

## GLOSSARY

**AD AND AWARD** - Advertising and award of a construction contract, includes all aspects of contract administration.

**ADMINISTRATIVE SETTLEMENT** – Agreement to pay an amount in excess of the approved compensation for right-of-way that is closed prior to finalizing an Order of Taking by a court deposit for the affected parcel and must be justified in writing by the Department.

**AGENCY ADMINISTRATOR** - Local Agency official empowered by position or delegated the authority to - administer transportation projects.

**AGENCY-FORCE WORK** - Construction work done by a Local Agency's employees or by one public agency for another.

**ANNUAL ELEMENT** - First year of a Local Agency's Transportation Improvement Program (TIP).

**APPROVAL AUTHORITY** - Position title(s) designated in the “Local Agency Certification Agreement” that have the responsibility of approving a document or stage of a Federal-aid transportation project.

**AREA-WIDE CLEARINGHOUSE** - County or regional planning agency that reviews the transportation programs of constituent agencies to ensure area-wide coordination.

**CATEGORICAL EXCLUSION (CE, Class 2)** - Actions that do not individually or cumulatively have a significant effect on the environment: Do not induce significant impacts to planned growth or land use for an area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic or other resources; do not involve significant air, noise or water quality impacts; or do not have significant impacts on travel patterns. Actions categorically excluded are exempt from NEPA requirements. An Environmental Assessment (EA) or Environmental Impact Statement (EIS) is not prepared in these actions. A Categorical Exclusion must, however, satisfy all other Federal environmental laws and executive orders.

**CENTRAL OFFICE LOCAL AGENCY PROGRAM ADMINISTRATOR** - State's designated representative from the Central Office who is responsible for oversight of the Statewide program.

**CLASS I PROJECTS** - Projects likely to have a significant impact and requiring an Environmental Impact Statement.

**CLASS II PROJECTS** - Projects with no significant impact and excluded from environmental documentation requirements called Categorical Exclusion.

**CLASS III PROJECTS** - Projects in which the significance of impacts is not established. Such projects require an EA to evaluate the extent of the project impacts.

**COASTAL ZONE MANAGEMENT** - Applicants for Federal funding, permits or licenses must certify that their

project will comply with the State Coastal Zone Management Program (CZMP).

COAST GUARD PERMIT - Permit issued by the Coast Guard for all structures in navigable waterways (Rivers and Harbors Act, Title 33 USC Chapter 9).

COMMITMENT COMPLIANCE - Environmental documents and permits that record commitments made by the lead agency. These commitments must be completed both during and after construction.

COMMITMENT FILE - File containing a summary of Local Agency commitments made to other agencies or groups during project development that will be incorporated into the design, construction, and maintenance of a project.

COMMUNITY - 1) Major subdivision of a municipality composed of neighborhoods, considered as a unit for planning purposes; 2) A physical or cultural grouping of stakeholder with common interests created by shared proximity or use. Can also be defined at various levels within a larger context (e.g., neighborhood or city or metropolitan area or region)

COMPLETION LETTER - Letter from the Local Agency Project Engineer notifying the construction contractor that the project is complete. Letter from the Local Agency notifying the District LAP Administrator that the project is complete subject to inspection, audit, and acceptance by the State. This letter is required on competitive bid contracts and local agency force projects.

CONSULTANT - An individual, public or private organization or institution of higher learning having expertise in professional disciplines applicable to transportation programs.

CONSULTANT SERVICE - Utilization of professional expertise external to the Local Agency on a contract basis to perform a specific study, project or task. Does not include personal service contracts for routine, continuing, and necessary tasks.

CORRIDOR HEARING - See Location Hearing.

DISTRICT SECRETARY – Administrator-in-charge of one of the seven highway districts in the State.

DISTRICT LOCAL AGENCY PROGRAM (LAP) ADMINISTRATOR - Designee of the District Secretary who is responsible for FDOT oversight of a Federally-funded LAP project.

DRAFT ENVIRONMENTAL IMPACT STATEMENT (DEIS) - Document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

ENGINEERING CONCEPT REPORT - Formal documentation of design considerations and conclusions reached in the development of a project to support the environmental document. The design report is prepared to substantiate all design recommendations and is then reviewed and, upon concurrence, results in approval of the design. For most projects, the Project Prospectus serves as the initial design report.

