



# LOCAL AGENCY PROGRAM QUICK REFERENCE GUIDE



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## Chapter 1 Introduction

This guide provides a reference about Florida's Local Agency Program (LAP). The guide includes:

- Chapter 1 - Introduction
- Chapter 2 - LAP Process Overview
- Chapter 3 - LAP Requirements
- Chapter 4 - LAP Compliance
- Chapter 5 - Invoicing
- Chapter 6 - LAP Benefits and Growth
- Chapter 7 - LAP Contacts

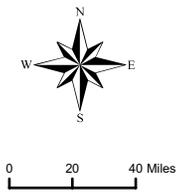
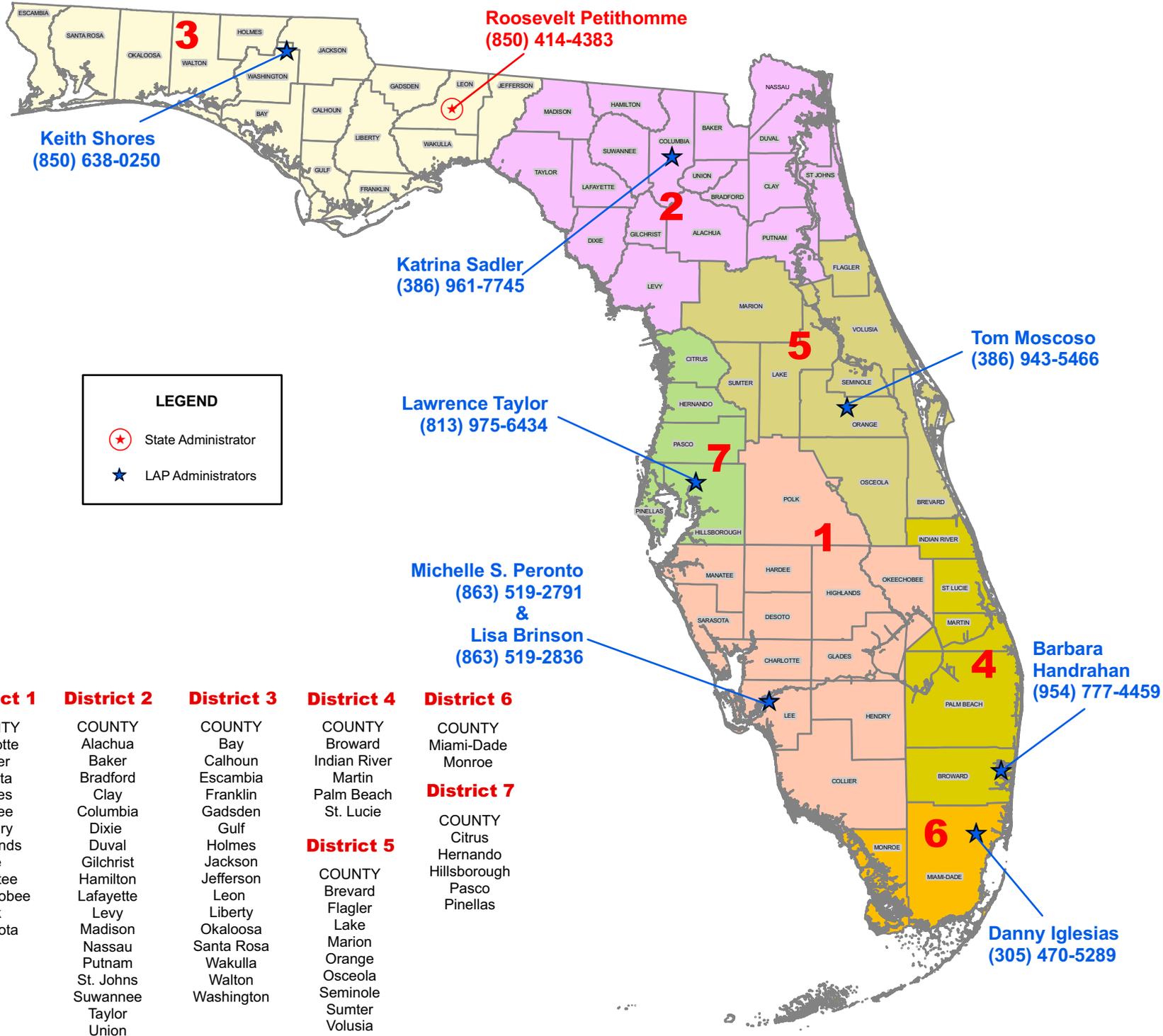
The information contained in this guide is the most current information available as of the date of publication; this information will be updated annually. Please review the **Local Agency Program Manual** and contact either the State LAP Administrator or District LAP Administrator for detailed policy and procedure guidance. A copy of the **Local Agency Program Manual** can be found at [http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP\\_TOC.shtm](http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP_TOC.shtm). Contact information for the State LAP Administrator and the District LAP Administrators can be found in Chapter 7 of this guide.

### 1.1 Introduction

The Florida Department of Transportation (Department) is empowered by legislative authority to contract with Local Agencies to plan, develop, design, acquire right of way, and construct transportation facilities. The Department reimburses these Local Agencies for services provided to the public. The formal name given to this program is the Local Agency Program (LAP). Authority for LAP is provided in Sections **20.23(3)(a)**, **334.044(7)**, **339.05**, and **339.12** of the **Florida Statutes**.

The program was established in 1991 with the enactment of the **Intermodal Surface Transportation Efficiency Act (ISTEA)**. The Department has assigned the responsibility of administration and program oversight to the State LAP Administrator in the Central Office. In each District, a District LAP Administrator manages the program. The District LAP Administrator is supported by and provides project level direction and oversight through the Offices of Planning, Environmental Management, Design, Right of Way, and Construction. **Figure 1** illustrates the location of the State and District LAP Administrators.

