

## 103 Standard Forms

### 103.1 General

This chapter contains fillable portable document format (PDF) of the standard forms found in the FDOT Design Manual (**FDM**). The form number assigned to each form corresponds to the **FDM** chapter in which it is discussed. Refer to the related chapter for instruction on the use of each form.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Proprietary Product Certification

To: \_\_\_\_\_  
District or Turnpike Design Engineer

Date: \_\_\_\_\_

Financial Project ID: \_\_\_\_\_

Federal Aid Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

State Road Number: \_\_\_\_\_ Co. / Sec. / Sub.: \_\_\_\_\_

Begin Project MP: \_\_\_\_\_ End Project MP: \_\_\_\_\_

Attach justification and supporting documents.

Mark the appropriate certification (below):

"I, \_\_\_\_\_, \_\_\_\_\_, of the \_\_\_\_\_,  
*Print Name of Initiator Position Title Name of Agency*

do hereby certify that the following condition(s) apply. Mark appropriately:

- that this patented or proprietary item is most compatible with existing highway facilities;
- that this patented or proprietary item provides greater flexibility with existing and/or future highway facilities;
- that this patented or proprietary item fosters innovation in highway transportation technology;
- that this patented or proprietary item satisfies Build America/Buy America (BABA) requirements;
- that this patented or proprietary item is included as FDOT Approved Products Listing (APL) Number \_\_\_\_\_;
- that no equally suitable alternative exists for this patented or proprietary item."

\_\_\_\_\_, \_\_\_\_\_  
*Signature Date*



## Bridge Development Report Submittal Checklist

Project Name \_\_\_\_\_

Financial Project ID \_\_\_\_\_

FA No. \_\_\_\_\_ Projects of Division Interest Yes  No   
 NHS Yes  No

Date \_\_\_\_\_ FDOT Project Manager \_\_\_\_\_

|      | ITEMS  | STATUS <sup>(b)</sup> |
|------|--|-----------------------|
| (1)  | Typical Sections for Roadway and Bridge <sup>(a)</sup> ..... |                       |
| (2)  | Roadway Plans in Vicinity of Bridge <sup>(a)</sup> .....     |                       |
| (3)  | Maintenance of Traffic Requirements <sup>(a)</sup> .....     |                       |
| (4)  | Bridge Hydraulics Report <sup>(c)</sup> .....                |                       |
| (5)  | Geotechnical Report <sup>(c)</sup> .....                     |                       |
| (6)  | Bridge Corrosion Environmental Report <sup>(c)</sup> .....   |                       |
| (7)  | GRS Abutments Feasibility Assessment <sup>(d)</sup> .....    |                       |
| (8)  | Precast Feasibility Assessment.....                          |                       |
| (9)  | Existing Bridge Plans.....                                   |                       |
| (10) | Existing Bridge Inspection Report.....                       |                       |
| (11) | Existing Bridge Load Rating.....                             |                       |
| (12) | Wildlife Connectivity.....                                   |                       |
| (13) | Utility Requirements.....                                    |                       |
| (14) | Railroad Requirements.....                                   |                       |
| (15) | Retaining Wall and Bulkhead Requirements.....                |                       |
| (16) | Lighting Requirements.....                                   |                       |
| (17) | ADA Access Requirements.....                                 |                       |
| (18) | Other.....   |                       |

- (a) Must be approved by District before BDR submittal.
- (b) Select appropriate status: Provided, Not Applicable, Comments Attached
- (c) See approval requirements for these documents in **FDM 121**.
- (d) GRS = Geosynthetic Reinforced Soil

**Standard Peer Review Certification Letter**

Florida Department of Transportation  
District \_\_\_\_\_

Attn: \_\_\_\_\_

**Reference: Independent Peer Review Category 2 Structures**  
**Financial Project ID:** \_\_\_\_\_  
**Federal Aid Number:** \_\_\_\_\_  
**Contract Number:** \_\_\_\_\_

**Submittal: 90% Bridge** \_\_\_\_\_ **Plans**  
**Submittal** \_\_\_\_\_  
**Bridge Number(s):** \_\_\_\_\_

Dear \_\_\_\_\_,

Pursuant to the requirements of the Contract Documents, \_\_\_\_\_ hereby certifies that an independent peer review of the above-referenced submittal has been conducted in accordance with **FDM 121** and all other governing regulations. Component plans that were included in the peer review are as follows:

---

**Outstanding / Unresolved Comments and Issues:**

**Certification Statement:**

I certify that the component plans listed in this letter have been verified by independent review and are in compliance with all requirements presented in the Contract Documents. Independent Peer Review comments and comment resolutions have been included in this submittal under separate cover.