ENVIRONMENTAL ASSESSMENT (EA, Class 3) - Actions in which the significance of the environmental impact is not clearly established. All actions that are not clearly Categorical Exclusions (CE, Class 2) or Environmental Impact Statements (EIS, Class 1) are EAs. The EA provides sufficient analysis and

documentation to determine if a Finding of No Significant Impact (FONSI) can be adopted or if an EIS must be prepared.

Environmental Impact Statement (EIS, Class 1) - Detailed written statement of project environmental effects required by State and/or Federal law. This term refers to either a Draft or Final Environmental Impact Statement or both, depending on context.

ENVIRONMENTAL DETERMINATION (Form 508-01) - Document used to determine the Class of Action. The checklist form is used for all actions not categorically exempt or not clearly requiring an EIS.

ENVIRONMENTAL DOCUMENT - Term used for any document that identifies the social, economic, and environmental effects of a proposed project as defined by NEPA.

EXCEPTION AND VARIATION - Departure from applicable design standards.

FEDERAL-AID POLICY GUIDE - Two-volume manual containing all Federal regulations guiding the FHWA with an accompanying English language translation.

FEDERAL-AID PROJECT PROSPECTUS (FDOT Form No. 525-010-30) - Page 1 is used for the FHWA Federal-aid programming purposes. Pages 2 and 3 give the State and FHWA additional information about the proposed project.

FINAL ESTIMATE - Estimate of the total project cost of a project prepared after completion of the construction contract and used as the basis for final payment to the contractor.

FIVE-YEAR ROAD OR STREET PROGRAM - See TRANSPORTATION IMPROVEMENT PLAN.

FLOOD HAZARD - Construction affects in a flood-control zone, causing flooding, erosion or deposition of materials.

FLOOD CONTROL ZONE - Zone subject to flooding as defined on maps available from FEMA or the Water Management District.

FORCE-ACCOUNT WORK - Construction work not covered in the contract documents and not amenable by a change order. Force-account reimbursement is used when it is difficult to provide an adequate measurement or to estimate the cost of certain items of work. The contractor is reimbursed for the cost of the work plus a profit percentage using established weighted wage rates, equipment-rental rates, and the invoice cost of materials.

FORESLOPES (FRONT SLOPES) - Roadway fill slope or ditch inside slope.

FUNCTIONAL CLASSIFICATION - Roadway classifications references in this manual are the Federal functional classifications shown on the official functional class maps prepared by the FDOT State Transportation Planner (e.g., principal arterial, minor arterial, collector).

HEARING SUMMARY - Summary of comments received from the public hearing.

IMPROVEMENT - Betterment in traffic service without major changes in the existing facility. This includes

widening, signals, illumination, curbs, gutters, drainage, sidewalks, and other items that add value to the existing facility.

LOCAL AGENCY PROGRAM (LAP) MANUAL – This manual. FDOT State-Aid Organization's manual of Local Agency guidelines for developing transportation projects using Federal-aid.

LEAD AGENCY - a Federal, State or Local Agency taking primary responsibility for preparing an environmental document.

LEGAL SETTLEMENT - Any settlement effectuated by final judgment.

LIQUIDATED DAMAGES – Amount(s) of money to be assessed against a contractor for late completion. The amount(s) must be related to, but not necessarily equivalent to, the actual damages suffered by the owner because of the late completion.

LOCAL AGENCY (LA) OR AGENCY - Any county government or municipal corporation within the State of Florida, including Expressway Authorities, Water Management Districts, Seminole Indian Tribe, and Regional Councils.

LOCAL AGENCY PROGRAM (LAP) AGREEMENT - Agreement negotiated between a Local Agency and FDOT allocating Federal funds to a transportation project.

LOCAL MATCH - Portion of a project's cost paid for with Local Agency funds.

LOCATION/DESIGN HEARING - Public hearing to examine the location and conceptual design of a proposed transportation facility, also called corridor or route hearing.

