



INTEGRITY · COMMITMENT · EXCELLENCE

LAP 101

Your quick reference guide
to the Local Agency Program!

HOUSEKEEPING

- Restrooms
- Silence cell phones
- Emergency exit locations



Restrooms



Silence Cellphones



INTRODUCTION

Who am I?



Charles Reed

Patel, Greene and Associates

Municipal Project Manager

Why am I here?

- 16 years of LAP experience
- Assisted locals with invoicing, administration, design, construction, CEI, and audits

AGENDA

- **L**ocal **A**gency **P**rogram (LAP) glossary
- **Get Certified**
- **Project Selection**
- **G**rant **A**pplication **P**rocess (GAP) System
- **Project Classifications**
- **Design Process**
- **Project Certifications**
- **Project Solicitations**
- **Construction and CEI process**
- **Project Invoicing**
- **Helpful Links**



LOCAL AGENCY PROGRAM GLOSSARY



ADVERTISEMENT – “Solicitation” is the public announcement in a uniform & consistent manner, as required by law, inviting bids or proposals for work to be performed or materials to be furnished.



ALLOWABLE COSTS – Costs or prices based on estimated costs for contracts that are eligible for Federal Aid reimbursement.



AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 – Provide that no person shall on the grounds of disability be excluded from participation in, denied the benefits of, or subjected to discrimination under and program or activity, whether or not the program or activity receives Federal financial assistance.



AS-BUILTS – Contract plans (roadway) after construction is completed.



APPROVED PRODUCTS LIST (APL) – Products the Department has reviewed & found compliant with specifications & authorized for use on Florida streets & highways.



BUY AMERICA – FHWA policy that provides for domestic manufacturing process for any steel or iron products that are permanently incorporated in any project funded under Title 23.

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LOCAL AGENCY PROGRAM GLOSSARY



CHANGE ORDER – Document issued to amend or change the contract days and/or items/work granted under the original contract, or subsequent amendments, for construction activities.



CODE OF FEDERAL REGULATION (CFR) – The codification of the general and permanent rules published in the Federal Register by the departments/agencies of the Federal Government.



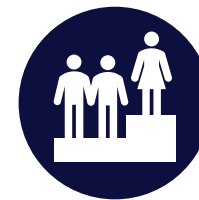
CONCURRENCE – Department review & acknowledgment of an action by the Local Agency agreeing the action is in compliance with policies and procedures.



DAVIS BACON – Applies to contractors & subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works



DEPARTMENT or FDOT – Florida Department of Transportation



DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM – USDOT program intended to remedy past discrimination & remove barriers to competition among disadvantaged businesses in Federal-aid contracting. Current goal is 10.67%.

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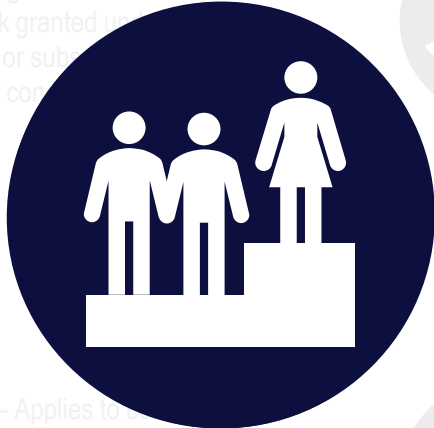
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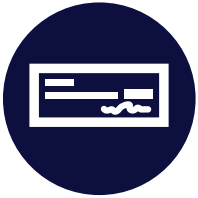


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LOCAL AGENCY PROGRAM GLOSSARY



DBE COMMITMENTS – Actual payments made to DBE firms on a FHWA assisted contract.



DISTRICT LOCAL PROGRAMS (LP) ADMINISTRATORS –

- District 1 – Lisa Brinson
- District 2 – Paul Webb
- District 3 – Maria Showalter
- District 4 – Mya Williams-Gray
- District 5 – Precious Lewis
- District 6 – Jessica Beck-Gallindo
- District 7 – Sara Clark



ENVIRONMENTAL DETERMINATION – Document used to determine the Class of Action in compliance with NEPA



EQUAL EMPLOYMENT OPPORTUNITY (EEO) – The absence of partiality or distinction in employment treatment so that the right of all persons to work & advance on the basis of merit, ability, and potential is maintained.