I have also attached a current copy of the Firm's Independent Peer Review Prequalification Letter issued by the Department with the "Approved Rates" Section redacted.

Please do not hesitate to contact me if you have any questions.

Name of Independent Peer Review Firm \_\_\_\_\_

Name of Independent Peer Reviewer \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Florida Professional Engineer Lic. No. \_\_\_\_\_

**Certification Letter**

Florida Department of Transportation  
District \_\_\_\_\_

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Attn: \_\_\_\_\_

**Reference: Independent Peer Review Category 2 Structures**  
**Financial Project ID:** \_\_\_\_\_  
**Federal Aid Number:** \_\_\_\_\_  
**Contract Number:** \_\_\_\_\_

**Submittal: Final Bridge** \_\_\_\_\_ **Plans**  
**Submittal** \_\_\_\_\_  
**Bridge Number(s):** \_\_\_\_\_

Dear \_\_\_\_\_,

Pursuant to the requirements of the Contract Documents, \_\_\_\_\_ hereby certifies that an independent peer review of the above-referenced submittal has been conducted in accordance with **FDM 121** and all other governing regulations. Component plans that were included in the peer review are as follows:

---

**Certification Statement:**

I certify that the component plans listed in this letter have been verified by independent review, that all review comments have been adequately resolved, and that the plans are in compliance with all Department and FHWA requirements presented in the Contract Documents.

I have been provided with all 90% Department or Department Representative Electronic Review Comments (ERC). I certify that I have reviewed the comments and have considered these concerns in the Independent Peer Review. See attached 90% ERC comments.

I have also attached a current copy of the Firm's Independent Peer Review Prequalification Letter issued by the Department with the "Approval Rates" section redacted.

Please do not hesitate to contact me if you have any questions.

Name of Independent Peer Review Firm \_\_\_\_\_

Name of Independent Peer Reviewer \_\_\_\_\_

Title \_\_\_\_\_

Florida Professional Engineer Lic. No. \_\_\_\_\_

*[Insert Signature,  
Date and Seal  
here.]*

Name of IPR Quality Assurance Manager \_\_\_\_\_

Title \_\_\_\_\_

Florida Professional Engineer Lic. No. \_\_\_\_\_

*[Insert Signature,  
Date and Seal  
here.]*

### Independent Department Review Certification Letter

Florida Department of Transportation  
District \_\_\_\_\_

Attn: \_\_\_\_\_

**Reference:** Independent Department Review Category 2 Structures  
Financial Project ID: \_\_\_\_\_  
Federal Aid Number: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

**Submittal:** 90% Bridge \_\_\_\_\_ Plans  
Submittal \_\_\_\_\_  
Bridge Number(s): \_\_\_\_\_

Dear \_\_\_\_\_,

Pursuant to the requirements of the Contract Documents, \_\_\_\_\_ hereby certifies that an Independent Department Review of the above-referenced submittal has been conducted in accordance with **FDM 121** and all other governing regulations. Component plans that were included in the Independent Department Review are as follows:

---

**Outstanding / Unresolved Comments and Issues:**

---

**Certification Statement:**

I certify that the component plans listed in this letter have been verified by independent review and are in compliance with all requirements presented in the Contract Documents. Independent Department Review comments and comment resolutions have been included in this submittal under separate cover.

Please do not hesitate to contact me if you have any questions.

Name of Independent Department Review Firm \_\_\_\_\_

Name of Independent Department Reviewer \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Florida Professional Engineer Lic. No. \_\_\_\_\_

### Independent Department Review Certification Letter

Florida Department of Transportation  
District \_\_\_\_\_

Attn: \_\_\_\_\_

**Reference:** Independent Department Review Category 2 Structures  
Financial Project ID: \_\_\_\_\_  
Federal Aid Number: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

**Submittal:** Final Bridge \_\_\_\_\_ Plans  
Submittal \_\_\_\_\_  
Bridge Number(s): \_\_\_\_\_

Dear \_\_\_\_\_,

Pursuant to the requirements of the Contract Documents, \_\_\_\_\_ hereby certifies that an Independent Department Review of the above-referenced submittal has been conducted in accordance with **FDM 121** and all other governing regulations. Component plans that were included in the Independent Department Review are as follows:

---

**Certification Statement:**

I certify that the component plans listed in this letter have been verified by independent review, that all review comments have been adequately resolved, and that the plans are in compliance with all Department and FHWA requirements presented in the Contract Documents.

