number 954-577-4579
 Governing Body Name
 FDOT District FOURTH
 FDOT County BROWARD
 Primary DUNS # 066938358
 FDOT PD&E Training Date

Phone (0)

[Create New](#)

Type	Number	Ext.
Address (1)		
Create New		
Edit Delete	Primary	Address Type
		MAIN OFFICE
		DUNS
		066938358
		Address
		Richard Tornese
		Broward County Government Center West
		One North University Drive
		Highway Const. & Eng. Div.
		Plantation, FL 33324

Address (1)

[Create New](#)

[Edit](#) | [Delete](#)

Primary

Address Type

MAIN OFFICE

DUNS

066938358

Address

Richard Tornese

Broward County Government Center West

One North University Drive

Highway Const. & Eng. Div.

Plantation, FL 33324

Certifications (1)

Close Current Cert to Add New	Type of Certification	Begin Effective Date	End Effective Date
Edit Delete	FULL CERTIFICATION	04/01/2009	

Email Address (1)

[Create New](#)

[Edit](#) | [Delete](#)

Primary | RTORNESE@broward.org

Website Address (0)

[Create New](#)

Website Address



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Agency | [Project](#) | [All](#)

Local Agency Documents (18)			Document Details	
Create New	Document #	Document Name	Edit Document Details	Download Document 418(kb)
1	3348272	Title VI Documents	Last Updated On	07/25/2014 Delete Document
2	3336099	SCAT Review Documentation- miscellaneous	Document Description	Title VI/Nondiscrimination Policy Statement
3	3336089	Title VI Documents	Local Agency Name	BROWARD COUNTY
4	3336070	Title VI Plan	Document Group	LOCAL AGENCY
5	3336066	Local Agency Resumes	Document Type	SUB RECIPIENT COMPLIANCE ASSESSMENT (SCAT)
6	3336060	ADA Policy Statement	Quality Control Lock	<input type="checkbox"/>
7	3336048	SCAT Review Documentation- miscellaneous	Quality Control Check By	
8	3331100	ADA Policy Statement	Quality Control Check Date	
9	960993	Local Agency Certification Policies and Procedures	Reviewed By	
10	960989	Local Agency Certification Qualification Agreement	Reviewed On	
11	960985	LAP Administrative Checklist for Operations	Last Updated By	S0007977
12	943321	Organizational Chart		
13	943361	Bid Opening and Tabulation Procedures		
14	943365	Local Agency Resumes		
15	943857	Local Agency Certification Policies and Procedures		
16	942114	Local Agency Certification Qualification Agreement		
17	940568	Local Agency Certification Qualification Agreement		
18	940571	LAP Administrative Checklist for Operations		



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Document Filter

Show All Project Documents ▼

Project Documents (83)		
Create New	Document #	Document Name
1	4026386	Inspection Records & Notes/ Field Reviews
2	4026385	Project Progress Report
3	4003033	Inspection Records & Notes/ Field Reviews
4	4003023	Project Progress Report
5	3976153	Meeting Minutes
6	3974540	Inspection Records & Notes/ Field Reviews
7	3956029	Inspection Records & Notes/ Field Reviews
8	3945956	Meeting Minutes
9	3930000	Inspection Records & Notes/ Field Reviews
10	3929963	Inspection Records & Notes/ Field Reviews
11	3929920	Inspection Records & Notes/ Field Reviews
12	3929874	Project Progress Report
13	3927183	Inspection Records & Notes/ Field Reviews
14	3892172	Meeting Minutes
15	3867557	Inspection Records & Notes/ Field Reviews
16	3866510	Meeting Minutes
17	3856664	Inspection Records & Notes/ Field Reviews
18	3844879	Inspection Records & Notes/ Field Reviews
19	3844864	Project Progress Report
20	3827214	Meeting Minutes
21	3817720	Inspection Records & Notes/ Field Reviews
22	3817701	Inspection Records & Notes/ Field Reviews
23	3790114	Inspection Records & Notes/ Field Reviews
24	3790094	Inspection Records & Notes/ Field Reviews
25	3783118	Meeting Minutes
26	3780823	Meeting Minutes
27	3779200	LAP Construction Checklist