**Figure 1**  
**Local Agency Program**  
**(LAP)**  
**Administrators**



Source(s): FDOT



## Chapter 2 LAP Process Overview

The LAP Process consists of eight steps: Local Agency Certification; Project Selection; Federal Authorization; LAP Agreement; Plans, Specifications, and Estimates; Local Agency Advertisement and Award; Project Management and Development; and Project Close-Out (Final Inspection and Acceptance). Although not listed, the above steps contain a number of sub-steps. The majority of funds used for LAP projects are spent during the construction phase; however, a project may receive Federal funds for one or more of its phases. These phases are:

- Planning (Phase 18)
- Preliminary Engineering for Project Development and Environmental (PD&E) (Phase 28)
- Design (Phase 38)
- Right of Way Acquisition (Phase 48)
- Construction (Phase 58)
- Construction Engineering and Inspection (CEI) (Phase 68)

### 2.1 Local Agency Certification

Each Local Agency wishing to participate in LAP must complete the **Local Agency Certification Qualification Agreement (Form No. 525-010-33)** and be interviewed by the applicable District LAP Administrator. A Local Agency is defined as a unit of government with less than statewide jurisdiction or any officially designated public agency or authority of such a unit of government that has the responsibility for planning, construction, operation or maintenance of, or jurisdiction over, a transportation facility. The term includes, but is not limited to, a county, an incorporated municipality, a metropolitan planning organization (MPO), an expressway or transportation authority, a road and bridge district, a special road and bridge district or a regional governmental unit. If qualified, the Local Agency will receive one of the following certification types:

- Full administration of all project types (except for Environmental Class of Action Determination and Right of Way Certification)
- Project Specific (limited to a project type)
- Risk-Based (determined on a project-by- project basis)

### 2.2 Project Selection

Any Federally-funded project in the Department's Five-Year Work Program may be completed as a LAP project. Additionally, all LAP projects must appear in the Transportation Improvement Plan (TIP) and State Transportation Improvement Plan (STIP).

### 2.3 Federal Authorization

The State and District LAP Administrators, Federal-Aid Coordinators, and Central Office Federal-Aid Office ensure that all the prerequisite criteria are met prior to submitting a Federal Authorization Request (FAR). Once Federal Authorization is granted, the Districts are notified. The Federal Highway Administration (FHWA) must approve the initial Federal Authorization before any work can begin or any costs may be incurred on a LAP project.

## 2.4 LAP Agreement

A LAP Agreement is developed and executed for each LAP project. The purpose of the LAP Agreement is to ensure that the correct amount of Federal funds is spent according to all relevant State and Federal laws and regulations.

## 2.5 Plans, Specifications and Estimates (PS&E)

The final engineering design process produces contract Plans, Specifications, and Estimates (PS&E). These documents contain all the construction details, contract provisions, permits, agreements, and certifications required to advertise, award, and administer a construction contract.

## 2.6 Local Agency Advertisement and Award

The Local Agency advertises the project for competitive bidding and awards the contract to the lowest responsible bidder.

## 2.7 Project Management and Development

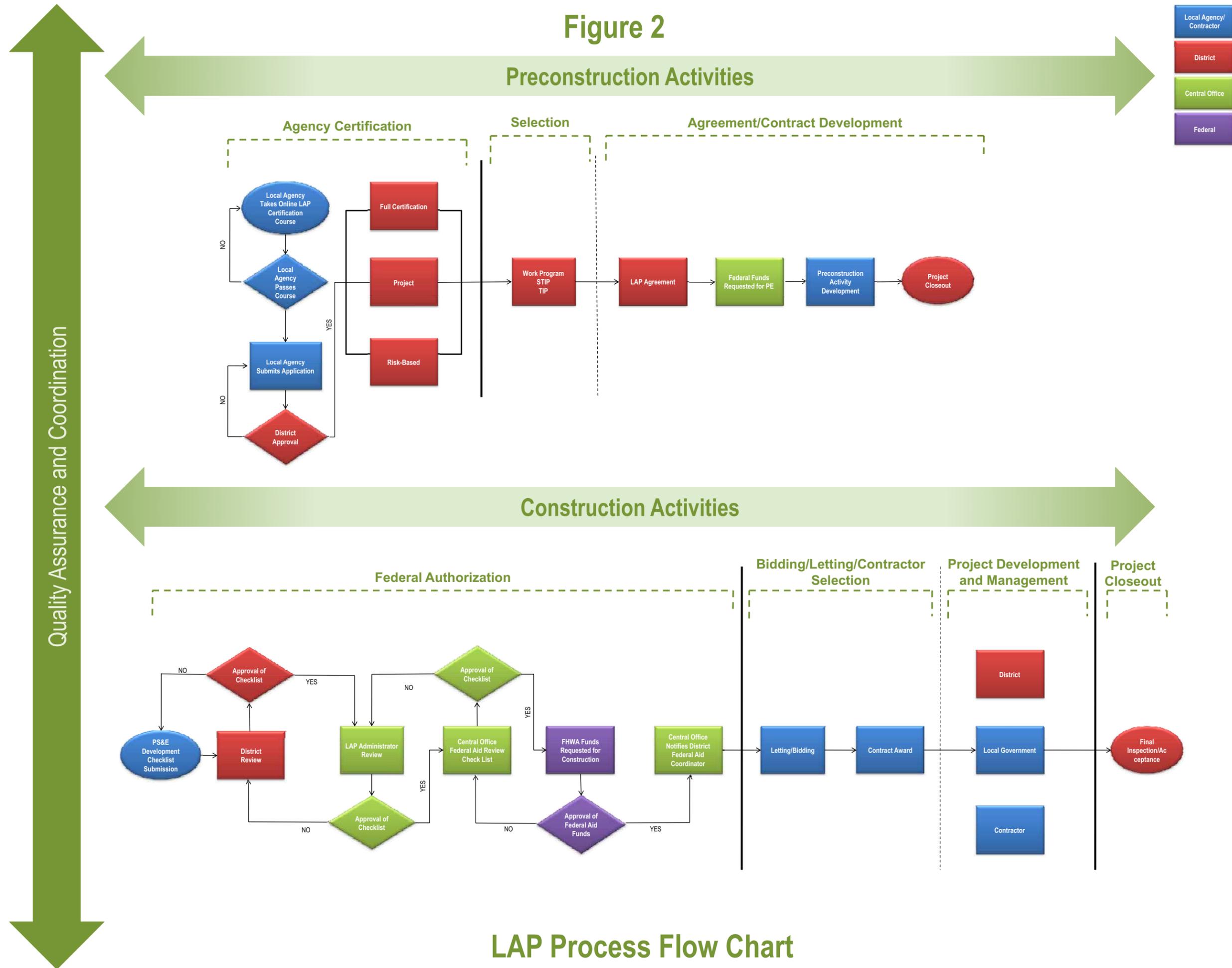
The District LAP Administrator and the Local Agencies work closely to ensure that the project is managed in an efficient manner, and the best possible project is developed in accordance with all applicable State and Federal requirements.

