

Developing Project Timelines

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Governing Criteria and Standards

Project Classifications	Design Criteria and Standards	Specifications	Materials
<p><u>Class A</u> On the State (SHS) or National Highway Systems (NHS)</p>	<p>FDOT Design Manual and FDOT Standard Plans</p>	<p>FDOT Standard Specifications for Road & Bridge Construction</p>	<p>Samples Testing and Reporting Guide and FDOT Materials Manual</p>
<p><u>Class B – LAP ONLY</u> Off the SHS or NHS with an estimated construction value of \$10 million or greater.</p>	<p>FDOT Design Manual and FDOT Standard Plans</p>	<p>FDOT Standard Specifications for Road & Bridge Construction</p>	<p>Samples Testing and Reporting Guide and FDOT Materials Manual</p>
<p><u>Class C- LAP ONLY</u> Off the SHS or NHS 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 Design Manual and FDOT Standard Plans</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><u>Class D</u> Off the SHS or NHS, 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 criteria provided in Florida Greenbook</p>	<p>LAP Big 4 or approved Local Agency Specs</p>	<p>Local Agency materials testing process</p>

LAP Checklist Requirement No. 1

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

525-010-44
 PROGRAM MANAGEMENT
 11/17
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Project Title: _____
 Financial Management Number: _____
 Federal-Aid Project Number: _____
 Local Agency Name: _____
 Materials Certification and Acceptance (MAC) System Use Required (Yes/No): _____

Federal-Aid Highway (Yes/No): _____
 LAP Agreement Amount (\$): _____
 Scheduled Advertisement Date: _____
 Specifications Used: FDOT LAP Big Four Local Agency
 SHS/NHS Project (Yes/No): _____ If yes, identify System: _____

Requirement	Reference	Local Agency Responsibilities	District Monitoring Responsibilities	Requirement Location
1. Plan, Specification & Estimates (PS&E) Submittal	23 CFR 635.309(a) LAP Agreement – Section 16 LAP Manual National Environmental Policy Act (NEPA) Contract Administration Core Curriculum Manual, FHWA HIPA-30, October 2014	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 Greenbook. Local Agency uses its own Division 1 Specifications for all project types, but includes FDOT's Division 1 Specifications for Local Agencies in the bid document located on the Department's Specs on the Web page. LAP Classification A, B & C projects: Local Agency will use FDOT's Division II and Division III Specifications when the construction project is on the SHS, NHS, greater than \$10 million in total costs, or projects with bridges or box culverts as defined in the LAP Manual Ch. 19 & 20 . For LAP Classification D projects Local Agency will use FDOT's pre-approved Big 4 specifications for earthwork, concrete, asphalt, and landscaping items, or will seek FDOT approval for local agency specifications.	Review/approve signed and sealed PS&E package ROW Form# 575-095-05 date: _____ Executed Status of Environmental Certification and Determination received from DEMO. date: _____ Clear Letters received dates: _____ Utilities _____ Railroad _____ No Permits _____ Permits Req. _____	Signed and sealed PS&E Package and all Certifications must be uploaded to LAPIT prior to executing this Checklist. All permits issued must be submitted to the Department and incorporated into the PS&E Package.



Key Scheduling Items for Local Projects

Key items most often identified during or concurrent with a Design Phase:

- Right of Way Certification & related commitments
- NEPA actions and Environmental Certification & related commitments
- Railroad
- Utilities
- Permitting and/or special board review
- Premium Costs
- PS&E package updates prior to construction letting

Right of Way Certification

Examples of right of way activities:

- Acquisitions of real property interests, including donations, (i.e. fee simple, temporary or permanent easements).
- Relocation assistance to all persons & businesses required to move.
- Demolition of all structures and/or improvements, including encroachments, which have been removed or will be demolished at construction.
- Asbestos abatement of buildings or structures, including those to be removed at construction.

Commitments

Examples of citizen commitments:

- Relocation of fences or mailboxes
- Sidewalk connections on private property
- Relocation of signs for commercial businesses
- Removal or replacement of items encroaching on the right of way- sprinkler systems are very common!
- Access management



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NEPA Compliance

- All Federally funded projects must comply with NEPA.
- Projects converted to Federal funds must be evaluated for NEPA compliance and funding eligibility.
- Federal environmental permits will require evaluation under the Federal regulatory agency's NEPA process.
- A project cannot be submitted for Federal Authorization for construction without an executed Status of Environmental Certification Form.
- Certification must include the project limits and any proposed contractor staging/storage area (Checklist item #22)

Commitments



Examples of environmental commitments:

- Wetland remediation, tree replacement, mangroves
- Contamination assessments and mitigation
- Threatened and Endangered Species Surveys and relocations
- Archaeological observation during construction



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Railroad Coordination



All projects require a railroad certification:

<http://www.fdot.gov/programmanagement/LAP/Forms/Sample-RailroadCertificationMemo.doc>

