

## CHAPTER XX – LOCAL AGENCY PROGRAM INFORMATION TOOL USER GUIDES

### XX.1 OVERVIEW

The Local Agency Program Information Tool or LAPIT web-based application is the primary tool for the Department and the local agencies to share and track project information and related documentation as described in **Manual Chapter 2.8**. This chapter provides step by step instructions on how to create, view, or use specific features in LAPIT. Use of LAPIT is a requirement of the Local Agency Program.

### XX.X LAPIT USER ROLE ASSIGNMENTS

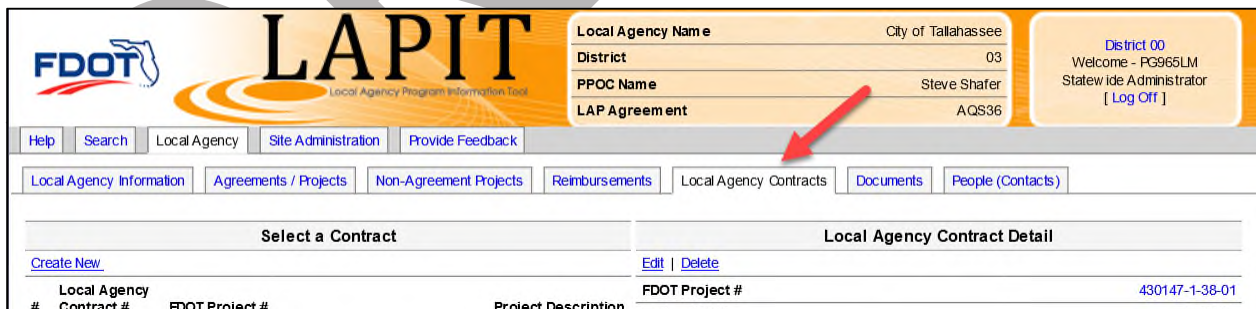
See Table 1 at the end of this chapter.

### XX.X CREATING LAPIT CONTRACT SCREENS

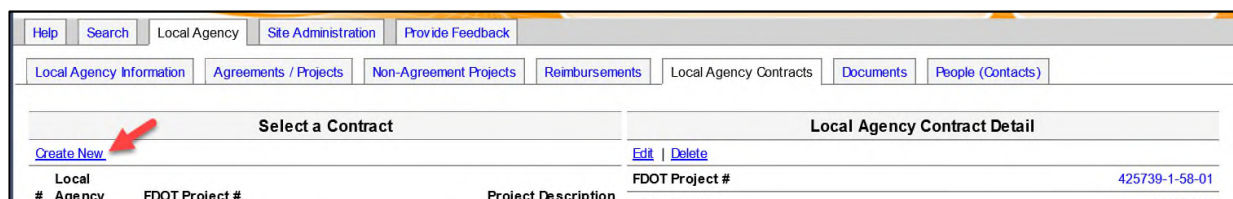
In order for the department to fulfill its DBE reporting obligations as described in **Chapter 14**, contract screens must be created by the Local Agency for both professional services and construction contracts at the time of contract award or execution. The Local Agency will complete the following steps to successfully create a new contract in LAPIT.

#### XX.X.1 Creating Local Agency Construction Contract Screens

1. Login to [LAPIT](#) and select or click on “Local Agency Contracts” tab near the top of the page.



2. Select the “Create New” tab. It is located directly above the column header for Local Agency Contract #.



- LAPIT defaults to the contract screen format for construction projects, as displayed on the next page.

The screenshot shows the 'Create Local Agency Contract' interface. At the top, there is a header with the FDOT logo and 'LAPIT' title. Below the header, there are fields for 'Local Agency Name', 'City of Tallahassee', 'District' (03), and 'PPOC Name' (Steve Shafer). A user profile box on the right shows 'District 00', 'Welcome - PG965LM', 'Statewide Administrator', and a '[ Log Off ]' link. A navigation menu includes 'Local Agency Information', 'Agreements / Projects', 'Non-Agreement Projects', 'Reimbursements', 'Local Agency Contracts', 'Documents', and 'People (Contacts)'. The main form area is titled 'Create Local Agency Contract' and contains six steps:

- Step 1 - Select an Agreement & FDOT Project #**: A dropdown menu with the text 'Please Select One' and a downward arrow. A mouse cursor is pointing to this arrow.
- Step 2 - Contract Information**: Fields for 'Contracting Method' (set to 'COMPETITIVELY BID'), 'Number of Bidders', and 'Local Agency Contract #'. The 'Contracting Method' is a dropdown menu.
- Step 3 - Setting Dates**: A series of date input fields for 'Local Agency Advertise Date', 'Local Agency Planned Letting Date', 'Local Agency Letting Date', 'Local Agency Award Date', 'Local Agency Contract Execution Date', 'Local Agency Notice to Proceed Date', 'Local Agency Construction Begin Date', 'Local Agency Estimated Construction Complete Date', and 'Local Agency Actual Construction Complete Date'. A note states 'All dates must be in (Format: MM/DD/YYYY)'.
- Step 4 - Creating Amounts**: Input fields for 'Local Agency Original Contract Amount', 'Local Agency Current Contract Amount', and 'Local Agency Landscape Amount'.
- Step 5 - Selecting Prime Contractor**: Input fields for 'Contractor FEID' and 'Contractor Name', each with a search button ('FEID Search' and 'Name Search'). A 'Select One' dropdown menu is at the bottom.
- Step 6 - Create the New Contract**: 'Create' and 'Cancel' buttons.