I have been provided with all 90% Department or Department Representative Electronic Review Comments (ERC). I certify that I have reviewed the comments and have considered these concerns in the Independent Department Review. See attached 90% ERC comments.

Please do not hesitate to contact me if you have any questions.

Name of Independent Department Review Firm

\_\_\_\_\_

Name of Independent Department Reviewer \_\_\_\_\_

Title \_\_\_\_\_

Florida Professional Engineer Lic. No. \_\_\_\_\_

*[Insert Signature,  
Date and Seal  
here.]*

Name of IPR Quality Assurance Manager \_\_\_\_\_

Title \_\_\_\_\_

Florida Professional Engineer Lic. No. \_\_\_\_\_

*[Insert Signature,  
Date and Seal  
here.]*

### Submittal/Approval Letter

To: \_\_\_\_\_  
District or Turnpike Design Engineer

Date: \_\_\_\_\_

Financial Project ID: \_\_\_\_\_ New Const.  RRR  Other  \_\_\_\_\_  
Federal Aid Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

State Road Number: \_\_\_\_\_ Co./Sec./Sub. \_\_\_\_\_

Begin Project MP: \_\_\_\_\_ End Project MP: \_\_\_\_\_

FHWA Project of Division Interest: Yes  No

Request for: Design Exception  Design Variation  Design Variation Memorandum

Community Aesthetic Feature: Conceptual  Final

Re-submittal: Yes  No  Original Ref# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Requested for the following element(s):

- Design Speed                       Lane Width                       Shoulder Width                       Cross Slope
- Design Loading Structural Capacity    Vertical Clearance                       Maximum Grade                       Stopping Sight Distance
- Superelevation                       Horizontal Curve Radius                       Other \_\_\_\_\_

**Recommended by:**

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
Responsible Professional Engineer or Landscape Architect (Landscape-Only Projects)

**Approvals:**

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
District or Turnpike Design Engineer

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
District Structures Design Engineer

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
State Roadway Design Engineer

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
State Structures Design Engineer

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
Chief Engineer

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
FHWA Division Administrator

## Project Design Variation Memorandum Form 122-B

To: \_\_\_\_\_ Date: \_\_\_\_\_  
 District or Turnpike Design Engineer

Financial Project ID: \_\_\_\_\_ New Const.  RRR  Other  \_\_\_\_\_

Design Speed: \_\_\_\_\_ Posted Speed: \_\_\_\_\_ Context Classification: \_\_\_\_\_

Federal Aid Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

State Road Number: \_\_\_\_\_ Co./Sec./Sub. \_\_\_\_\_

Begin Project MP: \_\_\_\_\_ End Project MP: \_\_\_\_\_

Other Project Information: \_\_\_\_\_

**Request for: Design Variation**

For District Use Only

| Design Element       | MP: Beg-End | Existing | Proposed | Required | Attr. Crashes            | Approved                 | Denied                   | Addl. Docum.             |
|----------------------|-------------|----------|----------|----------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. _____             | _____       | _____    | _____    | _____    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Justification: _____ |             |          |          |          |                          |                          |                          |                          |
| _____                |             |          |          |          |                          |                          |                          |                          |
| 2. _____             | _____       | _____    | _____    | _____    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Justification: _____ |             |          |          |          |                          |                          |                          |                          |
| _____                |             |          |          |          |                          |                          |                          |                          |
| 3. _____             | _____       | _____    | _____    | _____    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Justification: _____ |             |          |          |          |                          |                          |                          |                          |
| _____                |             |          |          |          |                          |                          |                          |                          |
| 4. _____             | _____       | _____    | _____    | _____    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Justification: _____ |             |          |          |          |                          |                          |                          |                          |
| _____                |             |          |          |          |                          |                          |                          |                          |

Request for: Design Variation (Con't)

