



**LAP CERTIFICATION TOOL**

Certification and recertification are commitments by the Local Agency (LA) to perform all associated activities of the Federal-Aid Highway Program (FAHP) including but not limited to Title VI compliance, American with Disabilities Act ADA compliance, grant management and fiscal accountability, procurement of professional service and construction administration in adherence with all Federal and State requirements. The LAP Certification Tool is a risk-based assessment of a LA and measures performance-based risk of your participation in **LAP.** Detailed information on each section is located in the Department’s ***Local Programs Manual*** (LPM, FDOT Procedure 525-010-300).

Answer each question to the best of your ability. Your District Local Programs (LP) Team is there to provide assistance and support as required while you complete the re/certification process.

# RISK ASSESSMENT

*Source: LP Manual Chapters 5 and 8*

1. Based on the risk assessment Click or tap here to enter text. is eligible for: Choose an item.
2. Title VI Sub-recipient Assurance date (provided by Central Office): Click or tap here to enter text.
3. Risk Assessment date (provided by Central Office): Click or tap here to enter text.
4. Number of projects programmed in the current 5 Year Adopted Work Program: Click or tap here to enter text.

# PROJECT SELECTION

*Source: FDOT Work Program Instructions*

1. Which project phases does your LA plan to implement through LAP?

**Check all that apply:**

Planning

Design

Construction

Construction Administration

All of the Above

Other: Click or tap here to enter text.

*\*Environmental and Right of Way phases are not eligible for delegation to LAs without additional Department approvals. Contact your District LP Administrator for information.*

1. Does your LA prioritize projects through a Metropolitan or Transportation Planning Organization (MPO/TPO) process?

Choose an item.

1. If yes, which MPO/TPO? Click or tap here to enter text.
2. The Department is a member of REDI. Counties and communities that meet certain statutory criteria are eligible for waivers or reductions of the local match requirements for such projects. Refer ***to Section 288.06561, Florida Statutes*** (F.S.). Is your city or County eligible for a REDI waiver from the Department?

Choose an item.

# RESPONSIBLE CHARGE

*Source: LP Manual Chapter 7*

This person (or people) designated responsible charge must be a full-time employee of the LA. The responsible charge is the designated point of contact in GAP. Staff must attend training, be responsive to District staff and attend project meetings with the Department and FHWA.

1. The responsible charge is: Click or tap here to enter text.

# GAP

*Source: LP Manual Chapter 4*

1. Please provide the GAP Administrator name and contact information. This person is responsible for maintaining LA information in GAP including periodically updating contacts within GAP and notifying the Department when a user should no longer have access to GAP. GAP’s use and function are described in Chapter 4 and a Help Guide is available to users logged into GAP.

Click or tap here to enter text.

1. **MANDATORY TRAINING**

*Source: LP Manual Chapter 7*

The list of mandatory LAP training courses is provided in the LP Manual Chapter 7. The LA may use multiple staff members to satisfy training requirements.

1. Is the LA committed to sending one or more staff members to each course listed in the ***LP Manual*** and sending additional staff at the request of the Department to maintain LAP Certification?

Choose an item.

1. **AGENCY STAFFING**

*Source: LP Manual Chapters 7 and 14*

LAs must have adequate staff to provide oversight for all phases of Federal-Aid project delivery as listed below, or may supplement staff with consultant support as needed to demonstrate adequate oversight staff.

1. Does the LA have adequate staff to manage multiple projects at one time?

Choose an item.

1. Describe delegation of duties or organizational structure for contract administration.

Click or tap here to enter text.

1. **AGENCY STAFF AUGMENTATION**

*Source: LP Manual Chapters 7 and 14*

***LP Manual Section 7.4.1:*** The LA’s LAP certification package may identify consultant staff used to augment LA forces on a regular basis; however, this does not relieve the LA of its responsible charge obligations**.**

1. Per ***Section 7.4.1*** of the LP Manual, identify consultant staff used to augment LA forces on a regular basis. *For example, the LA does not have a professional engineer on staff and routinely uses a consultant P.E. for managing all design phase projects*

Click or tap here to enter text.