- STEP 1:** Click on the arrow in the selection bar to make the project list visible.

**FDOT** **LAPIT** Local Agency Program Information Tool

Local Agency Name: City of Tallahassee  
District: 03  
PPOC Name: Steve Shafer

District 00  
Welcome - PG965LM  
Statewide Administrator  
[Log Off]

Help Search Local Agency Site Administration Provide Feedback

Local Agency Information Agreements / Projects Non-Agreement Projects Reimbursements Local Agency Contracts Documents People (Contacts)

**Create Local Agency Contract**

Please Select One

Contracting Method	AN437 405672-1-38-01 LAFAYETTE STREET FROM CSX R/R OVERPASS TO WINCHESTER LANE
	AN837 412683-1-38-01 SR 61 (S. MONROE ST) FROM PAUL RUSSELL ROAD TO PERKINS STREET
	AN837 412683-1-58-01 SR 61 (S. MONROE ST) FROM PAUL RUSSELL ROAD TO PERKINS STREET
	AOH88 409803-1-38-01 SR 20 APALACHEE PKWY SIDEWALK PROJECT PHASE I
	AOH88 409803-1-58-01 SR 20 APALACHEE PKWY SIDEWALK PROJECT PHASE I
Contracting Method	AO505 416363-1-38-01 CAMPBELL CONNECTOR BICYCLE & PEDESTRIAN PATH
	AO505 416363-1-58-01 CAMPBELL CONNECTOR BICYCLE & PEDESTRIAN PATH
Number of Bidders	APM32 426700-1-58-01 JOE LOUIS STREET FROM ALABAMA STREET TO PRESTON STREET
	APM32 426703-1-58-01 INGLESIDE AVENUE END OF SIDEWALK E MARTIN TO TERRACE STREET
Local Agency Contr	APM33 426702-1-58-01 LUCY ST FROM MAGNOLIA DR HILLCREST ST SIDEWALKS
	APM34 426704-1-58-01 SR 371 LAKE BRADFORD FROM PINEVIEW ELEMENTARY TO STADIUM DR
	APN11 426697-1-58-01 IDLEWILD DRIVE FROM SR 20 APALACHEE PKWY TO PROCK DR/PICCADILLY CI
	AQC25 428623-1-38-01 MIDTOWN CONNECTOR IMPROVEMENTS
	AQC25 428623-1-58-01 MIDTOWN CONNECTOR IMPROVEMENTS

- STEP 1:** Select the related LAP project from the drop down menu. A unique **Financial Project Identification Number (FPID)** displays for each phase of work (i.e. Phase 38 design, Phase 58 construction, Phase 68 CEI). Be sure to select the correct FPID for the phase of work associated with the contract you are creating. For example, if you are selecting the FPID for a construction contract the number would appear as 123456-1- 58-01.

**FDOT** **LAPIT** Local Agency Program Information Tool

Local Agency Name: City of Tallahassee  
District: 03  
PPOC Name: Steve Shafer

District 00  
Welcome - PG965LM  
Statewide Administrator  
[Log Off]

Help Search Local Agency Site Administration Provide Feedback

Local Agency Information Agreements / Projects Non-Agreement Projects Reimbursements Local Agency Contracts Documents People (Contacts)

**Create Local Agency Contract**

Please Select One

Contracting Method	AN437 405672-1-38-01 LAFAYETTE STREET FROM CSX R/R OVERPASS TO WINCHESTER LANE
	AN837 412683-1-38-01 SR 61 (S. MONROE ST) FROM PAUL RUSSELL ROAD TO PERKINS STREET
	AN837 412683-1-58-01 SR 61 (S. MONROE ST) FROM PAUL RUSSELL ROAD TO PERKINS STREET
	AOH88 409803-1-38-01 SR 20 APALACHEE PKWY SIDEWALK PROJECT PHASE I
	AOH88 409803-1-58-01 SR 20 APALACHEE PKWY SIDEWALK PROJECT PHASE I
Contracting Method	AO505 416363-1-38-01 CAMPBELL CONNECTOR BICYCLE & PEDESTRIAN PATH
	AO505 416363-1-58-01 CAMPBELL CONNECTOR BICYCLE & PEDESTRIAN PATH
Number of Bidders	APM32 426700-1-58-01 JOE LOUIS STREET FROM ALABAMA STREET TO PRESTON STREET
	APM32 426703-1-58-01 INGLESIDE AVENUE END OF SIDEWALK E MARTIN TO TERRACE STREET
Local Agency Contr	APM33 426702-1-58-01 LUCY ST FROM MAGNOLIA DR HILLCREST ST SIDEWALKS
	APM34 426704-1-58-01 SR 371 LAKE BRADFORD FROM PINEVIEW ELEMENTARY TO STADIUM DR
	APN11 426697-1-58-01 IDLEWILD DRIVE FROM SR 20 APALACHEE PKWY TO PROCK DR/PICCADILLY CI
	AQC25 428623-1-38-01 MIDTOWN CONNECTOR IMPROVEMENTS
	AQC25 428623-1-58-01 MIDTOWN CONNECTOR IMPROVEMENTS

- STEP 2- CONTRACT INFORMATION:** select the Contracting Method from the drop down menu.

