

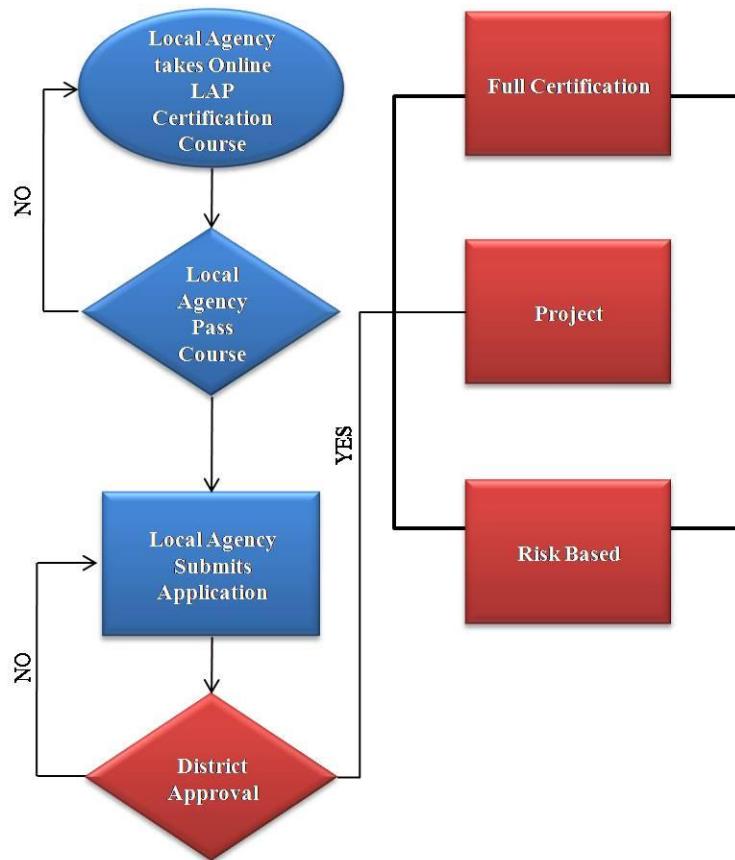
Local Agency Program & Florida Highway Administration Certification & Recertification Computer Based Training

Module 1 – Overview of the LAP Process

In addition to the certificate of completion for this course, the Local Agency will submit the following documents to the District LAP Administrator:

- Two copies of the Local Agency Certification Qualification Agreement (**Form 525-010-33**),
- The Local Agency's Organization Chart,
- A 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.),
- A transmittal letter signed by an appointed or elected official of the Local Agency,
- A copy of its latest Single Audit Report, and a
- Completed Administrative Checklist (**Form 525-010-43**).

Each District LAP Administrator and the LAP Certification Task Team may require that the local agency complete specific questionnaires to determine the qualification of the local agency.



This flowchart illustrates the Local Agency Program Certification process. Upon completion of this course the Local Agency will submit the applicable copies of the course certificate of completion along with the LAP Certification Package. If the Local Agency LAP Certification Package is complete, then the Local Agency will be assigned one of three levels of certification.

The three levels of certification include: a full certification which means that the Local Agency is certified to complete all phases of a transportation project.

The second phase is a project specific certification which means that the Local Agency is limited in the type of project that it can develop. For example a Local Agency may only be allowed to complete planning studies or develop landscaping projects.

The third certification type is a risk based certification. A risk based certification means that the District LAP Administrator reviews the Local Agency on a project by project basis to determine if the Local Agency can develop the requested project.

If the LAP Certification Package is incomplete or the Local Agency is denied certification the District LAP Administrator will notify the Local Agency by letter of the deficiencies in the LAP Certification Package or reasons for denial. Once the Local Agency has addressed the issues identified by the District LAP Administrator, the Local Agency may resubmit the LAP Certification Package.

Local Agencies can be certificated in the following phases of work: Planning, Design, Consultant Selection, Bid and Award Projects and Construction Administration.