1. Will consultant support be limited to specific project phases or required for all project phases? *For example, the LA does not have a professional engineer on staff and routinely uses a consultant P.E. for managing all design phase projects.*

Choose an item.

1. If the answer to question 2 is “limited” or “all” phases require routine consultant support, list the phases of work and/or services consultants will perform on behalf of the LA. *For example, project applications, cost estimates, scoping, administration, project management, etc.*

Click or tap here to enter text.

# PROJECT DEVELOPMENT

*Source: LP Manual and FDOT Work Program Instructions*

1. Identify the staff and/or department within the LA responsible for project development including: preparing and submitting transportation project applications. Provide point of contact information or multiple points of contact if each respective office participates in project development.

Click or tap here to enter text.

\*Note all Federal-Aid projects must comply with the ADA. Required ADA upgrades within proposed project limits must be identified in the project application and included in the project cost estimate(s) submitted to the Department. Insufficient scoping creates inaccurate project programming and jeopardizes local projects.

1. Has project development staff completed the ADA Design Accessibility Training Course or a similar training course?

Choose an item.

If yes, list staff name(s), name of course, and date of training here.

Click or tap here to enter text.

If no, is staff able to send project development staff to ADA Accessibility Training within the next 12 months?

Choose an item.

1. **PROCUREMENT - GENERAL**

*Source: LP Manual Chapters 14, 15, 16, 21*

An LA’s ability to maintain reimbursement eligibility is dependent on following the applicable Federal and State procurement regulations.

1. Identify staff with federal procurement experience and the primary point(s) of contact for LAP project procurement. Include whether the staff identified support professional services, construction, or both types of procurement actions.

Click or tap here to enter text.

1. Will the LA send a minimum of one procurement staff member to the training courses identified in ***LP Manual Chapter 7*** to maintain familiarity with federal and state requirements throughout the Certification period? Construction and professional services training are provided in two unique courses and both are mandatory.

Choose an item.

1. What is the average duration of your professional services and construction procurement processes from advertisement to contract award?
   * + Professional Services: Click or tap here to enter text.
     + Construction: Click or tap here to enter text.
2. Identify all locations the LA advertises contracts. Select all that apply.

Website. Provide web address(es): Click or tap here to enter text.

Newspaper. Provide name of publication(s): Click or tap here to enter text.

Vendor bid service. Provide name of service used: Click or tap here to enter text.

Physical Location. Provide name of facility and address(es): Click or tap here to enter text.

Other. Please explain: Click or tap here to enter text.

1. How will LA staff monitor bid opportunity reporting during and immediately following the solicitation period by both contractors and consultants on federal contracts?

Click or tap here to enter text.

1. Does the LA have procurement staff to provide bid opportunity oversight responsibility in the Department’s Equal Opportunity Compliance (EOC) database?

Choose an item.

1. If yes, identify the employees with oversight responsibility and access to the Department’s EOC database.

Click or tap here to enter text.

1. If no, identify the employee(s) that will be assigned oversight responsibility and access to the Department’s EOC database.

Click or tap here to enter text.

1. Identify LA staff who review subcontract(s) terms and conditions and approve for execution with the subcontractor(s) on Federal-Aid projects.

Click or tap here to enter text.

1. Describe the process the LA uses to monitor all subcontracts for incorporation of required federal terms and provisions, including FHWA 1273 and the LAP Terms for Federal-Aid Contracts.

Click or tap here to enter text.

1. Is your agency able to remove all preference programs, except those approved by FHWA, from Federal-Aid contracts and subcontracts?

Choose an item.

1. Identify the LA’s locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid project solicitations and contracts.

Minority business

Disadvantaged business

Small business

Locally adopted wage rates

Local business

Location (physical location in proximity to your jurisdiction)

Materials purchasing (physical location or supplier)

Other: Click or tap here to enter text.

1. Does the LA incorporate contract language for termination for cause, convenience, and default in contracts and subcontracts greater than $10,000?

Choose an item.

1. Does the LA develop expected project durations and incorporate beginning and end dates in each contract?

Choose an item.

