

APPENDICES

Appendix 1: Department Work Program Development Cycle

Appendix 2: Development Cycle and Programming Expectations

Appendix 3: Application Intake and Project Programming Workflow

Appendix 4: LAP Certification

Appendix 5: Establishing Lockdown

Appendix 6: Right-Of-Way (ROW) Top Ten

Appendix 7: Environmental Activities

Appendix 8: LAP Agreement

Appendix 9: Project Schedule Template(s) and Production Checklist

Appendix 10: Sample Project Finance Plan

REFERENCE INFORMATION

FDOT Local Agency Program Manual:

<https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm>

FDOT Work Program Overview:

<http://wbt.dot.state.fl.us/ois/WorkProgram101CBT/index.shtm>

<https://youtu.be/HQw1sMQrgr4>

Additional Reference Manuals:

Intersection Control Evaluation (ICE):

[https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/traffic/trafficservices/studies/mice/fdot-ice-](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/traffic/trafficservices/studies/mice/fdot-ice-manual_final_110117665d969768f01f404db4e7a175a3b83f7f.pdf?sfvrsn=c89d75a_0)

[manual_final_110117665d969768f01f404db4e7a175a3b83f7f.pdf?sfvrsn=c89d75a_0](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/traffic/trafficservices/studies/mice/fdot-ice-manual_final_110117665d969768f01f404db4e7a175a3b83f7f.pdf?sfvrsn=c89d75a_0)

Appendix 1: Department Work Program Development Cycle

The Tentative Work Program is a future five-year listing of all transportation projects planned for each fiscal year. It is developed by FDOT's Central Office based on the Districts' work program planning efforts put forth during the Development Cycle.

The Adopted Work Program, including the current fiscal year/Lockdown, refers to the Five-Year Work Program reviewed by the Florida Legislature, the Governor, and adopted by the State Secretary of Transportation on July 1st of each year.

The Work Program Development Cycle is a year and a half (1.5) long process and consists of three (3) parts:

PHASE 1:

January - June: Projects and needs are identified for possible programming in the upcoming cycle. Project scope, schedule(s) and estimate(s) are created in advance of Phase 2.

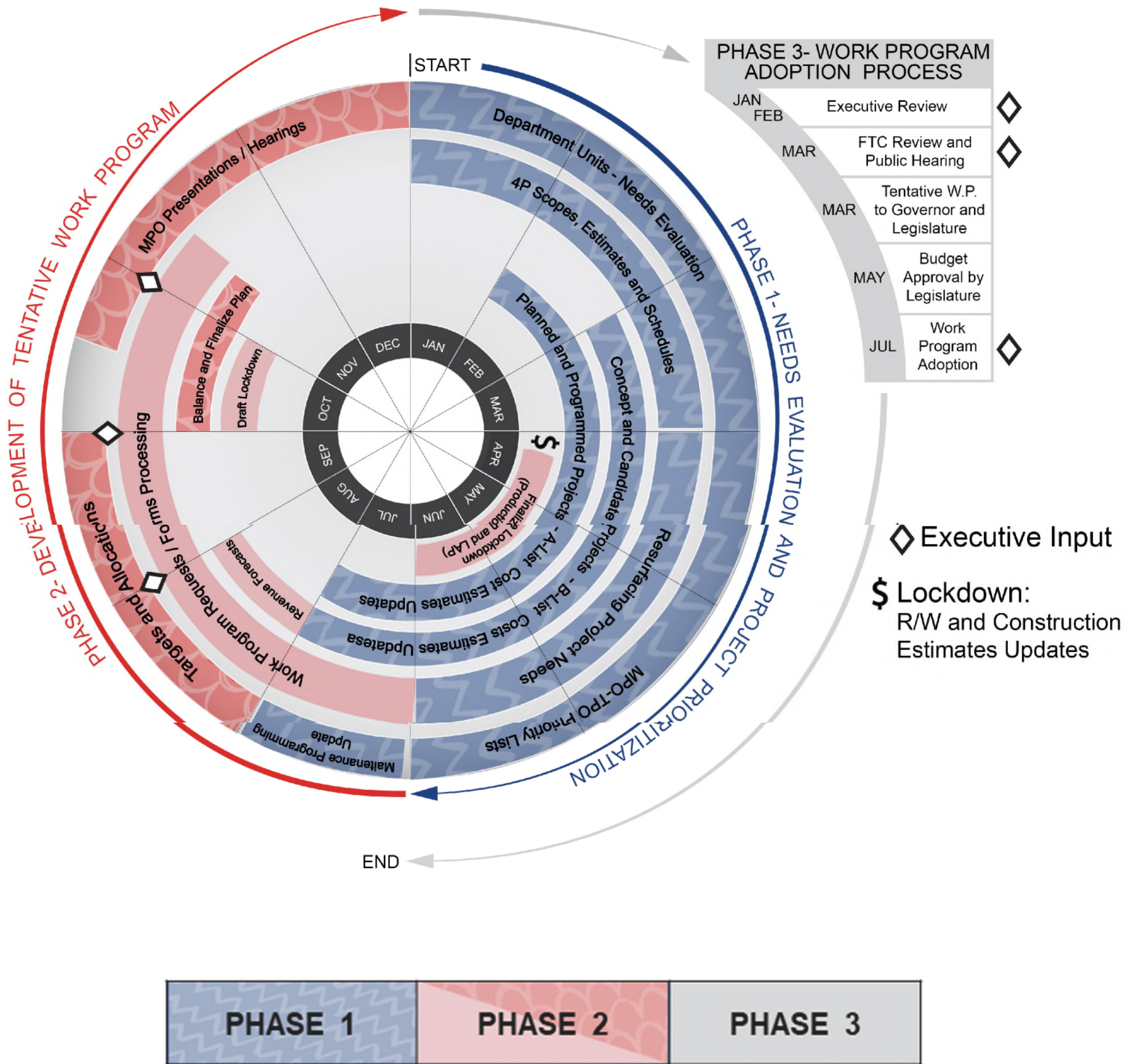
PHASE 2:

July - December: Programming begins and a balanced plan is developed conforming to set policies, priorities and available funding resources.

PHASE 3:

January - July: Work Program adoption is initiated and the plan is ultimately adopted in July of the upcoming year.











Work Program Development Process



Appendix 2: Development Cycle and Programming Expectations

(Please see next page for exhibit)

DEVELOPMENT CYCLE AND PROGRAMMING EXPECTATIONS

	TIMEFRAME/DEADLINE	ACTIVITY/EVENT	OBJECTIVE	RESPONSIBILITY
	January	FDOT sends Kickoff letters to the MPOs/TPOs/Flagler County	Notify agency(ies) of upcoming cycle expectations	FDOT
	JULY 1st	List of Priority Projects (LOPP)	<ul style="list-style-type: none"> Develop LOPP consistent with application information (type of project, schedule and estimate) Inform FDOT of project needs, programming requests, including application requests for Five Year Work Program Development Cycle 	MPO/TPO/Flagler County
		Project Applications are due to FDOT	<ul style="list-style-type: none"> Project Applications (Years 1-3): Detailed project applications shall be complete and must pass a preliminary Department review prior to intake and programming Updated Estimates required for Projects programmed in Years 1-3 	MPO/TPO and Agency(ies)
	July - August	Application(s) Screening Meeting	<ul style="list-style-type: none"> Internal FDOT meeting Review requests (LAP, 4P, Work Program, Liaison) Identify follow up or missing information (LAP, 4P, Work Program, Liaison) Updates with Department comments/follow up/action items (Liaison) 	FDOT
	July - August	Coordination	<ul style="list-style-type: none"> FDOT Liaison communicates status, feedback and action items to agencies and MPOs/TPOs Liaison facilitates resolution, documents statuses, follows up on missing information/action items. Liaison manages coordination in preparation to Action, Intake or Follow Up meeting(s). 	FDOT, MPO/TPO and Agency(ies)
	Early August	Action Items, Projects Intake and Programming Needs	<ul style="list-style-type: none"> Agency meeting to confirm/discuss Project Applications. Provide Agency(ies) information from FDOT 	FDOT, MPO/TPO and Agency(ies)
		Priority List and Programming Meeting	<ul style="list-style-type: none"> Prepare to discuss Priority Lists, SU requests; Additional meetings may be required and scheduled accordingly 	FDOT, MPO/TPO
	AUGUST 15th	SU and additional Grants requests from MPO/TPO/Flagler County to FDOT	MPO/TPO/Flagler County deadline for requests to FDOT	MPO/TPO/Flagler County
	Mid-August - September	Work Program Processing by FDOT	<ul style="list-style-type: none"> FDOT Liaisons submit WP Requests Forms based on preceding activities Coordination between Liaisons and Agency(ies) occur to ensure action items have been completed and requests are submitted prior to programming deadline SU funds will be applied as requested; any remaining funds, within Years 1-3 of the work program development cycle, will be programmed on priority projects identified within LOPP FDOT Work Program staff processes requests 	FDOT
	SEPTEMBER 30th	Work Program Request DEADLINE	Last day to submit work program requests to FDOT for Tentative Five Year Work Program	FDOT, Agency(ies), MPO/TPO
	Completed by end of first week in October	Fall Work Program Review Meetings	Close out of needs for Tentative Work Program Development Cycle	FDOT
	Late October / Early December	Public Hearing	Dependent on accelerated / standard Work Program calendar	FDOT
	APRIL 1st	Work Program Amendment Deadline	Changes (additions, advances, deferrals or deletions) to projects in the first year of the Adopted Work Program (Lockdown) must be approved by the Executive Office of the Governor (EOG) via an EOG Work Program Amendment Request and justification.	FDOT

Refer to *Appendix 5: Establishing Lockdown for Lockdown deadlines*

Appendix 3: Application Intake and Project Programming Workflow

Submitting Project Application

In order to ensure an expeditious review, make sure to read the application thoroughly and include detailed responses to requested information. Please include supporting documentation and any/all additional information to support the project request.

Review the assembled application prior to submission to confirm all required information is provided.

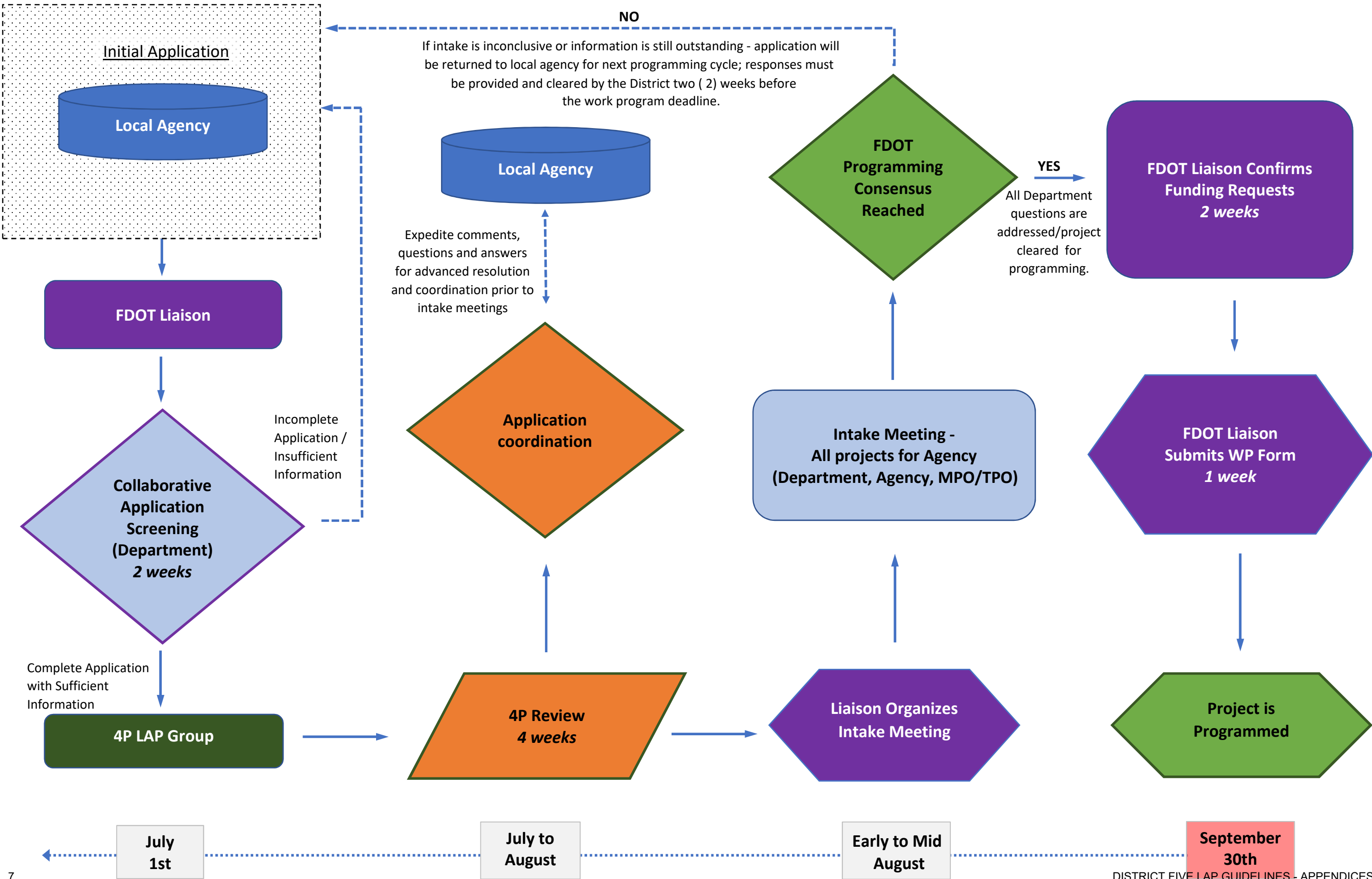
- **Submission dates:** Project applications must be submitted by July 1st for consideration in the upcoming Work Program Development cycle.
- **Late applications:** District Five expects applications to be submitted on time to allow for review and coordination prior to programming. It is imperative that applications are submitted as early as possible prior to July 1st.

