



## LAP CERTIFICATION TOOL

Certification and recertification is a commitment by the local agency to perform all associated activities of the Federal-Aid Highway Program including but not limited to Title VI compliance, ADA compliance, grant management and fiscal accountability, procurement of professional service and construction administration in adherence to all federal and state requirements. The LAP Certification Tool is a risk-based assessment of your Local Agency and measures performance based risk of your participation in **LAP**. Detailed information on each section is located in the Department's **LAP Manual** (FDOT Procedure 525-010-300).

Answer each question to the best of your ability. Your District LAP Team is there to provide assistance and support as required while you complete the re/certification process.

### A. RISK ASSESSMENT

Source: LAP Manual Chapters 2 and 3

- 1) Based on the risk assessment [Click or tap here to enter text.](#) is eligible for: Choose an item.
- 2) Title VI Sub-recipient Assurance date (provided by Central Office): [Click or tap here to enter text.](#)
- 3) Risk Assessment date (provided by Central Office): [Click or tap here to enter text.](#)
- 4) Number of projects programmed in the current 5 Year Adopted Work Program: [Click or tap here to enter text.](#)

### B. PROJECT SELECTION

Source: FDOT Work Program Instructions

- 1) Which project phases does your agency plan to implement through the LAP program?

**Check all that apply:**

☐ Planning

☐ Design

☐ Construction

☐ Construction Administration

☒ All of the Above

☐ Other: [Click or tap here to enter text.](#)

*\*Environmental and Right of Way phases are not eligible for delegation to local agencies without additional Department approvals. Contact your District Local Program Administrator for information.*

- 2) Does your agency prioritize projects through a Metropolitan or Transportation Planning Organization (MPO/TPO) process?

Yes

- i. If yes, which MPO/TPO? Broward MPO

- 3) The Florida Department of Transportation (Department) is a member of REDI. Counties and communities that meet certain statutory criteria are eligible for waivers or reductions of the local match requirements for such projects. Refer **to Section 288.06561, Florida Statutes** (F.S.). Is your city or County eligible for a REDI waiver from the Department?

No

### C. RESPONSIBLE CHARGE

Source: LAP Manual Chapter 2

This person (or people) must be a full-time employee of the agency. This person (or people) will be the designated point of contact in LAPIT. This person (or people) must attend training, coordination and project meetings with the Department and FHWA.

- 1) The responsible charge for your agency is: City Engineer

### D. LAPIT

Source: LAP Manual Chapter 2

- 1) Please provide your Agency's LAPIT Administrator name and contact information. This person is responsible for maintaining your agency's information in LAPIT and granting access to other agency users. LAPIT user roles and access are described in the **LAP Manual Section 2.8**.

City Engineer

### E. MANDATORY TRAINING

Source: LAP Manual Chapter 2

The list of mandatory LAP training courses is provided in the [LAP Manual Chapter 2](#). The agency may use multiple staff members to satisfy training requirements.

- 1) Is your agency committed to sending one or more staff members to each course listed in the **LAP Manual** and sending additional staff at the request of the Department to maintain certification in the LAP program?

No

### F. AGENCY STAFFING

Source: LAP Manual Chapters 2 and 18

Your agency must have adequate staff to provide oversight for all phases of Federal-Aid Highway Projects as listed below, or may supplement staff with consultant support as needed to demonstrate adequate oversight staff.

- 1) Does your agency have adequate staff to manage multiple projects at one time?
- 2) Describe delegation of duties or organizational structure for contract administration.

No

MPO

### G. AGENCY STAFF AUGMENTATION

Source: LAP Manual Chapters 2 and 18

**LAP Manual Section 2.4.1:** The Local Agency's certification package may identify consultant staff used to augment Local Agency forces on a regular basis; however, this does not relieve the Local Agency of its responsible charge obligations.