1. **PROCUREMENT – CONTINUING SERVICES CONTRACTS**

*Source: LP Manual Chapter 14*

1. Does the LA have a continuing services contract it would like to utilize for professional services phases of LAP projects?

Choose an item.

1. If yes, is it a federalized contract approved by the Department?

Choose an item.

1. **PROCUREMENT – PROFESSIONAL SERVICES**

*Source: LP Manual Chapter 14*

1. What is the duration of a typical advertisement period for professional services contracts?

Click or tap here to enter text.

1. Does the LA have a pre-qualification or grading program for consultants?

Choose an item.

If no, does the LA apply the FDOT pre-qualified consultant program requirements to Federal-Aid contracts?

Choose an item.

1. Does the LA formally evaluate consultants’ performance during the contract period? *\*Performance evaluations are required for all federally funded professional services contracts per* ***23 CFR 172****.*

Choose an item.

1. If yes, identify staff responsible for completing consultant performance evaluations for each contract.

Click or tap here to enter text.

1. If no, will the LA establish a performance evaluation process for use on Federal-Aid contracts?

Choose an item.

1. Does the LA routinely develop independent man hour estimates prior to negotiating with consultants?

Choose an item.

If yes, identify staff with experience developing independent man hour estimates for engineering related consultant services.

Click or tap here to enter text.

If no, explain how the LA will develop independent man hour estimates for each LAP project.

Click or tap here to enter text.

1. Does the LA foresee issues incorporating the Terms for Federal-Aid Contracts into all contracts and subcontracts or executing all required forms (as identified in ***LAP Manual Ch 14*** and on the ***LAP Checklist of Professional Services Contracts Form # 525-010-49***) for each project?

Choose an item.

1. **PROCUREMENT – CONSTRUCTION**

*Source: LP Manual Chapters 15, 16, 21*

1. What methods of bidding does the LA employ for transportation project construction? Select all that apply.

Low Bid

Low Bid with Bid Alternates

Cost + Time Low Bid

Project Bundling

Push Button or Indefinite Quantity/Indefinite delivery

Other. Please explain: Click or tap here to enter text.

1. What is the LA’s duration(s) of a typical advertisement period for construction contracts?

*\*Florida Statute requires 21 days for projects less than $500,000 and 30 days for projects greater than $500,000.*

Click or tap here to enter text.

1. Does the LA foresee any issues physically incorporating the FHWA 1273 Form into all contracts and subcontracts or executing all required forms (as identified in LP Manual Chapter ***21*** and on the ***LAP Checklist for Construction Contracts Form #525-010-44***) for each project?

Choose an item.

1. Identify maintenance items incorporated in or required for construction contracts by local ordinance or rule.

Warranty bonds

Maintenance bonds

Warranty provisions

Provide a summary of the terms of warranty provisions: Click or tap here to enter text.

1. **PLANNING**

*Source: Chapter 14-75, Florida Administrative Code (FAC)*

The minimum qualifications for planning phases delivered on the State Highway System (SHS) or National Highway System (NHS) are established in ***Ch. 14-75, F.A.C.***

1. Does the LA have a planning department with at least one planner on staff full or part-time?

Choose an item.

1. Does the LA planning department have a designated transportation planner on staff?

Choose an item.

1. Does the LA expect to perform transportation planning studies with in-house staff or consultant staff or both?

Choose an item.

1. How many transportation planning studies has LA staff completed in the last 5 years?

Click or tap here to enter text.

1. How many transportation planning studies have been performed by consultants on behalf of the LA over the last 5 years?

Click or tap here to enter text.

1. **PLANS, SPECIFICATIONS AND ESTIMATES**

*Source: LP Manual Chapter 9 and Part IV Project Development & Delivery.*

1. Identify the Florida Professional Engineer on staff with the LA that will assist with LAP. Click or tap here to enter text.

This person has Click or tap here to enter text. years of transportation design experience.

Florida License # Click or tap here to enter text.

1. Does the LA plan on designing projects with in-house design staff?

Choose an item.