MAINTENANCE - 1) Work directed toward the preservation of an existing roadway and related appurtenances as necessary for safe and efficient operation; 2) Activities undertaken to keep a transportation infrastructure and equipment operating as intended, to eliminate deficiencies, and to extend or achieve the expected life of facilities before reconstruction is needed. These include routine or day-to-day activities and periodic major projects.

MATCHING FUNDS - See LOCAL MATCH.

METROPOLITAN PLANNING ORGANIZATION (MPO) - An organization made up of local elected and appointed officials responsible for developing, in cooperation with the state, transportation plans and programs in metropolitan areas containing 50,000 or more residents. MPOs are responsible for the development of transportation facilities that will function as an intermodal transportation system and the coordination of transportation planning and funding decisions.

NATIONAL ENVIRONMENTAL POLICY ACT OF 1969 (NEPA) – The National Environmental Policy Act of 1969 (NEPA), established a national environmental policy requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

NEIGHBORHOOD - Secondary subdivision of a municipality or portion of a community considered as a unit for planning purposes.

**NEW CONSTRUCTION** - Building a new roadway or structure on substantially new alignment or the upgrading of an existing roadway or structure by adding one or more lanes. If 50% or more of the project length involves vertical or horizontal alignment changes, the project is new construction. The following types of projects are not classified as new construction, and the 3-R standards apply:

- o Modernization of an existing street or road by resurfacing, widening lanes, adding shoulders or adding turn lanes at intersections.
- o Temporary replacement of a street or roadway immediately after the occurrence of a natural disaster or catastrophic failure to restore the facility for the health, welfare, and safety of the public.

**NON-PARTICIPATING ITEMS** - Items of project work that are not eligible for Federal reimbursement.

**NOTICE OF INTENT** - Federal notice printed in the Federal Register advising that an Environmental Impact Statement (EIS) will be prepared and considered for a proposal.

**OPPORTUNITY FOR HEARING** - Soliciting public interest in holding a hearing by publishing notice.

**PREQUALIFYING PROSPECTIVE BIDDERS** - In advance of considering, opening or accepting bids, or in advance of issuing bid proposals, the process used by a contracting agency to establish limitations on the amounts and types of work contractors are permitted to bid on and to have underway at one time.

**PROGRESS BILLING** - Request from a Local Agency or contractor for State/Federal reimbursement for work completed on a Federal-aid transportation project during a defined time period.

**PROGRESS ESTIMATE** - Estimate of the contractor's total amount of work completed by the estimate date listed by work item.

**PROGRESS PAYMENT** - Payment by a Local Agency to a consultant or construction contractor for work completed on a Federal-aid transportation project during a defined time period.

**PROJECT ENGINEER** - Person designated by a Local Agency to oversee the development of a project.

**PROJECT PROSPECTUS** - Document prepared by a Local Agency and submitted to FDOT that describes a proposed transportation project. Used to support authorization of Federal funds.

**PROJECT MANAGEMENT REVIEW (PMR)** - FDOT review of a Local Agency's project administration.

**PROPRIETARY SPECIFICATIONS** - Refers to those specific products by trade name and model. See Qualified Products List.

**PUBLIC INVOLVEMENT PLAN** - Required, integral part of an environmental study plan that outlines procedures for presenting information to the public, obtaining public comment, and considering public opinion. Notice of public hearings must be published. See Part 1, Chapter 8 of FDOT's PD&E Manual.

**PURCHASING PROCEDURES** - Procedures to utilize external personal service or equipment rental for

routine, continuing, and necessary tasks.

**QUALIFYING LOW BIDDERS** – After bid opening, the process by a contracting agency to consider the qualifications of the apparent low bidder to perform the work.

**RECORD OF DECISION (ROD)** - Document prepared by the Federal lead agency after an EIS has been completed that outlines the final decision on a proposal. It identifies the decision, alternatives considered, and measures to minimize harm and outlines a monitoring or enforcement program.

**REHABILITATION** - Similar to "Restoration" except the work may include reworking or strengthening the base or sub-base, recycling or reworking existing materials to improve their structural integrity, adding underdrains, and improving or widening shoulders. Rehabilitation may include acquisition of additional right-of-way.