For District Use Only

| Design Element | MP: Beg-End | Existing | Proposed | Required | Attr. Crashes | Approved | Denied | Addl. Docum. |
|----------------|-------------|----------|----------|----------|---------------|----------|--------|--------------|
|----------------|-------------|----------|----------|----------|---------------|----------|--------|--------------|

|          |       |       |       |       |                          |                          |                          |                          |
|----------|-------|-------|-------|-------|--------------------------|--------------------------|--------------------------|--------------------------|
| 5. _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----------|-------|-------|-------|-------|--------------------------|--------------------------|--------------------------|--------------------------|

Justification:

\_\_\_\_\_

|          |       |       |       |       |                          |                          |                          |                          |
|----------|-------|-------|-------|-------|--------------------------|--------------------------|--------------------------|--------------------------|
| 6. _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----------|-------|-------|-------|-------|--------------------------|--------------------------|--------------------------|--------------------------|

Justification:

\_\_\_\_\_

Appendices: Yes  No

If yes, list appendices in order: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended by:

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
Responsible Professional Engineer or Landscape Architect (Landscape-Only Projects)

(Seal)

Approvals:

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
District or Turnpike Traffic Operations Engineer

\_\_\_\_\_ Date \_\_\_\_\_

Name:  
District or Turnpike Design Engineer

## Initial Meeting And Methodology Checklist

The Applicant should prepare the following list of items to discuss at the initial meeting. The District Review Team may require the Applicant to address these items in the Concept Report.

### Project Information

- Project Location, Limits, and Length
- Project Purpose
- Conceptual plan (including transitions to and from the lane repurposing section)
- Existing and long-range future AADT
- Environmental and utilities impacts
- Consistency of the proposed project with the applicable Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Transit Development Plan (TDP), comprehensive plan, master plans, visions, and Complete Streets initiatives
- Status of the roadway as an Evacuation Route, and freight route
- 
- Status of the roadway as a major transit corridor per the LRTP or TDP
- Proposed use(s) for the right-of-way after lanes are eliminated (e.g., widened sidewalks, bicycle lanes, landscaping, on-street parking, transit lanes)
- Impact on bicycle/pedestrian infrastructure and connectivity
- Impact on parking
- Impact on transit routes, stop locations (including appropriateness of turn radii and lane widths), include total number of stops and routes in the area.
- Existing right-of-way width and any proposed changes to the right-of-way width
- Anticipated changes in jurisdictional responsibility for ownership or maintenance of the roadway
- Existing and anticipated changes in functional classification
- Existing and anticipated changes to access management classification
- Jurisdiction(s) in which the Project is Located
- Proposed Change in Lane Configuration
- Project Schedule
- Existing and anticipated context classification
- Public Involvement, agency outreach and endorsement
- Existing design and posted speeds
- Existing and future typical section
- Target speed with anticipated changes in posted speed limits and design speeds
- Need for design variations or design exceptions
- Plan for obtaining input and review from businesses, residents, and other stakeholders
- Plan for receiving endorsement from elected officials
- Funding source and cost estimates
- Size of impact area-parallel and cross streets
- Potential implementation strategy and partner commitments
- Impact on School crossing locations and midblock crossing
- Need to add, remove, or modify traffic signals
- Existing or proposed roundabouts
- Near and long-range multimodal level of service (LOS,) network traffic analysis, and queuing analysis for intersections and segments in the impact area under build and no-build scenario
- If the project is transit related, transit analysis including increased ridership
- Quantitative Safety Analysis  Mitigation to address the significant adverse impact on state roads and regional transportation system
- Crash data summary and analysis for the segments and intersections within the project limits
- Case-specific special considerations to be determined (e.g., railroad crossing improvements)

### Lane Repurposing Initial Notice To Central Office

To: \_\_\_\_\_ From: \_\_\_\_\_ Date: \_\_\_\_\_  
*Systems Management Administrator* *District Lane Repurposing Coordinator*

The intent of this notice is to inform Central Office that District \_\_\_\_\_ has received a request for lane repurposing on the State Highway System.

**PROJECT INFORMATION**

State Road and Project Location: \_\_\_\_\_  
Roadway ID: \_\_\_\_\_ Project Limits (MP): from \_\_\_\_\_ to \_\_\_\_\_  
Roadway ID: \_\_\_\_\_ Project Limits (MP): from \_\_\_\_\_ to \_\_\_\_\_  
Context Classification: \_\_\_\_\_ Access Management Classification: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Change in Cross Section: From \_\_\_\_\_ lanes to \_\_\_\_\_ lanes

SIS  NHS

**ACTIONS AND OUTCOMES TO DATE**

District staff participated in a meeting with \_\_\_\_\_ on \_\_\_\_\_ to formally commence the lane repurposing review process. At that meeting, District staff provided an overview of the lane repurposing review process and the Applicant shared initial information about the lane repurposing project. The District determined the specific review process and analysis methodology for the lane repurposing request, including a network-level traffic analysis per the FDOT Traffic Analysis Handbook.