Document Details	
Edit Document Details	Download Document 5492(kb)
Last Updated On	05/15/2015 Delete Document
Document Description	Progress Photos week ending 5/8/15
LAP Agreement #	ARB72
FDOT Project #	427960-1
Project Description	LYONS RD/31ST AVE FROM FL TURNPIKE TO FERN FOREST NATURE CENTER
Federal Aid #	8886268A
Reimbursement Request	
Document Group	PROJECT
Document Type	OTHER
Quality Control Lock	<input type="checkbox"/>
Quality Control Check By	
Quality Control Check Date	
Reviewed By	
Reviewed On	
Last Updated By	KNTELLL





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Document Filter

Project 228279-1 | SR-84/SW 24 ST FROM DAVIE BLVD TO E. OF SR-7

Documents for Project 228279-1 (1)			Document Details	
Create New	Document #	Document Name	Edit Document Details	Download Document
1	3778288	LAP Construction Checklist		83(kb)
			Last Updated On	02/09/2015
				Delete Document
			Document Description	Completed and approved LAP Construction Checklist
			LAP Agreement #	AN069
			FDOT Project #	228279-1
			Project Description	SR-84/SW 24 ST FROM DAVIE BLVD TO E. OF SR-7
			Federal Aid #	0561019P
			Reimbursement Request	
			Document Group	PROJECT
			Document Type	PS&E
			Quality Control Lock	<input type="checkbox"/>
			Quality Control Check By	
			Quality Control Check Date	
			Reviewed By	
			Reviewed On	
			Last Updated By	LAPCHKLD



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Document Name and Document Type List

Document Group

Document Name	Document Type
Select Addendums	PROFESSIONAL SERVICES
Select Consultant Notice to Proceed- Planning/Design/CEI	PROFESSIONAL SERVICES
Select Contract Forms and Certifications	PROFESSIONAL SERVICES
Select Environmental Documents	PROFESSIONAL SERVICES
Select LAP Professional Services Checklist 525-010-49	PROFESSIONAL SERVICES
Select Negotiations Documentation	PROFESSIONAL SERVICES
Select Professional Services Contract	PROFESSIONAL SERVICES
Select RFP/RFQ/Advertisement	PROFESSIONAL SERVICES
Select Shortlist and Scoring Sheets	PROFESSIONAL SERVICES
Select Studies and Professional Services Output	PROFESSIONAL SERVICES
Select As Builts	CONSTRUCTION
Select Construction Contract Change Cost Analysis	CONSTRUCTION
Select Construction Contract Compliance Administration (CCCA) Review	CONSTRUCTION
Select Construction Contract Supplemental Agreement/Contract Change Order	CONSTRUCTION
Select Construction Project Ad	CONSTRUCTION
Select Contract Termination Letter	CONSTRUCTION
Select COST ANALYSIS FOR NON-COMPETITIVELY PROCURED AGREEMENTS IN EXCESS OF CATEGORY II	CONSTRUCTION
Select Cost Effectiveness Finding /Public Interest Finding	CONSTRUCTION
Select FDOT Contract Concurrence Letter	CONSTRUCTION
Select FDOT Oversight Inspections/Audits	CONSTRUCTION
Select Federal - Aid Project Funding Request	CONSTRUCTION
Select FHWA TE (Transportation Engineer) Final Inspection Report	CONSTRUCTION
Select Final Construction Contract	CONSTRUCTION
Select Final Plan Quantities/Pay Item Documentation	CONSTRUCTION
Select LAP Final Inspection Form (No. 525-010-42)	CONSTRUCTION
Select LAP Record of Plans & Documentation Form (No. 525-010-47)	CONSTRUCTION
Select Material Testing Reports	CONSTRUCTION
Select Materials Quality Assurance Reviews (QAR)	CONSTRUCTION
Select Notice to Proceed issued by Local Agency for Construction	CONSTRUCTION





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Create New Professional Services Contract Document