Projects with railroad within the limits require:



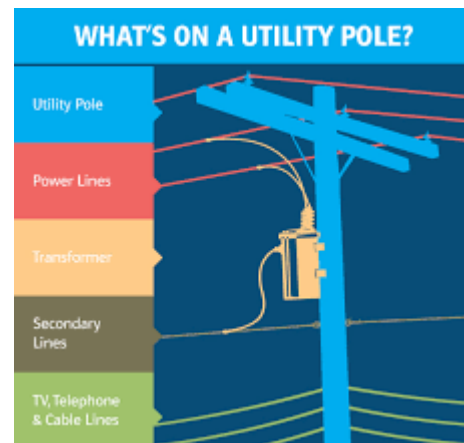
- Copies of agreements with railroads for construction, includes permits or easements negotiated with railroad.
- Copies of any railroad developed design for crossings as related to construction.

Utility Coordination



Common utility impacts:

- Relocation of existing permitted or easement protected utilities
- Replacement of existing public utilities such as water/sewer pipes concurrent with roadway construction
- Upgrade of existing public utilities such as water/sewer pipes concurrent with roadway construction



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Permitting and Other Board Review

Common permits or board reviews on local projects:

- Army Corp
- Water Management
- FDEP
- Access permits
- NPDES
- County or city environmental review boards
- Historic boards
- Downtown Associations that monitor zoning compliance with agency planning rules
- Citizen action or advisory groups

**Copies of all permits (or exceptions) must be included in the final PS&E package. Make sure your permit does not expire prior to estimated construction completion date!*

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Examples of Premium Costs

Patterned, decorative or stamped pavement/asphalt.



Patterned Pavement



Stamped Asphalt



Brick Pavers

- ❖ Federal funds- may participate, may require Public Interest Finding (PIF)
- ❖ State funds- may not participate, if desired requires Locally Funded Agreement (LFA)
- ❖ SHS- requires a maintenance agreement with the Local

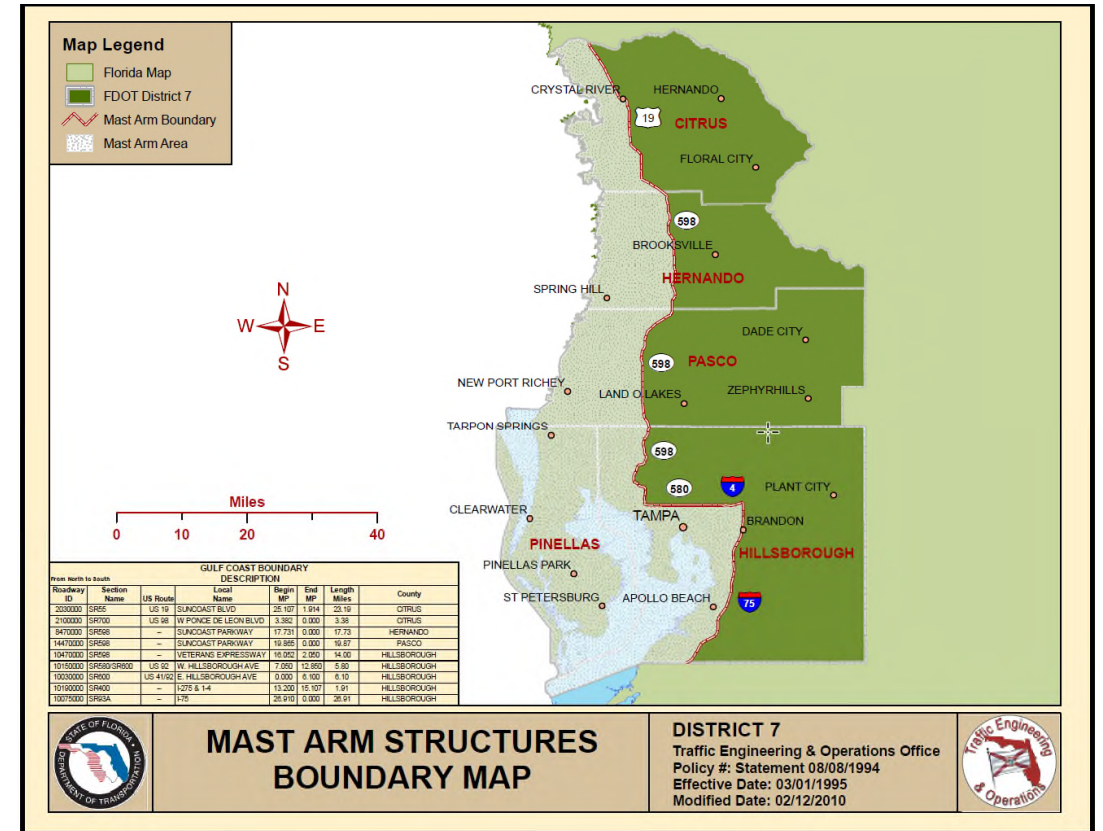
Examples of Premium Costs



Traditional Mast Arm = participating in the zone, local pays cost difference outside the zone



Decorative Mast Arm = Local pays cost difference



- ❖ All fund types- participating per your District Mast Arm Structures Boundary Map. Outside the boundary requires an LFA on Department delivered projects.

