

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

2015 APPLICATION CYCLE



FDOT – DISTRICT 4: LAP CONTACT INFORMATION

Local Agency Program for Federal Aid Projects

Christine Fasiska:	Local Agency Program Administrator – (954) 777-4480
Helen James:	Broward County – (954) 777-4691
Yanique Hopkins:	Palm Beach – (954) 777-4561
Carlos Lemus:	Martin, St. Lucie, and Indian River – (954) 777-4522
Daryl Schneider:	Application Support for All Counties – (954) 233-4919

MAP - 21

Moving Ahead for Progress in the 21st Century

- Established the new Transportation Alternatives Program (TAP). Combines the previous separately funded programs: Transportation Enhancements and Safe Routes to School (SRTS).

2015 APPLICATION CYCLE FUNDING

FISCAL YEAR 2018/19

County	Fiscal Year 18/19 Funding Estimate	Last Year's Estimate
Broward	\$4,417,540	\$4,407,749
Palm Beach	\$3,188,045	\$3,159,707
Martin	\$362,191	\$359,853
St. Lucie	\$654,151	\$650,915
Indian River	\$464,936	\$458,174

**SIMILAR FUNDING TO LAST CYCLE
(FIGURES ABOVE ARE SUBJECT TO CHANGE)**

TAP is a cost-reimbursement program, NOT a grant.

PROJECT ELIGIBILITY

ELIGIBLE PROJECTS

1. On-road and off-road facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
2. Infrastructure-related projects and systems that will provide safe routes for non-drivers to access daily needs
3. Conversion of abandoned railroad corridors for trails
4. Construction of turnouts, overlooks, and viewing areas
5. Community improvement activities
6. Environmental mitigation activities
7. Safe routes to school program



ON- AND OFF-ROAD FACILITIES FOR NON-MOTORIZED FORMS OF TRANSPORTATION



- Sidewalks, Crosswalks, Curb Ramps
- Bicycle Infrastructure
- Pedestrian & Bicycle Signals

ELIGIBILITY

INELIGIBLE ACTIVITIES:

- Replacement or reconstruction of existing facilities.
- Routine maintenance.

ON- AND OFF-ROAD FACILITIES FOR NON-MOTORIZED FORMS OF TRANSPORTATION (CONT'D.)



- Traffic Calming
- Safety Related Infrastructure, Pedestrian Level Lighting
- ADA Compliance Required!

ELIGIBILITY

INELIGIBLE ACTIVITIES:

- Routine maintenance.
- Landscaping only projects.

INFRASTRUCTURE RELATED PROJECTS AND SYSTEMS TO PROVIDE SAFE ROUTES FOR NON-DRIVERS



- Children
- Older Adults
- Individuals with Disabilities



ELIGIBILITY

CONVERSION OF ABANDONED RAILROAD CORRIDORS

- Trails for pedestrians, bicycles, and other non-motorized users

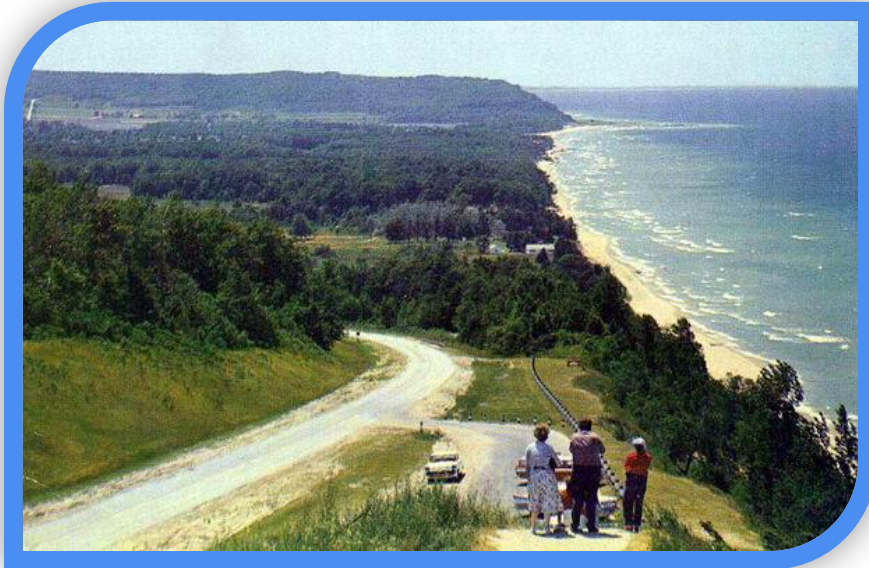


ELIGIBILITY

INELIGIBLE ACTIVITIES:

- Acquisition of corridor or easement.
- Routine maintenance of existing corridors.