The Department does not certify local agencies to perform the Environmental and Right of way phases. A local agency can be certified to assist the Department in gathering the environmental and right of way documentation. Each LAP project must adhere to the National Environmental Policy Act and the Uniform Right of Way Acquisition Act. In order for an agency to be certified to gather environmental documentation, at least one Local Agency representative should have special Project Development and Environment training from the Department prior to being certified. This training is available to Local Agencies on a space-available basis. Local Agencies can contact the District LAP Administrator to arrange for this training.

Once certified always certified, this is not the case. The Local agency must be recertified after a period of three years of inactivity in the Local agency program or at the discretion of the District LAP Administrators and the LAP certification Task Team.

Any failure to receive recertification when requested by the District LAP Administrator or inadequate performance on the part of the local agency will result in a decertification of qualification.

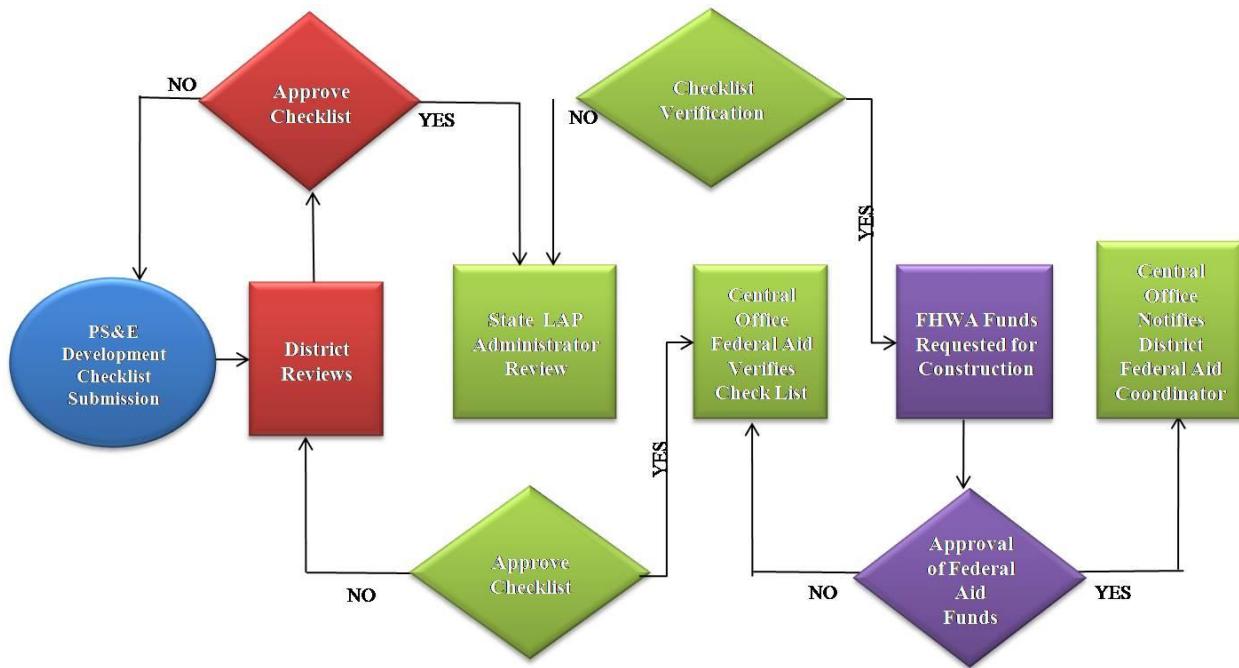
Once a Local Agency has been certified the agency can begin the project selection process. Any Federally funded project in the Department's Five-Year Work Program may be completed as a LAP project. Additionally, all LAP projects must appear in the Transportation Improvement Plan (TIP) and State Transportation Improvement Plan (STIP). Once the local agency has identified a project that it would like to develop, the local agency submits a LAP Request letter to the District LAP Administrator requesting to develop the project. The District must concur with the project request. If District LAP Administration and function area support staff feel the local agency cannot develop the project, they can request that the agency select another project. In addition to the LAP Request Letter, the Local agency must submit a firm commitment letter, and a project schedule to the District LAP Administrator stating that the project will be developed on time. All LAP projects must meet the appointment project letting date.

LAP projects vary in scale and type. The following are a sample of project types: Enhancement Projects, Safety Projects, MPO Prioritized Projects, Earmarks/Appropriations, Emergency Response, Signal projects and Intersection Improvements.