Electronic Application Submission

Project applications are required to be submitted electronically to email box:
D5LAPApps@dot.state.fl.us

Please include MPO/TPO, Agency and Project Name on the subject line of the email submittal.

PROJECT APPLICATION AND PROGRAMMING WORKFLOW



Appendix 4: LAP Certification

(Please see next page for exhibit)

LAP CERTIFICATION ACTIVITIES AND DEADLINES			
ACTIVITY/EVENT	DEADLINE*	RESPONSIBILITY	OBJECTIVE
Certification needs for next fiscal year identified	August 15th	FDOT	<ul style="list-style-type: none"> District runs report identifying federally funded projects for upcoming fiscal year. LAP Program Coordinator contacts Local Agencies needing certification to confirm intent to move forward with project(s)
Work Program Updated	August 31st	FDOT	<ul style="list-style-type: none"> If identified that LAP Certification will not be feasible, project(s) deferred/deleted.
Certification requirements communicated	December 15th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator emails Certification requirements to Local Agencies needing LAP certification/re-certification for project(s) in upcoming fiscal year.
Initial LAP Certification Tool Submitted	January 31st	Local Agency	<ul style="list-style-type: none"> Local Agency returns completed LAP Certification Tool and organization chart outlining LAP staffing
Sub-recipient Compliance Assessment Tool (SCAT) Submitted	January 31st (if needed)	Local Agency	<ul style="list-style-type: none"> Local Agency returns completed SCAT (required for initial certification then every three years after initial certification)
LAP Certification Tool/SCAT Reviewed	February 15th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator completes cursory review of Certification Tool. LAP Program Coordinator confirms that SCAT is complete, and that LAPIT document locations and/or website hyperlinks are provided for Title VI plan and Assurance LAP Program Coordinator sends request for clarification of any information to Local Agency to "complete" Certification Tool and/or SCAT
Training Requirements Identified	February 15th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator provides training matrix with outstanding pre-certification training requirements to Local Agency
Revisions/responses to LAP Certification Tool/SCAT provided	February 28th	Local Agency	<ul style="list-style-type: none"> Local Agency provides revisions to LAP Certification Tool and/or SCAT or responses to questions necessary to "complete" the documents.
Functional area review of LAP Certification tool	March 15th	FDOT	<ul style="list-style-type: none"> District functional area experts in design, construction, and contract compliance review Certification Tool
SCAT submitted to Central Office/FHWA for review	Upon receipt of "complete" SCAT	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator forwards SCAT to Central Office/FHWA for review/approval
Central Office/FHWA comments/approval communicated	Upon completion of Central Office/FHWA review (typically two weeks from submission by District)	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator forwards comments related to SCAT review to Local Agency. If additional information is required from Local Agency for approval, review cycle repeats until approval is received. <p>Note: SCAT/Title VI approval is required in order for LAP Certification to be completed.</p>
LAP Certification Interview	April 15th	FDOT/Local Agency	<ul style="list-style-type: none"> District conducts a certification "interview" with key Local Agency staff to discuss Certification Tool responses and expectations during LAP project administration. <p>Note: If a Local Agency has previously been LAP Certified, has successfully completed a project within the prior fiscal year with regular status meetings, and has not had turnover of key staff, the certification interview may be abbreviated or waived.</p>
Certification Tool revisions sent to Local Agency	April 20th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator forwards Certification Tool, as revised during the certification interview, as well as any items requiring additional Local Agency revision, to the Local Agency
Certification Tool revisions	May 25th	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions from certification interview LAP Program Coordinator relays revisions to District functional area experts as needed. Process continues until District functional area experts concur with responses provided by Local Agency
Required training complete	May 25th	Local Agency	<ul style="list-style-type: none"> Local Agency staff completes all required training Training certificates are uploaded by Local Agency to LAPIT
Certification Tool Signed	May 28th	Local Agency	<ul style="list-style-type: none"> Once Certification Tool is accepted as "final" LAP Program Coordinator forwards to Local Agency for signature
LAP Certification Complete	May 31st	FDOT	<ul style="list-style-type: none"> All above activities are complete, District Local Program Administrator will sign Certification Tool and issue letter acknowledging certification status If all above activities are not complete by May 31st, project(s) will be deferred/deleted.

*Deadline provided is the latest date the activity can occur. Activity can occur sooner than the date provided. If deadline listed falls on a holiday or weekend, the deadline will shift to the next business day.

Appendix 5: Establishing Lockdown

WHAT IS LOCKDOWN?

Each fiscal year, the Department makes a commitment to the Florida Transportation Commission (FTC) to produce each project phase in the Work Program for that year. The Department Secretary is held responsible to the Governor to ensure these commitments are met. The commitments each year are in the form of a “lockdown plan.”

The lockdown plan is a list of project phases funded in the current fiscal year with a month established for the encumbrance of funds for the Local Agency Program (LAP) Agreement. Once projects are placed on the lockdown plan, they cannot be removed. If the District does not encumber the funds within the committed month, the District Secretary must explain to the Department Secretary and/or the FTC why it didn't happen. For this reason, the months chosen for encumbrance must be as accurate as possible.

When a project is programmed, the funds are in a proverbial “savings account.” The funds are being “saved” for the project in the fiscal year in which the project is programmed. The lockdown plan establishes the date when funds will be encumbered or moved from the “savings account” to the “checking account.” For LAP, it is the point at which a professional services contract will be executed, or a construction project will be advertised, and invoicing on the project can begin.

HOW IS THE LOCKDOWN PLAN ESTABLISHED?

In April-May of each year, the District reaches out to each Local Agency with a project(s) programmed in the upcoming fiscal year to determine the current schedule for the project.

Design: Lockdown is established as the month when:

- Execution of a consultant design contract is scheduled. OR
- Execution of a task work order/purchase order under a continuing services contract is scheduled. OR
- The Local Agency expects to begin design with in-house staff.

Construction/CEI: Lockdown is established as the month when advertisement of the construction contract is scheduled.

WHAT MUST BE COMPLETED TO “MEET” LOCKDOWN?

Certification

Regardless of project phase, an Agency must have either project-specific certification or an active full certification status. This must be completed prior to lockdown being established for a project.

Design Phase Project

1. Draft LAP Agreement must be approved by Council/Commission and returned to Department along with Resolution.
 - If a project-specific design contract is being procured, the LAP Agreement will be drafted based on the current Local Agency in-house estimate being used for contract negotiations.
 - If a Local Agency continuing services contract is being used, negotiation of purchase order/task work order for the project must be complete prior to the LAP Agreement being drafted. The final, negotiated fee will be used for the LAP Agreement.

2. Federal authorization must be requested. Approval typically takes 2-4 weeks from time request is submitted.
 - If a project-specific design contract is being procured, contract negotiations must be nearing completion prior to federal authorization being requested. Consultant contract execution can occur once the LAP Agreement is executed and Department notice-to-proceed (NTP) is issued. Per the LAP Agreement, quarterly invoicing must begin within 90-days (a quarter) of Department NTP being issued.
 - If the District's Continuing Services contract is being used, negotiation of the task work order must be complete prior to federal authorization being requested.

3. Encumbrance request is submitted. Approval of encumbrance typically takes 1-2 days from submission.

Construction/CEI Phase Project

1. Draft LAP Agreement must be approved by Council/Commission and returned to Department along with Resolution.
 - If a project-specific design CEI contract is being procured, LAP Agreement will be drafted based on the current Local Agency in-house estimate being used for contract negotiations.
 - If a Local Agency continuing services CEI contract is being used, negotiation of purchase order/task work order for the project must be complete prior to the LAP Agreement being drafted. The final, negotiated fee will be used for the LAP Agreement.

- If the District's Continuing Services CEI contract is being used, negotiation of the task work order must be complete.
2. LAP Construction Checklist must be "executed."
 3. Federal authorization must be requested. Approval typically takes 2-4 weeks from time request is submitted.
 4. Encumbrance request is submitted. Approval of encumbrance typically takes 1-2 days from submission.

Regardless of phase, once encumbrance is approved, lockdown is met.

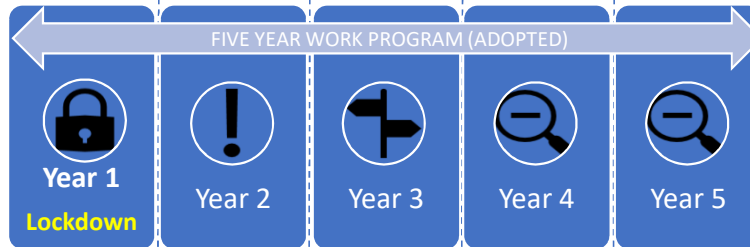
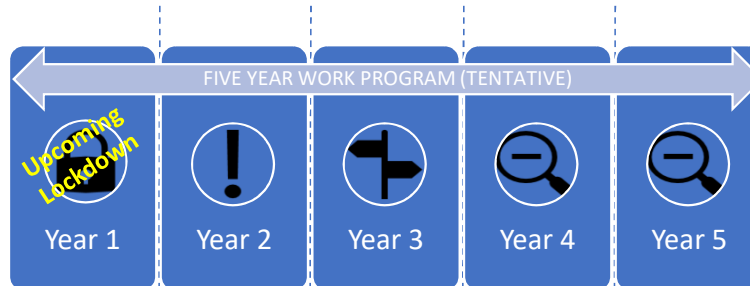
FIVE YEAR WORK PROGRAM

DEVELOPMENT FIVE YEAR WORK PROGRAM:
July – December

TENTATIVE FIVE YEAR WORK PROGRAM:
January – June

Production Development Status

ADOPTED FIVE YEAR WORK PROGRAM:
July



NEW DEVELOPMENT FIVE YEAR WORK PROGRAM:
July – December

TENTATIVE FIVE YEAR WORK PROGRAM:
January – June

ADOPTED FIVE YEAR WORK PROGRAM:
July

Upcoming cycle drops a year, picks up a new 5th year



Five-Year Work Program is a listing of all transportation projects planned for each of the upcoming fiscal years.