CONSTRUCTION OF TURNOUTS, OVERLOOKS, AND VIEWING AREAS



- Includes related lighting, interpretation, and pedestrian amenities

ELIGIBILITY

INELIGIBLE ACTIVITIES:

- Acquisition of easement or site.
- Development of tourist/welcome center.
- Landscaping only.

COMMUNITY IMPROVEMENT ACTIVITIES



- Inventory, control, or removal of outdoor advertising
- Preservation and rehabilitation of historic transportation facilities
- Vegetation management to improve roadway safety, prevent invasive species, and provide erosion control
- Archaeological activities relating to impacts from implementation of a transportation project

ELIGIBILITY

INELIGIBLE ACTIVITIES:

- Creation of transportation museums.
- Archaeological planning.

ENVIRONMENTAL MITIGATION ACTIVITIES



- Pollution prevention
- Pollution abatement
- Mitigation to address:
 - Stormwater management and control
 - Prevention of water pollution related to highway construction or runoff
 - Reduction in vehicle-caused wildlife mortality
 - Restore and maintain connectivity among terrestrial or aquatic habitats

ELIGIBILITY

OTHER INELIGIBLE PROJECTS

The following activities are NOT included:

1. Pedestrian and bicycle safety and education (*except those targeting children in grades K-8 under SRTS*)
2. Historic preservation as an independent activity
3. Promotional activities (*except those targeting children in grades K-8 under SRTS*)
4. General recreation and park facilities: playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
5. Projects in 5 year work program
6. Recent construction

APPLICATION PROCESS

WHERE TO FIND D4 APPLICATION INFO

Production Support / Local Agency Program (LAP) / D4 LAP

D4 LAP



District Four Local Agency Programs

Christine Fasiska
Local Program Administrator
(954) 777-4480

Helen James
Broward County Program Coordinator
(954) 777-4619

Yanique Kelly
Palm Beach County Program Coordinator
(954) 777-4561

Carlos Lemus
Martin, St. Lucie, and Indian River Counties Program
Coordinator
(954) 777-4522

District Four LAP Gazette

- 2013-08: Proprietary Products
- 2012-04: Local Program Gazette Schedule 7-12
- 2012-01: Permits
- 2011-08: Florida Substitute W-9
- 2011-07: Kickoff Package
- 2011-06: Change Orders



District Four Best Management Practices

- 2015 Transportation Alternatives Program (TAP) Application Materials
- 2015 County Incentive Grant Program (CIGP) Application Materials
- 2015 Small County Outreach Program (SCOP) Application Materials
- 2015 Transportation Regional Incentive Program (TRIP) Application Materials
- Blue Folder Layout
- 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

Website:

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

APPLICATION PACKAGE



Completed Application Checklist



Completed Application



Aerial Location Map



Scope of Work



Typical Section

The application announcement includes formats for each.



APPLICATION PACKAGE (CONT'D.)



Right-of-Way Ownership Verification



Plats, Deeds, Prescriptions, Certified Surveys and/or Easements



Detailed Cost Estimate Spreadsheet

(Prepared and Signed by a Professional Engineer from the Agency's Engineering Office)

The application announcement includes formats for each.



APPLICATION PROCESS

- Fill out the standard application with:
 - General Information
 - Selection of at least one Qualifying Activity
 - Project Description
 - Location Map
 - Detailed Scope of Work
 - Typical Section
 - Right-of-Way Verification
 - Right-of-Way Documents (Maps, Plats, Deeds, etc.)
 - Related Project Work Phases (Previous Work Completed or Underway)
 - Detailed Cost Estimate (PREPARED AND SIGNED BY A PROFESSIONAL ENGINEER FROM THE LOCAL AGENCY'S ENGINEERING OFFICE)

RIGHT OF WAY

- No Right-of-Way Acquisition is permitted (including easements)
- Public ownership must be identified at time of application
- Application must include Right-of-Way Maps, Plats, Deeds, Prescriptions, Certified Surveys, and/or Easements to document ownership