1. Select the number of professional engineers on staff:

0-5 people

5-10 people

10+people

1. Identify the design criteria the LA uses to design projects on local transportation facilities. Local transportation facilities or “off-system” projects are referred to as LAP Classification D projects.

Florida Greenbook

FDOT Design Manual

Other: Click or tap here to enter text.

1. Is the LA willing and able to apply FDOT design criteria and standards to transportation projects delivered on the LAP Classification A (on the SHS/NHS), LAP Classification B (projects that cost greater than $10 million), or LAP Classification C (projects containing structural elements meeting the definition of a bridge) per ***LP Manual Chapter 17***?

Choose an item.

1. The FDOT must review project design plans prior to approving the PS&E Package. The FHWA will also review design plans at its discretion. In general, what is the LA’s design plans development schedule and review process?

Click or tap here to enter text.

1. Identify LA staff responsible for submitting or monitoring consultant submittal of design plans to the FDOT’s Electronic Review Comments (ERC) application.

Click or tap here to enter text.

1. Has project design staff completed the ADA Design Accessibility Training Course or a similar training course? *\*All FAHP projects must comply with ADA. Required ADA upgrades within proposed project limits shall be incorporated during the design phase.*
2. If yes, list staff name(s), name of course, and date of training

Click or tap here to enter text.

1. Identify staff responsible for certifying right of way activities are in compliance with the ***Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970***.

Click or tap here to enter text.

1. Identify staff responsible for certifying that all utilities are either cleared or coordinated for each project in compliance with ***23 CFR 635.309***.

Click or tap here to enter text.

1. Identify staff responsible for certifying that all railroad work is either cleared or coordinated for each project in compliance with ***23 CFR 635.309***.

Click or tap here to enter text.

1. Identify staff responsible for identifying all environmental or cultural resources (Section 4f) within project limits and certifying NEPA compliance.

Click or tap here to enter text.

1. Identify staff responsible for certifying all permits and/or exemptions have been obtained and included in the final PS&E package.

Click or tap here to enter text.

1. Does the LA have specifications for roadway construction you would like to use on Classification D LAP projects?

Choose an item.

1. If yes, submit all specifications to the District Specifications Office for review and approval.

Specifications Approval Date: Click or tap here to enter text.

1. If no, does the LA foresee any issues incorporating the LAP Big Three Specifications (Class C or D) or the Department’s Standard Specifications (Class A, B, C, D) into project PS&E packages?

Choose an item.

1. **CONSTRUCTION**

*Source: LP Manual Chapters 21, 22*

1. Does the LA seek to self-perform construction activities? Force account construction requires a Department approved Cost Effectiveness Finding in compliance with FHWA and Florida Statutes. Acceptable justifications for force account construction cannot be based on cost alone.

Choose an item.

1. If yes, identify LA experience constructing transportation projects (i.e. resurfacing, sidewalks, trails, traffic signals, lighting, sign installation, striping).

Click or tap here to enter text.

1. Does the LA have a timekeeping system that associates employee time to specific projects?

Choose an item.

1. **CONSTRUCTION ADMINISTRATION**

*Source: LP Manual Chapters 15, 21, 22*

1. Does the LA hold pre-construction meetings?

Choose an item.

1. Describe the LA’s contract change approval process; include how the change is initiated, review points and responsible staff, and if there are variations in the process based on cost thresholds or for no cost changes.

Click or tap here to enter text.

1. Describe the LA’s time extension approval process only if it varies from your contract change process.

Click or tap here to enter text.

1. Identify how the LA counts contract time? Choose an item.
2. Does the LA allow work on weekends, holidays, and nights? If yes, oversight staff shall be available during these times. Please check all that apply:

Weekends  Holidays  Nights

1. Describe the LA’s materials testing and approval process.

Click or tap here to enter text.

1. Identify all inspectors on staff with CTQP certification(s):

Click or tap here to enter text.

***\*\*The District Materials Offices shall perform a*** [***quality assurance review***](https://www.fdot.gov/docs/default-source/content-docs/programmanagement/lap/forms/LAP-Certification_Materials-QAR-Checklist.docx) ***of each LA’s materials acceptance and testing procedures during the certification review period.***

1. Explain how the LA tracks and certifies Buy America compliance on federal projects.

Click or tap here to enter text.

