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

4. **STEP 1:** Click on the arrow in the selection bar to make the project list visible.
5. **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.

6. **STEP 2- CONTRACT INFORMATION:** select the Contracting Method from the drop down menu.
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.
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” (/).

9. **STEP 3- SETTING DATES**

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**

<table>
<thead>
<tr>
<th>Step 4 - Creating Amounts</th>
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</thead>
<tbody>
<tr>
<td><strong>Local Agency Original Contract Amount</strong></td>
</tr>
<tr>
<td><strong>Local Agency Current Contract Amount</strong></td>
</tr>
<tr>
<td><strong>Local Agency Landscape Amount</strong></td>
</tr>
</tbody>
</table>

- **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.

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.

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

**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.

<table>
<thead>
<tr>
<th>Create Local Agency Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1 - Select an Agreement &amp; FDOT Project #</strong></td>
</tr>
<tr>
<td>APM32 426700-1-58-01 JOE LOUIS STREET FROM ALABAMA STREET TO PRESTON STREET</td>
</tr>
<tr>
<td><strong>Step 2 - Contract Information</strong></td>
</tr>
<tr>
<td>Contracting Method</td>
</tr>
<tr>
<td>Number of Bidders</td>
</tr>
<tr>
<td>Local Agency Contract #</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Step 1 - Select an Agreement &amp; FDOT Project #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AN437 405672-1-38-01 LAFAYETTE STREET FROM CSX R/R OVERPASS TO WINCHESTER LANE</td>
</tr>
<tr>
<td><strong>Step 2 - Contract Information</strong></td>
</tr>
<tr>
<td>Contracting Method</td>
</tr>
<tr>
<td>Number of Bidders</td>
</tr>
<tr>
<td>Local Agency Contract #</td>
</tr>
<tr>
<td><strong>Upload FHWA Concurrence Document</strong></td>
</tr>
<tr>
<td>Document Description</td>
</tr>
<tr>
<td>Upload/Attach Document (Valid file types are DOC, DOCX, XLS, XLSX, PDF, JPG, JPEG, BMP, TXT, TIF) (Maximum upload size is 500 MB)</td>
</tr>
</tbody>
</table>

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” (/).

9. **STEP 3- SETTING DATES**

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**

- **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.
  o 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.**
  o A contract award amount cannot be adjusted without the concurrence of the department.
  o 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.

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.

14. **STEP 6- Create the New Contract by selecting the “Create” button.**
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.
<table>
<thead>
<tr>
<th>Role</th>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide Administrator</td>
<td>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.</td>
</tr>
<tr>
<td>Statewide Update User</td>
<td>Identical rights as the District Update User, except in all districts.</td>
</tr>
<tr>
<td>District Administrator</td>
<td>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</td>
</tr>
<tr>
<td>District Update User</td>
<td>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*.</td>
</tr>
<tr>
<td>FHWA User</td>
<td>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.</td>
</tr>
<tr>
<td>Statewide Read-only</td>
<td>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.</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Local Agency Administrator</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Local Agency Update User</strong></td>
<td>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*</td>
</tr>
<tr>
<td><strong>Local Agency Project User</strong></td>
<td>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*</td>
</tr>
<tr>
<td><strong>Local Agency Read-only User</strong></td>
<td>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*</td>
</tr>
</tbody>
</table>

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.