



LAP PRELIMINARY 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
Scope	
<input type="checkbox"/> Project Scope	Project Scope Template
<input type="checkbox"/> Location Map	Location Map Sample
Estimate	
<input type="checkbox"/> Preliminary Engineer's Estimate	<ul style="list-style-type: none"> • ALL projects: Estimate must be in correct format (Sample Estimate) • LAP Manual, Chapter 20.4
<input type="checkbox"/> Engineer's Estimate Required Signatures	<ul style="list-style-type: none"> • Signed & Sealed • REQUIRED Signatures on bottom right of Engineer's Cost Estimate must be signed and dated for: <ol style="list-style-type: none"> 1) Preparation 2) Review 3) Approval (Agency Responsible Charge)
CEI	
<input type="checkbox"/> In-house	Provide man hour estimate and classification if in-House
<input type="checkbox"/> Consultant	
Environmental	
<input type="checkbox"/> In-house	Anticipated acquisition date if consultant:
<input type="checkbox"/> Consultant	
Certification	
<input type="checkbox"/> LAP Certification Package	<ul style="list-style-type: none"> • FDOT Sub-Recipient Compliance Assessment • Certification Tool • Title VI Non-Discrimination Assurance • Title VI Policy & Plan • Organizational Chart • Resumes • Computer Based Training
Project Files Naming Convention	
<input type="checkbox"/> PDF	FM#XXXXXX-X – DOC TYPE - DATE

*According to Adopted Project Schedule

Agency Responsible Charge Signature

FDOT Coordinator Signature

Coord. Approval Date