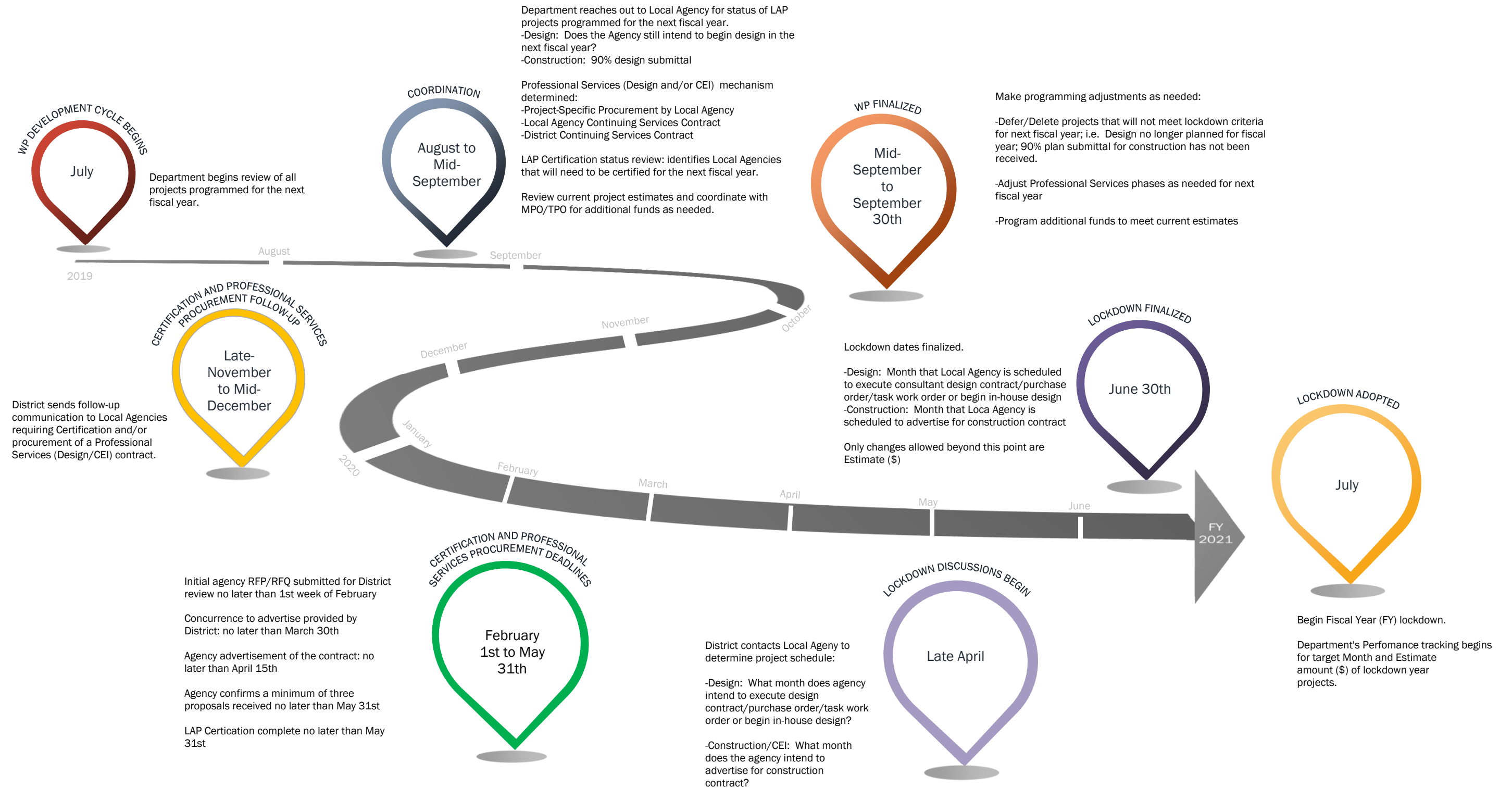
Development of Five-Year Plan occurs between July and December. Refer to Guidelines Part 4 – Programming for additional information.

Once District and Central Office Plan is compiled, finalized, and balanced, the overall statewide plan is submitted for Governor and external reviews. This is known as the **Tentative Five-Year Plan** and occurs between January and June of the upcoming year.

The Tentative Five-Year Plan is officially **adopted on July 1st of each year.**

The first year of the Five-Year Plan is considered to be **Lockdown Plan** and serves as a Performance Measure for the Department once Adopted.

LOCKDOWN ACTIVITIES AND DEADLINES



DESIGN ACTIVITIES

DESIGN ACTIVITIES TO MEET LOCKDOWN BASED ON CONTRACTING MECHANISM									
ACTIVITY/EVENT	Local Agency Project-Specific Design	Local Agency Continuing Services Design (New)	Local Agency Continuing Services Design (Existing)	District Continuing Services Design	In-House (Local Agency Staff) Design	Design Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Design Projects for next fiscal year identified	√	√	√	√	√	N/A	August 15th	FDOT	<ul style="list-style-type: none"> • FDOT runs report identifying federally funded design projects for upcoming fiscal year. • LAP Program Coordinator contacts Local Agencies advising of upcoming projects, advising of certification need, and inquiring on contract procurement status.
Procurement Method Identified	√	√	√	√	√	N/A	August 31st	Local Agency	<ul style="list-style-type: none"> • Local Agency identifies design contract procurement method or if design will be done with in-house (local agency) staff.
Work Program Phasing Updated	As Needed	As Needed	As Needed	As Needed	As Needed	N/A	September 15th	FDOT	<ul style="list-style-type: none"> • FDOT updates Work Program phasing (32 vs 38) as needed based on Local Agency Procurement method.
Initial draft design RFP/RFQ submitted for review	√	√	N/A	N/A	N/A	N/A	January 31st	Local Agency	<ul style="list-style-type: none"> • Local Agency submits initial draft design RFP/RFQ and Professional Services Checklist with sections 1-7 completed.
Review of draft design RFP/RFQ	√	√	N/A	N/A	N/A	N/A	Two weeks from submission	FDOT	<ul style="list-style-type: none"> • LAP Program Coordinator reviews draft design RFP/RFQ and provides feedback/comments as needed.
Revised design RFP/RFQ submitted for review	√	√	N/A	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<ul style="list-style-type: none"> • Local Agency submits revised design RFP/RFQ addressing FDOT feedback/comments (average 3-4 submission/review cycles per solicitation.)
Concurrence to advertise design issued	√	√	N/A	N/A	N/A	N/A	March 31st	FDOT	<ul style="list-style-type: none"> • LAP Program Coordinator review of draft RFP complete. Concurrence to advertise for design services provided to Local Agency.
Advertisement of Design Contract	√	√	N/A	N/A	N/A	N/A	April 15th	Local Agency	<ul style="list-style-type: none"> • Local Agency advertises for design services.
Addenda submitted for FDOT review/concurrence	As Needed	As Needed	N/A	N/A	N/A	N/A	During solicitation, with final by May 27th	FDOT/Local Agency	<ul style="list-style-type: none"> • Local Agency submits any addenda to solicitation to LAP Program Coordinator for review/concurrence prior to issuing. • Local Agency monitors number of proposals received. If at least 3 proposals have not been received 3-5 days prior to submission deadline, Agency should consider drafting an addendum to extend the due date.
Three design proposals received	√	√	N/A	N/A	N/A	N/A	May 31st	Local Agency	<ul style="list-style-type: none"> • Local Agency confirms to LAP Program Coordinator that a minimum of 3 proposals were received from solicitation. • If less than 3 proposals were received and the solicitation deadline was not extended, re-advertisement will be required. Project will be deferred/deleted. • If less than 3 proposals were received and the solicitation deadline was extended, Local Agency will provide information needed to request exception from State LAP Administrator/FHWA to proceed with less than 3 proposals. If Central Office/FHWA provide exception, process can continue. If exception is not granted, project will be deferred/deleted.
Lockdown Established	Anticipated Contract Execution Date	Anticipated Contract Execution Date	Anticipated Purchase/Task Work Order Execution Date	Anticipated Date Local Agency Desires Design to Start	Anticipated Date Local Agency Desires Design to Start	N/A	June 30th	FDOT/Local Agency	<ul style="list-style-type: none"> • Local Agency provides current project schedule. Lockdown month established based on procurement method and project schedule. • FDOT records lockdown month, reports to FTC.

DESIGN ACTIVITIES

DESIGN ACTIVITIES TO MEET LOCKDOWN BASED ON CONTRACTING MECHANISM									
"DEADLINES" FROM THIS POINT FORWARD ARE DEPENDENT ON ANTICIPATED CONSULTANT CONTRACT/PURCHASE(TASK WORK) ORDER EXECUTION DATE									
ACTIVITY/EVENT	Local Agency Project-Specific Design	Local Agency Continuing Services Design (New)	Local Agency Continuing Services Design (Existing)	District Continuing Services Design	In-House (Local Agency Staff) Design	Design Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Shortlisting documents submitted	√	√	N/A	N/A	N/A	N/A	1-2 weeks following final shortlisting/ranking meeting	Local Agency	<ul style="list-style-type: none"> Local Agency submits shortlisting documents (Professional Services Checklist Requirements No. 6 & 8) along with updated Professional Services Checklist (Requirements No. 1, 5-8.)
Shortlisting documents reviewed	√	√	N/A	N/A	N/A	N/A	Two weeks from submission	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews shortlisting documents and provides feedback/comments as needed.
Shortlisting document revisions	√	√	N/A	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Program Coordinator reviews revisions/responses. Process continues until all LAP Program Coordinator concerns are addressed.
Local Agency independent man-hour estimate submitted	√	√	√	√	√	N/A	Anytime prior to negotiations commencing	Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH PRIOR PROCUREMENT ACTIVITIES</p> <ul style="list-style-type: none"> Local Agency prepares independent man-hour estimate for design services (Professional Checklist Requirement No. 9.) Local Agency submits estimate for FDOT review/concurrence. <p>Note: For District Continuing Services Contract, preliminary scope of work, and study (if available) will accompany the man-hour estimate.</p>
Local Agency independent man-hour estimate reviewed	√	√	√	√	√	N/A	Two weeks from submission	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator coordinates review of Local Agency estimate with LAP Design Project Manager. LAP Program Coordinator provides feedback/comments as needed.
Local Agency independent man-hour estimate revisions	√	√	√	√	√	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Program Coordinator reviews revisions/responses with LAP Design Project Manager. Process continues until all LAP Program Coordinator/Design Project Manager concerns are addressed.
Concurrence to negotiate provided	√	√	√	√	N/A	N/A	After shortlisting documents and/or independent man-hour estimate are accepted	FDOT	<ul style="list-style-type: none"> For Local Agency Solicitation/Contract, LAP Program Coordinator provides Local Agency with concurrence to proceed with negotiations. For District Continuing Services Contract, LAP Program Coordinator provides Agency with concurrence to provide the scope of work for the project to the FDOT design consultant.

DESIGN ACTIVITIES

ACTIVITY/EVENT	Local Agency Project-Specific Design	Local Agency Continuing Services Design (New)	Local Agency Continuing Services Design (Existing)	District Continuing Services Design	In-House (Local Agency Staff) Design	Design Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Negotiations - Local Agency Design Contract/Purchase (Task Work) Order	√	√	√	N/A	N/A	N/A	Typically 1 month (Purchase/Task Work Order under existing Continuing Services contract) up to 2-4 months (Project Specific or new Continuing Services)	Local Agency	<ul style="list-style-type: none"> • New Solicitation (Project-Specific): Local Agency will proceed with contract negotiations for staffing, man-hours and operating margin/fee. • New Solicitation (Continuing Services): Local Agency will proceed with negotiations of the operating margin/fee for the establishment of rates in the master contract. After concurrence from FDOT on the master contract rates/agreement, the Local Agency will proceed with man-hour negotiations for current FY task work/purchase order(s.) • Existing Continuing Services: Local Agency will proceed with negotiation of staffing/man-hours for the project (rates already established by master contract.) <p>Note: Negotiation of operating margin/fee should comply with Professional Services Checklist Requirement No. 10 & 11. If at any time during the negotiations process the Local Agency determines that a revision to the independent estimate is needed, negotiations should stop until the revised estimate is submitted to the District for review/concurrence.</p>
Negotiations - District Continuing Services Design Contract	N/A	N/A	N/A	√	N/A	N/A	1-2 months	FDOT/Local Agency	<ul style="list-style-type: none"> • FDOT Design Consultant will prepare a technical scope and summary of the design costs. • FDOT Design Consultant provides the scope and costs to the Local Agency (copying District) for review against the Local Agency man-hour estimate. (up to 2 weeks). During this time, a meeting will be scheduled for negotiation discussions. • Once the Local Agency has completed review, a meeting between the Local Agency, District, and Consultant will take place. During this meeting, the final technical scope and staff hours (fee) for the project will be negotiated by the Local Agency and Consultant.
Negotiations documents & draft purchase/task work order submitted	N/A	N/A	√	N/A	N/A	N/A	Minimum of 1 month prior to date LAP Agreement needed	Local Agency	<p>MUST BE COMPLETED PRIOR TO LAP AGREEMENT BEING DRAFTED</p> <ul style="list-style-type: none"> • Local Agency submits negotiations documentation and draft purchase/task work order to FDOT for review.
Negotiations documents & draft purchase/task work order reviewed	N/A	N/A	√	N/A	N/A	N/A	Two weeks from submission	FDOT	<p>MUST BE COMPLETED PRIOR TO LAP AGREEMENT BEING DRAFTED</p> <ul style="list-style-type: none"> • LAP Program Coordinator reviews negotiations documents and draft purchase/task work order and provides feedback/comments as needed.
Negotiations documents & draft purchase/task work order revisions	N/A	N/A	√	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<p>MUST BE COMPLETED PRIOR TO LAP AGREEMENT BEING DRAFTED</p> <ul style="list-style-type: none"> • Local Agency makes any revisions and/or provides responses to questions. • LAP Program Coordinator reviews revisions/responses. • Process continues until all LAP Program Coordinator concerns are addressed.
Scope/Schedule for LAP Agreement	√	√	√	N/A	√	N/A	1 month - 2-1/2 months prior to Council/Commission meeting (dependent on Local Agency agenda requirements)	Local Agency	<ul style="list-style-type: none"> • Local Agency concurs to Scope provided by LAP Design Project Manager • Local Agency provides project schedule. • Local Agency estimate is provided prior to negotiation commencing. If performing in-house (Local Agency staff) estimate is confirmed.