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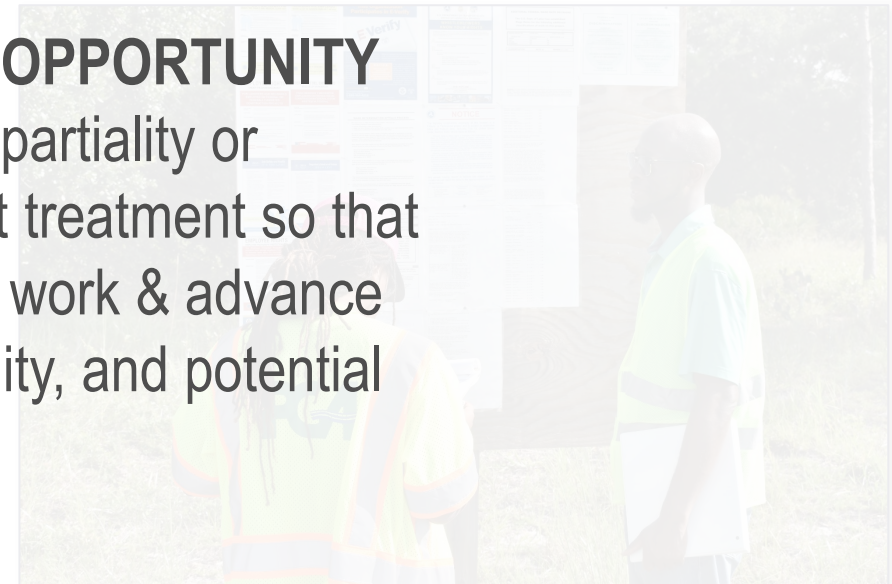
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EQUAL EMPLOYMENT

OPPORTUNITY (EEO) – The absence of partiality or distinction in employment treatment so that the right of all persons to work & advance on the basis of merit, ability, and potential is maintained.



LOCAL AGENCY PROGRAM GLOSSARY



EQUAL OPPORTUNITY COMPLIANCE (EOC) SYSTEM – Department database application required for use to report DBE information related to each consultant & construction contract awarded by a Local Agency in the delivery of LAP projects.



FEDERAL AUTHORIZATION – FHWA approval to provide funding for specific Federal Aid Highway Program (FAHP) transportation projects that represents FHWA's agreement to reimburse FDOT a proportionate share of eligible project costs incurred subsequent to the date of approval.



FEDERAL HIGHWAY ADMINISTRATION (FHWA) – provides technical expertise in various fields such as contract administration, quality assurance, innovative financing, and safety.



FHWA 1273 – Federal-aid construction & design build contract provisions that must be physically incorporated in each construction contract, subcontract, & lower tier subcontract funded under Title 23 & incorporated by reference for work done under any purchase order, rental agreement or agreement for other services.



FINAL ACCEPTANCE – Project engineer's written notice to a contractor that all work has been performed, all materials have been furnished, & the construction contemplated by the contract has been satisfactorily completed.

LOCAL AGENCY PROGRAM GLOSSARY



EQUAL OPPORTUNITY (EO) SYSTEM – application requiring DBE information consultant & consultant awarded by a Local Agency delivery of LAP projects



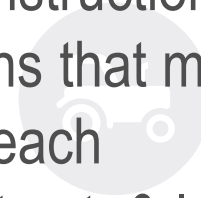
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LOCAL AGENCY PROGRAM GLOSSARY



FLORIDA GREENBOOK – The required design criteria and standards for local roadways in the State of Florida.



FORCE ACCOUNT – Per Chapter 255.20 F.S., local government performance of a project using its own services, employees, & equipment.



GRANT APPLICATION PROCESS (GAP) – Department grant management database that is required for use by subrecipients to both apply for and manage grant projects & by Department grant managers to perform functional monitoring & oversight of grant-funded projects.