APPLICATION PROCESS: PROJECT IMPLEMENTATION

- Application is to include method of design and CEI
 - In-house; FDOT Pre-qualified; Non-FDOT pre-qualified
- All work on design and CEI work on critical projects must be performed by a FDOT pre-qualified consultant
 - Critical projects are those greater than \$10 million, include work on a structure, or are on the state highway system
- Design and CEI consultants shall not be the same



COST ESTIMATE

- TAP project funds requested must be at least \$250,000
- The cost estimate is to be prepared and signed by a Professional Engineer from the Local Agency's Engineering Office
- TAP \$\$ used to fund Construction, Construction Engineering and Inspection (CEI) Activities, FDOT In-house Support Activities, and FDOT CEI Oversight

COST ESTIMATE (CONT'D.)

- Local Funds will be needed for all non-eligible items, contingency activities, and any costs in excess of the awarded TAP allocations
- REMEMBER: A project becomes “federalized” as soon as there is any intent to use federal funds in any phase
- A “federalized” project must follow federal regulations under the Federal Uniform Relocation Assistance and Acquisition Policies Act




COST ESTIMATE (CONT'D.)

- Links to the FDOT Basis of Estimates Manual and Historical Cost Information have been included on the application
 - Every effort should be made to create the cost estimate based on standard FDOT Pay Items
 - Standard FDOT Pay Items are required for Critical Projects

COST ESTIMATE (CONT'D.)

Basis of Estimates Manual



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Specifications and Estimates

Specifications and Estimates / Estimates

Basis of Estimates Manual





2015 Basis of Estimates Manual

- Registration for updates is available through the [Contact Database](#).
- Check the [Estimates Bulletins](#), and [Roadway Design Bulletins](#) for updates
- Contact [Basis of Estimates Coordinator](#) by e-mail or submit [Comments and Corrections](#) to report any errors.

Chapters | Appendix

Note: File Size varies from 8kb - 4.3Mb. Larger files (>1 MB) noted below.
The reports below can be opened/viewed in either Adobe PDF 9 or higher, or Microsoft Excel 2003 or higher. **Free**


 Adobe download. **Free**  viewer download.

Website:

<http://www.dot.state.fl.us/specificationoffice/Estimates/BasisofEstimates/BOEManual/BOEOnline.shtm>


COST ESTIMATE (CONT'D.)

Historical Cost and Other Information



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Specifications and Estimates

Specifications and Estimates / Estimates



Historical Cost and Other Information



Greg Davis, State Estimates Engineer
Phone: (850) 414-4170
Fax: (850) 414-4199

Pay Item Cost History - (Averages below represent bid prices on Construction projects only)

Cost Per Mile Models for **Long Range Estimates** are available on the LRE page.

The reports below can be ran in either Adobe PDF or Microsoft Excel 2003 or higher. **Free**  **download.** **Free**  **viewer**

Website:

<http://www.dot.state.fl.us/specificationsoffice/Estimates/HistoricalCostInformation/HistoricalCost.shtm>

COST ESTIMATE (CONT'D.)

- Fill out the detailed cost estimate in Excel

[illegible]

COST ESTIMATE (CONT'D.)

- Fill out the detailed cost estimate in Excel

[illegible]

ENGINEERS COST ESTIMATE

[illegible]

COST ESTIMATE (CONT'D.)

- On the next tab of the spreadsheet, the following spreadsheet is generated
- Copy and paste it into the application

Item Description	Cost \$
*(A) Total Construction Cost Estimate ⁽¹⁾	\$0
*(B) Cost Estimate of Eligible (participating) items ⁽²⁾	\$0

Funding Breakdown	Fund Source	Cost \$
*(C) FDOT In-House Design Support (phase 31) ⁽³⁾	TAP	\$5,000.00
*(D) (Critical projects only) FDOT In-House Design Support (phase 31) ⁽³⁾	TAP	\$0
*(E) FDOT In-House Construction Support (phase 61) ⁽³⁾	TAP	\$5,000.00
*(F) (Critical projects only) FDOT In-House Construction Support (phase 61) ⁽³⁾	TAP	\$0
*(G) TAP funds requested for Construction (phase 58)	TAP	\$0
*(H) Local Funds for Construction and Contingency (phase 58)	LF	\$0
*(I) Local Funds for Contingency (required)	LF	\$0
*(J) CEI (phase 68 - optional) ⁽⁴⁾	TAP	\$0
*(K) Construction Engineering & Inspection Activities (CEI) ⁽⁴⁾	LF	\$0
*(L) Transit Related projects FTA 10% administrative fees ⁽⁵⁾	LF	\$0
*(M) FDOT Oversight CEI (3% of TOTAL Construction Cost) (phase 62) ⁽⁶⁾	TAP	\$0