DESIGN ACTIVITIES

ACTIVITY/EVENT	Local Agency Project-Specific Design	Local Agency Continuing Services Design (New)	Local Agency Continuing Services Design (Existing)	District Continuing Services Design	In-House (Local Agency Staff) Design	Design Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
LAP Agreement Drafted	√	√	√	N/A	√	N/A	Two weeks from receipt of scope/schedule (and negotiated fee for existing continuing services contract)	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator drafts LAP Agreement and routes for internal FDOT review.
LAP Agreement Transmitted	√	√	√	N/A	√	N/A	2 weeks to 2 months prior to Council/Commission meeting (dependent on Local Agency agenda requirements)	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits LAP Agreement to Local Agency.
Council/Commission Approval of LAP Agreement	√	√	√	N/A	√	N/A	2 weeks to 2 months	Local Agency	<ul style="list-style-type: none"> LAP Agreement and Resolution presented to Council/Commission for approval.
LAP Agreement Returned	√	√	√	N/A	√	N/A	1-2 weeks following Board Approval	Local Agency	<ul style="list-style-type: none"> Local Agency emails executed LAP Agreement and supporting resolution to FDOT.
FHWA Authorization Requested	√	√	√	√	√	N/A	2-4 weeks	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews Resolution and confirms LAP Agreement executed by authorized signer. LAP Program Coordinator requests initiation of FHWA authorization process.
Encumbrance Requested	√	√	√	√	√	N/A	1-3 days	FDOT	<ul style="list-style-type: none"> FHWA authorization received. LAP Program Coordinator requests encumbrance of funds through Comptroller office. <p>Note: Once funds are encumbered, lockdown is met.</p>
LAP Agreement Executed	√	√	√	N/A	√	N/A	approximately 1 week	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator enters agreement in DocuSign and routes for execution.
Negotiations documents/final draft contract submitted	√	√	N/A	N/A	N/A	N/A	Minimum of 1 month prior to anticipated consultant contract/purchase (task work) order execution date	Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> Local Agency submits negotiations documentation (Professional Services Checklist Requirement No. 10 & 11) and final draft contract (Professional Services Checklist Requirement No. 12) to FDOT for review.
Negotiations documents/Final draft contract reviewed	√	√	N/A	N/A	N/A	N/A	Two weeks from submission	FDOT	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> LAP Program Coordinator reviews negotiations documents and final draft contract and provides feedback/comments as needed.
Negotiation document/final draft contract revisions	√	√	N/A	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Program Coordinator reviews revisions/responses. Process continues until all LAP Program Coordinator concerns are addressed.
Professional Services Checklist "executed"	√	√	N/A	N/A	N/A	N/A	1-2 days	FDOT/Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> LAP Program Coordinator finalizes checklist and transmits to Local Agency for signature. Local Agency signs checklist and returns to FDOT. LAP Program Coordinator countersigns checklist and uploads to LAPIT.

DESIGN ACTIVITIES

ACTIVITY/EVENT	Local Agency Project-Specific Design	Local Agency Continuing Services Design (New)	Local Agency Continuing Services Design (Existing)	District Continuing Services Design	In-House (Local Agency Staff) Design	Design Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Notice-to-Proceed Issued	√	√	√	N/A	√	N/A	1-2 days	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits executed Professional Services checklist (if applicable), LAP Agreement and notice-to-proceed with consultant design contract execution. <p>Note: Consultant design contract cannot be executed and/or in-house design cannot begin until FDOT notice-to-proceed is issued. Execution/commencement prior to FDOT notice-to-proceed could result in funding being revoked.</p>
Consultant Contract/Purchase (Task Work) Order Execution	√	√	√	√	N/A	N/A	Dependent on the project schedule and/or the Local Agency process	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency executes consultant design contract/purchase (task work) order for Local Agency procured contract/Continuing Services contract. FDOT executes task work order for District Continuing Services contract. Execution of task work order serves as notice-to-proceed for design.

*Timeframe/Deadline provided is the latest date the activity can occur. Activity can occur sooner than the date provided.

CONSTRUCTION ACTIVITIES

CONSTRUCTION ACTIVITIES TO MEET LOCKDOWN BASED ON CEI CONTRACTING MECHANISM									
ACTIVITY/EVENT	Local Agency Project-Specific CEI	Local Agency Continuing Services CEI (New)	Local Agency Continuing Services CEI (Existing)	District Continuing Services CEI	In-House CEI (Local Agency Staff)	CEI Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Construction Projects for next fiscal year identified	√	√	√	√	√	√	August 15th	FDOT	<ul style="list-style-type: none"> • FDOT runs report identifying federally funded construction projects for upcoming fiscal year. • LAP Design Project Manager verifies status of plans. If 90% (Phase III) Plan, Specification, and Estimate (PS&E) package has been reviewed/accepted, process below proceeds. If 90% (Phase III) PS&E package has not been reviewed/accepted, project will be deferred/deleted. • If project is moving forward, LAP Program Coordinator contacts Local Agencies advising of upcoming projects, advising of certification need, and inquiring on CEI contract procurement status.
CEI Procurement Method Identified	√	√	√	√	√	N/A	August 31st	Local Agency	<ul style="list-style-type: none"> • Local Agency identifies CEI contract procurement method or if CEI will be done with in-house (local agency) staff.
Work Program Phasing Updated	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	September 15th	FDOT	<ul style="list-style-type: none"> • FDOT updates Work Program phasing (62 vs 68) as needed based on Local Agency procurement method.
Initial draft CEI RFP/RFQ submitted for review	√	√	N/A	N/A	N/A	N/A	January 31st	Local Agency	<ul style="list-style-type: none"> • Local Agency submits initial draft CEI RFP/RFQ and Professional Services Checklist with sections 1-7 completed.
Review of draft CEI RFP/RFQ	√	√	N/A	N/A	N/A	N/A	Two weeks from submission	FDOT	<ul style="list-style-type: none"> • LAP Program Coordinator reviews draft CEI RFP/RFQ and provides feedback/comments as needed.
Revised CEI RFP/RFQ submitted for review	√	√	N/A	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<ul style="list-style-type: none"> • Local Agency submits revised CEI RFP/RFQ addressing FDOT feedback/comments (average 3-4 submission/review cycles per solicitation)
Concurrence to advertise CEI issued	√	√	N/A	N/A	N/A	N/A	March 31st	FDOT	<ul style="list-style-type: none"> • LAP Program Coordinator review of draft CEI RFP complete. Concurrence to advertise for CEI services provided to Local Agency.
Advertisement of CEI Contract	√	√	N/A	N/A	N/A	N/A	April 15th	Local Agency	<ul style="list-style-type: none"> • Local Agency advertises contract for CEI services.
Addenda submitted for FDOT review/concurrence	As Needed	As Needed	N/A	N/A	N/A	N/A	During solicitation, with final by May 27th	Local Agency	<ul style="list-style-type: none"> • Local Agency submits any addenda to solicitation to LAP Program Coordinator for review/concurrence prior to issuing. • Local Agency monitors number of proposals received. If at least 3 proposals have not been received 3-5 days prior to submission deadline, Agency should consider drafting an addendum to extend the due date.
Three CEI proposals received	√	√	N/A	N/A	N/A	N/A	May 31st	Local Agency	<ul style="list-style-type: none"> • Local Agency confirms to LAP Program Coordinator that a minimum of 3 proposals were received from solicitation. • If less than 3 proposals were received and the solicitation deadline was not extended, re-advertisement will be required. Project will be deferred/deleted. • If less than 3 proposals were received and the solicitation deadline was extended, Local Agency will provide information needed to request exception from State LAP Administrator/FHWA to proceed with less than 3 proposals. If Central Office/FHWA provide exception, process can continue. If exception is not granted, project will be deferred/deleted.
Lockdown Established	Anticipated Construction Advertisement Date	Anticipated Construction Advertisement Date	Anticipated Construction Advertisement Date	Anticipated Construction Advertisement Date	Anticipated Construction Advertisement Date	Anticipated Construction Advertisement Date	June 30th	FDOT/Local Agency	<ul style="list-style-type: none"> • Local Agency provides current project schedule. Lockdown month established based on date construction contract scheduled to be advertised. • FDOT records lockdown month, reports to FTC.

CONSTRUCTION ACTIVITIES

CONSTRUCTION ACTIVITIES TO MEET LOCKDOWN BASED ON CEI CONTRACTING MECHANISM									
"DEADLINES" FROM THIS POINT FORWARD ARE DEPENDENT ON ANTICIPATED CONSULTANT CONTRACT/PURCHASE(TASK WORK) ORDER EXECUTION DATE AND CAN HAPPEN CONCURRENTLY WITH PS&E ACTIVITIES									
ACTIVITY/EVENT	Local Agency Project-Specific CEI	Local Agency Continuing Services CEI (New)	Local Agency Continuing Services CEI (Existing)	District Continuing Services CEI	In-House CEI (Local Agency Staff)	CEI Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Shortlisting documents submitted	√	√	N/A	N/A	N/A	N/A	1-2 weeks following shortlisting meeting	Local Agency	<ul style="list-style-type: none"> Local Agency submits shortlisting documents (Professional Services Checklist Requirements No. 6 & 8) along with updated Professional Services Checklist (Requirements No. 1, 5-8.)
Shortlisting documents reviewed	√	√	N/A	N/A	N/A	N/A	Two weeks from submission	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews shortlisting documents and provides feedback/comments as needed.
Shortlisting document revisions	√	√	N/A	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Program Coordinator reviews revisions/responses. Process continues until all LAP Program Coordinator concerns are addressed.
Local Agency independent man-hour estimate submitted	√	√	√	√	√	√	Anytime prior to negotiations commencing	Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH PRIOR PROCUREMENT ACTIVITIES</p> <ul style="list-style-type: none"> Local Agency prepares independent man-hour estimate for CEI services (Professional Checklist Requirement No. 9.) Local Agency submits estimate, along with construction duration, for FDOT review/concurrence. <p>Note: Man-hour estimate for locally funded CEI is reviewed to confirm staffing levels are appropriate for the project.</p>
Local Agency independent man-hour estimate reviewed	√	√	√	√	√	√	Two weeks from submission	FDOT	<ul style="list-style-type: none"> LAP Design Project Manager coordinates review of Local Agency estimate with LAP Construction Team. LAP Design Project Manager provides feedback/comments as needed.
Local Agency independent man-hour estimate revisions	√	√	√	√	√	√	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Design Project Manager coordinates review of Local Agency estimate with LAP Construction Team. Process continues until all LAP Design Project Manager/LAP Construction Team concerns are addressed.
Concurrence to negotiate provided	√	√	√	N/A	N/A	N/A		FDOT	<ul style="list-style-type: none"> For Local Agency Solicitation/Contract, LAP Program Coordinator provides Local Agency with concurrence to proceed with negotiation.
Negotiations - Local Agency CEI Contract/Purchase (Task Work) Order	√	√	√	N/A	N/A	N/A	Typically 1 month (Purchase/Task Work Order under existing Continuing Services contract) up to 2-4 months (Project Specific or new Continuing Services)	Local Agency	<ul style="list-style-type: none"> New Solicitation (Project-Specific): Local Agency will proceed with contract negotiations for staffing, man-hours and operating margin/fee. New Solicitation (Continuing Services): Local Agency will proceed with negotiations of the operating margin/fee for the establishment of rates in the master contract. After concurrence from FDOT on the master contract rates/agreement, the Local Agency will proceed with man-hour negotiations for current FY task work/purchase order(s.) Existing Continuing Services: Local Agency will proceed with negotiation of staffing/man-hours for the project (rates already established by master contract.) <p>Note: Negotiation of operating margin/fee should comply with Professional Services Checklist Requirement No. 10 & 11. If at any time during the negotiations process the Local Agency determines that a revision to the independent estimate is needed, negotiations should stop until the revised estimate is submitted to the District for review/concurrence.</p>