**NEXT STEPS**

The Applicant will submit a Draft Concept Report (containing a proposed typical section) as the lane repurposing review process proceeds. If the District reviewers find the Draft Concept Report acceptable, the Applicant submits a formal Application Package (including the Final Concept Report) to the District. If the Application Package is complete and acceptable, the lane repurposing request will be approved at the District level. The Final Application Package along with signed Form-C will be sent to Central Office for final approval.

**Concurrences:**

\_\_\_\_\_  
*District Planning and Environmental Administrator*

Date: \_\_\_\_\_

\_\_\_\_\_  
*District Design Engineer*

Date: \_\_\_\_\_

\_\_\_\_\_  
*District Traffic Operations Engineer*

Date: \_\_\_\_\_

### Lane Repurposing Final Review And Approval Notice To Central Office

The intent of this notice is to inform Central Office that District \_\_\_\_\_ has completed the review for the following lane repurposing project on the State Highway System.

**PROJECT INFORMATION**

State Road and Project Location: \_\_\_\_\_

Roadway ID: \_\_\_\_\_ Project Limits (MP): From \_\_\_\_\_ to \_\_\_\_\_

Roadway ID: \_\_\_\_\_ Project Limits (MP): From \_\_\_\_\_ to \_\_\_\_\_

Context Classification: \_\_\_\_\_ Access Management Classification: \_\_\_\_\_

Existing Posted Speed: \_\_\_\_\_ Proposed Posted Speed: \_\_\_\_\_

Design Speed: \_\_\_\_\_ Target Speed: \_\_\_\_\_

Transit facilities (stops and routes):  Yes  No

Applicant: \_\_\_\_\_

Project Description: \_\_\_\_\_

Proposed Change in Cross Section: From \_\_\_\_\_ lanes to \_\_\_\_\_ lanes

SIS  NHS

Attachments:  Concept Report  Plan views  Typical sections  Traffic Analyses

**District Concurrences:**

\_\_\_\_\_  
*District Planning and Environmental Administrator*

Date: \_\_\_\_\_

\_\_\_\_\_  
*District Design Engineer*

Date: \_\_\_\_\_

\_\_\_\_\_  
*District Traffic Operations Engineer*

Date: \_\_\_\_\_

**Central Office Concurrence:**

\_\_\_\_\_  
*Chief Planner*

Date: \_\_\_\_\_

**Final Approval:**

\_\_\_\_\_  
*Chief Engineer*

Date: \_\_\_\_\_

### Lane Repurposing Withdrawal Notice To Central Office

The intent of this notice is to inform Central Office that District \_\_\_\_\_ has withdrawn the following lane repurposing project on the State Highway System.

**PROJECT INFORMATION**

State Road and Project Location: \_\_\_\_\_

Roadway ID: \_\_\_\_\_ Project Limits (MP): From \_\_\_\_\_ to \_\_\_\_\_

Roadway ID: \_\_\_\_\_ Project Limits (MP): From \_\_\_\_\_ to \_\_\_\_\_

Context Classification: \_\_\_\_\_ Access Management Classification: \_\_\_\_\_

Existing Posted Speed: \_\_\_\_\_ Proposed Posted Speed: \_\_\_\_\_

Design Speed: \_\_\_\_\_ Target Speed: \_\_\_\_\_

Transit facilities (stops and routes):  Yes  No

Applicant: \_\_\_\_\_

Reason for Withdrawal of Project: \_\_\_\_\_

Proposed Change in Cross Section: From \_\_\_\_\_ lanes to \_\_\_\_\_ lanes

SIS  NHS

Attachments:  Concept Report  Plan views  Typical sections

**District Concurrences:**

\_\_\_\_\_  
*District Planning and Environmental Administrator*

Date: \_\_\_\_\_

\_\_\_\_\_  
*District Design Engineer*

Date: \_\_\_\_\_

\_\_\_\_\_  
*District Traffic Operations Engineer*

Date: \_\_\_\_\_

**Central Office Concurrence:**

\_\_\_\_\_  
*Chief Planner*

Date: \_\_\_\_\_

**Final Approval:**

\_\_\_\_\_  
*Chief Engineer*

Date: \_\_\_\_\_

### Design Plans Phase Review

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_ COPIES: \_\_\_\_\_

SUBJECT: Response to \_\_\_\_\_ Phase Review

REF: Financial Project ID \_\_\_\_\_  
FA Project Number \_\_\_\_\_  
County \_\_\_\_\_