Funding Summary	
*(N) Total TAP funds	\$0
*(O) Total LF funds	\$0
*(P) Total Funds	\$0

*Letters before the descriptions in the cost estimate above relate to the detailed cost estimate spreadsheet (Cost_Estimate.xlsx) and should match the corresponding figures exactly.

** Use of the term TAP represents the actual funding codes of TALT, TALU and TALL.

COST ESTIMATE (CONT'D.)

All projects must include the following, to be paid for with TAP funds:

- \$5,000* for FDOT In-House Design Support (Phase 31)
- \$5,000* for FDOT In-House Construction Support (Phase 61)
 - * **Critical** projects will require \$7,000 each for phase 31 and 61.
- 3% FDOT Oversight of CEI (Phase 62)
 - Based on the ENTIRE PROJECT COST, including Local Funds added
- These phases make the TAP Program self-sustaining


COST ESTIMATE (CONT'D.)

- You **MUST** request CEI funds (Phase 68) at the time of application.
- If you do not, you cannot take advantage of low bids!
- There is a default of 12% of construction costs on the spreadsheet

SAFE ROUTES TO SCHOOLS (SRTS)

PROCESS FOR SAFE ROUTES TO SCHOOL (SRTS)

APPLICATIONS

1. Fill out the basic information on the application and identify your project as Safe Routes to School (SRTS)
 2. Fill out the appropriate SRTS application: infrastructure or non-infrastructure
 3. District evaluation team will determine eligibility
 4. Safety office reviews SRTS components
 5. All SRTS candidate projects sent to Central Office for Review
 6. Un-funded projects may receive funding from Central Office
- 