CONSTRUCTION ACTIVITIES

ACTIVITY/EVENT	Local Agency Project-Specific CEI	Local Agency Continuing Services CEI (New)	Local Agency Continuing Services CEI (Existing)	District Continuing Services CEI	In-House CEI (Local Agency Staff)	CEI Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Negotiations - District Continuing Services CEI contract	N/A	N/A	N/A	√	N/A	N/A	1-2 months	FDOT/Local Agency	<ul style="list-style-type: none"> The District will send the plans, construction scope and duration to the Consultant CEI for them to prepare an initial man-hour and fee proposal. When the Consultant CEI firm provides the initial man-hour and fee proposal to the District, the District will review and negotiate to the point where the District concurs with the proposal. Once the District concurs with the proposal, it will be forwarded to the Local Agency for review and comment. The Local Agency will be provided up to two weeks to provide feedback. The District will review feedback provided and coordinate with Local Agency to determine appropriate next steps.
Negotiations documents & draft purchase/task work order submitted	N/A	N/A	√	N/A	N/A	N/A	Minimum of 1 month prior to date LAP Agreement needed	Local Agency	<p>MUST BE COMPLETED PRIOR TO LAP AGREEMENT BEING DRAFTED</p> <ul style="list-style-type: none"> Local Agency submits negotiations documentation and draft purchase/task work order to FDOT for review.
Negotiations documents & draft purchase/task work order reviewed	N/A	N/A	√	N/A	N/A	N/A	Two weeks from submission	FDOT	<p>MUST BE COMPLETED PRIOR TO LAP AGREEMENT BEING DRAFTED</p> <ul style="list-style-type: none"> LAP Program Coordinator reviews negotiations documents and draft purchase/task work order and provides feedback/comments as needed.
Negotiations documents & draft purchase/task work order revisions	N/A	N/A	√	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<p>MUST BE COMPLETED PRIOR TO LAP AGREEMENT BEING DRAFTED</p> <ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Program Coordinator reviews revisions/responses. Process continues until all LAP Program Coordinator concerns are addressed.
100%/Final PS&E package submitted	√	√	√	√	√	√	Anytime prior to LAP Agreement being drafted	Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH CEI PROCUREMENT ACTIVITIES</p> <ul style="list-style-type: none"> Local Agency submits 100%/Final PS&E package for FDOT review/concurrence.
100%/Final PS&E package submitted reviewed	√	√	√	√	√	√	Class A, B, C: Four weeks from submission Class D: Two weeks from submission	FDOT	<p>CAN HAPPEN CONCURRENTLY WITH CEI PROCUREMENT ACTIVITIES</p> <ul style="list-style-type: none"> LAP Design Project Manager coordinates review of final PS&E package. LAP Design Project Manager provides feedback/comments as needed.
100%/Final PS&E package submitted revisions	√	√	√	√	√	√	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two - four weeks for review of resubmitted documents	FDOT/Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH CEI PROCUREMENT ACTIVITIES</p> <ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions. LAP Design Project Manager coordinates review of revisions/responses. Process continues until all LAP Design Project Manager concerns are addressed and final Construction Checklist is signed by the Local Agency.
Scope/Schedule for LAP Agreement	√	√	√	√	√	√	1 month - 2-1/2 months prior to Council/Commission meeting (dependent on Local Agency agenda requirements)	Local Agency	<ul style="list-style-type: none"> Local Agency concurs to Scope provided by LAP Design Project Manager. Local Agency provides project schedule. Local Agency estimate is provided prior to negotiation commencing. If performing in-house (Local Agency staff) estimate is confirmed.

CONSTRUCTION ACTIVITIES

ACTIVITY/EVENT	Local Agency Project-Specific CEI	Local Agency Continuing Services CEI (New)	Local Agency Continuing Services CEI (Existing)	District Continuing Services CEI	In-House CEI (Local Agency Staff)	CEI Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
LAP Agreement Drafted	√	√	√	√	√	√	Two weeks from receipt of scope/schedule (and negotiated fee for existing continuing services contract)	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator drafts LAP Agreement and routes for internal FDOT review.
LAP Agreement Transmitted	√	√	√	√	√	√	2 weeks to 2 months prior to Council/Commission meeting (dependent on Local Agency agenda requirements)	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits LAP Agreement to Local Agency.
Council/Commission Approval of LAP Agreement	√	√	√	√	√	√	2 weeks to 2 months	Local Agency	<ul style="list-style-type: none"> LAP Agreement and Resolution presented to Council/Commission for approval.
LAP Agreement Returned	√	√	√	√	√	√	1-2 weeks following Board Approval	Local Agency	<ul style="list-style-type: none"> Local Agency emails executed LAP Agreement and supporting resolution to FDOT.
FHWA Authorization Requested	√	√	√	√	√	√	2-4 weeks	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator signs construction checklist. LAP Program Coordinator reviews Resolution and confirms LAP Agreement executed by authorized signer. LAP Program Coordinator requests initiation of FHWA authorization process.
Encumbrance Requested	√	√	√	√	√	√	1-3 days	FDOT	<ul style="list-style-type: none"> FHWA authorization received. LAP Program Coordinator requests encumbrance of funds through Comptroller office. <p>Note: Once funds are encumbered, lockdown is met.</p>
LAP Agreement Executed	√	√	√	√	√	√	approximately 1 week	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator enters agreement in DocuSign and routes for execution.
Negotiations documents/final draft contract submitted	√	√	N/A	N/A	N/A	N/A	Minimum of 1 month prior to anticipated consultant contract/purchase (task work) order execution date	Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> Local Agency submits negotiations documentation (Professional Services Checklist Requirement No. 10 & 11) and final draft contract (Professional Services Checklist Requirement No. 12) to FDOT for review.
Negotiations documents/final draft Contract reviewed	√	√	N/A	N/A	N/A	N/A	Two weeks from submission	FDOT	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> LAP Program Coordinator reviews negotiations documents and final draft contract and provides feedback/comments as needed.
Negotiation document/final draft contract revisions	√	√	N/A	N/A	N/A	N/A	Dependent on number of FDOT comments. If significant number of comments, FDOT will need two weeks for review of resubmitted documents	FDOT/Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> Local Agency makes any revisions and/or provides responses to questions LAP Program Coordinator reviews revisions/responses. Process continues until all LAP Program Coordinator concerns are addressed.

CONSTRUCTION ACTIVITIES

ACTIVITY/EVENT	Local Agency Project-Specific CEI	Local Agency Continuing Services CEI (New)	Local Agency Continuing Services CEI (Existing)	District Continuing Services CEI	In-House CEI (Local Agency Staff)	CEI Locally Funded	TIMEFRAME/DEADLINE*	RESPONSIBILITY	OBJECTIVE
Professional Services Checklist "executed"	√	√	N/A	N/A	N/A	N/A	1-2 days	FDOT/Local Agency	<p>CAN HAPPEN CONCURRENTLY WITH LAP AGREEMENT PROCESSING</p> <ul style="list-style-type: none"> LAP Program Coordinator finalizes checklist and transmits to Local Agency for signature. Local Agency signs checklist and returns to FDOT. LAP Program Coordinator countersigns checklist and uploads to LAPIT.
Notice-to-Proceed Issued	√	√	√	√	√	√	1-2 days	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits executed Professional Services checklist (if applicable), LAP Agreement and notice-to-proceed with consultant contract execution and advertisement of the construction contract. <p>Note: Construction advertisement and/or consultant CEI contract cannot be executed until FDOT notice-to-proceed is issued. Advertisement/execution prior to FDOT notice-to-proceed could result in funding being revoked.</p>
Construction Advertisement and Consultant Contract/Purchase (Task Work) Order Execution	√	√	√	√	√	√	Dependent on the project schedule and/or the Local Agency process	FDOT/Local Agency	<ul style="list-style-type: none"> Local Agency advertises construction contract. Local Agency executes consultant CEI contract/purchase (task work) order for Local Agency procured contract/Continuing Services contract. FDOT executes task work order for District Continuing Services CEI contract.

*Timeframe/Deadline provided is the latest date the activity can occur. Activity can occur sooner than the date provided.

Appendix 6: Right-Of-Way (R/W) Top Ten

Top 10 **considerations to keep in mind** when acquiring right-of-way (R/W) for a LAP project (in no particular order):

- Donations need a conveyance document, i.e. Warranty Deed, Perpetual Easement.
- Dedications are allowed so long as the owner is not coerced into a project-related transaction.
- Temporary Construction Easements (TCE's) have a value and need an appraisal.
- Use a License Agreement or Right of Entry for tie-ins that won't adversely affect the project if not obtained.
- R/W acquisition is costly and takes time.
- Interests not cleared when acquiring R/W could hold Local Agency(ies) as a responsible party if not addressed, i.e. Subordinating Utilities, Outstanding Mortgages.
- Property owners have rights...put yourself in their shoes.
- Federal properties like United States Postal Services (USPS) should be avoided! Cemeteries too!
- CSX Railroad Crossings of any kind need an easement.
- Elevated bridges over state or federal roads need an Airspace Agreement.

Top 10 things **to avoid** when acquiring right-of-way (R/W) for a LAP project (in no particular order):

- Buying R/W before the PD&E phase and Design phases are complete.
- Expending funds before your LAP agreement is in place.
- Assuming R/W lines without survey or field work to determine R/W.
- Accessing / using private property without proper rights.
- Talking to owners and getting verbal deals (Negotiating) before giving proper notice of the owner's rights.
- Not having an Appraisal or Appraisal Review completed on the property.
- Suing the owner for the Order of Taking prior to 30 days of the offer being made.
- Using a temporary construction easement (TCE) for a permanent project improvement.
- Relocating businesses or residents prior to giving proper eligibility notices.
- Demolishing a building prior to doing proper testing for asbestos.

Appendix 7: Environmental Activities

All projects receiving federal funding must comply with the National Environmental Policy Act (NEPA). The adherence to NEPA is recorded in an environmental document, which when satisfied, allows for the Environmental Certification to be produced. The local agency is responsible for satisfying all the environmental requirements for a project. The level of environmental document, also referred to as the class of action, is commensurate with the project effects.

For minor projects, those projects meeting the c-list or d-list (please see Part I, Chapter 2 of the PD&E Manual for the list of qualifying project types), the Type I Categorical Exclusion (CE) checklist is the environmental document. The Type I CE checklist provides the requirements a project must meet to comply with the minor project criteria and not require a more elaborate NEPA assessment.

To remain a Type I CE project, in most circumstances, the project cannot exceed certain thresholds within the checklist. For instance, the need for a U.S. Coast Guard (USCG) permit, a U.S. Army Corps of Engineers (USACE) standard individual permit, or an adverse impact to a cultural resource would trip the threshold for those checklist items. This would indicate that the project has higher impacts than allowable for a minor project and the class of action would most likely have to be elevated to a Type 2 CE. A Type 2 CE would require more elaborate documentation and must be approved by FDOT's Central Office of Environmental Management (OEM), who is acting on behalf of the Federal Highway Administration (FHWA). Type I CE approvals are delegated to the Environmental Manager within the District's Environmental Management Office. If any of the checklist thresholds are tripped, then coordination with the District's Environmental Management Office will be necessary to discuss how the project will move forward.

