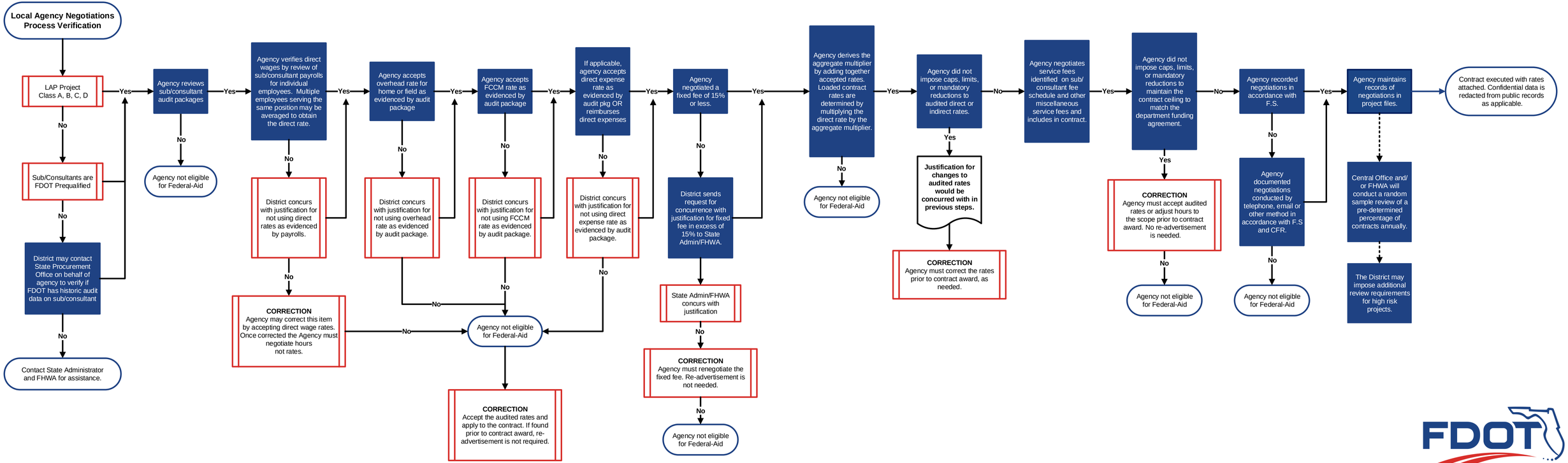
Local Agency Negotiations Process Verification
LAP Project Class A, B, C, D
Yes
No
Sub/Consultants are FDOT Prequalified
No
District may contact State Procurement Office on behalf of agency to verify if FDOT has historic audit data on sub/consultant
No
Contact State Administrator and FHWA for assistance.
Agency reviews sub/consultant audit packages
No
Agency not eligible for Federal-Aid
Agency verifies direct wages by review of sub/consultant payrolls for individual employees. Multiple employees serving the same position may be averaged to obtain the direct rate.
No
District concurs with justification for not using direct rates as evidenced by payrolls.
No
CORRECTION
Agency may correct this item by accepting direct wage rates. Once corrected the Agency must negotiate hours not rates.
Agency accepts overhead rate for home or field as evidenced by audit package
No
District concurs with justification for not using overhead rate as evidenced by audit package.
Agency accepts FCCM rate as evidenced by audit package
No
District concurs with justification for not using FCCM rate as evidenced by audit package.
If applicable, agency accepts direct expense rate as evidenced by audit pkg OR reimburses direct expenses
No
District concurs with justification for not using direct expense rate as evidenced by audit package.
Agency not eligible for Federal-Aid
CORRECTION
Accept the audited rates and apply to the contract. If found prior to contract award, re-advertisement is not required.
Agency negotiated a fixed fee of 15% or less.
No
District sends request for concurrence with justification for fixed fee in excess of 15% to State Admin/FHWA.
State Admin/FHWA concurs with justification
No
CORRECTION
Agency must renegotiate the fixed fee. Re-advertisement is not needed.
No
Agency not eligible for Federal-Aid
Agency derives the aggregate multiplier by adding together accepted rates. Loaded contract rates are determined by multiplying the direct rate by the aggregate multiplier.
No
Agency not eligible for Federal-Aid
Agency did not impose caps, limits, or mandatory reductions to audited direct or indirect rates.
Yes
Justification for changes to audited rates would be concurred with in previous steps.
CORRECTION
Agency must correct the rates prior to contract award, as needed.
Agency negotiates service fees identified on sub/ consultant fee schedule and other miscellaneous service fees and includes in contract.
Agency did not impose caps, limits, or mandatory reductions to maintain the contract ceiling to match the department funding agreement.
Yes
CORRECTION
Agency must accept audited rates or adjust hours to the scope prior to contract award. No re-advertisement is needed.
No
Agency not eligible for Federal-Aid
Agency recorded negotiations in accordance with F.S.
No
Agency documented negotiations conducted by telephone, email or other method in accordance with F.S and CFR.
No
Agency not eligible for Federal-Aid
Agency maintains records of negotiations in project files.
Central Office and/ or FHWA will conduct a random sample review of a pre-determined percentage of contracts annually.
The District may impose additional review requirements for high risk projects.
Contract executed with rates attached. Confidential data is redacted from public records as applicable.