SAFE ROUTES TO SCHOOL (SRTS) CONTACTS

Infrastructure

Gilbert Soles

Traffic Safety Program Manager

gilbert.soles@dot.state.fl.us

954-777-4358


Non-infrastructure

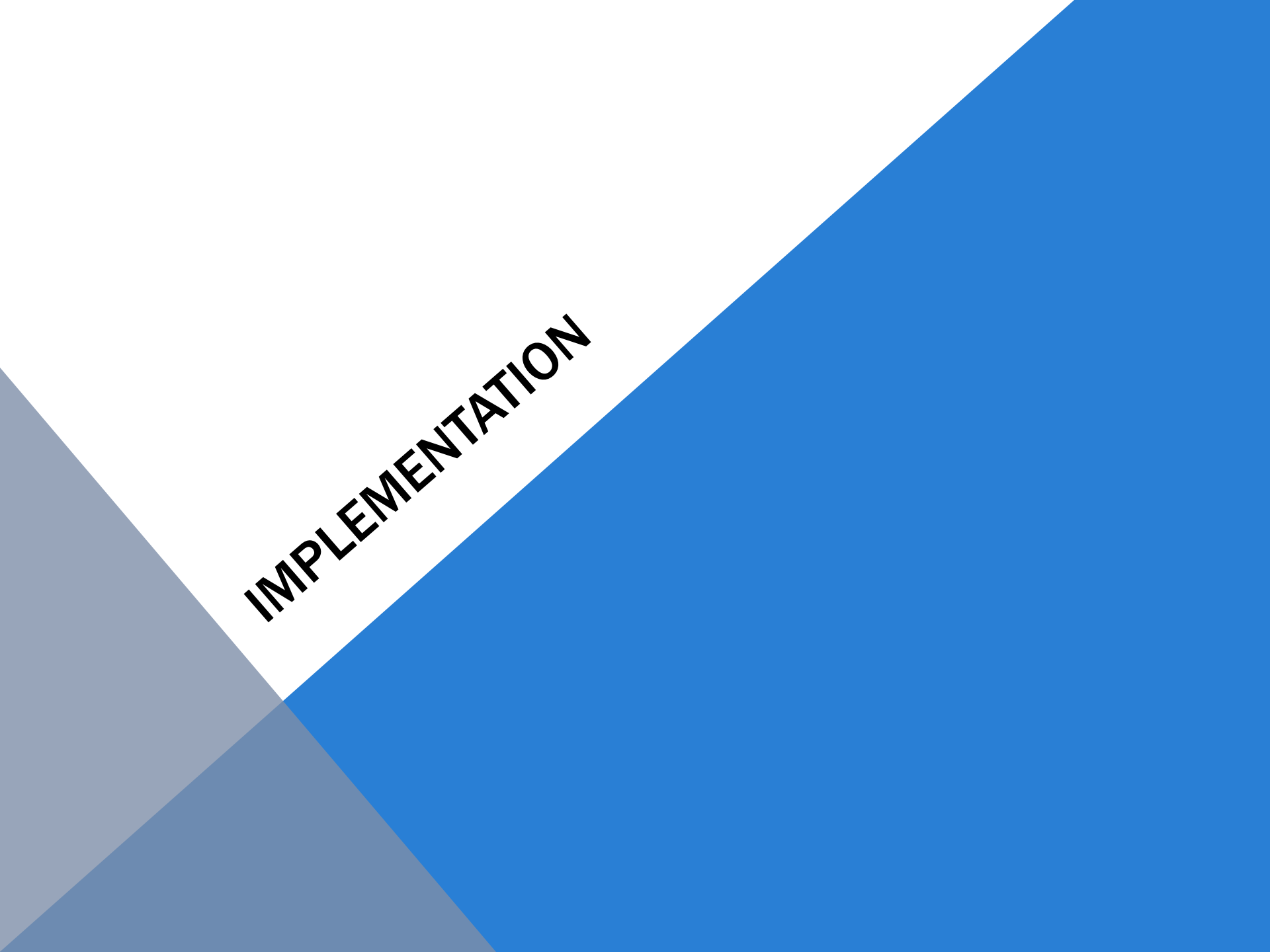
Carmen Pullins

CTST Coordinator

carmen.pullins@dot.state.fl.us

954-777-4361



The background consists of several overlapping triangles. A large blue triangle occupies the right half of the image. On the left, there are grey triangles of varying shades, some overlapping the blue one. The word 'IMPLEMENTATION' is written in black, bold, uppercase letters, rotated 45 degrees counter-clockwise, and positioned in the white space between the grey and blue areas.

IMPLEMENTATION

PROJECT SCHEDULES

- If your project is selected, deemed eligible, and programmed you will receive a pdf of the expected schedule with key milestone dates
- Projects are scheduled for a specific day and month – NOT just the year
- Monthly schedule updates are required to ensure the project is on track
- Agency Submittal items identified
 - Preliminary Submittal
 - 30% Plan Submittal (INITIAL)
 - 90% Plan Submittal (CONSTRUCTABILITY)
 - 100% Plans and Bid Documents (PRODUCTION)
- Schedule float goal = zero
- Negative Float > 2 months – must meet with us
- Need your help for projects with more than 40 days of negative float.
- Inability to enter into an agreement in the programmed year, FDOT will release funds to District Funds
- If you miss your Production Date, you could lose the funding

LAP CERTIFICATION

- To receive TAP funds, Agency must be LAP Certified
- LAP Certification demonstrates the ability to administer Federal-aid projects based on:
 - Processes
 - Procedures
 - Qualifications of Staff/Team
- Inability to receive LAP certification by Preliminary Phase Submission could result in loss of TAP funds


Lap Certification Workshops are held as needed



LAP CERTIFICATION TYPES

- Full – County Governments
 - Departments within the County operate under the **same** certification
- Project Specific – Cities, Towns, and Villages
- LAP Certification Package Submitted at Preliminary Phase
 - Administrative Checklist
 - Project Construction Narrative

WHERE TO FIND THE ADMINISTRATIVE CHECKLIST



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Local Agency Program (LAP)

**State Local Program
Administrator**
Lorraine Moyle


*Florida Department of
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LAP Training		LAP Community of Practice

Website:

<http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm>

WHERE TO FIND THE ADMINISTRATIVE CHECKLIST



Certification

525-010-43	Local Certification Qualification & Administrative Operations Checklist	PDF Form Word Form
Title VI & Non	Sub-Recipient Compliance Assessment Tool (SCAT Form)	PDF Form
Title VI & Non	Nondiscrimination Handbook for Local Agencies	PDF Form
Title VI & Non	Handbook Attachment A, Authorities and References	PDF Form
Title VI & Non	Handbook Attachment B, Title VI/Nondiscrimination Policy Statement	PDF Form
Title VI & Non	Handbook Attachment C, Sample Nondiscrimination Policy and Plan for Local Agencies	PDF Form
Title VI & Non	Handbook Attachment D, Sample Disadvantaged Business Enterprise (DBE) Statement	PDF Form



Website:

<http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm>

ADMINISTRATIVE CHECKLIST

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**LOCAL CERTIFICATION QUALIFICATION AGREEMENT AND ADMINISTRATIVE OPERATIONS
 CHECKLIST**

525-010-43
 PRODUCTION SUPPORT
 09/13
 Page 1 of 4

Local Agency: _____

Requirement	Regulatory References	Local Agency Responsibility	District Responsibilities	Certification Package Reference
Local Agency Staff Qualifications	23 CFR 635.105, LAP Manual Chapter 3, Chapter 14-75 Florida Statutes	<p>Provide FDOT with resumes for personnel applicable to the areas where certification is requested. Review Chapter 3 of the LAP Manual for specific requirements. Complete the Local Agency Program Certification and Recertification computer based training. The training can be accessed at http://wbt.dot.state.fl.us/ois/LocalAgency/default.htm. This is required for all project managers and recommended for all staff involved in LAP.</p> <p>Designate a Disadvantage Business Enterprise (DBE) Liaison Officer, Title VI Officer, Equal Employment Opportunity (EEO)/Affirmative Action Officer, and Americans with Disabilities Act (ADA) Coordinator.</p>	Review resumes to ensure adequate experience and compliance with references.	<p>States where it is!</p> <p>Page?</p> <p>Doc?</p>
Sub-recipient Compliance Assessment	Title VI of the Civil Rights Act	<p>Complete a sub-recipient compliance assessment (Contact Central Office for assessment tool).</p> <p>Provided FDOT with a signed Title VI Assurance and Policy Statement. (samples can be obtained from Central Office).</p>	Review assessment for compliance with Title VI and document assurances	Assessment Date:
Advertising for Bids	23 CFR 635.112(d) (e)(f)(g)(h), 49 CFR 18.36	<p>Provide FDOT with a copy of the Local Agency's advertising for bid and award procedure. The Local Agency shall advertise authorized projects a minimum of 3 weeks. If the Local Agency will use design build, a Local Agency must develop a process that includes the solicitation for proposals including the submission, modification, revision and withdrawal of proposals.</p> <p>Nondiscriminatory bidding procedures shall be afforded to all qualified bidders regardless of National, State or local boundaries and without regard to race, color, religion, sex, national origin, age, or handicap</p>	Review procedures for compliance with references and Chapter 22.	

ADMINISTRATIVE CHECKLIST SIGNATURE PAGE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL CERTIFICATION QUALIFICATION AGREEMENT AND ADMINISTRATIVE OPERATIONS
CHECKLIST

525-010-43
PRODUCTION SUPPORT
09/13
Page 4 of 4

Local Agency Executive : I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist and that this Local Agency is committed to participation in the Local Agency Program. I understand that the Local Agency's continued participation in this program is based on its satisfactory performance.

Person In Charge

Signature

City Manager or Similar

Position Title

Local Agency Signature

Name (Printed)

5\5\2015

Date

District LAP Administrator or Designee: I hereby certify that the above mentioned Administration Operations has been reviewed by the District LAP Certification Task Team and I recommend certification of this agency in the areas and processes shown below on Full Certification ☐ or Project Specific Certification ☐

The Local Agency is certified in the following functional Areas: ☐ Planning ☐ Design ☐ Construction/Administration
The Local Agency is certified in the following Processes: ☐ Consultant Acquisition ☐ Project Bid and Award

Christine M. Fasiska

Signature

Local Agency Program Administrator

Position Title

Christine M. Fasiska

Name (Printed)

8\11\2015

Date

District Secretary or Designee: I approve the certification of this Local Agency.