It should be noted that permits, like a USCG and USACE permit, are only two (2) of the items addressed. The checklist does not take the place of coordination with any regulatory agency; it is more of a reporting of that coordination and outcome. Therefore, not needing a permit, or meeting a permit exemption, does not mean that the project is exempt from any other issue on the checklist, such as Section 7 Endangered Species Act (ESA) assessment/consultation or Section 106 cultural resource assessment/consultation. Although some items are addressed during federal/state permitting activities as part of those agencies' processes, they are also standalone issues in the environmental document. For example, you may not need an USACE permit because there are no wetlands to be impacted or the project meets an exemption, but you could still be impacting the Florida scrub-jay, which is an upland protected species regulated by the U.S. Fish and Wildlife Service.

For major projects, such as adding capacity, non-in-kind bridge replacements, new alignments, etc., the class of action will be a Type 2 CE, Environmental Assessment (EA), or Environmental Impact Statement (EIS). These types of projects must go through a Project Development and Environment (PD&E) Study phase and the class of action is determined through that process. In some cases, an Alternative Corridor Evaluation (ACE) may be required prior to the PD&E phase. Both the ACE and PD&E must be performed in coordination with the District's Planning and Environmental Management Office (PLEMO) and receive approval from the OEM, who is acting on behalf of the FHWA.

TYPE 1 CATEGORICAL EXCLUSION CHECKLIST

Financial Management No. _____

FAP No. _____

CE Number: (Choose one option **from dropdown**) (c) _____ or (d) _____ **(Will be required for d-list projects to provide supporting documentation for all areas)**

Title: _____

Work Mix: _____

District: _____

County: _____

Local Agency Program (LAP) (to be considered a LAP project, federal dollars must be programmed into the adopted Work Program)

Yes No

Project Description: (include project limits and brief description of the proposed scope of work) **(TEXT BOX)**

Note: The items below consider the requirements described in 23 CFR § 771.117 (c) and (d) for listed Categorical Exclusions (CEs). The constraints of 23 CFR § 771.117(e) are addressed in this form for CEs identified as 23 CFR § 771.117 (c) (26), (27) and (28) or (d) list projects.

Directions for bulleted verifications below: District should consider if the project has any of the significant impacts described. If project does not meet the criteria, STOP, this form does not apply. If the project does meet the criteria, check “verified” and proceed through the rest of the form.

- This action **will not** induce significant impacts to planned growth or land use for the area; travel patterns; involve significant air or water quality impacts; or cause substantial controversy on environmental grounds.

Verified

- **(This statement will only appear if c26, c27, c28 or d-list project is selected)** The action will not cause changes in interchange access control; result in major traffic disruptions due to the construction of temporary access; or the closure of existing road, bridge, or ramps.

Verified

REST OF FORM NOT ACCESSIBLE UNTIL Verified IS CHECKED

1. **Right of Way (ROW):** **(Pop-up will appear- if situation changes document in the project file)**

Within existing ROW Minor acquisition without relocation and/or displacement

Any acquisitions with relocations and/or displacements [Contact the Office of Environmental Management (OEM) and add date of consultation] **(If chosen warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**

Comments:

Figure 2-3 Type 1 Categorical Exclusion Checklist

2. **Wetland impacts that would require a permit from the U.S. Army Corps of Engineers (USACE) under the Clean Water Act, Section 404, 33 U.S.C. § 1344 and/or section 10 of the Rivers and Harbors Act:**
 No Wetland(s) Present/ No Impacts Nationwide permit General Permit (SAJ 92) Standard Permit [Contact OEM and add date of consultation] **(If chosen warning label will appear if it is c26, c27, c28 or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**
Comments:
3. **Bridge permits required from the United States Coast Guard (USCG):**
 No Waterway Crossing No USCG Bridge permit required USCG Bridge permit [Contact OEM and add date of consultation] **(If chosen warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**
Comments:
4. **The project involves a floodplain encroachment other than functionally dependent uses (e.g., bridges, wetlands) or actions that facilitate open space use (e.g., recreational trails, bicycle and pedestrian paths):**
 No Floodplain Present/No Floodplain Impact Functionally Dependent Use or Facilitate Open Space Use Other Encroachment [Contact OEM and add the date of consultation] **(If chosen warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**
Comments:
5. **Construction activities in, across or adjacent to a river component designated as a Wild and Scenic River, Study River, or listed on the Nationwide Rivers Inventory (NRI)?**
 No designated Wild and Scenic, Study Rivers, or NRI Rivers present or not within a quarter mile of the listed river Northwest Fork of the Loxahatchee River in D4 (See PD&E Manual Chapter for limits) **(automatically populated if applicable)** [Contact OEM and add the date of consultation] Wekiva River in D5 (See PD&E Manual Chapter for limits) [Contact OEM and add the date of consultation] St. Marys River (See PD&E Manual Chapter for limits) [Contact OEM and add the date of consultation] Yes, a river listed on the NRI [ADD the name/section of the river] [Contact OEM and add the date of consultation] **(If any of the last four boxes are chosen a warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**
Comments:
6. **Section 7 of the Endangered Species Act (ESA) of 1973, as amended, and/or Magnuson-Stevens Fishery Conservation and Management Act (MSFCMA):**
 No ESA listed species and/or Essential Fish Habitat (EFH) present
 ESA listed species and/or Essential Fish Habitat (EFH) present **(If selected, the following will appear)**
 Determination of No Effect **Identify species in text box.**
 Used key, no consultation required **Identify species in text box.**

Figure 2-3 Type 1 Categorical Exclusion Checklist (Page 2 of 4)

Consultation with the US Fish and Wildlife Service or National Marine Fisheries Service, results in:
(If selected, the following will appear)

May Affect, Not Likely to Adversely Affect (attach concurrence letter)

May Affect, Likely to Adversely Affect [Contact OEM and add the date of consultation] **(If chosen warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**

Comments:

7. Will the action impact any properties protected by Section 4(f) pursuant to 23 CFR § 774?

No potential Section 4(f) properties present

Section 4(f) resource(s) present or adjacent, but there is “no use” within the meaning of Section 4(f) **List resource(s) and describe how “no use” determination was made in text box.**

Exception or Exemption [attach description of type and Official with Jurisdiction (OWJ) concurrence] [See 23 CFR 774.13] **(If selected a pop up will state, “Consult with OEM and record date of consultation” Fill in date in order to proceed.) List resource(s) in text box.**

de minimis (attach determination and OWJ concurrence) **(If selected a pop up will state, “Consult with OEM and record date of consultation” Fill date in order to proceed.)** List resource(s) in text box.

Programmatic or Individual Section 4(f) Evaluation required [Contact OEM and add the date of consultation] **(By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**

Comments:

8. Historic and/or Archaeological Resources protected under Section 106 of the National Historic Preservation Act:

No Historic or Archeological resources present within the APE

Pursuant to Section 106 Programmatic Agreement (include appropriate documentation):

Determination of No Involvement Determination of “No Effect” Determination of “No Adverse Effect”

Determination of “Adverse Effect” [Contact OEM and add the date of consultation] **(If chosen warning label will appear if it is c26, c27, c28, or (d): This project has been identified as a c26, c27, c28 or (d) list project. By checking this box, the project does not meet the criteria of (e) and cannot proceed as a Type 1)**

Comments:

9. Noise considerations:

The project does not require a Noise Analysis

The project does require Noise Analysis (provide appropriate documentation):

Noise abatement is not warranted Noise abatement is warranted (Provide decision)

Comments:

10. Contamination considerations:

The project was evaluated (Provide brief summary in text box and attach appropriate documentation.)

Comments:

Figure 2-3 Type 1 Categorical Exclusion Checklist (Page 3 of 4)

11. Planning Consistency

This Project was reviewed for fiscal constraint and determined to have committed, available or reasonably available funds for the implementation of all the phase(s) of the Project within the time period anticipated for completion of the Project. [23 CFR Part 450]. Upload LRTP/TIP/STIP pages.

IMPORTANT: If during the preparation of the form, an answer requires discussion with OEM, contact your OEM District Project Delivery Coordinator.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016 and executed by FHWA and FDOT.

This project has been reviewed and has been verified to meet the conditions of a Type 1 CE.

Signature: _____ Date: _____
District Environmental Manager or designee

Figure 2-3 Type 1 Categorical Exclusion Checklist (Page 4 of 4)

Resource	Web Address	Example of use
Florida Geographic Data Library (FGDL):	https://www.fgd.org/metadataexplorer/explorer.jsp	Land use, soils, protected species occurrences, consultation area, topo, etc.
MapDirect:	https://ca.dep.state.fl.us/mapdirect/	Contamination, species, CCCL, public lands
Florida Natural Area Inventory (FNAI):	https://www.fnai.org/gisdata.cfm	Public lands- has both shapefiles and kmz
FNAI Biodiversity Matrix Tool:	https://www.fnai.org/biointro.cfm	Documented occurrence data as well as some probability of occurrences for protected species
USFWS Information for Planning and Consultation (IPac):	https://ecos.fws.gov/ipac/	Provides list of federal protected species consultation areas
USFWS Environmental Conservation Online System:	https://ecos.fws.gov/ecp/	Provides species information
FWC Bald Eagle's Nest Locator:	http://myfwc.maps.arcgis.com/apps/webappviewer/index.html?id=253604118279431984e8bc3ebf1cc8e9	Provides known eagle's nest locations
FEMA Flood Map Service Center:	https://msc.fema.gov/portal/home	Provides flood zone maps
Nationwide Rivers Inventory:	https://www.nps.gov/maps/full.html?mapId=8adbe798-0d7e-40fb-bd48-225513d64977	Rivers on the NPS NRI
Wild and Scenic Rivers:	https://www.rivers.gov/rivers/wekiva.php https://www.nps.gov/orgs/1912/plan-your-visit.htm	NPS Wild and Scenic and Study Rivers
FDOT Environmental Screening Tool (EST)	https://www.fla-etat.org/est/	This site contains a lot of applicable data from FGDL and other resources; access must be requested from FDOT; only 2 staff members per local agency are allowed access

Appendix 8: LAP Agreement

Top 10 **considerations to keep in mind** regarding the LAP Agreement:

- The District needs two-weeks to draft a LAP Agreement once the final scope, schedule, and estimate form is received.
- The “Date Agreement Needed” on the scope, schedule, estimate form is the date your Local Agency needs to receive the LAP Agreement. The date provided should provide enough time for internal review (i.e. legal) to meet the agenda deadline for the Board Date being provided.
- If a continuing services contract is being utilized for Design or CEI, negotiations of the purchase order/task work order must be complete prior to the LAP Agreement being drafted.
- The total project phase cost must be programmed, regardless of the amount of federal funds on the project phase(s). If insufficient federal funds are available, the balance must be covered by local funds.
- The most current boilerplate LAP Agreement is always available on the LAP Forms tab of the LAP website:
<https://www.fdot.gov/programmanagement/LAP/Default.shtm>
The LAP Agreement contains terms and conditions related to, and required in, every Local Agency consultant/construction contract. These terms are not negotiable – if they cannot be met, do not execute the Agreement. Funding availability is contingent upon acceptance of these terms.
- A Resolution adopting the LAP Agreement is required. The Resolution must indicate who is authorized to execute the Agreement. If the Council/Commission approval is not required for supplemental agreements, the Resolution should indicate authorization is for the original and any supplemental agreements.
- The name/title on the LAP Agreement signature must match the individual authorized by the Resolution to sign. If a different individual is signing, signature delegation authority must be provided, otherwise, a new signature or new Resolution will be required before the Agreement can be processed by the Department.
- All LAP Agreements are now being executed by the Department via DocuSign. Do not mail/FedEx/UPS original agreements. By doing so, you are delaying processing and wasting taxpayer dollars.
- Once the LAP Agreement is returned to the Department, a minimum of 3-6 weeks is required for federal authorization and encumbrance of the funds and final execution by the Department.
- Neither execution of Design/CEI contracts being reimbursed with federal funds, nor the advertisement of construction contracts, can occur until the LAP Agreement is executed and Notice-To-Proceed (NTP) is issued by the Department.

