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
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

<table>
<thead>
<tr>
<th>County</th>
<th>Fiscal Year 18/19 Funding Estimate</th>
<th>Last Year’s Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broward</td>
<td>$4,417,540</td>
<td>$4,407,749</td>
</tr>
<tr>
<td>Palm Beach</td>
<td>$3,188,045</td>
<td>$3,159,707</td>
</tr>
<tr>
<td>Martin</td>
<td>$362,191</td>
<td>$359,853</td>
</tr>
<tr>
<td>St. Lucie</td>
<td>$654,151</td>
<td>$650,915</td>
</tr>
<tr>
<td>Indian River</td>
<td>$464,936</td>
<td>$458,174</td>
</tr>
</tbody>
</table>

### Similar Funding to Last Cycle
(Figures above are subject to change)

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

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!

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
CONVERSION OF ABANDONED RAILROAD CORRIDORS

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

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

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

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
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

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
- 2011-08: 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 CFI 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

Website: http://www.dot.state.fl.us/specificationsoffice/Estimates/BasisofEstimates/BOEManual/BOEOnline.shtm
Historical Cost and Other Information

Website: http://www.dot.state.fl.us/specificationsoffice/Estimates/HistoricalCostInformation/HistoricalCost.shtm
- Fill out the detailed cost estimate in Excel.
- Fill out the detailed cost estimate in Excel
COST ESTIMATE (CONT’D.)

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>*(A) Total Construction Cost Estimate *(1)</td>
<td>$0</td>
</tr>
<tr>
<td>*(B) Cost Estimate of Eligible (participating) items *(2)</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Funding Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*(N) Total TAP funds</td>
<td>$0</td>
</tr>
<tr>
<td>*(O) Total LF funds</td>
<td>$0</td>
</tr>
<tr>
<td>*(P) Total Funds</td>
<td>$0</td>
</tr>
</tbody>
</table>

*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.
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
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
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

Website: http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm
WHERE TO FIND THE ADMINISTRATIVE CHECKLIST

Website:  
http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm
# ADMINISTRATIVE CHECKLIST

**Local Agency:** ____________________________

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Regulatory References</th>
<th>Local Agency Responsibility</th>
<th>District Responsibilities</th>
<th>Certification Package Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Agency Staff Qualifications</td>
<td>23 CFR 635.105, LAP Manual Chapter 3, Chapter 14-75 Florida Statutes</td>
<td>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 <a href="http://wbt.dot.state.fl.us/ois/LocalAgency/default.htm">http://wbt.dot.state.fl.us/ois/LocalAgency/default.htm</a>. This is required for all project managers and recommended for all staff involved in LAP. 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.</td>
<td>Review resumes to ensure adequate experience and compliance with references.</td>
<td>States where it is! Page? Doc?</td>
</tr>
<tr>
<td>Sub-recipient Compliance Assessment</td>
<td>Title VI of the Civil Rights Act</td>
<td>Complete a sub-recipient compliance assessment (Contact Central Office for assessment tool). Provided FDOT with a signed Title VI Assurance and Policy Statement. (samples can be obtained from Central Office).</td>
<td>Review assessment for compliance with Title VI and document assurances.</td>
<td>Assessment Date:</td>
</tr>
<tr>
<td>Advertising for Bids</td>
<td>23 CFR 635.112(d), 49 CFR 18.36</td>
<td>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. 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.</td>
<td>Review procedures for compliance with references and Chapter 22.</td>
<td></td>
</tr>
</tbody>
</table>
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

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)

Website: http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm
PROFESSIONAL SERVICES CHECKLIST

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

Website: http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm
# PROFESSIONAL SERVICES CHECKLIST