## 2.8 Project Close-Out (Final Inspection and Final Acceptance)

The District LAP Administrator works with the Local Agency's Project Manager, Contractor, Engineer, and the Federal-Aid Officer to ensure that all applicable invoicing and Final Inspection and Acceptance documentation is complete, signed, and accurately supports the close-out of the project.

The LAP Process is diagramed in **Figure 2**.

# Figure 2



## LAP Process Flow Chart

## Chapter 3 LAP Requirements

This chapter lists the requirements for the Local Agencies and the District LAP Administrators during the various stages of the LAP Process.

### 3.1 Local Agency Certification

#### *Local Agency Responsibility*

Submit the following to the District LAP Administrator:

- Two copies of the **Local Agency Certification Qualification Agreement (Form 525-010-33)**
- Local Agency's Organization Chart
- Narrative addressing its capabilities, staff, and experience in the specific areas where certification is requested, focusing on previous "Federal experience" (i.e., Community Development Block Grants, managing Federal grants, etc.)
- Transmittal letter signed by an appointed or elected official of the Local Agency
- Copy of its latest Single Audit Report
- Completed Administrative Checklist

#### *District LAP Administrator Responsibility*

- Interview Local Agency to determine its capabilities
- Full administration of all project types (except for Environmental Class of Action Determination and Right of Way Certification)
- Project Specific (limited to a project type)
- Risk-Based (determined on a project-by-project basis)
- Deny Local Agency Certification
- Sign Administrative Checklist and send to State LAP Administrator
- Advise Local Agency by letter of approval or denial of certification request

#### *General Guidelines*

A Local Agency certified to administer Federal-Aid projects may develop and accomplish the following:

- Location and Design
- Utility Agreements
- Railroad Agreements
- Standard Consulting Engineering Agreements
- Environmental Documentation
- Bid Reviews
- Advertisement and Award of Construction Contracts

- Construction Administration
- Construction Material Testing and Testing Personnel

Local Agencies that have been granted certification must obtain the District LAP Administrator's approval to administer each Federal-Aid project.

FHWA and the Department retain the approval authority or oversight responsibility for the following:

- Planning Requirements
- Funds Authorization
- Environmental Class of Action Determination and documentation including National Environmental Act (NEPA) and Endangered Species Act (ESA)
- Right of Way Certification
- Plans, Specifications, and Estimates (PS&E)
- Final Inspection
- Equal Employment Opportunity (EEO) Program
- Disadvantaged Business Enterprise (DBE)

## 3.2 LAP Project Selection

### *Local Agency Responsibility*

Identify a project priority. All LAP projects must appear in the Department's Five-Year Work Program, Transportation Improvement Plan (TIP), and State Transportation Improvement Plan (STIP).

### *District LAP Administrator Responsibility*

After submitting the Project Request, the District LAP Administrator will monitor the requested change(s) in the Adopted Work Program.

## 3.3 LAP Agreement

### *Local Agency Responsibility*

- Submit the Federal-Aid Funding Request in July.
- Execute the required number of copies of the LAP Agreement and return the executed copies to the District LAP Administrator with an originally signed or notarized copy of the Resolution adopting the project.
- When the Local Agency becomes aware that costs are going to overrun the contracted amount, the Agreement expiration date needs to be extended or any project scope change is required, the Local Agency should immediately contact the District LAP Administrator or District Project Manager. If additional funding is awarded for a cost overrun or there is a change in the project scope, a Supplemental LAP Agreement must be executed.
- To request a time extension, the Local Agency needs to submit a revised project schedule and an explanation of why the time extension is needed to the District LAP Administrator or District Project Manager.

## *District LAP Administrator Responsibility*

- Submit the LAP Agreement to the Local Agency.
- Request the District Federal-Aid Coordinator to start the Federal Authorization process.
- Ensure all required prerequisite criteria are met and supporting materials are available (i.e., NEPA clearance, Right of Way Certification, Bid Documents, Construction Checklist).
- Request a Federal-Aid Number (FAN) from the District Federal-Aid Coordinator.
- Submit an Encumbrance request and receive the Approved Encumbrance (assigning a contract number) from the Comptroller's Office.
- Refer to Federal-Aid Instructions for complete instructions.

## *General*

Before Federal-Aid Authorization can be given for a LAP project that is partially or fully funded with Federal funds, certain criteria must be met before work can commence on the project. These criteria are listed below:

- The project phase(s) must be included in the Department's Adopted Five-Year Work Program.
- If the project phase(s) is located in an area represented by an MPO, the project phase(s) must also be included in the MPO's TIP.
- The project phase(s) must be listed in the Department's Federally-mandated TIP and STIP (with the exception of Planning and Emergency Repair Phases).
- State budget authority must be available for the project in order for the funds to be encumbered prior to the LAP Agreement's execution date.
- A FAN must be assigned to the project phase(s) included in each Federal Authorization Request (FAR).
- A FAR must be prepared by the District Federal-Aid Coordinator (or selected statewide program managers) in the Federal Authorization Management System (FAMS) and submitted electronically to the Federal-Aid Programs Office in Tallahassee along with all the required supporting materials. After reviewing the FAR for accuracy, the Federal-Aid Programs Office will electronically transmit the FAR to FHWA for their approval.
- The initial Federal Authorization must be approved by FHWA before any work can begin or any costs may be incurred on the project, with the exception of Planning and Emergency Repair Phases performed immediately after a declared disaster to keep roads and bridges open to traffic. See Federal-Aid Instructions for further details on FHWA's Emergency Relief Program.