INDEPENDENT STAFF HOUR ESTIMATE– “Man hour estimate” is a detailed estimated prepared by the Local Agency with an appropriate breakdown of the work or labor hours, types of labor classifications, direct & indirect costs, and consultant’s fixed fee for the defined scope.



LOCAL AGENCY PROGRAM (LAP) – Federal-aid subrecipient project delivery program & procedure established by the Department in the FDOT/FHWA Stewardship & Oversight Agreement.



LAP BIG 3 SPECIFICATIONS – Modified versions of the concrete, asphalt, & earthwork sections of the FDOT Standard Specifications for use on locally delivered projects.

LOCAL AGENCY PROGRAM GLOSSARY



FLORIDA GREEN
required design criteria
for local roadway
Florida.



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GET CERTIFIED



WHO'S ELIGIBLE TO BE LAP CERTIFIED?

- Counties
- Cities
- Expressway or transportation authority
- Special road or bridge districts
- Regional governmental units



WHAT ARE THE TYPES OF LAP CERTIFICATION?

- Project specific certification
- Full certification



WHAT ARE THE PRIMARY AREAS OF CERTIFICATION?

- Planning
- Design
- Construction/construction administration

PROJECT SELECTION

• THINGS TO CONSIDER:

- Does your project impact wetlands, historic areas, endangered species?
- Does your project require right-of-way?
- Does your project impact the railroad?
- Will your project be supported by the public?