Regardless of the project selected. The Local Agency Program is a joint effort between the Local Agency and the Department.

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

The Local Agency will submit the Federal-Aid Funding Request in July, and execute the required number of copies of the LAP Agreement and return the executed copies to the District LAP Administrator with an originally signed and notarized copy of the Resolution adopting the project.



This flowchart illustrates the federal authorization process for a construction project. The federal authorization begins with the completion of the plans specifications and estimates of the final engineering design process, and the accompanying construction checklist. 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); 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) are used. If the project is on the State Highway System (SHS), the Local Agency must use the Department's specifications, if the project is not on the SHS, the Local Agency is encouraged to use the Landscape, Earthwork, Concrete and Asphalt specifications preapproved by the Department. A Local Agency may use its own specifications; however, those specifications must be reviewed by the State Specifications Engineer.

The local agency submits the construction checklist to the District LAP Administrator for review and signature. Provided that the checklist is complete and accurate, the checklist is sent to the State LAP Administrator for signature. Once the State LAP Administrator has reviewed and signed the Construction Checklist, it is submitted to the Central Office Federal Aid Office to request the construction funds from FHWA. Once the Construction funds have been approved, the Central Office Federal Aid Office notifies the District Federal Aid Coordinators and the District LAP Administrators to issue a notice to proceed for the construction phase. The Local Agency cannot begin work or incur any cost until the District LAP Administrator has issued the notice to proceed.

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

The project must be advertised for a minimum of 3 weeks.

Some non-traditional contracting methods include: Special Exception No. 14 and Design-Build.

The Local Agency must have a Department approved Design Build Procedure in place prior to using the Design Build process. This item is addressed on the Administrative checklist.

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

It is the Local Agencies responsibility, to submit a detailed project progress report along with their invoices to the District LAP Administrator or District Project Manager when applicable, and to schedule periodic project meetings with the District LAP Administrator, and Contractor or Consultant to discuss the project status and any issues.

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.

During project close out, the Local Agency must:

- Have its Project Engineer make a semifinal inspection within seven days after notice from the Contractor of the estimated completion of the project, and if the Project Engineer finds all contracted construction completed to his or 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 or 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. It is advised that the Department and the Local Agency Project Engineer conduct the semifinal and final inspection together.
- 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 & Acceptance of Federal-Aid Project Form (Form 525-010-42).

Only a Local Agency official can sign the final inspection and acceptance form.

Review Questions

Which projects can be completed as LAP projects?

- A) Any Federally funded project in the FDOT'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).
- B) Any State funding project.
- C) Any project that a local agency would like.

The answer is A.

What types of certifications are available in the Local Agency Program?

- A) Environmental Development Certification.
- B) Full Certification (except for Environmental Class of Action Determination and Right-of-Way Certification), Project Specific, or a Risk-base Certification.
- C) Right of way Certification

The answer is B.

What is the minimum period that a local agency must advertise a LAP Project?

- A) One week
- B) Two and a half weeks
- C) Three weeks

The answer is C.

LINKS

LAP Website

<http://www.dot.state.fl.us/projectmanagementoffice/LAP/default.shtm>

Florida Statutes

<http://www.leg.state.fl.us/statutes/>

Wage Tables and related info

<http://www.dot.state.fl.us/construction/wage.htm>

Federal Statutes and Regulations

<http://www.fhwa.dot.gov/programadmin/contracts/core02.cfm#s2A02>

Environmental Process Acronyms

<http://www.fhwa.dot.gov/programadmin/contracts/coregloss.cfm>

FHWA 1273

<http://ecfr.gpoaccess.gov/cgi/t/text{textidx?c=ecfr&rgn=div6&view=text&node=23:1.0.1.7.22.1&idno=23>

Civil Rights Act of 1964

http://www.fhwa.dot.gov/environment/title_vii.htm

Section II.1 EEO

<http://www.fhwa.dot.gov/programadmin/contracts/core02.cfm#s2A02>

Davis Bacon Act

<http://www.gpo.gov/davisbacon/>

Federal aid policy guide 6011.10 has additional information:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>

“Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation”

<http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>