The screenshot shows the LAPIT (Local Agency Program Information Tool) interface. At the top, there is a header with the FDOT logo and the text 'LAPIT Local Agency Program Information Tool'. To the right of the header, there is a user information box showing 'Local Agency Name: City of Tallahassee', 'District: 03', and 'PPOC Name: Steve Shafer'. Below the header, there is a navigation menu with tabs for 'Local Agency Information', 'Agreements / Projects', 'Non-Agreement Projects', 'Reimbursements', 'Local Agency Contracts', 'Documents', and 'People (Contacts)'. The main content area is titled 'Create Local Agency Contract' and is divided into three steps: 'Step 1 - Select an Agreement & FDOT Project #', 'Step 2 - Contract Information', and 'Step 3 - Setting Dates'. In Step 2, there is a dropdown menu for 'Contracting Method' with the following options: 'COMPETITIVELY BID', 'CONSTRUCTION MANAGER AT RISK', 'DESIGN BUILD', 'NEGOTIATED', 'OTHER', 'PRIVATE, PUBLIC, PARTNERSHIP', 'SOLE SOURCED', and 'SPECIAL EXCEPT PROJ - NO. 14'. Two red arrows point to the 'COMPETITIVELY BID' option and the 'Number of Bidders' field.

Definitions of options are as follows:

- Competitively Bid: the construction contract was advertised and awarded to the lowest, responsive, responsible bidder.
- Construction Manager at Risk: the construction contract was awarded to a team consisting of owner, the architect/engineer, and the construction manager (CM). See **Chapter 9.3.1** for additional information. Requires FHWA approval.
- Design Build: the construction contract assigns the design and construction of a project to one firm (or team) allowing construction to begin before plans are complete. See **Chapter 9.2.7** for additional information. Requires department approval.
- Negotiated: Not applicable to construction contract awards.
- Other: Use for any construction contract method as approved by the department that is not listed in the drop down menu. See **Chapter 9** for a list of alternative contracting methods.
- Private Public Partnership (Public Private Partnership): As defined by Chapter **334.30 Florida Statutes**.
- Sole Sourced: noncompetitive procurements, may be for emergency repairs or a service that is only available from one provider. Contract awards to single service providers requires a Public Interest Finding approved by the State LAP Administrator and FHWA. Selecting sole sourced automatically sets the number of bidders to 1.
- Special Except Proj- No. 14: Special Experimental Project 14 or SEP-14 are innovative contracting methods approved for use by FHWA. See **Chapter 9** for a list of alternative contracting methods.

7. **STEP 2**: Enter the Number of Bidders in the corresponding box. Less than 3 bids received on a competitively bid contract must receive District LAP Administrator concurrence.



Create Local Agency Contract	
<b>Step 1 - Select an Agreement &amp; FDOT Project #</b>	
APM32 426700-1-58-01 JOE LOUIS STREET FROM ALABAMA STREET TO PRESTON STREET	
<b>Step 2 - Contract Information</b>	
Contracting Method	COMPETITIVELY BID
Number of Bidders	3
Local Agency Contract #	

8. **STEP 2:** Enter the Local Agency Contract # (number). The assigned Local Agency contract number is the identifier assigned to the construction contract executed between the Local Agency and the contractor. Each Local Agency contract number must be unique to the Local Agency contract records; duplicates are not allowed and cannot contain the character "forward slash" (\).

Create Local Agency Contract	
<b>Step 1 - Select an Agreement &amp; FDOT Project #</b>	
Please Select One	
<b>Step 2 - Contract Information</b>	
Contracting Method	COMPETITIVELY BID
Number of Bidders	3
Local Agency Contract #	ITB-2017-0034

9. **STEP 3- SETTING DATES**

Step 3 - Setting Dates	
	All dates must be in (Form at: MM/DD/YYYY)
Local Agency Advertise Date	
Local Agency Planned Letting Date	
Local Agency Letting Date	
Local Agency Award Date	
Local Agency Contract Execution Date	
Local Agency Notice to Proceed Date	
Local Agency Construction Begin Date	
Local Agency Estimated Construction Complete Date	
Local Agency Actual Construction Complete Date	

Definitions of date fields are as follows:

- Local Agency Advertise Date: The date the project was advertised. If the

project is advertised in a newspaper or other publication more than once, the date entered would be the date of the first publish date.