**REPAIR** - Replacement or rebuilding of a facility that is worn out, destroyed or damaged.

**RESTORATION** - Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability and widening up to a total of 10 feet. Restoration will generally be performed within the existing right-of-way.

**RESURFACING** - Addition of a layer or layers of paving material to provide additional structural integrity, - improved serviceability, and ride ability. May include milling.

**RIGHT-OF-WAY** - A general term denoting land, property or interest therein, usually in a strip, acquired for or devoted to transportation purposes.

**RIGHT-OF-WAY CERTIFICATION** - Document prepared and executed by the local agency that indicates the status of the transfer of title, relocation of displaces, demolition of improvements, and removal of hazardous materials or remediation of contamination on the right-of-way required for construction of the project. It also certifies that right-of-way activities were conducted in accordance with all Federal, State, and local laws, rules, and regulations.

**RIGHT-OF-WAY PROJECT COST ESTIMATE** - Estimate of the probable right-of-way costs and expenses.

**ROADWAY WIDTH** - Portion of a street or road between curbs or including shoulders intended for vehicular use. This definition is for use in Design Standards only.

**ROUTE HEARING** - See LOCATION/DESIGN HEARING.

**RURAL AREA** - Any land area outside the boundaries of the Federally-designated urban areas shown on the official FDOT urban area maps.

**RURAL AREAS OF OPPORTUNITY (RAO)** - Rural communities, designated by the Governor, which has been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact.

**SCOPING** - Process for identifying issues and alternatives for an EIS.

SECTION 4(F) EVALUATION - Document giving the consideration, consultations, mitigative measures, and - alternatives studied for the use of properties identified in Section 4(F) of the U.S. Department of Transportation Act, as amended (49 USC 1653H).

SECTION 4(F) LANDS - Generally public parks, recreation areas, wildlife refuges, and historic sites.

SEE EFFECTS - Social, Economic, and Environmental Effects

SHORELINE MANAGEMENT - See COASTAL ZONE MANAGEMENT.

SMALL BUSINESS CONCERN - small business as defined in Section 3 of the "Small Business Act" and other relevant regulations.

SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS - Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and any other minorities and women or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the "Small Business Act." These individuals must be U.S. citizens or lawfully admitted permanent residents.

SPECIAL PROVISIONS - Portion of the construction contract specifications covering conditions unique to a specific project.

STANDARD SPECIFICATIONS - Sets of typical construction contract specifications.

STATE, DEPARTMENT, OR FDOT - State of Florida Department of Transportation

STIP (State Transportation Improvement Program) - Aggregation of all MPO TIPs for a particular year.

STUDY PLAN - Outline of the study process for the development of a project requiring an environmental impact statement.

SURETY - Bonding Company (for example)

SURFACED WIDTH - Portion of a street or road between curbs or shoulders that is used by moving vehicles, including turning lanes where such lanes are appropriate, but excluding parking lanes and/or shoulders.

THREE Rs (3Rs) - Work undertaken to extend the life of an existing highway and enhance highway safety, e.g., Restoration, Rehabilitation, and Resurfacing (RRR).

TIED BIDS - Practice of letting a single construction contract for two or more projects. Usually done to take - advantage of economies of scale, such as more favorable unit prices for larger quantities of material.

UNIFORM ACT - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended

URBANIZED AREA - Area with a population over 50,000 within the boundaries established by the U.S. Census Bureau or by responsible State and local officials in cooperation with each other.

**URBAN AREA** - Land area within the boundaries of the Federally-designated urban areas (population over 5,000) as shown on the official FDOT urban area maps.

**WALKWAY** - Continuous way designated for pedestrians and separated from through lanes for motor vehicles by a curb, space, pavement marking or other barrier.

**WETLANDS** - Lands covered by shallow water or lands where the water table is at or near the surface, includes marshes, swamps, bogs, natural ponds, wet meadows and river overflow.

**WITHHOLDING RESOLUTION** - Resolution passed by the Local Agency legislative body authorizing FDOT to withhold a portion of the Local Agency's fuel-tax allotment to pay for a transportation project being administered by the state.