LAP AGREEMENT ACTIVITIES			
GENERAL SCHEDULE (assumes Agreement needed 1 month prior to Council/Commission meeting)			
ACTIVITY/EVENT*	TIMEFRAME/ DEADLINE**	RESPONSIBILITY	OBJECTIVE
Scope/Schedule/Estimate form to Local Agency	1st of month three months prior to lockdown month	FDOT	<ul style="list-style-type: none"> LAP Design Project Manager sends draft scope to Local Agency for review and concurrence. <p>Note: For construction, scope is prepared based on accepted 90% plans.</p>
Scope/Schedule/Estimate to FDOT	14th of month three months prior to lockdown month	Local Agency	<ul style="list-style-type: none"> Local Agency concurs to Scope provided by LAP Design Project Manager Local Agency provides project schedule Local Agency concurs that estimate is current
LAP Agreement Drafted	15th-end of month three months prior to lockdown month	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator drafts LAP Agreement and routes for internal FDOT review <p>Note: If existing Local Agency continuing services design or CEI contract is being used, negotiations of purchase/task work order must be complete prior to LAP Agreement being drafted.</p> <p>If District continuing services CEI contract is being used, negotiations of task work order must be complete prior to LAP Agreement being drafted.</p>
LAP Agreement Transmitted	Two months prior to lockdown month	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits LAP Agreement to Local Agency
Review of LAP Agreement	Month prior to Council/ Commission Agenda Date	Local Agency	<ul style="list-style-type: none"> Local Agency routes agreement for internal review and places on Council/Commission Agenda
Council/ Commission Approval of LAP Agreement	Last Council/Commission meeting of month two months prior to lockdown month	Local Agency	<ul style="list-style-type: none"> LAP Agreement and Resolution presented to Council/Commission for approval
LAP Agreement Returned	15th of month prior to lockdown month	Local Agency	<ul style="list-style-type: none"> Local Agency emails executed LAP Agreement and supporting Resolution to FDOT
FHWA Authorization Requested	Within 1-2 business days of receipt of Local Agency signed LAP Agreement	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews Resolution and confirms LAP Agreement executed by authorized signer LAP Program Coordinator requests initiation of FHWA authorization process. FHWA Authorization can take up to 6 weeks, but most typically 2-4 weeks from initiation. <p>Note: For construction, the LAP Checklist for Construction Contracts (Phase 58) must be completed prior to FHWA Authorization being requested.</p>
Encumbrance Requested	Within 1-2 business days of receipt of FHWA authorization	FDOT	<ul style="list-style-type: none"> FHWA Authorization received LAP Program Coordinator requests encumbrance of funds through Comptroller office. Encumbrance typically approved in 1-2 business days. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Encumbrance date could be earlier or later dependent on how long FHWA takes with fund authorization.</p>
LAP Agreement Executed	Within 7 business days of encumbrance approval	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator enters Agreement in DocuSign and routes for execution. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Execution date could be earlier or later dependent on how long FHWA takes with fund authorization.</p>
Notice-to-Proceed Issued	Within 1-2 business days of Agreement execution	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits executed LAP Agreement and notice-to-proceed with consultant contract execution and/or construction advertisement. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Notice-to-Proceed could be issued earlier or later dependent on how long FHWA takes with fund authorization.</p>

*See Design and/or Construction schedules for phase specific activities that must occur prior to and/or concur with LAP Agreement processing.

**Based on Local Agency needing LAP Agreement one month prior to Council/Commission meeting. If Local Agency requires longer review time (i.e. two months) dates will need to be pushed back accordingly. Likewise, if Local Agency requires less review time (i.e. two weeks) schedule can be shortened accordingly.

LAP AGREEMENT ACTIVITIES			
SAMPLE SCHEDULE - DECEMBER LOCKDOWN (Agreement needed 2 weeks prior to Council/Commission meeting)			
ACTIVITY/EVENT*	TIMEFRAME/ DEADLINE**	RESPONSIBILITY	OBJECTIVE
Scope/Schedule/Estimate form to Local Agency	September 14th	FDOT	<ul style="list-style-type: none"> LAP Design Project Manager sends draft scope to Local Agency for review and concurrence. Note: For construction, scope is prepared based on accepted 90% plans.
Scope/Schedule/Estimate to FDOT	September 30th	Local Agency	<ul style="list-style-type: none"> Local Agency concurs to Scope provided by LAP Design Project Manager Local Agency provides project schedule Local Agency estimate provided prior to negotiation commencing.
LAP Agreement Drafted	October 1st - 14th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator drafts LAP Agreement and routes for internal FDOT review Note: If existing Local Agency continuing services design or CEI contract is being used, negotiations of purchase/task work order must be complete prior to LAP Agreement being drafted. If District continuing services CEI contract is being used, negotiations of task work order must be complete prior to LAP Agreement being drafted.
LAP Agreement Transmitted	October 15th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits LAP Agreement to Local Agency
Review of LAP Agreement	October 15th - 30th	Local Agency	<ul style="list-style-type: none"> Local Agency routes agreement for internal review and places on Council/Commission Agenda
Council/ Commission Approval of LAP Agreement	October 31st	Local Agency	<ul style="list-style-type: none"> LAP Agreement and Resolution presented to Council/Commission for approval
LAP Agreement Returned	November 15th	Local Agency	<ul style="list-style-type: none"> Local Agency emails executed LAP Agreement and supporting Resolution to FDOT
FHWA Authorization Requested	November 16th-19th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews Resolution and confirms LAP Agreement executed by authorized signer LAP Program Coordinator requests initiation of FHWA authorization process. FHWA Authorization can take up to 6 weeks, but most typically 2-4 weeks from initiation. Note: For construction, the LAP Checklist for Construction Contracts (Phase 58) must be completed prior to FHWA Authorization being requested.
Encumbrance Requested	December 5th-30th	FDOT	<ul style="list-style-type: none"> FHWA Authorization received LAP Program Coordinator requests encumbrance of funds through Comptroller office. Encumbrance typically approved in 1-2 business days. Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Encumbrance date could be earlier or later dependent on how long FHWA takes with fund authorization.
LAP Agreement Executed	December 14th-January 11th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator enters Agreement in DocuSign and routes for execution. Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Execution date could be earlier or later dependent on how long FHWA takes with fund authorization.
Notice-to-Proceed Issued	December 16th - January 14th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits executed LAP Agreement and notice-to-proceed with consultant contract execution and/or construction advertisement. Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Notice-to-Proceed could be issued earlier or later dependent on how long FHWA takes with fund authorization.

*See Design and/or Construction schedules for phase specific activities that must occur prior to and/or concur with LAP Agreement processing.

**Based on Local Agency needing LAP Agreement one month prior to Council/Commission meeting. If Local Agency requires longer review time (i.e. two months) dates will need to be pushed back accordingly. Likewise, if Local Agency requires less review time (i.e. two weeks) schedule can be shortened accordingly.

LAP AGREEMENT ACTIVITIES			
SAMPLE SCHEDULE - DECEMBER LOCKDOWN (Agreement needed 1 month prior to Council/Commission meeting)			
ACTIVITY/EVENT*	TIMEFRAME/ DEADLINE**	RESPONSIBILITY	OBJECTIVE
Scope/Schedule/Estimate form to Local Agency	September 1st	FDOT	<ul style="list-style-type: none"> LAP Design Project Manager sends draft scope to Local Agency for review and concurrence. <p>Note: For construction, scope is prepared based on accepted 90% plans.</p>
Scope/Schedule/Estimate to FDOT	September 14th	Local Agency	<ul style="list-style-type: none"> Local Agency concurs to Scope provided by LAP Design Project Manager Local Agency provides project schedule Local Agency estimate provided prior to negotiation commencing.
LAP Agreement Drafted	September 15th - 30th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator drafts LAP Agreement and routes for internal FDOT review <p>Note: If existing Local Agency continuing services design or CEI contract is being used, negotiations of purchase/task work order must be complete prior to LAP Agreement being drafted.</p> <p>If District continuing services CEI contract is being used, negotiations of task work order must be complete prior to LAP Agreement being drafted.</p>
LAP Agreement Transmitted	October 1st	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits LAP Agreement to Local Agency
Review of LAP Agreement	October 1 - 31st	Local Agency	<ul style="list-style-type: none"> Local Agency routes agreement for internal review and places on Council/Commission Agenda
Council/ Commission Approval of LAP Agreement	October 31st	Local Agency	<ul style="list-style-type: none"> LAP Agreement and Resolution presented to Council/Commission for approval
LAP Agreement Returned	November 15th	Local Agency	<ul style="list-style-type: none"> Local Agency emails executed LAP Agreement and supporting Resolution to FDOT
FHWA Authorization Requested	November 16th-19th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews Resolution and confirms LAP Agreement executed by authorized signer LAP Program Coordinator requests initiation of FHWA authorization process. FHWA Authorization can take up to 6 weeks, but most typically 2-4 weeks from initiation. <p>Note: For construction, the LAP Checklist for Construction Contracts (Phase 58) must be completed prior to FHWA Authorization being requested.</p>
Encumbrance Requested	December 5th-30th	FDOT	<ul style="list-style-type: none"> FHWA Authorization received LAP Program Coordinator requests encumbrance of funds through Comptroller office. Encumbrance typically approved in 1-2 business days. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Encumbrance date could be earlier or later dependent on how long FHWA takes with fund authorization.</p>
LAP Agreement Executed	December 14th-January 11th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator enters Agreement in DocuSign and routes for execution. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Execution date could be earlier or later dependent on how long FHWA takes with fund authorization.</p>
Notice-to-Proceed Issued	December 16th - January 14th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits executed LAP Agreement and notice-to-proceed with consultant contract execution and/or construction advertisement. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Notice-to-Proceed could be issued earlier or later dependent on how long FHWA takes with fund authorization.</p>

*See Design and/or Construction schedules for phase specific activities that must occur prior to and/or concur with LAP Agreement processing.

**Based on Local Agency needing LAP Agreement one month prior to Council/Commission meeting. If Local Agency requires longer review time (i.e. two months) dates will need to be pushed back accordingly. Likewise, if Local Agency requires less review time (i.e. two weeks) schedule can be shortened accordingly.

LAP AGREEMENT ACTIVITIES			
SAMPLE SCHEDULE - DECEMBER LOCKDOWN (Agreement needed 2 months prior to Council/Commission meeting)			
ACTIVITY/EVENT*	TIMEFRAME/ DEADLINE**	RESPONSIBILITY	OBJECTIVE
Scope/Schedule/Estimate form to Local Agency	August 1st	FDOT	<ul style="list-style-type: none"> LAP Design Project Manager sends draft scope to Local Agency for review and concurrence. <p>Note: For construction, scope is prepared based on accepted 90% plans.</p>
Scope/Schedule/Estimate to FDOT	August 14th	Local Agency	<ul style="list-style-type: none"> Local Agency concurs to Scope provided by LAP Design Project Manager Local Agency provides project schedule Local Agency estimate provided prior to negotiation commencing.
LAP Agreement Drafted	August 15th - 31st	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator drafts LAP Agreement and routes for internal FDOT review <p>Note: If existing Local Agency continuing services design or CEI contract is being used, negotiations of purchase/task work order must be complete prior to LAP Agreement being drafted.</p> <p>If District continuing services CEI contract is being used, negotiations of task work order must be complete prior to LAP Agreement being drafted.</p>
LAP Agreement Transmitted	September 1st	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits LAP Agreement to Local Agency
Review of LAP Agreement	September 1 - 30th	Local Agency	<ul style="list-style-type: none"> Local Agency routes agreement for internal review and places on Council/Commission Agenda
Council/ Commission Approval of LAP Agreement	October 31st	Local Agency	<ul style="list-style-type: none"> LAP Agreement and Resolution presented to Council/Commission for approval
LAP Agreement Returned	November 15th	Local Agency	<ul style="list-style-type: none"> Local Agency emails executed LAP Agreement and supporting Resolution to FDOT
FHWA Authorization Requested	November 16th-19th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator reviews Resolution and confirms LAP Agreement executed by authorized signer LAP Program Coordinator requests initiation of FHWA authorization process. FHWA Authorization can take up to 6 weeks, but most typically 2-4 weeks from initiation. <p>Note: For construction, the LAP Checklist for Construction Contracts (Phase 58) must be completed prior to FHWA Authorization being requested.</p>
Encumbrance Requested	December 5th-30th	FDOT	<ul style="list-style-type: none"> FHWA Authorization received LAP Program Coordinator requests encumbrance of funds through Comptroller office. Encumbrance typically approved in 1-2 business days. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Encumbrance date could be earlier or later dependent on how long FHWA takes with fund authorization.</p>
LAP Agreement Executed	December 14th-January 11th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator enters Agreement in DocuSign and routes for execution. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Execution date could be earlier or later dependent on how long FHWA takes with fund authorization.</p>
Notice-to-Proceed Issued	December 16th - January 14th	FDOT	<ul style="list-style-type: none"> LAP Program Coordinator transmits executed LAP Agreement and notice-to-proceed with consultant contract execution and/or construction advertisement. <p>Note: If funds are encumbered by the last day of the lockdown month, lockdown is met. Notice-to-Proceed could be issued earlier or later dependent on how long FHWA takes with fund authorization.</p>

*See Design and/or Construction schedules for phase specific activities that must occur prior to and/or concur with LAP Agreement processing.