Document Group PROJECT

Document Type PROFESSIONAL SERVICES

Document Description

FDOT Agreement/Project/Project Description/Agreement Status

Please Select FDOT Agreement/Project/Project Description/Agreement Status

Project Description

Federal Aid #

Upload/Attach Document (Valid file types are DOC, DOCX, XLS, XLSX, PDF, JPG, JPEG, BMP, TXT, TIF)
 (Maximum upload size is 900 MB)

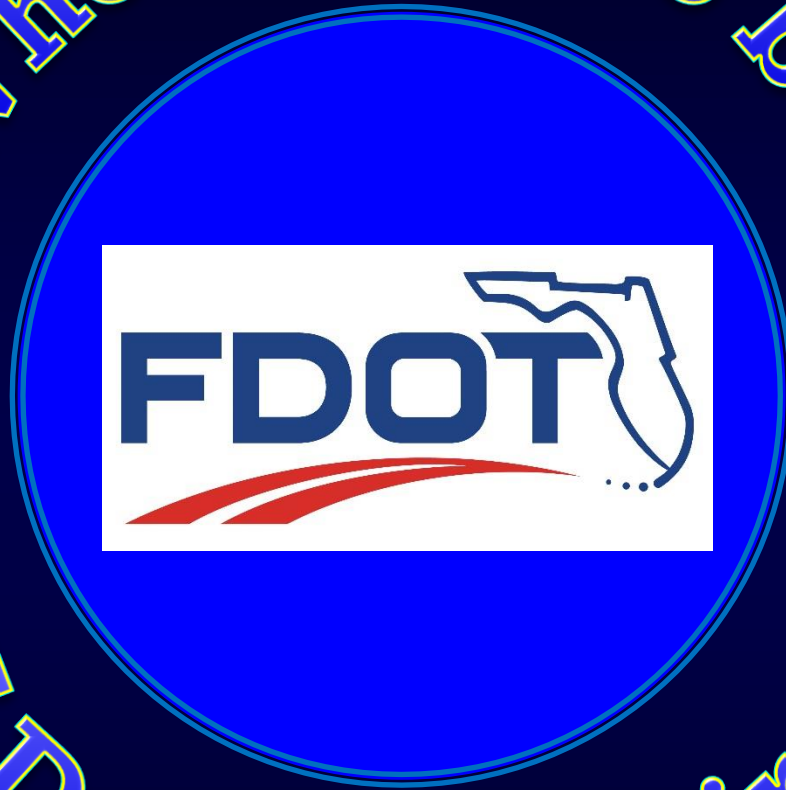
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Who Wants to be



FA DOT-LAP-Aire?





50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	\$2,000
5	\$1,000
4	\$500
3	\$300
2	\$200
1	\$100

Who Wants to be a DOT-LAP-Aire?

Which of the following stands for the "E" when using the term PS&E?

A.) Environment

B.) Equality

C.) Estimate

D.) Everything



50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	\$2,000
5	\$1,000
4	\$500
3	\$300
2	\$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

**When comparing JPA vs. LAP Projects,
LAP Projects receive funding from?**

A.) Federal Funds

B.) Gift Cards

C.) Walmart

D.) State Funds

50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	\$2,000
5	\$1,000
4	\$500
3	\$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

According to Chapter 11 of the LAP Manual, the Environmental Form must be submitted within _____ of department's signature date?

A.) 6 Months

D.) 12 Months

C.) 24 Months

D.) 18 Months

50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	\$2,000
5	\$1,000
4	\$500
3	◆ \$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

Which of the following must all LAP Projects follow?

A.) Federal Uniform Act

B.) NEPA

C.) LAP Big Four

D.) All of the Above

50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	\$2,000
5	\$1,000
4	◆ \$500
3	◆ \$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

What Phase Submittals are required in design?

A.) Initial, Production, Achievability

B.) Initial, Preliminary, Consensus, Productivity

C.) Preliminary, Initial, Constructability, Production

D.) Itinerary, Preliminary, Production, Constructability



50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	\$2,000
5	◆ \$1,000
4	◆ \$500
3	◆ \$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

The minimum amount of days for advertising are?