Jim Wolfe

Signature

District Secretary

Position Title

Jim Wolfe

Name (Printed)


8\11\2015

Date

OTHER IMPORTANT FORMS AND CHECKLISTS


PROFESSIONAL SERVICES CHECKLIST

FORM 525-010-49: Utilized for the Construction Engineering and Inspection (CEI)



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Website:

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PROFESSIONAL SERVICES CHECKLIST

FORM 525-010-49: Utilized for the Construction Engineering and Inspection (CEI)

Procurement - Professional Services and Construction		
Title VI & Non	Appendix A, Nondiscrimination Contract Assurances (required in all contracts)	PDF Form Word Form
525-010-46	LAP Certification of Current Capacity	PDF Form Word Form
525-010-49	Local Agency Program (LAP) Checklist for Federally Funded Professional Services Contracts Federal and State Requirements	PDF Form Word Form
375-020-08	Proposal (in Bid Blank)	Interactive PDF
375-020-27	Contract Bond (in Bid Blank)	Interactive PDF
375-020-30	Contract Affidavit (in Bid Blank)	Interactive PDF
375-030-30	Truth in Negotiation	Interactive PDF
375-030-32	Certification Regarding Debarment, Suspension...for Federal Aid Contracts	Interactive PDF
375-030-33	Lobbying Certification	Interactive PDF
375-030-34	Disclosure of Lobbying	Interactive PDF
375-030-50	Conflict of Interest Certification	Interactive PDF
375-040-18	Drug Free	Interactive PDF
375-040-40	Terms for Federal Aid Professional Services Contracts (Appendix I)	Interactive PDF Word Form
Sample	Consultant Services Man Hour Estimate	Excel Form
Sample	Continuing Services Contract for CEI	PDF

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Website:

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PROFESSIONAL SERVICES CHECKLIST

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**LOCAL AGENCY PROGRAM CHECKLIST FOR FEDERALLY FUNDED
 PROFESSIONAL SERVICES CONTRACTS
 FEDERAL AND STATE REQUIREMENTS**

525-010-49
 SPECIFICATIONS & ESTIMATES
 08/14

Project Title: _____
 Financial Management Number: _____
 Federal-Aid Project Number: _____
 Local Agency Name: _____

SHS/NHS Project (Yes/No): _____ If yes, identify System: _____
 LAP Agreement Amount (\$): _____
 Continuing Contract: _____
 Simplified Acquisition (Yes/No): _____

Requirement	Reference	Compliance Documentation	District Monitoring Responsibilities	Requirement Locations
1. Fair, open, and competitive selection of qualified consultants including solicitation and qualifications	<p>Project is publicly announced in a uniform and consistent manner. [ref. 287.055(3)(a)1, F.S.]</p> <p>[ref. 40 USC 1101-1104 ("Brooks Act"), 23 USC 112(b)(2)(A), 23 CFR 172.5(a)(1),</p> <p>287.001, and 287.001, 287.055(4), Florida Statutes</p>	<p>Local agency provides a copy of the project advertisement and request for qualifications/proposal. It must include project description, scope, qualifications, selection process, scoring criteria, and schedule.</p> <p>Local Agencies will use consultants prequalified by the Department for all projects on the SHS and NHS and all off system critical projects as defined in the LAP Manual Chapter 23 and LAP Bulletin 14-01. Prequalified Consultants link http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm</p> <p>On SHS/NHS the types of work (major and minor) for prequalification shall be identified Chapter 14-75.003, F.A.C.</p> <p>Local Agency verifies consultant qualifications for each proposal received, including sub consultants.</p> <p>Public meetings are held when necessary, are properly noticed, and minutes taken or recorded. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public records until such time as the agency provides notice of an intended decision to make a contract award or until 30 days after opening the bids, proposals, or replies, whichever is earlier. 119.071 F.S.</p>	<p>Verify agency issues solicitation regionally and solicitation defines project description, scope, qualifications, selection process, scoring criteria, and schedule.</p> <p>Review draft RFQ/RFP qualifications, scoring criteria and selection process for conflict with state or federal requirements.</p>	<p>States where it is! Page? Doc?</p> <p>Agency initials to verify</p> <p>FDOT initials to approve</p>

PROFESSIONAL SERVICES SIGNATURE PAGE

525-010-49
SPECIFICATIONS & ESTIMATES
08/14

Local Agency: I hereby certify that the above mentioned LAP project professional services RFP and associated contract contains the provisions set forth in this checklist.