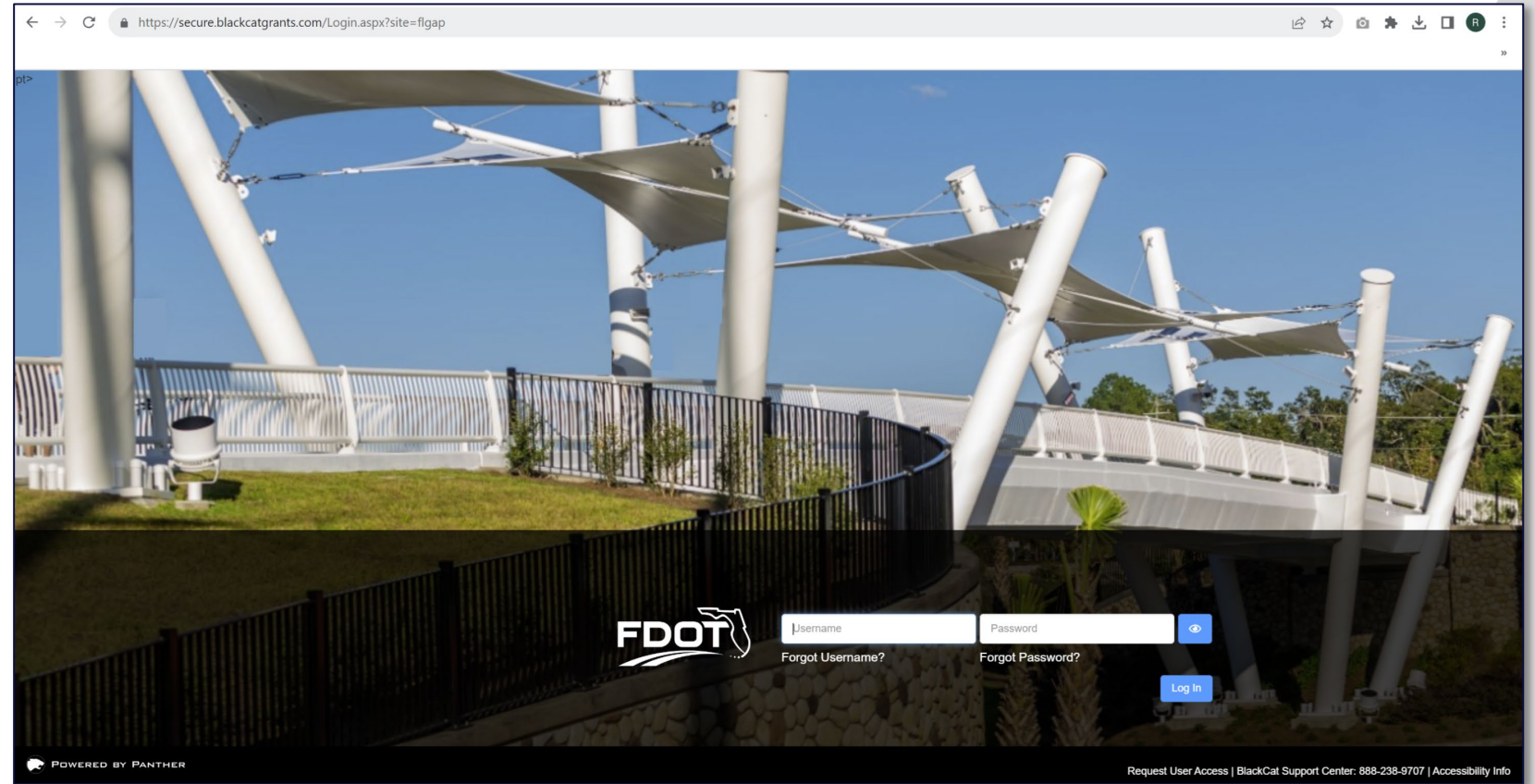
GAP SYSTEM

- **WHAT IS THE GAP SYSTEM?**

- Grant Application Process (GAP):
The Department's grant management system

- **WHAT IS GAP USED FOR?**

- Apply for funding
- Check the status of funding applications
- Track budgets
- Request reimbursements
- Store project documents



LAP PROJECT CLASSIFICATIONS

1

CLASS A

- On the State Highway System (SHS) or National Highway System (NHS)
- FDOT Design Manual
- FDOT Specs

2

CLASS B

- Off the SHS & NHS with an estimated construction value of \$10 million or greater.
- FDOT Design Manual
- FDOT Specs

3

CLASS C

- Off the SHS & NHS & includes structural components inclusive of a vehicular bridge, a pedestrian bridge over a roadway, or a box culvert that meets the definition of a bridge.
- FDOT Design Manual, structures items
- Florida Greenbook, non-structures items
- FDOT Specs, structures items
- LAP Big 3 or Local Agency Specs

4

CLASS D

- Off the SHS and NHS; may include structural components inclusive of pedestrian bridges not over a roadway, bridges on multi-use paths not over a roadway, & box culverts that do NOT meet the definition of a bridge.
- Florida Greenbook
- LAP Big 3 or Local Agency Specs

DESIGN PROCESS

• DELIVERABLES:

- Signed and sealed plans, specifications, and estimate.
- Professional Services Checklist (if phase 68 is funded).
- Construction Checklist
- Project Certifications/Clearances (R/W, Environmental, Utility)

• PROJECT SPECIFICATIONS:

- Class A, Class B, & the structural components of Class C projects – FDOT Specs
- All On-system (State Road) & National Highway System projects must use FDOT Specs
- Class C (non-structural) & Class D projects – Big 3 LAP Specs