A.) 5 Days

B.) 21 Days

C.) 10 Days

D.) 15 Days

50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	\$4,000
6	◆ \$2,000
5	◆ \$1,000
4	◆ \$500
3	◆ \$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

Which of the following phrases should you NOT use in Bid Documents?

A.) "Best Idea of the Agency"

B.) "Best Concern of the Engineer"

C.) "Best Value of FDOT"

D.) "Best Interest of the City"



50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	\$8,000
7	◆ \$4,000
6	◆ \$2,000
5	◆ \$1,000
4	◆ \$500
3	◆ \$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

**What is included in the new
LAP Agreement?**

**A.) Exhibit C: FHWA
Form 1273**

**B.) Exhibit F: Agency
Resolution**

**C.) Exhibit B: Schedule
of Funding**

D.) All of the Above

50:50



15	\$1 MILLION
14	\$500,000
13	\$250,000
12	\$125,000
11	\$64,000
10	\$32,000
9	\$16,000
8	◆ \$8,000
7	◆ \$4,000
6	◆ \$2,000
5	◆ \$1,000
4	◆ \$500
3	◆ \$300
2	◆ \$200
1	◆ \$100

Who Wants to be a DOT-LAP-Aire?

**For Off-System Projects using DOT SPECS,
using “The Department” refers to:**

**A.) Florida Department of
Transportation**

B.) The Agency

C.) Publix Deli Department

D.) The Engineer



50:50



15		\$1 MILLION
14		\$500,000
13		\$250,000
12		\$125,000
11		\$64,000
10		\$32,000
9	◆	\$16,000
8	◆	\$8,000
7	◆	\$4,000
6	◆	\$2,000
5	◆	\$1,000
4	◆	\$500
3	◆	\$300
2	◆	\$200
1	◆	\$100

Who Wants to be a DOT-LAP-Aire?

Which of the following is not a part of the LAP Big Four Specifications?

A.) Landscaping

B.) Superpave Asphalt

C.) Signing

D.) Concrete

50:50



15		\$1 MILLION
14		\$500,000
13		\$250,000
12		\$125,000
11		\$64,000
10	◆	\$32,000
9	◆	\$16,000
8	◆	\$8,000
7	◆	\$4,000
6	◆	\$2,000
5	◆	\$1,000
4	◆	\$500
3	◆	\$300
2	◆	\$200
1	◆	\$100

Who Wants to be a DOT-LAP-Aire?

**After the LAP Agreement is executed,
what is the next step for the
Local Agency that must occur?**

A.) Invoicing

B.) Bid Opening

C.) Close-Out

D.) Advertise



50:50



15		\$1 MILLION
14		\$500,000
13		\$250,000
12		\$125,000
11	◆	\$64,000
10	◆	\$32,000
9	◆	\$16,000
8	◆	\$8,000
7	◆	\$4,000
6	◆	\$2,000
5	◆	\$1,000
4	◆	\$500
3	◆	\$300
2	◆	\$200
1	◆	\$100

Who Wants to be a DOT-LAP-Aire?

Full Certification is renewed every ____?

A.) 1 Year

B.) 2 Years

C.) 3 Years

D.) 4 Years



50:50



15		\$1 MILLION
14		\$500,000
13		\$250,000
12	◆	\$125,000
11	◆	\$64,000
10	◆	\$32,000
9	◆	\$16,000
8	◆	\$8,000
7	◆	\$4,000
6	◆	\$2,000
5	◆	\$1,000
4	◆	\$500
3	◆	\$300
2	◆	\$200
1	◆	\$100

Who Wants to be a DOT-LAP-Aire?

The new LAP Performance Evaluation includes which of the following sections?

A.) Design

B.) Construction

**C.) Construction
Advertisement and Award**

D.) All of the Above

50:50



15		\$1 MILLION
14		\$500,000
13	◆	\$250,000
12	◆	\$125,000
11	◆	\$64,000
10	◆	\$32,000
9	◆	\$16,000
8	◆	\$8,000
7	◆	\$4,000
6	◆	\$2,000
5	◆	\$1,000
4	◆	\$500
3	◆	\$300
2	◆	\$200
1	◆	\$100

Who Wants to be a DOT-LAP-Aire?