1. Does the LA have a schedule of liquidated damages based on calculated administrative costs if the contractor exceeds the contract time? If no, the LA may elect to use the Department's Specification and incorporate into LA bid documents.

Choose an item.

1. **CONSTRUCTION ADMINISTRATION- PROJECT INSPECTION**
2. Does the LA seek to self-perform construction inspection activities?

Choose an item.

1. If yes, how many inspectors does the LA employ? Click or tap here to enter text.
2. If yes, identify LA inspectors who maintain certifications per FAC 14-75 in order to perform inspections on SHS and NHS projects.

Click or tap here to enter text.

1. If yes, describe the LA’s process for inspecting construction projects.

Click or tap here to enter text.

1. If yes, describe the LA’s process for completing inspectors’ daily reports and recordkeeping.

Click or tap here to enter text.

1. If no, describe the LA’s process for providing oversight and maintaining control of a project when a consultant CEI is performing the inspection duties.

Click or tap here to enter text.

1. **CONSTRUCTION ADMINISTRATION- CONTRACT COMPLIANCE WITH FHWA 1273**
2. Has your agency administered Federal-Aid construction contracts in the previous 3 years?

Choose an item.

1. Identify staff members who have direct experience performing or monitoring Resident Compliance Specialist (RCS) duties on Federal-Aid construction contracts and who will self-perform contract compliance on construction contracts per the ***FDOT Contract Compliance Manual Topic No. 275-020-002***. Staff must complete training as offered by the Department or FHWA and demonstrate adequate knowledge of federal contract compliance requirements with FHWA 1273.

Click or tap here to enter text.

1. Identify staff who will monitor consultant performed RCS services, which includes DBE payment reporting approvals, subcontractor approvals, etc. Staff must complete training as offered to perform this role.

Click or tap here to enter text.

1. Identify those employees with oversight responsibility and access to the Department’s EOC database for reporting and/or accepting DBE commitments on Federal-Aid projects.

Click or tap here to enter text.

1. **INVOICING**

*Source: LP Manual Chapters 5, 6*

1. Describe how the LA complies with Florida’s Prompt Payment laws.

Click or tap here to enter text.

1. Describe how the LA verifies work invoiced by a contractor compared to work performed.

Click or tap here to enter text.

1. Describe how the LA verifies work invoiced by a consultant compared to work performed.

Click or tap here to enter text.

1. Is there any reason why the LA cannot comply with the LAP quarterly invoicing requirement?

Choose an item.

1. Identify staff and/or departments within the LA responsible for preparing and submitting invoices to the Department. Staff require access to GAP for submission of invoices.

Click or tap here to enter text.

1. **CERTIFICATION STATUS**

**Effective Click here to enter text. qualifies for the following** **Certification/Recertification**: Choose an item.

**The following exceptions are applicable to this Certification/Recertification:**

(Check all that apply)

AGENCY MAY NOT PERFORM IN-HOUSE DESIGN ON LAP CLASSIFICATION A, B, OR C PROJECTS

AGENCY MAY NOT PERFORM IN-HOUSE DESIGN ON LAP CLASSIFICATION D PROJECTS

AGENCY MAY NOT PERFORM FORCE ACCOUNT CONSTRUCTION

AGENCY MAY NOT PERFORM IN-HOUSE CEI ON LAP CLASSIFICATION D PROJECTS

AGENCY MAY NOT PERFORM IN-HOUSE CEI ON LAP CLASSIFICATION A, B, OR C PROJECTS

AGENCY MAY NOT PERFORM IN-HOUSE CONTRACT COMPLIANCE

AGENCY MAY NOT PERFORM Click or tap here to enter text.

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Signature- District Local Program Administrator

Click here to enter text. Click here to enter text.

Print Name of District Local Program Administrator Date

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Signature- Local Agency Responsible Charge

Click here to enter text. Click here to enter text.

Print Name of Local Agency Responsible Charge Date