## **3.4 Project Management**

### *Local Agency Responsibility*

- Progress reports and invoices shall be submitted to the District LAP Administrator or District Project Manager, when applicable.
- Schedule periodic project meetings with the Contractor and/or Consultant to discuss the project status and any issues.
- Schedule periodic project meetings with the District LAP Administrator to discuss the project status and any issues.

## District LAP Administrator Responsibility

- Copy of the Approved Encumbrance is attached to the LAP Agreement and executed by the following staff:
  - District Attorney
  - Designated District Executor
  - District Representative who attests for the Designated Executor
- Notice-to-Proceed (NTP) is given.
- Distribute copies of the NTP letter and fully executed Agreement to the following District Offices:
  - Financial Services with completed “Contract Status Change” and “Summary of the Contractual Services Agreement/Purchase Order” forms
  - District LAP Project Manager
  - If the Agreement has a Right of Way and/or Construction Phase, copies of the NTP and page 1 of the Agreement are sent to the Right of Way Administrator
  - If the LAP Agreement contains “In Lieu of Permit” language in Exhibit “A,” copies of the NTP and the Agreement are sent to the appropriate District Maintenance Engineer
- Schedule periodic project meetings with the Local Agency Project Manager and/or Project Engineer to discuss the project status and any issues.

## 3.5 Plans, Specifications, and Estimates

If the project is on the State Highway System (SHS), the Local Agency must use the design standards and criteria specified in the Department’s **Plans Preparation Manual (PPM) (Topic 656-000-015)**; if the project is not on the SHS, the design standards and criteria specified in the **Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Green Book) (Topic 625-000-015)** are used. If the project is on the SHS, the Local Agency must use the Department’s specifications; if the project is not on the SHS, the Local Agency may use the pre-approved LAP Specifications (The Big Four) in **Table 1** below (<http://www.dot.state.fl.us/specificationsoffice/Implemented/LAP/LapSpecs/>) or any Local Agency specifications approved by the Department.

The pre-approved LAP Specifications include:

**Table 1: LAP Specifications (The Big Four)**

Special Provision	Specification Number
Earthwork - Section 120	SP1200000
Asphalt - Section 334	SP3340000
Concrete - Section 344	SP3440000
Landscaping - Section 580	SP5800000

The number of submittals and phase reviews shall be determined on a project-by-project basis and shall be defined in the project scope. **Table 2** summarizes the plans sheet status for each Design Phase submittal. No Design Phase is complete until all review comments have been resolved and documented.

## Local Agency Responsibility

Meet with the LAP District Administrator to review the project scope as well as to discuss any possible right of way and/or environmental concerns and overall project feasibility.

- Begin coordination with applicable environmental agencies.
- If the project is feasible, submit a project scope, schedule, and estimate.
- Submit design plans: Design Phase I, Design Phase II, Design Phase III, and Design Phase IV.
- Track any commitments made as a result of the Environmental Review Process.
- Prepare the Construction Bid Documents.
- Submit the Construction Checklist and the Construction Bid Documents to the District LAP Administrator for review and signature.

## District LAP Administrator Responsibility

- Meet with the Local Agency to review the project scope as well as to discuss any possible right of way and/or environmental concerns and overall project feasibility.
- Review each process submittal and provide comments.
- Review the Construction Checklist and Construction Bid Documents, sign, and then forward the Construction Checklist to the State LAP Administrator for review and signature.

**Table 2: Summary of Design Phase Submittals**

ITEM	Design Phase I	Design Phase II *	Design Phase III	Design Phase IV
Key Sheet	P	P	C	F
Summary of Pay Items		P	C	F
Drainage Map	P	P	C	F
Interchange Drainage Map	P	P	C	F
Typical Section	P	C	C	F
Summary of Quantities			C	F
Summary of Drainage Structures			C	F
Optional Materials Tabulation		P	C	F
Project Layout	P	C	C	F
Roadway Plan and Profile	P	P	C	F
Special Profile	P	P	C	F
Back-of-Sidewalk Profile	P	C	C	F
Interchange Layout	P	P	C	F
Ramp Terminal Details		P	C	F
Intersection Layout/Details	P	P	C	F
Drainage Structures		P	C	F
Three-Sided/Box Culvert Details			C	F
Lateral Ditch Plan and Profile		P	C	F

**Table 2: Summary of Design Phase Submittals (continued)**

ITEM	Design Phase I	Design Phase II *	Design Phase III	Design Phase IV
Lateral Ditch Cross Section		P	C	F
Retention/Detention Ponds		P	C	F
Cross-Section Pattern		P	C	F
Roadway Soil Survey		P	C	F
Cross-Sections	P	P	C	F
Stormwater Pollution Prevention Plan		P	C	F
Traffic Control Plans	P	P	C	F
Utility Adjustment		P	C	F
Selective Clearing and Grubbing		P	C	F
Mitigation Plans		P	C	F
Miscellaneous Structures Plans		P	C	F
Signing and Pavement Marking Plans		P	C	F
Signalization Plans		P	C	F
Intelligent Transportation System (ITS) Plans		P	C	F
Lighting Plans		P	C	F
Landscape Plans	P	P	C	F
Utility Joint Participation Agreement (JPA) Plans			C	F
Computation Book			C	F
Contract Time			P	F

**Status Key:**

- P - Preliminary
- C - Complete, but subject to change
- F - Final

\* Local Agencies with projects that have a structures plans component are required to submit the latest set of structures plans with the Phase II roadway submittal.