Invoicing is required _____?

A.) Annually

B.) Weekly

C.) Quarterly

D.) Daily

50:50



15 \$1 MILLION

- 14 ◆ \$500,000
- 13 ◆ \$250,000
- 12 ◆ \$125,000
- 11 ◆ \$64,000
- 10 ◆ \$32,000
- 9 ◆ \$16,000
- 8 ◆ \$8,000
- 7 ◆ \$4,000
- 6 ◆ \$2,000
- 5 ◆ \$1,000
- 4 ◆ \$500
- 3 ◆ \$300
- 2 ◆ \$200
- 1 ◆ \$100

Who Wants to be a DOT-LAP-Aire?

All Local Agencies are required to:

A.) Use LAPIT

B.) Advertise for at Least 21 Days

C.) Submit Quarterly Invoices

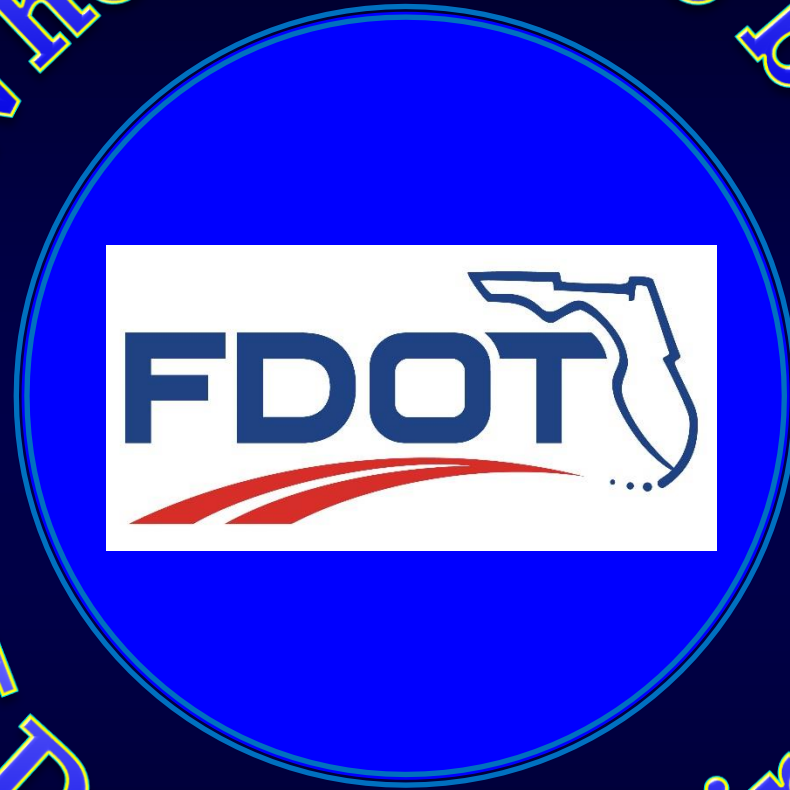
D.) All of the Above

Who Wants to be a DOT-LAP-Aire?

Congratulations!

Thank You for Playing!

Who Wants to be



FA DOT-LAP-Aire?



Questions?



Contact Us

– **Christine Fasiska: Local Program Administrator**

(954) 777-4480

christine.fasiska@dot.state.fl.us

Sunshine Cayubit: Palm Beach County Program Coordinator

(954) 777-4691

sunshine.Cayubit@dot.state.fl.us

– **Helen James: Broward County Program Coordinator (Interim)**

(954) 777-4217

helen.james@dot.state.fl.us

– **Carlos Lemus: Martin, St. Lucie and Indian River Counties Program Coordinator**

(954) 777-4522

Carlos.Lemus@dot.state.fl.us

Thank
you for
joining
us!



FDOT District 4 Website Found at:

<http://www.dot.state.fl.us/projectmanagementof/office/Districts/D4LAP/D4LAP.shtm>