- Local Agency Planned Letting Date: The date provided in the original advertisement for the project letting or bid opening. The project letting may be delayed by bid addendums.
- Local Agency Letting Date: The actual letting or bid opening date for the project. Letting dates are critical to identifying the correct wage rate table applicable to the project.
- Local Agency Award Date: The date the agency posts or notices its intent to award the contract to a bidder. This date is used by the State Wage Rate Coordinator to determine applicable wage rate tables and process classification requests to those tables as needed.
- Local Agency Contract Execution Date: The final execution date or effective (begin) date of the contract award. This date is required for a project to export to the **Equal Opportunity Compliance (EOC)** application.
- Local Agency Notice to Proceed Date: The date the notice to proceed (NTP) is issued to the contractor. This date may match the contract execution date.
- Local Agency Construction Begin Date: The actual date the contractor begins construction work.
- Local Agency Estimated Construction Complete Date: This is the estimated date of final completion (or acceptance) of the construction work as identified in the original executed contract.
- Local Agency Actual Construction Complete Date: This is the date of final completion or acceptance of the project by the Local Agency. This date may or may not match the Estimated Construction Complete Date. Entering this date closes the project record in EOC. **DO NOT ENTER THIS DATE IN THE SYSTEM UNTIL THE CONTRACTOR HAS COMPLETED ALL CLOSE OUT ACTIVITIES; INCLUDING DBE REPORTING.**

#### 10. STEP 4- CREATING AMOUNTS

Step 4 - Creating Amounts	
Local Agency Original Contract Amount	<input type="text"/>
Local Agency Current Contract Amount	<input type="text"/>
Local Agency Landscape Amount	<input type="text"/>

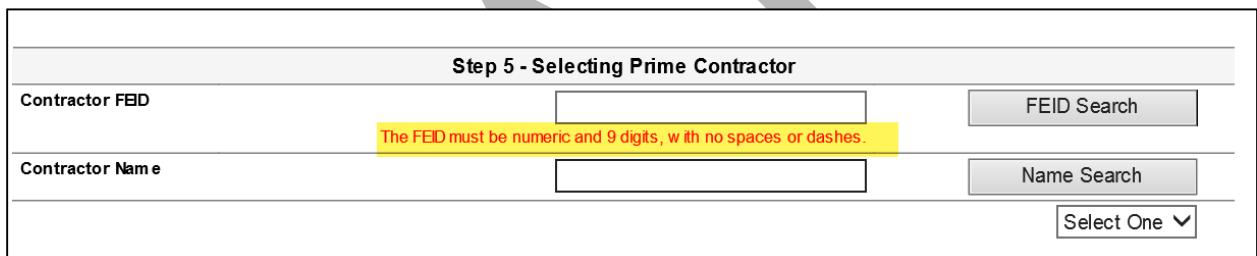
- Local Agency Original Contract Amount: equals the total contract award amount at execution. This is the Local Agency contract award amount to the contractor not the LAP Agreement amount with the department.
- Local Agency Current Contract Amount: equals the adjusted contract award amount, as applicable. Changes to the contract amount are generally the result of pay item quantity changes or extra work.
  - Both the original and current contract amounts are required if a contract execution date is entered.
  - The **EOC** system imports the Current Contract Amount entered in LAPIT.

**The Current Contract Amount must be updated every time the contract changes in order for the EOC System to reflect the correct contract amount and also the correct DBE percentage(s) applicable to that contract.**

- A contract award amount cannot be adjusted without the concurrence of the department.
- If there are no changes to the contract amount throughout the life of the project, the Original Contract Amount and the Current Contract Amount must always match.
- **Local Agency Landscape Amount:** equals the total amount of landscaping pay items at contract award. This generally does not include sod or other similar items considered components of sidewalk or curb construction.

**11. STEP 5- Selecting Prime Contractor.** The user may search by either the contractor's Federal Employer Identification (FEID) number or name. The contractor must be registered with [My Florida Marketplace](#) in order to appear in the search box. This information is required for the contract to export to EOC.

**12. STEP 5:** A FEID must be nine (9) digits with no spaces or dashes to generate search results.



Step 5 - Selecting Prime Contractor

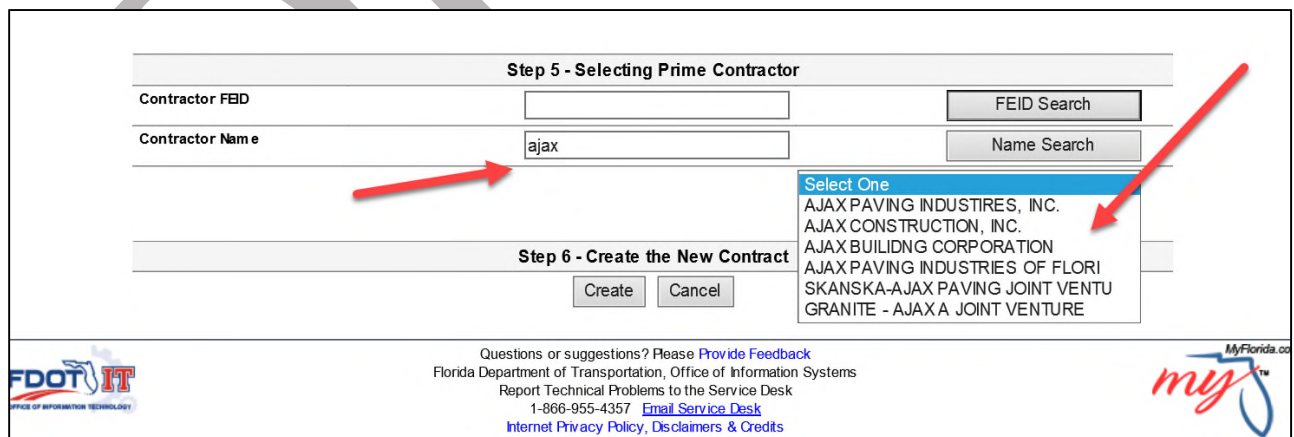
Contractor FEID  FEID Search

The FEID must be numeric and 9 digits, with no spaces or dashes.