## 3.6 Project Advertising and Awarding

### Local Agency Responsibility

- Prequalify all perspective bidders.
- When the Disadvantaged Business Enterprise (DBE) participation goal is included in the contract provisions, meeting the goal is part of the bidding requirements.
- Provide bid forms.
- Accept and reject bids.
- At a minimum, include the following items in the project proposal:
  - Bid Proposal

- Bid Solicitation Notice
- Non-Collusion Certification
- Bid Bond
- Debarment Certification
- **Form 375-030-21, DBE Participation Statement (Professional Service)**
- **Form 275-030-11, LAP Anticipated DBE Participation Statement (Construction Phase)**
- **Form FHWA 1273, Required Contract Provisions Federal-Aid Construction Contracts**
- Davis-Bacon Wages Rates (if the project is linked to a Federal-Aid Highway)
- Advertise the project for at least three weeks in the official legal publication of the Local Agency and any newspaper, if necessary.
- Comply with **USDOT Title VI** by including the following language in the bid solicitation: "       (the Local Agency)        hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award."
- Publicly announce all bids by total amount.
- Verify that all bidders have properly submitted and executed all required Bid Documents.
- Complete a bid analysis.
- Certify that bid tabulations are correct.
- Review all surety bonds for authenticity.
- Recommend to the District LAP Administrator that the contract be awarded to the lowest responsible bidder.
- Post intent to award the contract.
- Resolve any protest that is filed.
- Notify the Contractor of the award by letter; the letter must include the following: FPN, FAN, and County.
- Submit a copy of the executed contract to the District LAP Administrator.

### *District LAP Administrator Responsibility*

- Review the Local Agency's bid tabulations and bid analysis for accuracy and concurrence.
  - If a bid is rejected, provide the rejection justification from the Local Agency to the Federal-Aid Program Office for agreement.
- Issue a Concurrence Award Letter to the Local Agency.
- File a copy of the official award letter sent to the contract recipient in the LAP project file.
- File a copy of the executed contract in the LAP project file.

## 3.7 Project Kick-off Meeting

### *Local Agency Responsibility*

- For pre-construction projects (Planning, PD&E, and Design), the Local Agency Project Manager and/or Project Engineer should organize a project kick-off meeting or teleconference.
  - Submit **Form 375-030-21, DBE Participation Statement**

## 3.8 Pre-Construction Conference

- For construction projects, the Local Agency Project Engineer should organize a pre-construction conference with the Contractor and do the following:
  - Notify the District LAP Administrator, Contractor and Subcontractors, Utilities, and any other interested parties of the time and location.
  - Discuss the project and its details.
  - Provide a copy of the meeting notes to the District LAP Administrator and all interested parties.
  - Submit **Form 275-030-11, Anticipated DBE Participation Statement.**

### *District LAP Administrator Responsibility*

- For pre-construction projects (Planning, PD&E, and Design), the District LAP Administrator should participate in the kick-off meeting.
  - Collect **Form 375-030-21, DBE Participation Statement**
- Attend the pre-construction conference and place a copy of the meeting notes in the LAP project file.
- Ensure that the Local Agency and Contractor have the needed posters for their job site.
  - Collect **Form 275-030-11, Anticipated DBE Participation Statement**

## 3.9 Contract Close-Out (Final Inspection and Acceptance)

### *Local Agency Responsibility*

- Local Agency Project Engineer will make a semifinal inspection within seven days after notice from the Contractor of the estimated completion of the entire project.
  - If the Project Engineer finds all contracted construction completed to his/her satisfaction, this inspection will be the final inspection.
  - If the Project Engineer finds any work to be wholly or partially unsatisfactory at any semifinal inspection, he/she should give the Contractor the necessary instructions to replace the material and perform or re-perform any work necessary and prerequisite to the final completion and acceptance.
- Provide the Contractor with a written Notice of Final Acceptance.
- Submit the final invoice to the District LAP Administrator or Construction Manager for review and payment. (Label the invoice package "FINAL".)

- Complete the ***Final Inspection and Acceptance of Federal-Aid Project Form (Form No.525-010-42)***.

It is advised that the Department and the Local Agency Project Engineer conduct the semifinal and final inspection together. Only an employee of the Local Agency or public official can sign the Final Inspection and Acceptance Form.

### ***District LAP Administrator Responsibility***

- Notify appropriate staff that the project is complete.
- Conduct a final on-site visit.
- Submit the ***Final Inspection and Acceptance of Federal-Aid Project Form (Form No.525-010-42)*** to the Local Agency Project Engineer.
- After project is complete, the District LAP Administrator must:
  - Ensure that the final invoice is paid.
  - Contact the District Financial Services Office to close the contract.
  - Notify the District Federal-Aid Coordinator that the final invoice has been paid.
  - Provide the District Federal-Aid Coordinator with a copy of the ***Final Inspection and Acceptance of Federal-Aid Project Form (Form No.525-010-42)*** to close the project in the Federal-Aid System.
  - Ensure any remaining funds are unencumbered.

### **3.10 Quality Assurance**

The LAP participants are committed to developing transportation projects in a cost-effective and efficient manner. To this end, quality assurance measures are implemented throughout the LAP process. Additionally, periodic Quality Assurance Reviews (QARs) are conducted to measure adherence to the established quality assurance procedures.

### ***Local Agency Responsibility***

- The Local Agency should have all pertinent documentation ready for the scheduled QAR.
- In the event that a QAR determines a need for improvement, the Local Agency will provide, within 60 days following the review, written documentation of how the deficiencies will be corrected.
- If during the QAR, it is determined that the Local Agency was reimbursed for work not eligible for Federal participation, the Local Agency will be requested to reimburse the Department.

### ***District Administrator Responsibility***

- The District LAP Administrator should review enough Local Agencies each year so that all certified Local Agencies who are actively performing projects are reviewed every three years for recertification.
- In the event that a QAR determines a need for improvement, the District LAP Administrator will manage the improvement process.

## Chapter 4 LAP Compliance

### 4.1 Disadvantaged Business Enterprises (DBE)

#### *Local Agency Responsibility*

- Comply with the Department's DBE Program Plan unless the Local Agency has a DBE Program Plan for highways approved by the US Department of Transportation (USDOT).
- Review each project to determine if it involves work elements that are conducive to DBE participation and establish a DBE availability goal percentage.