**Based on Local Agency needing LAP Agreement one month prior to Council/Commission meeting. If Local Agency requires longer review time (i.e. two months) dates will need to be pushed back accordingly. Likewise, if Local Agency requires less review time (i.e. two weeks) schedule can be shortened accordingly.

Appendix 9: Project Schedule Template(s) and Production Checklist

The following project schedule templates are provided for informational purposes only.

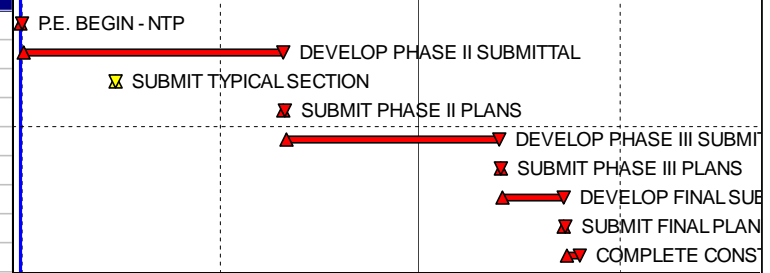
It is anticipated that a customized project schedule will be developed and discussed at onset of project and updated, and reviewed, throughout project development.

Two (2) informational templates are provided here:

- Extended-Detailed; For use by Project Managers to ensure successful project delivery
- Brief Version; To present critical phases of Production

It should be noted that District review time of project deliverable(s) will be two (2) weeks (off-system project) or four (4) weeks (on-system project). The review period is initiated when all required documents are submitted and accepted by the District.

Activity ID	Activity Name	Dur	Start	Finish	Total Float	FY2019		FY2020	
ShortDetail LAP TEMP:1600 ROADWAY DESIGN									
234020	P.E. BEGIN - NTP	1	31-Dec-18	31-Dec-18	0				
940030	DEVELOP PHASE II SUBMITTAL	85	01-Jan-19	29-Apr-19	0				
940060	SUBMIT TYPICAL SECTION	1	12-Feb-19	12-Feb-19	55				
940035	SUBMIT PHASE II PLANS	1	30-Apr-19	30-Apr-19	0				
940300	DEVELOP PHASE III SUBMITTAL	70	01-May-19	06-Aug-19	0				
940305	SUBMIT PHASE III PLANS	1	07-Aug-19	07-Aug-19	0				
940700	DEVELOP FINAL SUBMITTAL	20	08-Aug-19	04-Sep-19	0				
940705	SUBMIT FINAL PLANS	1	05-Sep-19	05-Sep-19	0				
940760	COMPLETE CONSTRUCTION PACKAGE SUBMITTAL ACCEPTED	5	06-Sep-19	12-Sep-19	0				



Activity ID	Activity Name	Dur	Start	Finish	Total Float	019	FY2020	FY2021	FY2022
ROADWAY DESIGN									
234020	P.E. BEGIN - NTP	1	06-Nov-19	06-Nov-19	54		☒ P.E. BEGIN - NTP		
940010	DEVELOP SCHEDULE	10	07-Nov-19	20-Nov-19	54		☒ DEVELOP SCHEDULE		
940020	DESIGN SURVEY	40	07-Nov-19	01-Jan-20	59		☒ DESIGN SURVEY		
940030	DEVELOP PHASE II SUBMITTAL	85	07-Nov-19	04-Mar-20	54		☒ DEVELOP PHASE II SUBMITTAL		
940050	DEVELOP TYPICAL SECTION	5	05-Dec-19	11-Dec-19	64		☒ DEVELOP TYPICAL SECTION		
940060	SUBMIT TYPICAL SECTION	1	11-Dec-19	11-Dec-19	64		☒ SUBMIT TYPICAL SECTION		
940070	FDOT ACCEPTS TYPICAL SECTION	5	12-Dec-19	18-Dec-19	64		☒ FDOT ACCEPTS TYPICAL SECTION		
940035	SUBMIT PHASE II PLANS	1	04-Mar-20	04-Mar-20	54		☒ SUBMIT PHASE II PLANS		
940040	SUBMIT PHASE II ESTIMATE	1	04-Mar-20	04-Mar-20	54		☒ SUBMIT PHASE II ESTIMATE		
940100	COMPLETE PHASE II SUBMITTAL	1	05-Mar-20	05-Mar-20	54		☒ COMPLETE PHASE II SUBMITTAL		
940110	PHASE II PLANS REVIEW (ERC)	10	06-Mar-20	19-Mar-20	54		☒ PHASE II PLANS REVIEW (ERC)		
940120	ADDRESS PHASE II COMMENTS	10	20-Mar-20	02-Apr-20	54		☒ ADDRESS PHASE II COMMENTS		
940130	FDOT PHASE II PLANS ACCEPTED	5	03-Apr-20	09-Apr-20	54		☒ FDOT PHASE II PLANS ACCEPTED		
940140	SUBMIT UTILITY PACKAGE TO UTILITIES	5	10-Apr-20	16-Apr-20	54		☒ SUBMIT UTILITY PACKAGE TO UTILITIES		
940150	SUBMIT PERMIT PACKAGE TO WMD	5	10-Apr-20	16-Apr-20	54		☒ SUBMIT PERMIT PACKAGE TO WMD		
940300	DEVELOP PHASE III SUBMITTAL	70	10-Apr-20	16-Jul-20	54		☒ DEVELOP PHASE III SUBMITTAL		
940305	SUBMIT PHASE III PLANS	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT PHASE III PLANS		
940310	SUBMIT PHASE III COST ESTIMATE	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT PHASE III COST ESTIMATE		
940320	SUBMIT BID PACKAGE	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT BID PACKAGE		
940325	SUBMIT CONSTRUCTION CHECKLIST FORM	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT CONSTRUCTION CHECKLIST FORM		
940330	SUBMIT CEI COST ESTIMATE W MAN-HOUR BREAKDOWN	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT CEI COST ESTIMATE W MAN-HOUR BREAKDOWN		
940350	UTILITIES CLEAR MEMO	1	16-Jul-20	16-Jul-20	54		☒ UTILITIES CLEAR MEMO		
940360	PERMITS CLEAR MEMO	1	16-Jul-20	16-Jul-20	54		☒ PERMITS CLEAR MEMO		
940370	RAILROAD CLEAR MEMO	1	16-Jul-20	16-Jul-20	54		☒ RAILROAD CLEAR MEMO		
940380	SUBMIT COPY OF REQUIRED PERMITS	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT COPY OF REQUIRED PERMITS		
940390	SUBMIT UTILITY WORK SCHEDULES	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT UTILITY WORK SCHEDULES		
940400	SUBMIT CONSTRUCTION DURATION CALCULATION	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT CONSTRUCTION DURATION CALCULATION		
940410	SUBMIT R/W CERTIFICATION FORM SIGNED BY AGENCY	1	16-Jul-20	16-Jul-20	54		☒ SUBMIT R/W CERTIFICATION FORM SIGNED BY AGENCY		
940340	COMPLETE PHASE III SUBMITTAL	1	17-Jul-20	17-Jul-20	54		☒ COMPLETE PHASE III SUBMITTAL		
940500	PHASE III PLANS REVIEW (ERC)	10	20-Jul-20	31-Jul-20	54		☒ PHASE III PLANS REVIEW (ERC)		
970760	PHASE III PLANS CONSTRUCTION REVIEW	10	20-Jul-20	31-Jul-20	64		☒ PHASE III PLANS CONSTRUCTION REVIEW		
940510	ADDRESS PHASE III COMMENTS	10	03-Aug-20	14-Aug-20	54		☒ ADDRESS PHASE III COMMENTS		
940520	FDOT PHASE III PLANS ACCEPTED	5	17-Aug-20	21-Aug-20	54		☒ FDOT PHASE III PLANS ACCEPTED		
940530	ENVIRONMENTAL CERTIFICATION (FDOT)	1	24-Aug-20	24-Aug-20	73		☒ ENVIRONMENTAL CERTIFICATION (FDOT)		
940700	DEVELOP FINAL SUBMITTAL	20	24-Aug-20	18-Sep-20	54		☒ DEVELOP FINAL SUBMITTAL		
940705	SUBMIT FINAL PLANS	1	18-Sep-20	18-Sep-20	54		☒ SUBMIT FINAL PLANS		
940710	SUBMIT FINAL COST ESTIMATE	1	18-Sep-20	18-Sep-20	54		☒ SUBMIT FINAL COST ESTIMATE		
940720	SUBMIT FINAL BID PACKAGE	1	18-Sep-20	18-Sep-20	54		☒ SUBMIT FINAL BID PACKAGE		
940730	SUBMIT FINAL CONSTRUCTION CHECKLIST FORM	1	18-Sep-20	18-Sep-20	54		☒ SUBMIT FINAL CONSTRUCTION CHECKLIST FORM		
970740	SUBMIT CONSTRUCTION SCHEDULE	1	18-Sep-20	18-Sep-20	54		☒ SUBMIT CONSTRUCTION SCHEDULE		
970745	COMPLETE FINAL CONSTRUCTION PACKAGE SUBMITTAL	1	21-Sep-20	21-Sep-20	54		☒ COMPLETE FINAL CONSTRUCTION PACKAGE SUBMITTAL		
940750	FDOT EVALUATES FINAL CONSTRUCTION PACKAGE	5	22-Sep-20	28-Sep-20	54		☒ FDOT EVALUATES FINAL CONSTRUCTION PACKAGE		
940760	COMPLETE CONSTRUCTION PACKAGE SUBMITTAL ACCEPTED	5	29-Sep-20	05-Oct-20	54		☒ COMPLETE CONSTRUCTION PACKAGE SUBMITTAL ACCEPTED		

LAP Design Submittal Checklist

Typical Section Submittal:

- 30% Plans (if applicable)/Typical Section Package

Phase II Submittal:

- 60% plans
- Construction cost estimate

Phase III Submittal:

- 90% plans
- Revised Construction cost estimate
- Draft Bid Package with completed Construction Checklist
- CEI Cost Estimate with Man-Hour Breakdown
- Right-of-Way Certification signed by Local Agency
- Utilities Clear Memo
- Permits Clear Memo
- Railroad Clear Memo
- Copy of required permits (if applicable)
- Utility work schedules (if applicable)
- Construction duration calculation and schedule

Final Plan Submittal:

- Final signed and sealed plans
- Final Construction cost estimate
- Final bid package with signed Construction checklist
- Final construction schedule

Appendix 10 Sample Project Finance Plan

The project description (Financial Project# xxxxx) (to and from) based on the latest FDOT Work Program and/or Local Agency Adopted Capital Improvement Plan. (Attach relevant documents.)

The project XXXX is identified in the MPO's/TPO's Long-Range Transportation Plan (LRTP) Cost Feasible Plan. It the ranked number XX on the List of Priority Projects. The XXXX improvement is being coordinated through a (Joint Participation Agreement (JPA)/local funding agreement/commitment from local agency through budget or resolution/ local developer agreement) to facilitate the fully funded project. (Identify funding for all phases and attach relevant documents.)

The estimated cost of the improvement is \$XXXX to implement improvements. This project partners to leverage Surface Transportation Program (SU) funds for urban areas of population over 200,000 and local funds. The study was completed on Date XX, 20XX. The phase estimates provided below were developed by review of past project similar in size, scope and improvement type.

**Table of Funding Sources
(sample project below)**

Project Description	Funding Source	Phase	Year	Amount
I-4 at CR 532 Interim Interchange Modification	Local Agreement with Osceola County	Design	FY 20	\$1 M
I-4 at CR 532 Interim Interchange Modification	FDOT Adopted Work Program FPID 444187-1	Construction CEI	FY 22	\$8.4 M \$X,X M