



Florida Department of Transportation

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PROGRAM MANAGEMENT BULLETIN 15-03

DATE: September 21, 2015

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Program Management Administrators, District ISD Managers, District Government Liaison Administrators, District Local Program Administrators

FROM: Trey Tillander, P.E., Manager, Program Management Office *Trey Tillander*

COPIES: Brian Blanchard, Tom Byron, Jim Wood, Tim Lattner, David Sadler, Mark Wilson, Lisa Saliba, Kendra Sheffield, Carmen Monroy, Sean Santalla, Nicholas Finch (FHWA), Chad Thompson (FHWA),

SUBJECT: Local Agency Program- Off-System Project Delivery

REQUIREMENTS

The Local Agency Program (LAP) is the Department's primary delivery mechanism for off-system projects included in the Five-Year Adopted Work Program, as opposed to the Florida Department of Transportation (the Department) administering the off-system project. Off-system projects are defined as projects not located on the State Highway System.

A local agency governing board(s) must approve a resolution or equivalent approval (hereinafter collectively referred to as the "resolution") endorsing the Department's delivery of the project when:

- the prioritized project falls in the jurisdiction of a local agency unable to deliver the project, or
- the prioritized project is to be delivered by the Department for efficiency, innovation, cost or time savings, or other reasons that may optimize project delivery.

Resolutions endorse the Department's delivery of the project within the local agency's right of way/local jurisdiction. Multi-jurisdictional projects must be endorsed by each affected agency. Endorsed resolutions shall describe the project using the identification information as provided by the local agency in the project application or as identified in the Department's Adopted Work Program.

Resolutions shall be obtained from the local agency no later than October 1 of the prior fiscal year in which the project is programmed for delivery. Projects added in current year shall be endorsed as soon as possible, but no later than 60 days prior to the Department letting of the contract.

Local agencies that are not able to endorse the Department's delivery of the off-system project via resolution will be required to administer the project(s). Local agency project administration and delivery of Federal-Aid Highway Program (FAHP) projects is limited to LAP. Local agencies must be certified per the *LAP Manual (Topic No. 525-010-300) Chapter 2* and meet all requirements as identified therein.

COMMENTARY

Each agency is responsible for the resolution language, format, and related details as dictated by that agency's governing processes. Resolutions do not replace Off-System Maintenance Agreements, as required by *Chapter 7* of the *Construction Project Administration Manual (Topic No. 700-000-000)*. In addition, any financial provisions or terms between the Department and the local agency will continue to be incorporated into the appropriate Department Funded Agreement template. This guidance is exclusive to Federal-Aid Highway Program projects and is not currently applicable to local projects delivered under special state funded programs, such as the Small County Outreach Program.

BACKGROUND

Due to the nature of both the Local Agency and Department transportation project planning, prioritization and programming processes, off-system projects may be programmed for Department delivery without all vested parties endorsement. The Department Project Manager for the off-system project will coordinate with local agency staff to obtain resolutions per the timeline requirements.

IMPLEMENTATION

The requirements identified herein are effective for July 2016 lettings. The *LAP Manual (Topic No. 525-010-300)* will be updated accordingly.

CONTACT

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TT/lmm