In the establishment of a goal, the following criteria are considered:

- Dollar amount of the contract to ensure that it is large enough to permit efficient subcontracting
- Work content of the project that can be subcontracted
- Availability of DBE firms in the project area having the potential to do the required work
- Monitor the contractor to ensure that the "Anticipated DBE Participation Statement" is submitted at the pre-construction conference and then forwarded to the Equal Opportunity Office.
- Report data on actual payments, minority status, and the type of work of all subcontractors, subconsultants and major suppliers
- Report actual payments to all DBE subcontractors, subconsultants and suppliers

Payments to all non-DBE subcontractors and subconsultants can be reported either monthly or at the end of the project. FDOT will allow a Local Agency to submit this information manually to the Equal Opportunity Office or electronically in an Excel spreadsheet to Joseph Salib, DBE program Analyst at [Joseph.Salib@dot.state.fl.us](mailto:Joseph.Salib@dot.state.fl.us)

#### *Contractor Responsibility*

- Complete and submit the Anticipated DBE Participation Statement at the pre-construction conference.
- Verify whether a firm is certified as a DBE for the work being performed by reviewing the Business Directory published by the Department's Equal Opportunity Office on the Internet at: [www.dot.state.fl.us/equalopportunityoffice/](http://www.dot.state.fl.us/equalopportunityoffice/). If the Internet is not available, call the Equal Opportunity Office at (850) 414-4747 for verification.
- Report data on actual payments, minority status, and type of work of all Subcontractors and major Suppliers to the Local Agency.

The following payments will be submitted to the Local Agency:

- Submit actual payments to all DBE Subcontractors and Suppliers monthly.
- Submit payments to all non-DBE Subcontractors on a monthly basis or at the end of the project.

Each construction contract should include the following assurance:

The Contractor, Sub-recipient, or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of **CFR 49 Part 26** in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Each professional services contract should include the following assurance:

The Contractor, Sub-recipient, or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of **CFR 49 Part 26** in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

## *District LAP Administrator Responsibility*

- Arrange for the Department's Equal Opportunity Office to provide training to the Local Agency, as necessary.
- The District LAP Administrator will monitor the reporting of DBE participation (through the Equal Opportunity Office) and will notify the Local Agency if the information is not being provided.

## 4.2 Equal Employment Opportunity (EEO)

### *Local Agency Responsibility*

- Comply with the civil rights requirements of **26 CFR Chapter 1, Part 230**.
- Incorporate the "**Required Contract Provisions for Federal-Aid Construction Contracts**" also known as **Form FHWA 1273** into all construction contracts.
- Reference **Executive Order 11246** in all construction contracts.
- Conduct pre-construction conferences during which EEO "**Required Contract Provisions for Federal-Aid Construction Contracts**" are discussed with the Contractor. All applicable procedures and forms will be issued and explained.
- Coordinate with the District LAP Administrator to arrange for any necessary training and instruction.
- Ensure that the Contractor posts and maintains notices and posters setting forth the Contractor's EEO policy. A supply of **Office of Federal Contract Compliance Programs (OFCCP) Poster No. 1420**, "Equal Employment Opportunity is the Law," shall be made available to the Contractor.
- Monitor on-site compliance with the EEO "**Required Contract Provisions for Federal-Aid Construction Contracts**."
- Ensure that its Contractors locate, qualify, and increase the skills of minority groups, women employees, and applicants for employment.
- Prepare and/or ensure the preparation of the required EEO reports.
- Retain Contractor's EEO Report in the project file.

- During the construction of the project, monitor the Contractor's performance to ensure compliance with its EEO policy by designating an EEO Officer in accordance with the ***Equal Opportunity Contract Compliance Procedure (275-020-002)***.
- Notify the Department if a Contractor expressly states an unwillingness to comply.
- Submit an ***EEO Report (Form No. 275-010-12)*** each August showing the ethnic utilization breakdown on the Federal projects under construction during the month of July.

### ***District LAP Administrator Responsibility***

- Monitor both the Local Agency and its Contractors for compliance as a part of the normal project management reviews and through contract compliance reviews of selected contracts.

## **4.3 Title VI (Non-Discrimination)**

### ***Local Agency Responsibility***

- Ensure Contractor's compliance with Federal Statutes, USDOT, and FHWA Regulations for Title VI.
- Verify the Title VI statement is in all solicitations for bids for work or material and that Appendix A (***Local Agency Program Manual, Chapter 16***) is in every contract.
- Prepare an Accomplishment Report.

### ***Contractor Responsibility***

- Comply with Federal Statutes, USDOT, and FHWA Regulations for Title VI.
- Insert the Title VI statement in all solicitations for bids for work or material in all Subcontracts.
- Designate a Title VI Coordinator<sup>1</sup> (reference ***Local Agency Program Manual, Chapter 16*** for duties).
- The Title VI Coordinator will advise the Department's Title VI Coordinator within five calendar days of receipt of any allegations of discrimination or complaints.
- Maintain a log of all complaints received by the Contractor (reference ***Local Agency Program Manual, Chapter 16***) for content of the log.

### ***District LAP Administrator Responsibility***

- Arrange for Title VI clarification when requested.
- Assist the Local Agency with forms and/or procedures relating to Title VI.

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<sup>1</sup> The same person can serve as the Title VI Coordinator, EEO Officer, and the DBE Liaison.

## Chapter 5 Invoicing

**Chapter 10 (Financial Management)** of the **LAP Manual** outlines the LAP invoicing procedures and the eligible reimbursement expenses. The Local Agency invoice should be in detail sufficient for proper preaudit and postaudit. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Local Agencies who may be experiencing problems in obtaining timely payment(s) from the Department. The Vendor Ombudsman may be contacted at 850-413-5516 or by calling the State Comptroller's Hotline, 877-693-5236.

### 5.1 Professional Service Invoicing Required Components

#### *Local Agency Responsibility*

The Local Agency is required to submit the following:

- Invoice from Local Agency to FDOT
- Invoice from Consultant to Local Agency
- Invoice from Subconsultant to Consultant
- Copies of cancelled checks or print-outs from accounting programs showing cleared checks from Local Agency to consultant
- Submit the applicable contract compliance documents with each invoice
- All Local Agency invoices should be complete and accurate

### 5.2 Construction Phase Invoicing Required Components

#### *Local Agency Responsibility*

The Local Agency is required to submit the following:

- Invoice from Local Agency to FDOT
- Invoice from Contractor to Local Agency
- Copies of timesheets, equipment use, and material use (Force Accounts)
- Invoices from Suppliers to Local Agency for materials (Force Accounts)
- Copies of cancelled checks or print-outs from accounting programs showing cleared checks from Local Agency to Contractor
- Collect the necessary contract compliance documents with each invoice
- All Local Agency invoices should be complete and accurate

#### *District LAP Administrator Responsibility*

The District LAP Administrator should ensure that all Local Agency invoices are complete and accurate. The appropriate inspections of work and services must be conducted by the Local Agency and the Department prior to payment of an invoice. Collect the applicable contract compliance documents with each invoice.