Contractor Name  Name Search

Select One ▼

**13. STEP 5:** A contractor name requires a minimum of three (3) characters to generate search results. Be sure to select the correct corporate name from the drop down menu of search results.



Step 5 - Selecting Prime Contractor

Contractor FEID  FEID Search

Contractor Name  Name Search

Select One

- AJAX PAVING INDUSTRIES, INC.
- AJAX CONSTRUCTION, INC.
- AJAX BUILDING CORPORATION
- AJAX PAVING INDUSTRIES OF FLORIDA
- SKANSKA-AJAX PAVING JOINT VENTURE
- GRANITE - AJAXA JOINT VENTURE

Step 6 - Create the New Contract

Create Cancel

FDOT IT  
OFFICE OF INFORMATION TECHNOLOGY

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Florida Department of Transportation, Office of Information Systems  
Report Technical Problems to the Service Desk  
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MyFlorida.com

**14. STEP 6-** Create the New Contract by selecting the “Create” button.

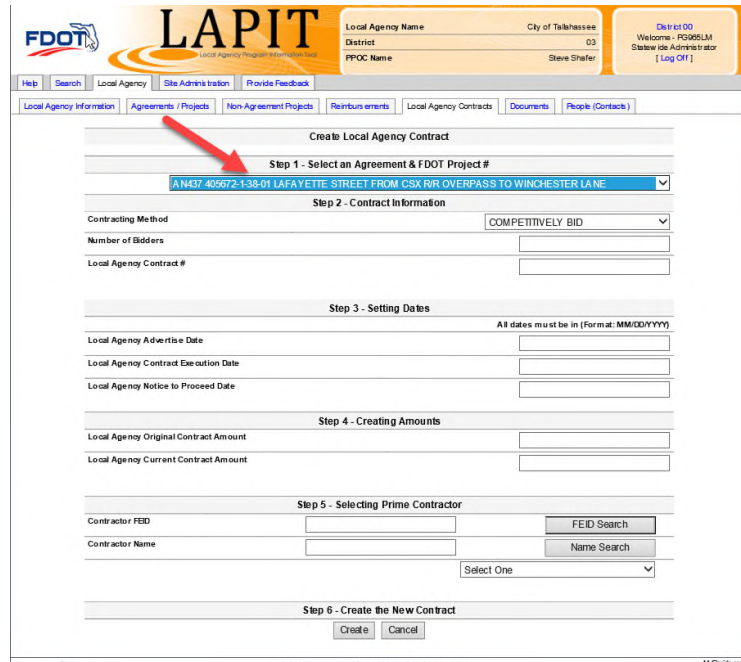
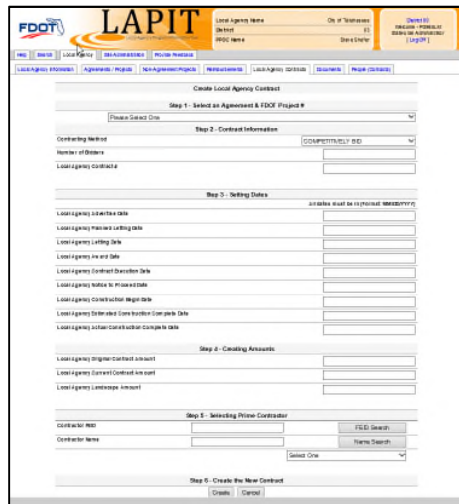
Step 5 - Selecting Prime Contractor	
Contractor FEID	<input type="text"/> <input type="button" value="FEID Search"/>
Contractor Name	<input type="text"/> <input type="button" value="Name Search"/>
	Select One <input type="button" value="v"/>
<b>Step 6 - Create the New Contract</b>	
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

15. **STEP 6-** LAP contract information is exported to [EOC](#) on Tuesday and Sunday nights. Be aware that contracts created Wednesday- Friday will not appear until the following Monday.
16. **STEP 6-** LAP Contract information is exported to the [Construction Office's Classification Request Manager](#) nightly.

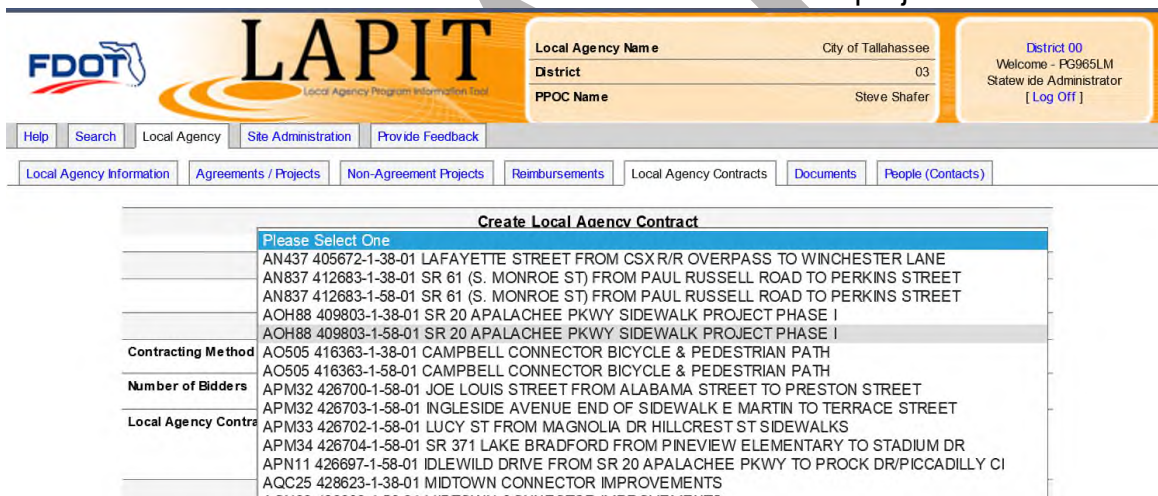
### XX.X.1 Creating Local Agency Professional Services Contract Screens