- 1) Per **Section 2.4.1** of the LAP Manual, identify consultant staff used to augment your agency forces on a regular basis. *For example, your agency does not have a professional engineer on staff and routinely uses a consultant P.E. for managing all design phase projects*

Agency has professional staff

- 2) Will consultant support be limited to specific project phases or required for all project phases? *For example, your agency does not have a professional engineer on staff and routinely uses a consultant P.E. for managing all design phase projects.*

All Phases Supported

- 3) If the answer to question 2 is “limited” or “all” phases require routine consultant support, list the phases of work and/or services consultants will perform on behalf of your agency. *For example, project applications, cost estimates, scoping, administration, project management, etc.*

All phases

## H. PROJECT DEVELOPMENT

Source: LAP Manual and FDOT Work Program Instructions

- 1) Identify the staff and/or department within your agency responsible for project development including: preparing and submitting transportation project applications for agency eligible local programs. Provide point of contact information or multiple points of contact if each respective office participates in project development.

City Engineer

\*Note all Federal-Aid projects must comply with the ADA. Required ADA upgrades within proposed project limits must be identified in the project application and included in the agency cost estimate(s) submitted to the Department. Insufficient scoping creates inaccurate project programming and jeopardizes local projects.

- 2) Has project development staff completed the ADA Design Accessibility Training Course or a similar training course?

No

- i. If yes, list staff name(s), name of course, and date of training here.

[Click or tap here to enter text.](#)

- ii. If no, is your agency able to send project development staff to ADA Accessibility Training within the next 12 months?

Yes

## I. PROCUREMENT - GENERAL

Source: LAP Manual Chapters 9, 18, 21 and 23

Your agency’s ability to maintain reimbursement eligibility is dependent on following the applicable federal and state procurement regulations.

- 1) Identify agency staff with federal procurement experience and the primary point(s) of contact for LAP project procurement. Include whether the staff identified support professional services, construction, or both types of procurement actions.

Procurement Manager

- 2) Is your agency able to send a minimum of one procurement staff member to the training courses identified in **LAP Manual Chapter 2** to maintain familiarity with federal and state requirements throughout the Certification period? Construction and professional services training are provided in two unique courses and both are mandatory.

Yes

3) What is the average duration of your professional services and construction procurement processes from advertisement to contract award?

- Professional Services: 3 mo
- Construction: 3 mo

4) How will your agency monitor bid opportunity reporting during and immediately following the solicitation period by both contractors and consultants on federal contracts?

Procurement department

5) Does your agency have procurement staff to provide bid opportunity oversight responsibility in the Department's Equal Opportunity Compliance (EOC) database?

No

- i. If yes, identify the employees with oversight responsibility and access to the Department's EOC database.

Click or tap here to enter text.

- ii. If no, identify the employee(s) that will be assigned oversight responsibility and access to the Department's EOC database.

Procurement director

6) Identify agency staff who review subcontract(s) terms and conditions and approve for execution with the subcontractor(s) on Federal-Aid projects.

Contracts department

7) Describe the process your agency uses to monitor all subcontracts for incorporation of required federal terms and provisions, including FHWA 1273 and the LAP Terms for Federal-Aid Contracts.

none

8) Is your agency able to remove all preference programs, except those approved by the Federal Highway Administration, from Federal-Aid contracts and subcontracts?

Yes

9) Identify your agency's locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid project solicitations and contracts.

☐ Minority business

☒ Local business

☐ Disadvantaged business

☒ Location (physical location in proximity to your jurisdiction)

☐ Small business

☐ Materials purchasing (physical location or supplier)

☐ Locally adopted wage rates

☐ Other: Click or tap here to enter text.

10) Does your agency incorporate contract language for termination for cause, convenience, and default in contracts and subcontracts greater than \$10,000?

Yes

- 11) Does your agency develop expected project durations and incorporate beginning and end dates in each contract?

Yes

## J. PROCUREMENT – CONTINUING SERVICES CONTRACTS

Source: LAP Manual Chapter 18

- 1) Does your agency have a continuing services contract it would like to utilize for professional services phases of LAP projects?

No

- 2) If yes, is it a federalized contract approved by the Department?