## Chapter 6 LAP Benefits and Growth

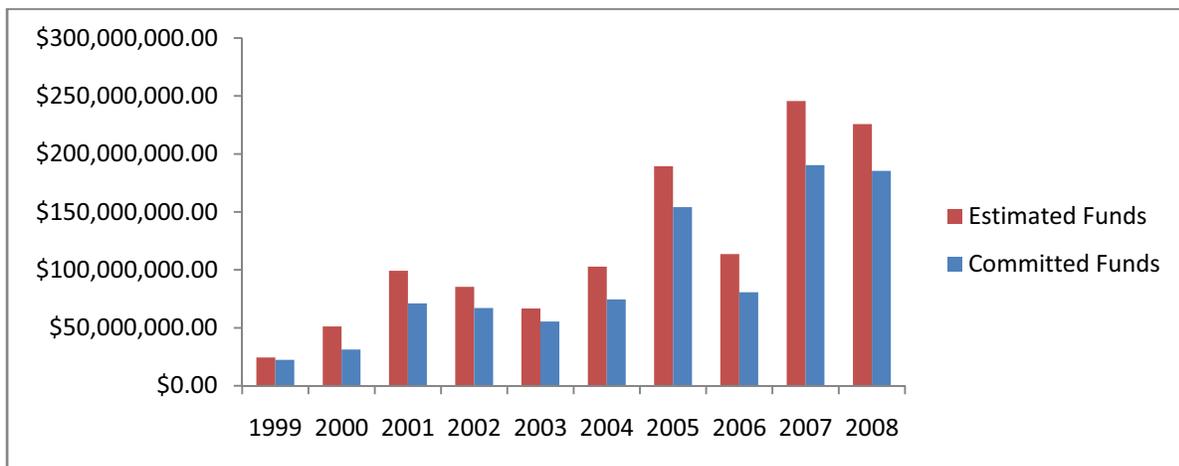
The LAP process has been designed to ensure that Federal-Aid projects are developed effectively, efficiently, and in compliance with all applicable State and Federal requirements. The Local Agencies participating in LAP have the authority to advertise, award, and manage their own projects; therefore, the Local Agencies have greater control over their projects. Consequently, participation in LAP results in time and cost savings for both the Local Agencies and the Department.

LAP presents an excellent opportunity for all three levels (Federal, State, and Local) of government to partner for the purpose of building better communities. This partnering results in the exchange of ideas and technology that result in an increase in the quality of life for the residents of Florida.

### 6.1 LAP Growth

Since the inception of LAP, the number and complexity of projects have greatly increased. **Figure 3** illustrates the expenditure trend in LAP project development for Budget Years 1999<sup>2</sup> through 2008.

Figure 3: LAP Expenditure Trends



<sup>2</sup> Expenditure records prior to 1999 are not available.

# LAP Quick Reference Guide

## Chapter 7 LAP Contacts

The Local Agency Program involves a diverse team of individuals from various functional areas partnering to build better communities. **Table 3** provides a list of contacts at FHWA and the Department.

**Table 3: LAP List of Contacts**

Federal Highway Administration LAP Team	
<b>Chris Richter</b> Director of Engineering & Operations	Phone: (850) 942-9650, x3022 E-mail: <a href="mailto:chris.richter@fhwa.dot.gov">chris.richter@fhwa.dot.gov</a>
<b>Monica Gourdine</b> Program Operations Engineer Team Leader	Phone: (850) 942-9650, x3036 E-mail: <a href="mailto:monica.gourdine2@fhwa.dot.gov">monica.gourdine2@fhwa.dot.gov</a>
<b>BSB Murthy</b> Transportation Engineer (District 1)	Phone: (850) 942-9650, x3038 E-mail: <a href="mailto:bsb.murthy@fhwa.dot.gov">bsb.murthy@fhwa.dot.gov</a>
<b>Greg Hall</b> Transportation Engineer (District 2)	Phone: (850) 942-9650, x3033 E-mail: <a href="mailto:gregoryl.hall@fhwa.dot.gov">gregoryl.hall@fhwa.dot.gov</a>
<b>Pritesh Mehta</b> Transportation Engineer (District 3)	Phone: (850) 942-9650, x3040 E-mail: <a href="mailto:pritesh.mehta@fhwa.dot.gov">pritesh.mehta@fhwa.dot.gov</a>
<b>Tom Goldstein</b> Transportation Engineer (District 4)	Phone: (850) 445-9793 E-mail: <a href="mailto:thomas.goldstein@fhwa.dot.gov">thomas.goldstein@fhwa.dot.gov</a>
<b>Chad Thompson</b> Interim Transportation Engineer (District 5)	Phone: (850) 942-9650, x3026 E-mail: <a href="mailto:chad.thompson@fhwa.dot.gov">chad.thompson@fhwa.dot.gov</a>
<b>See Monica Gourdine</b> Transportation Engineer (District 6)	<b>See Monica Gourdine</b> Transportation Engineer (District 6)
<b>Nahir DeTizio</b> Transportation Engineer (District 7)	Phone: (850) 942-9650, x3027 E-mail: <a href="mailto:nahir.detizio@fhwa.dot.gov">nahir.detizio@fhwa.dot.gov</a>
Central Office LAP Team	
<b>Roosevelt Petithomme</b> State Local Agency Program Administrator Production Support Office	Phone: (850) 414-4383 E-mail: <a href="mailto:roosevelt.petithomme@dot.state.fl.us">roosevelt.petithomme@dot.state.fl.us</a>
<b>Duane Brautigam</b> Manager, Specifications and Estimates State Specifications and Estimates Office	Phone: (850) 414-4130 E-mail: <a href="mailto:duane.brautigam@dot.state.fl.us">duane.brautigam@dot.state.fl.us</a>
<b>Greg Davis</b> State Estimates Engineer State Specifications and Estimates Office	Phone: (850) 414-4170 E-mail: <a href="mailto:greg.davis@dot.state.fl.us">greg.davis@dot.state.fl.us</a>
<b>James Jobe</b> Manager Federal-Aid Management Office	Phone: (850) 414-4448 E-mail: <a href="mailto:james.jobe@dot.state.fl.us">james.jobe@dot.state.fl.us</a>
<b>Sean McAuliffe</b> Federal-Aid Finance Supervisor Federal-Aid Management Office	Phone: (850) 414-4564 E-mail: <a href="mailto:sean.mcauliffe@dot.state.fl.us">sean.mcauliffe@dot.state.fl.us</a>
<b>Sonya Dudley</b> Federal-Aid Production Supervisor Federal-Aid Management Office	Phone: (850) 414-4454 E-mail: <a href="mailto:sonya.dudley@dot.state.fl.us">sonya.dudley@dot.state.fl.us</a>