Examples of Premium Costs

Decorative lighting, decorative wayfinding.



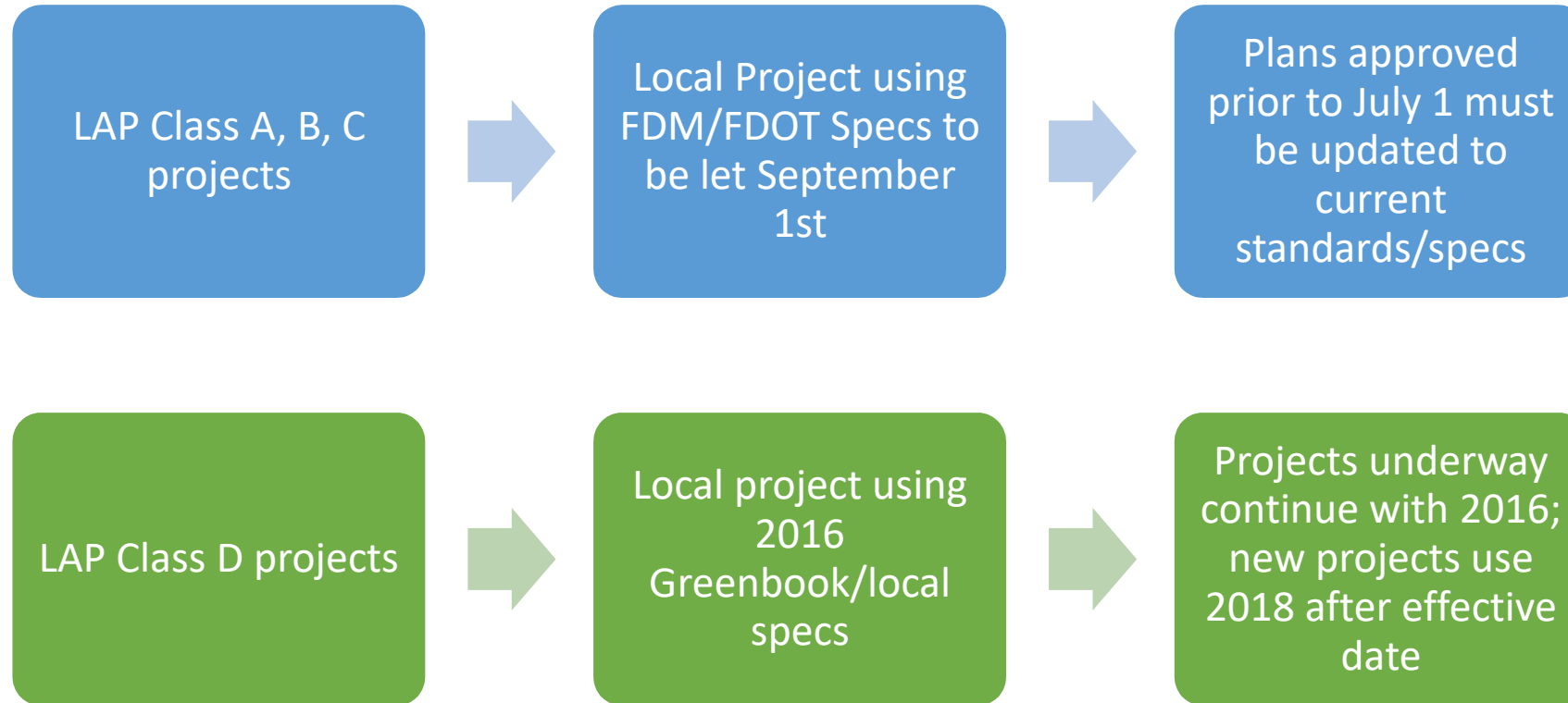
- ❖ Federal funds- may participate with PIF approved
- ❖ State funds- may not participate, if desired requires LFA
- ❖ SHS- requires a maintenance agreement with the Local

Key Scheduling Items for Local Projects

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PS&E Updates



- FDOT Standard Specifications are updated every 6 months, published January 1 and July 1.
- Florida Greenbook is updated once every two years. 2018 Florida Greenbook will be published in August 2018 and expected to complete rulemaking by the end of calendar year 2018.

Resources

LAP Website:

<http://www.fdot.gov/programmanagement/LAP/Default.shtm>

Design Website: <http://www.fdot.gov/design/>

Florida Greenbook:

<http://www.fdot.gov/roadway/FloridaGreenbook/FGB.shtm>