



LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST DISTRICT 4 LOCAL PROGRAMS

Agency:	Completion Date:
Financial Project No:	*Submittal Due Date:
Project Name:	

OFF SHS
 ON SHS
 CRITICAL PROJECT (Structural Elements)

Requirement	Notes
Plans	
<input type="checkbox"/> Final Plans (100%)	<ul style="list-style-type: none"> • ON –SHS : Comply with the following: FDOT Design Manual & FDOT Standard Plans for Road and Bridge Construction <ul style="list-style-type: none"> ○ For landscaping projects: Use FDM Chapter 228 ○ For transit facilities projects: Use FDOT District 4 Transit Facilities Design Guidelines. • ALL projects : See LAP Manual, Chapter 19.4 for other Design Criteria and Manuals. See FDM, Chapter 301 for plans submittal requirements. <ul style="list-style-type: none"> ○ Include FM # on Key Sheet and year of design standards used. ○ Add the following notes to the General Notes: <ul style="list-style-type: none"> ▪ Contamination notes (located in the LAP Environmental Request for Review Memo) ▪ All work for this project will be completed within and from the existing right of way.
Estimate	
<input type="checkbox"/> 100% Engineer's Estimate	<ul style="list-style-type: none"> • REQUIRED Signatures on bottom right of Engineer's Cost Estimate must be signed, sealed and dated for: <ol style="list-style-type: none"> 1) Preparation 2) Review 3) Approval (Agency Responsible Charge)
<input type="checkbox"/> Engineer's Backup	<ul style="list-style-type: none"> • ALL projects: Provide Backup Quantities in any form
Right-of-Way	
<input type="checkbox"/> LAP/FDOT No Additional Right of Way Certification Form AND LAP/FDOT Right of Way Certification Form (Form # 575-095-05c)	<ul style="list-style-type: none"> • LAP Manual, Chapter 12 • Make sure ROW is labeled on plans • ROW Documents to be signed by Department Head or other higher-level agency official who has authority to obligate and bind the Agency
Environmental	
<input type="checkbox"/> Type I CE Checklist and Backup Memorandum	<ul style="list-style-type: none"> • Refer to the D4 LAP Website and the LAP Environmental Request for Review Memorandum for additional guidance on the Type I CE checklist and Back-up Memorandum including supplemental documents that have been approved by external agencies (as attachments). <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resource Assessment Survey (CRAS) Report <input type="checkbox"/> Wildlife Study Report or Natural Resource Evaluation (NRE) <input type="checkbox"/> Wetland Survey Report or NRE (can include Bonneted Bat Survey results) <input type="checkbox"/> Section 4(f) Forms (No Use, Exception/Exemption) <input type="checkbox"/> Bridge Asbestos Report/Lead Based Paint Report <input type="checkbox"/> Level I and II Contamination Assessment Report



LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST DISTRICT 4 LOCAL PROGRAMS

Agency:	Completion Date:
Financial Project No:
Project Name:	*Submittal Due Date:

OFF SHS
 ON SHS
 CRITICAL PROJECT (Structural Elements)

Requirement	Notes
<input type="checkbox"/> LAP Type 1 Categorical Exclusion Checklist	<ul style="list-style-type: none"> Refer to the D4 LAP Website for the LAP Type I CE Guide and the latest LAP Type I CE Checklist LAP Manual, Chapter 11; Project Development and Environment Manual (PD&E Manual), Part 1, Chapter 2.