1. Repeat numbers 1 and 2 in the previous section to login to LAPIT and navigate to the create new contract screen option.
2. LAPIT defaults to the contract screen format for construction projects, as displayed on the next page. When the user selects a professional services FDOT Project # (number) from the dropdown menu in **STEP 1** the screen will change to professional services view.





3. **STEP 1:** Click on the arrow in the selection bar to make the project list visible.



4. **STEP 1:** Select the related LAP project from the drop down menu. A unique **Financial Project Identification Number (FPID)** displays for each phase of work (i.e. Phase 38 design, Phase 58 construction, Phase 68 CEI). Be sure to select the correct FPID for the phase of work associated with the contract you are creating. For example, if you are selecting the FPID for a design contract the number would appear as **123456-1-38-01**.

The screenshot shows the 'Create Local Agency Contract' form in the LAPIT system. At the top, there is a header with the FDOT logo and 'LAPIT Local Agency Program Information Tool'. Below this, there are fields for 'Local Agency Name' (City of Tallahassee), 'District' (03), and 'PPOC Name' (Steve Shafer). A 'District 00' box contains 'Welcome - PG965LM' and 'Statewide Administrator [Log Off]'. The main navigation bar includes 'Help', 'Search', 'Local Agency', 'Site Administration', and 'Provide Feedback'. Below this, there are tabs for 'Local Agency Information', 'Agreements / Projects', 'Non-Agreement Projects', 'Reimbursements', 'Local Agency Contracts', 'Documents', and 'People (Contacts)'. The main content area is titled 'Create Local Agency Contract' and features a dropdown menu labeled 'Please Select One'. A red arrow points to this dropdown menu. Below the dropdown, there is a list of project entries with columns for 'Contracting Method', 'Number of Bidders', and 'Local Agency Contract #'. The list includes projects like 'AN437 405672-1-38-01 LAFAYETTE STREET FROM CSXR/R OVERPASS TO WINCHESTER LANE' and 'AOH88 409803-1-38-01 SR 20 APALACHEE PKWY SIDEWALK PROJECT PHASE I'.

5. **STEP 2- CONTRACT INFORMATION:** select the Contracting Method from the drop down menu. Due to system limitations, the options are the same as construction contracts.

The screenshot shows the 'Create Local Agency Contract' form in the LAPIT system, specifically Step 2 - Contract Information. The header and navigation are the same as in the previous screenshot. The main content area is titled 'Create Local Agency Contract' and has a sub-header 'Step 1 - Select an Agreement & FDOT Project #'. Below this, there is a dropdown menu labeled 'Please Select One'. The main content area is titled 'Step 2 - Contract Information' and features a dropdown menu labeled 'Contracting Method'. A red arrow points to this dropdown menu. Below the dropdown, there are fields for 'Number of Bidders' and 'Local Agency Contract #'. The list of options for 'Contracting Method' includes 'COMPETITIVELY BID', 'CONSTRUCTION MANAGER AT RISK', 'DESIGN BUILD', 'NEGOTIATED', 'OTHER', 'PRIVATE, PUBLIC, PARTNERSHIP', 'SOLE SOURCED', and 'SPECIAL EXCEPT PROJ - NO. 14'. Below the list, there is a sub-header 'Step 3 - Setting Dates' and a field for 'Local Agency Advertise Date'. A note at the bottom right states 'All dates must be in (Form at: MM/DD/YYYY)'.

Definitions of options are as follows:

- Competitively bid: the professional services contract was advertised to all interested consultants and negotiated with the most qualified firm. Applies to both project specific contracts and continuing contract task orders.
- Construction Manager at Risk: not applicable to professional services phases of work.
- Design Build: not applicable to professional services phases of work.
- Negotiated: the professional services contract was advertised to all interested consultants and negotiated with the most qualified firm. Applies to both project specific contracts and continuing contract task orders.
- Other: Small Purchase or Simplified Acquisition procurement. Requires a minimum of three qualified responses.

- Private Public Partnership (Public Private Partnership): As defined by Chapter **334.30 Florida Statutes**.
- Sole Sourced: noncompetitive procurements, may be for emergency repairs or a service that is only available from one provider. Contract awards to single service providers requires a Public Interest Finding approved by the State LAP Administrator and FHWA.
- Special Except Proj- No. 14: Special Experimental Project 14 or SEP-14 are innovative contracting methods approved for use by FHWA. See **Chapter 9** for a list of alternative contracting methods.