Choose an item.

## K. PROCUREMENT – PROFESSIONAL SERVICES

Source: LAP Manual Chapter 18

- 1) Identify all locations your agency advertises contracts and the duration of a typical advertisement period.

Bonfire 30 days

- 2) Does your agency have a pre-qualification or grading program for consultants?

No

- i. If no, does your agency apply the FDOT pre-qualified consultant program requirements to Federal-Aid contracts?

No

- 3) Does your agency formally evaluate consultants' performance during the contract period? *\*Performance evaluations are required for all federally funded professional services contracts per 23 CFR 172.*

No

- i. If yes, identify staff responsible for completing consultant performance evaluations for each contract.

[Click or tap here to enter text.](#)

- ii. If no, is your agency willing and able to establish a performance evaluation process for use on Federal-Aid contracts?

Yes

- 4) Select whether your agency utilizes a longlist or a shortlist process for professional services procurement.

☐ Shortlist, or one-step, process: your agency solicits for professional services contracts and provides the complete request for proposal (RFP) to all interested consultants. The agency evaluates all responses to the solicitation to identify the most qualified consultant to negotiate a contract with.

☒ Longlist, or two-step, process: step one – your agency solicits for qualifications (RFQ) and receives a longlist of respondents; the longlist is evaluated in step one and a shortlist of the most qualified

consultants is developed. The complete request for proposal (RFP) package is then provided to only those most qualified consultants shortlisted. Step two – the shortlisted consultants respond to the RFP and your agency evaluates the responses to identify the most qualified consultant to negotiate a contract with.

- ☐ Both methods of procurement are utilized. Explain when one process is utilized versus another.  
Click or tap here to enter text.

5) Does your agency routinely develop independent man hour estimates prior to negotiating with consultants?  
Yes

- i. If yes, identify staff with experience developing independent man hour estimates for engineering related consultant services.

City engineer

- ii. If no, explain how your agency will develop independent man hour estimates for each LAP project.

Click or tap here to enter text.

6) Does your agency foresee issues incorporating the Terms for Federal-Aid Contracts into all contracts and subcontracts or executing all required forms (as identified in **LAP Manual Ch 18** and on the **LAP Checklist of Professional Services Contracts Form # 525-010-49**) for each project?

No

## L. PROCUREMENT – CONSTRUCTION

Source: LAP Manual Chapters 9, 21 and 23

1) What methods of bidding does your agency employ for transportation project construction (e.g. low bid; cost + time; bundling; indefinite quantity indefinite delivery)?

RFP low

2) Identify all locations your agency advertises contracts and the duration of advertisement.

Bonfire 30 days

3) Does your agency foresee any issues physically incorporating the FHWA 1273 Form into all contracts and subcontracts or executing all required forms (as identified in [LAP Manual Chapter 23](#) and on the **LAP Checklist for Construction Contracts Form #525-010-44**) for each project?

No

4) Identify maintenance items incorporated in or required for construction contracts by local ordinance or rule.

☒ Warranty bonds

☐ Maintenance bonds

☐ Warranty provisions

Provide a summary of the terms of warranty provisions: 1 year

## M. PLANNING

Source: Florida Administrative Code Chapter 14-75

The minimum qualifications for planning phases delivered on the State Highway System or National Highway System are established in **Chapter 14-75, F.A.C.**

- 1) Does your agency have a planning department with at least one planner on staff full or part-time?  
Yes
- 2) Does your agency planning department have a designated transportation planner on staff?  
No
- 3) Does your agency expect to perform transportation planning studies with in-house staff or consultant staff or both?  
Consultant Staff
- 4) How many transportation planning studies have your in-house agency staff completed in the last 5 years?  
0
- 5) How many transportation planning studies have been performed by consultants on behalf of your agency over the last 5 years?  
0

#### **N. PLANS, SPECIFICATIONS AND ESTIMATES**

*Source: LAP Manual Chapters 4, 11, 12, 19, 20, 21 and 23.*

- 1) Identify the Florida Professional Engineer on staff with your agency. Karl Kennedy
  - i. This person has 25 years of transportation design experience.
  - ii. Florida License # 48838
- 2) Does your agency plan on designing projects with in-house design staff?  
No
- 3) Provide the number of professional engineers on staff with your agency:  
4
- 4) Identify the design criteria your agency uses to design projects on local transportation facilities. Local transportation facilities or “off-system” projects are referred to as LAP Classification D projects.
 

