



District Five Landscape Program

Fact Sheet

Revised 8/18/21

State funding is available to pay for **plant materials** and **select ancillary items** used in Local Government landscaping projects along **State Roads** (roads on the Florida Department of Transportation State Highway System). This is a reimbursement program with no match required.

This program is the result of a law passed by the Florida Legislature in 2001, FS334.044(26).

Funds Disbursement

The Local Government must design, contract, oversee construction and maintain the landscape project. The Florida Department of Transportation (Department) will reimburse those items allowed by the program. Any project elements not specifically allowed by the program will not be reimbursed and are the sole responsibility of the Local Government.

The Local Government will enter into a Joint Participation Agreement (JPA) with the Department. The agreement cannot be with a homeowner's association or other non-governmental entity. Reimbursement will be via a one-time lump-sum payment after the work is complete or, if included in the JPA, progress payments based on a percentage of completion (or as otherwise agreed to in the agreement).

Reimbursable Items allowed under the program

Plants and Plant Materials:

Eligible items are:

Cost of purchase for plants, fertilizer, soil amendments, mulches, staking, and the cost for labor associated with the installation of the planting.

Ancillary Items:

In addition to plant and plant material reimbursement, the program now sets aside a specific amount per project to help pay cost of ancillary type items associated with landscaping projects.

Eligible ancillary items are:

Sod, clearing & grubbing, erosion control, sediment barrier, inlet protection, consultant Construction Engineering and Inspection (CEI) cost, maintenance of traffic (MOT), and/or mobilization.

Set aside amount:

The per project amount set aside for ancillary items is 15% of the eligible plant and plant material estimate. The initial set aside amount will be established and programmed based on the initial estimate received with application. This amount could be revised with the 90% plans estimate if the estimate does not exceed the total programmed amount.

Note: The total amount reimbursed for eligible ancillary items cannot exceed the set aside amount specified. Any item(s) not listed above is not reimbursable under the program.

Requirements

The following requirements will be included in the JPA and will be part of the design review by the Department. This is a partial list. Additional requirements are detailed in the agreement:

- Landscaping must be along a State Road within Department owned right of way (property).
NOTE: The landscape project does not have to follow a FDOT roadway project.
- To the greatest extent practical, at least 50 percent of the plant material cost shall be allocated for large plant materials and the remaining for other plant materials. Large plant materials have been defined by the FDOT to be seven (7) gallon or larger containers as defined by the Florida Department of Agriculture's "Grades and Standards for Nursery Plants"
- Except as prohibited by applicable federal law or regulation, all plant materials shall be purchased from Florida commercial nursery stock in this state on a uniform competitive bid basis.
- Local Government is responsible for the design and associated cost.
- 90% design plans must be complete and approved by the Department before the JPA can be drafted and/or executed.
- Design must be done by a Registered Landscape Architect.
- It is the DEPARTMENT's recommendation that the LOCAL GOVERNMENT retains a Registered Landscape Architect meeting FDOT consultant prequalifications for Landscape Architect (Work Type Group 15.0). At a minimum, the Registered Landscape Architect of record shall demonstrate 5 years of experience in roadway landscaping projects.
- Design must follow the Department's Landscape Initiative as defined in this document.
- Local Government must maintain the landscaping. Maintenance costs are not reimbursable by the Department.
- All existing fiber and power within the project limits shall be shown and labeled as "FDOT Fiber and power" on the plans. The Local Government shall use cflsmartroads.com to obtain a .kmz file showing all existing fiber and power within the district to utilize in plan development.
- The Local Government shall provide sight triangles one half mile from all cameras to ensure clearance of the proposed landscaping.
- All plantings shall maintain ten (10) feet clear path, five (5) feet either side, of all microwave vehicle detection systems (MVDS) across the entire roadway, including the median.
- Lane closures will require submittal of a lane closure analysis (LCA). The LCA should be submitted with the design plans for approval by the Department.
- The Local Government must use current Standard Plans, Florida Design Manual, and Standard Specifications corresponding to the letting. Location for the latest landscaping Special Provision Specification 580 can sent out upon request.
<https://fdotewp1.dot.state.fl.us/SpecificationsPackage/Package/Workbook/LAPSpecificationSelection.aspx>

- Local Government must hire a Department pre-qualified CEI firm to perform construction oversight.