6. **STEP 2:** Enter the Number of Bidders (or Respondents) to the Request for Proposal (RFP) in the corresponding box.

The screenshot shows the 'Create Local Agency Contract' form. Step 1 is 'Select an Agreement & FDOT Project #' with a dropdown menu showing 'APM32 426700-1-58-01 JOE LOUIS STREET FROM ALABAMA STREET TO PRESTON STREET'. Step 2 is 'Contract Information'. The 'Contracting Method' dropdown is set to 'COMPETITIVELY BID'. The 'Number of Bidders' text input field contains the number '3' and is highlighted with a red arrow. The 'Local Agency Contract #' field is empty.

7. **STEP 2:** Less than 3 responses received on a professional services contract requires an approval from the State LAP Administrator and FHWA to move forward with contract award. LAPIT will require a FHWA Concurrence Document be uploaded to the system before the new contract screen is completed.

The screenshot shows the 'Create Local Agency Contract' form. Step 1 is 'Select an Agreement & FDOT Project #' with a dropdown menu showing 'AN437 405672-1-38-01 LAFAYETTE STREET FROM CSXR/R OVERPASS TO WINCHESTER LANE'. Step 2 is 'Contract Information'. The 'Contracting Method' dropdown is set to 'COMPETITIVELY BID'. The 'Number of Bidders' text input field contains the number '2'. The 'Local Agency Contract #' field is empty. Below this is a yellow highlighted section titled 'Upload FHWA Concurrence Document'. The 'Document Description' field is empty. The 'Upload/Attach Document' section has a 'Select File' button highlighted with a red arrow. A note below the button states: '(Valid file types are DOC, DOCX, XLS, XLSX, PDF, JPG, JPEG, BMP, TXT, TIF) (Maximum upload size is 900 MB)'. There is also a red arrow pointing to the 'Document Description' field.

8. **STEP 2:** Enter the Local Agency Contract # (number). The assigned Local Agency contract number is the identifier assigned to the construction contract executed between the Local Agency and the contractor. Each Local Agency contract number must be unique to the Local Agency contract records; duplicates are not allowed and

cannot contain the character “forward slash” (\).

Create Local Agency Contract	
Step 1 - Select an Agreement & FDOT Project #	
Please Select One	
Step 2 - Contract Information	
Contracting Method	COMPETITIVELY BID
Number of Bidders	5
Local Agency Contract #	RFP-2017-0034

### 9. STEP 3- SETTING DATES

Step 3 - Setting Dates	
All dates must be in (Format: MM/DD/YYYY)	
Local Agency Advertise Date	
Local Agency Contract Execution Date	
Local Agency Notice to Proceed Date	

Definitions of date fields are as follows:

- Local Agency Advertise Date: The date the project was advertised. If the project is advertised in a newspaper or other publication more than once, the date entered would be the date of the first publish date.
- Local Agency Contract Execution Date: The final execution date or effective (begin) date of the contract award. This date is required for a project to export to the **Equal Opportunity Compliance (EOC)** application.
- Local Agency Notice to Proceed Date: The date the notice to proceed (NTP) is issued to the consultant. This date may match the contract execution date.

### 10. STEP 4- CREATING AMOUNTS

Step 4 - Creating Amounts	
Local Agency Original Contract Amount	
Local Agency Current Contract Amount	

- Local Agency Original Contract Amount: equals the total contract award amount at execution. This is the Local Agency contract award amount to the consultant not the LAP Agreement amount with the department.
- Local Agency Current Contract Amount: equals the adjusted contract award amount, as applicable. Changes to the contract amount are generally the result of changes to the scope of work.
  - Both the original and current contract amounts are required if a contract



execution date is entered.

- The **EOC** system imports the Current Contract Amount entered in LAPIT. **The Current Contract Amount must be updated every time the contract changes in order for the EOC System to reflect the correct contract amount and also the correct DBE percentage(s) applicable to that contract.**
- A contract award amount cannot be adjusted without the concurrence of the department.
- If there are no changes to the contract amount throughout the life of the project, the Original Contract Amount and the Current Contract Amount must always match.

11. **STEP 5- Selecting Prime Consultant.** The user may search by either the consultant's Federal Employer Identification (FEID) number or name. The consultant must be registered with [My Florida MarketPlace](#) in order to appear in the search box. This information is required for the contract to export to EOC.

12. **STEP 5:** A FEID must be nine (9) digits with no spaces or dashes to generate search results.

The screenshot shows a form titled "Step 5 - Selecting Prime Consultant". It has two main sections. The first section is for "Consultant FBD" with a text input field and a "FEID Search" button. A yellow tooltip message says "FEID is required to perform an FBD search." The second section is for "Consultant Name" with a text input field and a "Name Search" button. At the bottom right, there is a "Select One" dropdown menu.

13. **STEP 5:** A consultant name requires a minimum of three (3) characters to generate search results. Be sure to select the correct corporate name from the drop down menu of search results.