Person In Charge

Signature

City Manager or Similar

Procurement/Purchasing Position Title

Local Agency Signature

Name (Printed)

5\5\2015

Date

District LAP Administrator/Designee: I hereby certify that the Checklist is complete as indicated and that the provisions set forth in this checklist are contained in LAP project professional services RFP and associated contract.

Christine M. Fasiska

Signature

Local Agency Program Administrator

Position Title

Christine M. Fasiska


Name (Printed)

8\11\2015

Date


CONSTRUCTION CONTRACTS CHECKLIST

FORM 525-010-44: Phase 58



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Website:

<http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm>

CONSTRUCTION CONTRACTS CHECKLIST

FORM 525-010-44: Phase 58



Construction

FHWA 1273	Required Contract Provisions - Federal-Aid Construction Contracts	PDF Form
525-010-44	Local Agency Program (LAP) Checklist for Construction Contracts (Phase 58)-Federal Requirements	PDF Form Word Form
575-060-13	Non-Collusion Declaration of Compliance	PDF Form Word Form
Sample	Estimate of Contract Time	Excel Form
Sample	Daily Log	Interactive PDF Word Form
Sample	Certification of Payment	Interactive PDF Word Form
Sample	Certification for Stockpiled Materials	Interactive PDF Word Form

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Website:

<http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm>

CONSTRUCTION CONTRACTS CHECKLIST

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

525-010-44
SPECIFICATIONS & ESTIMATES
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Project Title: _____
Financial Management Number: _____
Federal-Aid Project Number: _____
Local Agency Name: _____
Laboratory Information Management 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 13.08 LAP Manual	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 uses its own Division I Specifications for all project types. Local Agency will use FDOT's Division II and Division III 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 Big 4 specifications for earthwork, concrete, asphalt, and landscaping items, or will seek FDOT approval for local agency specifications. http://www.dot.state.fl.us/specificationoffice/Implemented/LAP/Default.shtm For Class C projects with bridges or box culverts refer to LAP Bulletin 01-14 for specifications http://www.dot.state.fl.us/specificationoffice/LAP/LAPMemos/LAP01-14.pdf	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: 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.
2. Advertisement	23 USC 112 23 CFR 635.112	Local Agency may not advertise until Authorization has been received from FDOT. Advertisement must be a minimum of 21 days. The project must be advertised in a manner that reaches all interested bidders.	Review bid documents and verify minimum 3 week advertisement and regional publication.	

CONSTRUCTION CONTRACTS SIGNATURE PAGE

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38. Time Extensions	23 CFR 635.121	Include reasons time extensions are allowed in specifications. May use Section 8-7.3.2 of the FDOT Standard Specifications.	Review bid document for inclusion of the provision.	
39. Warranty Clauses	23 CFR 635.413	<p>Warranty provisions shall be for a specific construction product or feature. Items of maintenance are not eligible for federal projects and shall not be covered. General condition warranties for an entire project are not allowed. Transfer of product warranties is allowed.</p> <p>Warranty provisions on a NHS project must be approved by FHWA. Warranty provisions on the SHS must not conflict with FDOT Standard Specifications. Off-system warranties may not cover maintenance.</p>	Review bid document for warranty clauses. Remove all general condition warranty clauses from PS&E Package on NHS.	

Local Agency: I hereby certify that the above mentioned LAP project construction contract documents contain the provisions set forth in this checklist.

Person In Charge

Signature

City Manager or Similar

Position Title

Local Agency Signature

Name (Printed)

5/5/2015

Date

District LAP Administrator/Designee: I hereby certify that the above mentioned LAP project construction contract documents contain the provisions set forth in this checklist.

Christine M. Fasiska

Signature

Local Agency Program Administrator

Position Title

Christine M. Fasiska

Name (Printed)

8/11/2015

Date

SCHEDULE: 2015 TAP APPLICATION FOR FISCAL YEAR 18/19 PROJECTS

Based on MPO Schedule - Applications due to MPO

March 13, 2015 - MPO submits applications to FDOT

May 29, 2015 - FDOT returns eligibility determinations to MPO

August 11, 2015 – Final rankings from MPO to FDOT for programming

FDOT CONTACT PERSONNEL

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