Meetings

Meeting between the Local Government and the Department will be required and scheduled after application approval and before programmed in the Department's Five-Year Work Program. Purpose of the meeting is to review expectations and answer questions in more detail to help ensure a successful project delivery. Meeting can be virtual via Microsoft TEAMS or in person at the district office in Deland.

In addition, Kick Off and Progress Meetings may be required once the design consultant is on board.

Application and Process

Applications are accepted year-round and are generally awarded in the order received, based on funding availability. The application process takes six to eight weeks from time the application received by the Department.

A "high level" concept plan, including location map showing the general area of the proposed landscaping, along with a cost estimate must be submitted with the application. The concept plan and/or estimate do not have to be developed by a landscape architect but need to convey the intent of the project and estimated cost.

Application approval is made by the District Secretary or Director of Transportation Development. The decision is based on but not limited to:

- Location and type of landscaping proposed,
- Amount of funding requested (is the cost reasonable),
- Impact to current or future Department projects
- Availability of funding at the time of proposed construction
- Review of concept plan by Department

During the application review the Department may contact the Local Government to discuss options if there are issues or areas of concern with the application or proposed project.

Note: Projects are programmed in the first three years of the Department's Five-Year Work Program.

To request an application or to discuss program requirements, please contact Steve Smith. To apply for the program, please complete an application and send via email or regular mail to:

Steve Smith
Production Management Office
Florida Department of Transportation
719 South Woodland Boulevard
Deland, Florida 32720
Email: steve.smith@dot.state.fl.us Phone: 386.943.5451

Florida Department of Transportation District Five Landscape Initiative

To create instant, aesthetically pleasing, low maintenance roadside landscapes that fit well into the community and can help attract and grow business in Florida.

The following general guidelines are to be incorporated into the design:

- More emphasis on trees and less on shrubs. Typically, more large trees and fewer shrubs can instantly increase “curb appeal” and wow factor of the landscaping. It can also cost much less to maintain than extensive masses of ornamental shrubs or other high maintenance material.
- Does not prohibit shrubs. Shrubs can be used when and where they are part of the best design solution.
- The Right Plant, Right Place – does the palette fit the surroundings?

Note: During the design process, the design plans will be reviewed by the Department to see if all guidelines are being followed.

Landscape Program FAQ

- **Does funding include design, construction, and CEI?** Funding only covers eligible construction costs, potentially including eligible ancillary items up to 15% of eligible plant and plant material estimate; however, funding is capped at the programmed funding amount. Design is ineligible for reimbursement. Please refer to the Landscape Program Fact Sheet for additional information.
- **What is the required match for each project?** No match is required. However, any project costs not covered by the programmed funding, such as ineligible items, or costs above the programmed value, will be the responsibility of the local agency.
- **What happens if bids come in higher than expected?** The local agency is required to cover any costs above the programmed amount.
- **What is the deadline to complete each project?** The Joint Participation Agreement will need to be executed before June 30 of the funded year and the expiration date of each agreement will be based on the construction schedule for that project.
- **Does design have to be completed to apply for landscape funds?** No, it does not but we do require a landscape concept plan showing proposed planting materials and locations along with high level estimate be submitted with application.
- **Does design have to be completed before executing the landscape agreement (JPA)?** 90% plans reviewed and approved by DOT is required before executing the agreement in year of funding.

- Is the project specific JPA agreement(s) available? A boilerplate JPA template can be provided. The project-specific Agreements will typically be drafted as the design nears completion.
- For CEI, is the Local Agency required to issue an RFQ? The Local Agency must utilize a FDOT Pre-qualified Consultant for CEI. The CEI consultant must be obtained following CCNA requirements.
- We have two landscape projects. Are they expected to be done in parallel? The local agency may pursue the projects in parallel or separately.
- If the two projects are roughly concurrent, can we use the same design firm, CEI firm, and possibly the same contractor? While the design consultant may not be the same consultant as the CEI firm, the same designer may be used for both projects and the same contractor/CEI firms may be utilized on the projects. Please bear in mind that the projects will have separate agreements and will need to be invoiced separately during construction.
- Can the two projects be bid as one Local Agency contract (with costs separated between the two locations)? The Local Agency may bundle the projects at its preference. Yes, the costs would need to be separated for each project.
- What is the process and how long does it take once I apply? Once the application is received it takes approximately six to eight weeks to complete our internal review. During this time, the application goes through a series of reviews with various departments within DOT. Part of this review is meeting with the local agency (see program info sheet). The results are reviewed by our Transportation Director and decision is made to accept or reject.