The screenshot shows the "Step 5 - Selecting Prime Contractor" form. The "Contractor FBD" field is empty, and the "Contractor Name" field contains "ajax". A red arrow points to the "Contractor Name" field. Below the form, a dropdown menu is open, showing a list of search results: "Select One", "AJAX PAVING INDUSTRIES, INC.", "AJAX CONSTRUCTION, INC.", "AJAX BUILDING CORPORATION", "AJAX PAVING INDUSTRIES OF FLORI", "SKANSKA-AJAX PAVING JOINT VENTU", and "GRANITE - AJAXA JOINT VENTURE". A red arrow points to the dropdown menu. Below the search results, there is a "Step 6 - Create the New Contract" section with "Create" and "Cancel" buttons. At the bottom of the page, there is a footer with logos for "FDOT IT" and "myFlorida.com", and text: "Questions or suggestions? Please [Provide Feedback](#). Florida Department of Transportation, Office of Information Systems. Report Technical Problems to the Service Desk. 1-866-955-4357 [Email Service Desk](#). [Internet Privacy Policy, Disclaimers & Credits](#)."

14. **STEP 6-** Create the New Contract by selecting the "Create" button.



Step 5 - Selecting Prime Contractor		
Contractor FEID	<input type="text"/>	<input type="button" value="FEID Search"/>
Contractor Name	<input type="text"/>	<input type="button" value="Name Search"/>
		Select One <input type="button" value="v"/>
<b>Step 6 - Create the New Contract</b>		
	<input type="button" value="Create"/>	<input type="button" value="Cancel"/>

15. **STEP 6-** LAP contract information is exported to [EOC](#) on Tuesday and Sunday nights. Be aware that contracts created Wednesday- Friday will not appear until the following Monday.

DRAFT

FDOT / RACF USER ROLES	
Role	Rights
<b>Statewide Administrator</b>	View, create, edit, and inactivate predefined Document Names Assign all RACF roles, in any district, except Statewide Administrator (Adding a new Statewide Administrator is done via request to OIT to insert the records in the database.) Delete documents after they have been locked by Quality Checking (no other roles can do this.) All other rights the District Administrator has, except in all districts.
<b>Statewide Update User</b>	Identical rights as the District Update User, except in all districts.
<b>District Administrator</b>	Assign District Update RACF role within their district(s) Assign any ISA roles at any agency within their district(s) Link non-agreement projects to agencies within their district(s) View, create, and delete documents at any agency within their districts INCLUDING secured document types* All other rights the District Update User has
<b>District Update User</b>	View and edit Local Agency Profile Data** at any agency within their district. View, create, and edit Local Agency Certification records at any agency within their district. View Agreement/Project information, create and edit Agreement dates and amounts at any agency within their district View, create, and edit Local Agency Contracts at any agency within their district View, create, and edit Reimbursements at any agency within their district View, create, and delete documents except secured document types* at any agency within their district. View all data in all districts except role assignments and secured document types*
<b>FHWA User</b>	View, create, and delete documents at any agency in all districts INCLUDING secured document types* View all data in all districts except role assignments, INCLUDING secured document types*  ** The FHWA user role is basically the read-only role with document rights added. FHWA users access LAPIT for oversight purposes.
<b>Statewide Read-only</b>	View all data in all districts except role assignments and secured document types*  ** This is not an assigned role. All FDOT staff with RACF user credentials default to this access level if they do not have an assigned role. New users who require Read-only access would need to request RACF user credentials on their AARF.

Local Agency/ISA Roles	
<b>Local Agency Administrator</b>	Assign ISA roles of Local Agency Update User, Local Agency Project User, and Local Agency Read-Only. (Local Agency Administrator role must be assigned by a RACF Statewide or District Administrator). View, create, and delete documents INCLUDING secure document types* All other rights the Local Agency Update User has
<b>Local Agency Update User</b>	View and edit Local Agency Profile Data** View Local Agency Certifications View Agreement/Project information View Non-Agreement Projects View, create, and edit Local Agency Contracts View, create, and edit Reimbursements View, create, and delete Documents, except secured document types*
<b>Local Agency Project User</b>	View Local Agency Profile data** View Local Agency Certifications View Agreement/Project information only for Projects they are assigned to View, create, and edit Local Agency Contracts only for Projects they are assigned to View, create, and delete Documents only for Projects they are assigned to, except secured document types*
<b>Local Agency Read-only User</b>	View Local Agency Profile data** View Local Agency Certifications View all Agreement and Project information for all Projects View all Local Agency Contracts View all Reimbursements View all Non-Agreement Projects View All Documents, except secured document types*

Other notes:

View access for any particular data includes the ability to search that data (and export search results). Only items the user has rights to view will display in their search results or any exports. For example, a Local Agency Project user could use the Project Search page, but the only results that would display would be the Project(s) they are assigned to at the Local Agency(ies) they are assigned to. In contrast, a Statewide Read-only user would see results for all projects within LAPIT that fit the search criteria.

\*Secured document types - LAPIT has a set of predefined document names to classify all uploaded documents; it is required to select a document name before uploading. Most documents uploaded to LAPIT are not confidential or sensitive so they are by default visible to anyone who has access to view documents except three particular kinds of

document related to Professional Services Contracts:

Negotiations Documents  
Professional Services Contracts  
Continuing Contract - Professional Services

Any document that is classified as one of these three types is only viewable, searchable, or creatable by a Statewide, District, or Local Agency Administrator, or FHWA user (as listed above).

\*\*Local Agency Profile data is basic info such as their mailing address, websites, email addresses, contacts, etc.

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