## 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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Reference</th>
<th>Compliance Documentation</th>
<th>District Monitoring Responsibilities</th>
<th>Requirement Locations</th>
</tr>
</thead>
</table>
| 1. Fair, open, and competitive selection of qualified consultants including solicitation and qualifications | Project is publicly announced in a uniform and consistent manner. [ref. 287.055(3)(a)1, F.S.]  
[ref. 40 USC 1101-1104 (“Brooks Act”), 23 USC 112(b)(2)(A), 23 CFR 172.5(a)(1), 287.001, and 287.001, 287.055(4), Florida Statutes] | 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.  
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/ProfessionalsServices/ppc/listmenu.htm  
On SHS/NHS the types of work (major and minor) for prequalification shall be identified Chapter 14-75.003, F.A.C.  
Local Agency verifies consultant qualifications for each proposal received, including sub consultants.  
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. | Verify agency issues solicitation regionally and solicitation defines project description, scope, qualifications, selection process, scoring criteria, and schedule.  
Review draft RFO/RFP qualifications, scoring criteria and selection process for conflict with state or federal requirements. | States where it is!  
Page?  
Doc?  
Agency initials to verify  
FDOT initials to approve |
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

**Local Agency Signature**
Name (Printed)

**City Manager or Similar**
Procurement/Purchasing Position Title

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

Christine M. Fasiska
Name (Printed)

Local Agency Program Administrator
Position Title

8\11\2015
Date
# CONSTRUCTION CONTRACTS CHECKLIST

**FORM 525-010-44**: Phase 58

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

**Website:**
http://www.dot.state.fl.us/specificationsoffice/LAP/Forms/LapForms.shtm
# Construction Contracts Checklist

## Local Agency Program Checklist for Construction Contracts (Phase 58) - Federal and State Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Reference</th>
<th>Local Agency Responsibilities</th>
<th>District Monitoring Responsibilities</th>
<th>Requirement Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plan, Specification &amp; Estimates (PS&amp;E) Submittal</td>
<td>23 CFR 635.309(a) LAP Agreement - Section 13.00 LAP Manual</td>
<td>Submit PS&amp;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. <a href="http://www.dot.state.fl.us/specificationsoffice/Implemented/LAP/Default.shtm">http://www.dot.state.fl.us/specificationsoffice/Implemented/LAP/Default.shtm</a> For Class C projects with bridges or box culverts refer to LAP Bulletin 01-14 for specifications [<a href="http://www.dot.state.fl.us/specificationsoffice/LAP/LAPMemos/LAP">http://www.dot.state.fl.us/specificationsoffice/LAP/LAPMemos/LAP</a> 01-14.pdf](<a href="http://www.dot.state.fl.us/specificationsoffice/LAP/LAPMemos/LAP">http://www.dot.state.fl.us/specificationsoffice/LAP/LAPMemos/LAP</a> 01-14.pdf)</td>
<td>Review/approve signed and sealed PS&amp;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.</td>
<td>Signed and sealed PS&amp;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&amp;E Package.</td>
</tr>
<tr>
<td>2. Advertisement</td>
<td>23 USC 112 23 CFR 635.112</td>
<td>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.</td>
<td>Review bid documents and verify minimum 3 week advertisement and regional publication.</td>
<td></td>
</tr>
</tbody>
</table>
### CONSTRUCTION CONTRACTS SIGNATURE PAGE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Reference</th>
<th>Local Agency Responsibilities</th>
<th>District Monitoring Responsibilities</th>
<th>Requirement Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. Time Extensions</td>
<td>23 CFR 635.121</td>
<td>Include reasons time extensions are allowed in specifications. May use Section 8.7.3.2 of the FDOT Standard Specifications.</td>
<td>Review bid document for inclusion of the provision.</td>
<td></td>
</tr>
<tr>
<td>39. Warranty Clauses</td>
<td>23 CFR 635.413</td>
<td>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. 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.</td>
<td>Review bid document for warranty clauses. Remove all general condition warranty clauses from PS&amp;E Package on NHS.</td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Position Title</th>
</tr>
</thead>
</table>

**Local Agency Signature**

<table>
<thead>
<tr>
<th>Name (Printed)</th>
<th>Date</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
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**Christine M. Fasiska**

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<tr>
<th>Name (Printed)</th>
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City Manager or Similar

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Local Agency Program Administrator

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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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SRTS..............................Safety 954-777-4358

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