Home	Submittal	Assignments	Reports	Settings
2 Action Items	Fin Proj	My Role	Comment Status	Comment Due Date
	Comment: 441094-1-58-01 (D7)	Page 4, Reg 20 - revise requirement location to include pg 74, se...	RESPONSE SUBMITTED	5/25/2022
	Submittal Description: 439772-1-58-01 (D7)	Const. Checklist (Reg 34) - add page 189 to Requirement Location	RESPONSE SUBMITTED	9/26/2022
	Comment: 441801-1-54-01 (D7)	ITB - missing language regarding records being retained for a minimum of...	RESPONSE SUBMITTED	1/31/2023
	Submittal Description: 441801-1-54-01 (D7)	ITB - missing language regarding "An entity or affiliate who has h...	RESPONSE SUBMITTED	1/31/2023
	Comment: 441801-1-54-01 (D7)	Solicitation, pg 10, A.2 - revise RFG Schedule dates	RESPONSE SUBMITTED	2/2/2023
	Submittal Description: 449181-1-54-01 (D7)	Prof. Services Checklist - Reg 5a - add pg 15, section A'	RESPONSE SUBMITTED	2/2/2023
	Comment: 449181-1-54-01 (D7)	Prof. Services Checklist - Reg 5d - revise pg 8 to pg 10 in both locatio...	RESPONSE SUBMITTED	2/2/2023
	Submittal Description: 449181-1-54-01 (D7)	ITB cover - "Area" is misspelled on the cover page	COMMENT NOT SUBMITTED	2/2/2023
	Comment: 449181-1-54-01 (D7)	ITB cover - please add FPD "449181-1-54-01" to the cover page	RESPONSE SUBMITTED	2/18/2023
	Submittal Description: 449181-1-54-01 (D7)	ITB page 2 - "Area" is misspelled in the heading	RESPONSE SUBMITTED	2/18/2023
	Comment: 449181-1-54-01 (D7)	ITB page 3 - "Area" is misspelled in the heading	RESPONSE SUBMITTED	2/18/2023
	Submittal Description: 449181-1-54-01 (D7)	ITB - language regarding records being retained for a minimum of 5 year...	RESPONSE SUBMITTED	2/18/2023
	Comment: 449181-1-54-01 (D7)	ITB - language regarding respondents not being an entity or affiliate w...	RESPONSE SUBMITTED	2/18/2023
	Submittal Description: 449181-1-54-01 (D7)	ITB - language regarding an entity or affiliate who has had its C...	RESPONSE SUBMITTED	2/18/2023
	Comment: 449181-1-54-01 (D7)	ITB - language regarding Section 2746 of the Immigration an...	RESPONSE SUBMITTED	2/18/2023
	Submittal Description: 449181-1-54-01 (D7)	ITB - language regarding responder agreeing to comply with Sectio...	RESPONSE SUBMITTED	2/18/2023
	Comment: 437928-1-54-01 (D7)	Const. Bid Docs, pg 45, sect 6.5 - add the Florida Department of Transp...	RESPONSE SUBMITTED	3/13/2023

PROJECT CERTIFICATIONS

- **WHAT CERTIFICATIONS DO YOU NEED?**
 - LAP Right-of-Way Certification
 - Utility Clearance Certification
 - Environmental Determination Worksheet
 - Proprietary Product Approval



PROJECT CLOSEOUT (DESIGN)

- **DELIVERABLES:**

- Signed and sealed plans, specifications, and estimate
- Construction Checklist
- Project Certifications/Clearances (R/W, Environmental, Utility)
- FDOT Local Programs Coordinator has received Federal Authorization
- Final Design Invoice (if phase 38 is funded)
- FDOT Local Programs Coordinator will issue Construction Notice to Proceed



PROJECT SOLICITATION (PROFESSIONAL SERVICES)

- **SOLICITATION REQUIREMENTS:**

- Publicly announce projects in a uniform and consistent manner pursuant to Section **287.005(3)(a)1, F.S. and 23 CFR 172.7(a)(1)(i)**
- Announce projects via a public forum (newspaper ad, DemandStar, etc.)
- Must be posted a minimum of 14 days and include a submittal deadline.
- Addenda to the solicitation must be reviewed & approved by the FDOT prior to issuance.
- The procurement officer or point of contact for questions must be a single individual who will not serve on the selection committee.



PROJECT SOLICITATION (PROFESSIONAL SERVICES)

SINGLE STEP PROCESS OR REQUEST FOR PROPOSAL PROCESS (RFP)	TWO-STEP PROCESS OR REQUEST FOR QUALIFICATIONS PROCESS (RFQ)
General Project Description	Detailed Project Description
General Scope of Services	Detailed Scope of Services
Qualifications Requirements, including FDOT Prequalification Work Types, if applicable.	Qualification Requirements, including FDOT Prequalification Work Types, if applicable.
Consultant Response Due Date	Evaluation Criteria
Access to the RFP to all interested consultant firms via website address, email address, telephone, physical address, etc.	Description of the procurement process including selection schedule and response due date.
	Instructions for how to submit responses by the due date.