☒ Florida Greenbook
☐ Other: Click or tap here to enter text.

☒ FDOT Design Manual
- 5) Is your agency willing and able to apply state design criteria and standards to transportation projects delivered on the LAP Classification A (on the SHS/NHS), LAP Classification B (projects that cost greater than \$10 million), or LAP Classification C (projects containing structural elements meeting the definition of a bridge) per **LAP Manual Chapter 19**?  
Yes
- 6) The FDOT must review project design plans prior to approving the PS&E Package. The FHWA Florida Division Office will also review design plans at its discretion. In general, what is your agency’s design plans development schedule and review process?

varies

- 7) Identify agency staff responsible for submitting or monitoring consultant submittal of design plans to the FDOT's Electronic Review Comments (ERC) application.

City engineer

- 8) Has project design staff completed the ADA Design Accessibility Training Course or a similar training course?  
*\*All FAHP projects must comply with ADA. Required ADA upgrades within proposed project limits shall be incorporated during the design phase.*

- i. If yes, list staff name(s), name of course, and date of training

Click or tap here to enter text.

- 9) Does your agency regularly use preferred or proprietary products on improvement projects (i.e. streetlights, benches, trash cans, patterned pavement)?

No

- 10) Identify staff responsible for certifying right of way activities are in compliance with the ***Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970.***

none

- 11) Identify staff responsible for certifying that all utilities are either cleared or coordinated for each project in compliance with **23 CFR 635.309.**

none

- 12) Identify staff responsible for certifying that all railroad work is either cleared or coordinated for each project in compliance with **23 CFR 635.309.**

none

- 13) Identify staff responsible for identifying all environmental or cultural resources (Section 4f) within project limits and certifying NEPA compliance.

none

- 14) Identify staff responsible for certifying all permits and/or exemptions have been obtained and included in the final PS&E package.

City engineer

- 15) Does your agency have specifications for roadway construction you would like to use on off-system LAP projects?

No

- i. If yes, submit all specifications to the District Specifications Office for review and approval.

Specifications Approval Date: Click or tap here to enter text.

- ii. If no, does your agency foresee any issues incorporating the LAP Big Four Specifications (off system) or the Department's Standard Specifications (SHS/NHS) into project PS&E packages?

No



## O. CONSTRUCTION

Source: LAP Manual Chapters 23 and 24

- 1) Does your agency seek to self-perform construction activities? Force account construction requires a Department approved public interest finding. Acceptable justifications for force account construction cannot be based on cost alone.

No

- i. If yes, identify agency experience with public works construction projects (i.e. resurfacing, sidewalks, trails, traffic signals, lighting).

Click or tap here to enter text.

- 2) Does your agency have a timekeeping system that associates employee time to specific projects?

No

## P. CONSTRUCTION ADMINISTRATION

Source: LAP Manual Chapters 21 and 23

- 1) Does your agency hold pre-construction meetings?

Yes

- 2) Describe your agency's change order approval process; include how the change is initiated, review points and responsible staff, and if there are variations in the process based on cost thresholds or for no cost changes.

City engineer

- 3) Describe your agency's time extension approval process only if it varies from your change order process.

Click or tap here to enter text.

- 4) Identify how your agency counts contract time? Work Days

- 5) Does your agency allow work on weekends, holidays, and nights? If yes, oversight staff shall be available during these times. Please check all that apply:

☐ Weekends

☒ Holidays

☒ Nights

- 6) Describe your agency's materials testing and approval process.

none

- 7) Identify all inspectors on staff with CTQP certification(s):

noner

***\*\*The District Materials Offices shall perform a quality assurance review of each local agency materials acceptance and testing procedures during the certification review period.***

- 8) Explain how does your agency tracks and certifies Buy America compliance on federal projects.