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<b>Juanita Moore</b> Contract Administration Office	Phone: (850) 414-4010 E-mail: juanita.moore@dot.state.fl.us
<b>Derek Fusco</b> Construction Office	Phone: (850) 414-4167 E-mail: derek.fusco@dot.state.fl.us
<b>Derrick Brown</b> Right of Way Office	Phone: (850) 414-4555 E-mail: derrick.brown@dot.state.fl.us
<b>David Blodgett</b> Policy Planning Office	Phone: (850) 414-4815 E-mail: dave.blodgett@dot.state.fl.us
<b>Frank Sullivan</b> Roadway Design Office	Phone: (850) 414-4324 E-mail: frank.sullivan@dot.state.fl.us
<b>Nita Jackson</b> Equal Opportunity Office	Phone: (850) 414-4744 E-mail: nita.jackson@dot.state.fl.us
<b>Pamela Warner</b> Work Program Office	Phone: (850) 414-4618 E-mail: pamela.warner@dot.state.fl.us
<b>David Williams</b> Financial Management Office	Phone: (850) 414-4338 E-mail: david.williams@dot.state.fl.us
<b>FDOT District 1 LAP Team</b>	
<b>Cheryl Sanchious</b> District Contracts Administrator	Phone: (863) 519-2598 Email: cheryl.sanchious@dot.state.fl.us
<b>Michelle S. Peronto</b> LAP Coordinator	Phone: (863) 519-2791 Email: michelle.peronto@dot.state.fl.us
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<b>Barbara Combs</b> LAP Project Manager	Phone: (863) 519-2379 Email: barbara.combs@dot.state.fl.us
<b>Terry Buckley</b> District Federal-Aid Coordinator	Phone: (863) 519- 2326 E-mail: terry.buckley@dot.state.fl.us
<b>FDOT District 2 LAP Team</b>	
<b>Katrina Sadler</b> Planning Programs Administrator	Phone: (386) 961-7745 Email: katrina.sadler@dot.state.fl.us
<b>Jordan Green</b> Rural Area Transportation Development Administrator	Phone: (386) 961-7402 Email: jordan.green@dot.state.fl.us
<b>Kim Evans</b> JPA/LAP Coordinator	Phone: (386) 961-7402 Email: kimberly.evans@dot.state.fl.us
<b>Barbara Cloud</b> District Federal-Aid Coordinator	Phone: (386) 961-7540 E-mail: barbara.cloud@dot.state.fl.us
<b>FDOT District 3 LAP Team</b>	
<b>Keith Shores</b> LAP Administrator	Phone: (850) 415-9449 Email: keith.shores@dot.state.fl.us
<b>Denny Chevillot</b> LAP Project Manager	Phone: (850) 415-9242 Email: dennis.chevillot@dot.state.fl.us
<b>Tina Hagans</b> District Federal-Aid Coordinator	Phone: (850) 415-9595 E-mail: tina.hagans@dot.state.fl.us

# LAP Quick Reference Guide

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<b>Josephine Simpson</b> District Federal-Aid Coordinator	Phone: (954) 777-4608 Email: josephine.simpson@dot.state.fl.us
<b>Cassandra Johnson</b> District Federal-Aid Coordinator	Phone: (954) 777-4409 Email: cassandra.johnson@dot.state.fl.us
FDOT District 5 LAP Team	
<b>Tom Moscoso</b> LAP Administrator	Phone: (386) 943- 5466 Email: thomas.moscoso@dot.state.fl.us
<b>Dan McDermott</b> Deputy District General Council	Phone: (386) 943-5495 Email: daniel.mcdermott@dot.state.fl.us
<b>Marianne Takacs</b> LAP Administration Support	Phone: (386) 943- 5444 Email: marianne.takacs@dot.state.fl.us
<b>Vince Vacchiano</b> Construction Project Manager	Phone: (386) 943- 5406 Email: vincent.vacchiano@dot.state.fl.us
<b>Dana Wainwright</b> Right of Way Project Manager	Phone: (386) 943-5389 Email: dana.wainwright@dot.state.fl.us
<b>Peter Merris</b> Design Project Manager	Phone: (386) 943-5541 Email: panagiotis.merris@dot.state.fl.us
<b>Joyce Harley</b> District Federal-Aid Coordinator	Phone: (386) 943-5153 Email: edna.horneharley@dot.state.fl.us
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<b>Gina Caminiti</b> District Federal-Aid Coordinator	Phone: (305) 470-5325 Email: gina.caminiti@dot.state.fl.us
FDOT District 7	
<b>Lawrence Taylor</b> Special Projects/LAP Administrator	Phone: (813) 975-6434 Email: lawrence.taylor@dot.state.fl.us
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<b>Sara Clark</b> LAP Coordinator/Special Projects/JPA	Phone: (813) 975-6428 Email: sara.clark@dot.state.fl.us
<b>Linda Allen</b> District Federal-Aid Coordinator	Phone: (813) 975-6441 Email: linda.allen@dot.state.fl.us