PROJECT SOLICITATION (CONSTRUCTION SERVICES)

- **Projects not requiring a FDOT prequalified contractor:**
 - Local Agency complies with minimum 3-week regional advertisement.
 - **255.0525 F.S.** Project cost more than \$200k shall be publicly advertised at least once in a newspaper of general circulation in the county and/or regionally where the project is located at least 21 days prior to the established bid opening & at least (5) days prior to pre-bid conference.
 - **255.0525 F.S.** Project cost more than \$500k shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least (30) days prior to the established bid opening & at least (5) days prior to pre-bid conference.
- **Projects requiring a FDOT prequalified contractor:**
 - Local Agency complies with minimum 3-week regional advertisement.
 - **337.11(3)(a) F. S.** requiring (2) newspaper advertisements for all contracts under \$250k or any contract less than \$500k that has prequalification requirements waived.
 - **337.11(3)(b) F.S.** requires that on all construction contracts greater than \$250k, the bid solicitation notice is provided to all prequalified contractors at least (2) weeks before the date bids are scheduled to be received.

PROJECT SOLICITATION (CONSTRUCTION SERVICES)

• THINGS TO NOTE:

- Bidding opportunities will be given on a nondiscriminatory basis to all qualified bidders regardless of State of LA boundaries, race, gender, color, religion, age, disability, marital status, or national origin.
- No bidder will be disqualified or prevented from competitive bidding by restricting the purchase of a surety bond or insurance policy from any surety or insurer outside the state who is authorized to do business with the State of Florida.
- Negotiations with contractors are not permitted during the advertisement, award, or execution periods of the construction contracting process.
- All bid addendums must be reviewed & receive concurrence from FDOT prior to issuance.
- The LA will publicly open and announce all bids it receives by total amount in accordance with the terms of the advertisement.
- After the bid opening, the LA must verify all bidders are responsive & responsible.
- The LA must prepare the bid tabulations showing the item details & total bid for all responsible bidders.
- The LA must submit the bid tabulations & all backup documentation to the FDOT in selecting the lowest, responsive, responsible bidder.
- FDOT will review and concur with the award recommendation in writing.

CONSTRUCTION & CEI PROCESS

- **CONSTRUCTION EXPECTATIONS:**
 - Preconstruction Meeting
 - Project Progress Meetings
 - Daily Inspection Reports
 - Contract Changes (require prior FDOT approval)
 - Progress Payments
 - Use of Materials on the Approved Products List (APL)



**Ringling Boulevard and Orange Avenue Roundabout (LAP Project)
City of Sarasota**

Source: <https://sarasotanewsleader.com/city-of-sarasotas-art-in-the-roundabouts-program-honored-by-institute-of-transportation-engineers/>

PROJECT CLOSEOUT (CONSTRUCTION)

- **SUBMITTALS:**

- Final Inspection & Acceptance
- Final EEO Compliance Review
- Final Construction Reimbursement Request
- Records Retention



Legacy Trail Ped. Overpass at Laurel Rd. (LAP project)
FDOT District One | Sarasota County
FES Myakka Chapter Project of the Year

PROJECT INVOICING

- **FREQUENCY:**
 - Quarterly (minimum)
- **REQUIRED DOCUMENTATION:**
 - Identify eligible costs
 - Local Programs Invoicing Template
 - Local Programs Progress Monitoring Status Report
 - Invoice from consultant or contractor
 - Proof of payment to consultant or contractor
 - Supporting documentation
- **REQUIRED DOCUMENTATION (Force Account):**
 - Local Programs Invoicing Template
 - Local Programs Progress Monitoring Status Report
 - Employee timesheets, payroll, receipts for direct expenses



HELPFUL LINKS

- **Local programs homepage**
 - [LP Home Page \(fdot.gov\)](#)
- **Grant Application Process**
 - [Florida Gap - Log In \(blackcatgrants.com\)](#)
- **List of certified agencies**
 - [LAP Certified Agencies \(fdot.gov\)](#)
- **FHWA 1273**
 - [LAP Certified Agencies \(fdot.gov\)](#)
- **Roadway design office (publications)**
 - [Office of Design Documents and Publications \(fdot.gov\)](#)



**Scan this QR code to email
Charles Reed for more info!**