Contract Documents	
<input type="checkbox"/> 100% Bid/Contract Document with Federal Provisions	<ul style="list-style-type: none"> ON SHS/ Critical Projects: FDOT will prepare Division 2 and 3 of contract documents <ul style="list-style-type: none"> The Agency can use its own Division 1; some required language must be included. On-System LAP Specifications Guidelines OFF SHS – Agency can use their own technical specifications but must include Earthwork, Concrete, Asphalt and Landscaping. (LAP Big 4) All Projects <ul style="list-style-type: none"> Tab and label Bid/Contract documents Include the Federal Required Contract Provisions Searchable PDF Document
<input type="checkbox"/> Signed Federal Requirements LAP Checklist for Construction Contracts	<ul style="list-style-type: none"> All Projects <ul style="list-style-type: none"> LAP Manual, Chapter 21 Include page numbers under “Requirement Location” for reference in checklist.
Design Components	
<input type="checkbox"/> Traffic Control Plans (TCP) (Integral to Plans Set)	<ul style="list-style-type: none"> FDM, Chapter 240 FDOT Standard Plans, 102 Series <ul style="list-style-type: none"> Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). Maintenance of Traffic (MOT) certification required for development of TCP.
<input type="checkbox"/> Typical Section Package	<ul style="list-style-type: none"> FDM, Chapter 306



LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST

DISTRICT 4 LOCAL PROGRAMS

Agency:	Completion Date:
Financial Project No:	
Project Name:	*Submittal Due Date:

OFF SHS
 ON SHS
 CRITICAL PROJECT (Structural Elements)

Requirement	Notes
<input type="checkbox"/> Pavement Design Package	<ul style="list-style-type: none"> • Rigid and Flexible Pavement Design Manuals.
<input type="checkbox"/> Design Exceptions/Variations	<ul style="list-style-type: none"> • LAP Manual, Chapter 19.5 • FDM, Chapter 122
<input type="checkbox"/> Access Management Plan	<ul style="list-style-type: none"> • The Median Handbook • Driveway Handbook <input type="checkbox"/> NO change to lighting
<input type="checkbox"/> Roadway Lighting Justification Report	<ul style="list-style-type: none"> • AASHTO Roadway Lighting Design Guide • FDM, Chapter 231.4 <input type="checkbox"/> NO change to access
Utilities	
<input type="checkbox"/> Documentation of Utility Coordination	<ul style="list-style-type: none"> • Meeting minutes, correspondence with Utility Agency.
<input type="checkbox"/> Approved Utility Exceptions	<ul style="list-style-type: none"> • If applicable
Railroad	
<input type="checkbox"/> Documentation of Railroad Coordination	<ul style="list-style-type: none"> • This project crosses or is adjacent to RR Right-of-Way • Meeting minutes, correspondence with Railroad Company or FDOT Rail Coordinator.
Signal Interconnect	
<input type="checkbox"/> Documentation of Signal Interconnect Coordination	<ul style="list-style-type: none"> • Applies to Agencies in Broward County: Coordination with Broward County Traffic Engineering Division required for signal interconnects.
Bridge plans required (Integral to Plans Set)	
<input type="checkbox"/> Design Calculations	<ul style="list-style-type: none"> • FDOT Structures Manual, Vol 1, Structures Design Guidelines Chapter 8.3
<input type="checkbox"/> BHR/BDR	<ul style="list-style-type: none"> • Bridge Hydraulics Report/Bridge Development Report
<input type="checkbox"/> Soil or foundation Reports	<ul style="list-style-type: none"> • FDOT Structures Manual, Vol 1, Structures Design Guidelines Chapter 3.2 • Soils & Foundations Handbook.
<input type="checkbox"/> Bridge Load Rating	<ul style="list-style-type: none"> • FDOT Bridge Load Rating Manual • Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
Project Files Naming Convention	



LAP CONSTRUCTABILITY PHASE SUBMITTAL CHECKLIST DISTRICT 4 LOCAL PROGRAMS

Agency: _____	Completion Date: _____
Financial Project No: _____	
Project Name: _____	*Submittal Due Date: _____

OFF SHS
 ON SHS
 CRITICAL PROJECT (Structural Elements)

Requirement	Notes
-------------	-------

<input type="checkbox"/> PDF	<i>FM#XXXXXX-X – DOC TYPE - DATE</i>
------------------------------	--------------------------------------

* According to Adopted Project Schedule

Agency Responsible Charge Signature

FDOT Coordinator Signature

Coord. Approval Date