Procurement director

- 9) Identify your agency's schedule of liquidated damages. You may elect to use the Department's schedule if your agency has not developed one.

varies

10) Describe your agency's liquidated damages assessment process.

varies

#### Q. CONSTRUCTION ADMINISTRATION- PROJECT INSPECTION

1) Does your agency seek to self-perform construction inspection activities?

Yes

i. If yes, how many inspectors does your agency employ? 3

ii. If yes, identify your agency inspectors who maintain certifications per FAC 14-75 in order to perform inspections on SHS and NHS projects.

none

iii. If yes, describe your agency's process for inspecting construction projects.

onsite

iv. If yes, describe your agency's process for completing inspectors' daily reports and recordkeeping.

Daily

2) If no, describe your agency's process for providing oversight and maintaining control of a project when a consultant CEI is performing the inspection duties.

[Click or tap here to enter text.](#)

#### R. CONSTRUCTION ADMINISTRATION- CONTRACT COMPLIANCE WITH FHWA 1273

1) Has your agency administered Federal-Aid construction contracts in the previous 3 years?

No

2) Identify staff members who have direct experience performing or monitoring Resident Compliance Specialist (RCS) duties on Federal-Aid construction contracts and who will self-perform contract compliance on construction contracts per the **FDOT Contract Compliance Manual Topic No. 275-020-002**. Staff must complete training as offered by the Department or FHWA and demonstrate adequate knowledge of federal contract compliance requirements with FHWA 1273.

none

3) Identify staff who will monitor consultant performed RCS services, which includes DBE payment reporting approvals, subcontractor approvals, etc. Staff must complete training as offered to perform this role.

none

4) Identify those employees with oversight responsibility and access to the Department's Equal Opportunity Compliance database for reporting and/or accepting DBE commitments on Federal-Aid projects.

none

#### S. INVOICING

*Source: LAP Manual Chapters 5, 7, and 10.*

1) Describe how your agency complies with Florida's Prompt Payment laws.

FI prompt payment compliance with comptroller dept

2) Describe how your agency verifies work invoiced by a contractor compared to work performed.

Field visit

3) Describe how your agency verifies work invoiced by a consultant compared to work performed.

Engineering review

4) Is there any reason why your agency cannot comply with the LAP quarterly invoicing requirement?

No

5) Identify staff and/or departments within your agency responsible for preparing and submitting invoices to the Department.

Procurement dept

## T. CERTIFICATION STATUS

**Effective** [Click here to enter text.](#) **qualifies for the following Certification/Recertification:** Choose an item.

**The following exceptions are applicable to this Certification/Recertification:**

(Check all that apply)

☐ AGENCY MAY NOT PERFORM IN-HOUSE DESIGN ON LAP CLASSIFICATION A, B, OR C PROJECTS

☐ AGENCY MAY NOT PERFORM IN-HOUSE DESIGN ON LAP CLASSIFICATION D PROJECTS

☐ AGENCY MAY NOT PERFORM FORCE ACCOUNT CONSTRUCTION

☐ AGENCY MAY NOT PERFORM IN-HOUSE CEI ON LAP CLASSIFICATION D PROJECTS

☐ AGENCY MAY NOT PERFORM IN-HOUSE CEI ON LAP CLASSIFICATION A, B, OR C PROJECTS

☐ AGENCY MAY NOT PERFORM IN-HOUSE CONTRACT COMPLIANCE

☐ AGENCY MAY NOT PERFORM [Click or tap here to enter text.](#)

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Signature- District Local Program Administrator

[Click here to enter text.](#)

[Click here to enter text.](#)

Print Name of District Local Program Administrator

Date

Signature- Local Agency Responsible Charge

[Click here to enter text.](#)

[Click here to enter text.](#)

Print Name of Local Agency Responsible Charge

Date