APPROVED:

CONCURRENCE:

\_\_\_\_\_  
Responsible Professional Eng.  
(Name of Consultant Firm)

\_\_\_\_\_  
\* District Design Engineer  
\* District Structures Design Engineer  
\* District Project Management Engineer

\* As appropriate

### Design Plans Component Review

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_ COPIES: \_\_\_\_\_

SUBJECT: Response to \_\_\_\_\_ Component Review

REF: Financial Project ID \_\_\_\_\_  
FA Project Number \_\_\_\_\_  
County \_\_\_\_\_

APPROVED:

CONCURRENCE:

\_\_\_\_\_  
Responsible Professional Eng.  
(Name of Consultant Firm)

\_\_\_\_\_  
\* District Design Engineer  
\* District Structures Design Engineer  
\* District Project Management Engineer

\* As appropriate

### Special Provisions

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_ COPIES: \_\_\_\_\_

SUBJECT: Response to \_\_\_\_\_ Component Review

REF: Financial Project ID \_\_\_\_\_  
FA Project Number \_\_\_\_\_  
County \_\_\_\_\_

APPROVED:

CONCURRENCE:

\_\_\_\_\_  
Responsible Professional Eng.  
(Name of Consultant Firm)

\_\_\_\_\_  
\* District Design Engineer  
\* District Structures Design Engineer  
\* District Project Management Engineer

\* As appropriate

### 18 KIP Equivalent Single Axle Loads (ESAL)

Financial Project ID \_\_\_\_\_

State Road No. \_\_\_\_\_

County \_\_\_\_\_

I have reviewed the 18 KIP Equivalent Single Axle Loads to be used for pavement design on this project. I hereby attest that these have been developed in accordance with the FDOT ***Project Traffic Forecasting Procedure*** using historical traffic data and other available information.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organizational Unit

\_\_\_\_\_  
Date

### Project Traffic

Financial Project ID \_\_\_\_\_

State Road No. \_\_\_\_\_

County \_\_\_\_\_

I have reviewed the Project Traffic to be used for design on this project. I hereby attest that it has been developed in accordance with the FDOT ***Project Traffic Forecasting Procedure*** using historical traffic data and other available information.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organizational Unit

\_\_\_\_\_  
Date

**Sample Local Agency Maintenance Agreement  
For Work Performed by the Department  
Sheet 1 of 3**

Financial Project ID: \_\_\_\_\_

Federal Aid No. \_\_\_\_\_

Local Agency: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Bridge No.: \_\_\_\_\_

**MAINTENANCE AGREEMENT**

THIS AGREEMENT, made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (hereinafter called "DEPARTMENT"), and \_\_\_\_\_, Florida (hereinafter called "LOCAL AGENCY");

**WITNESSETH:**

WHEREAS, the DEPARTMENT is preparing to undertake a project within the LOCAL AGENCY and LOCAL AGENCY identified and known to the parties by Financial Project I.D. \_\_\_\_\_ which will be of benefit to the LOCAL AGENCY; and

WHEREAS, approval of federal aid necessary to the project requires agreement by the LOCAL AGENCY to maintain the project;

NOW, THEREFORE, in consideration of the premises, the parties hereby agree as follows:

1. The DEPARTMENT will undertake the project and obtain approval of the Federal Highway Administration for federal participation.
2. Upon completion and acceptance, the LOCAL AGENCY will assume responsibility for maintenance of the project and will conduct such maintenance in accordance with approved state standards.
3. To the extent permitted by law, LOCAL AGENCY must indemnify, defend, and hold harmless the DEPARTMENT and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission or negligent act by LOCAL AGENCY, its agents, or employees, during the performance of the Agreement, except that neither LOCAL AGENCY, its agents, or its employees will be liable under this paragraph for any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the DEPARTMENT or any of its officers, agents, or employees during the performance of the Agreement. Nothing herein must waive the rights of sovereign immunity of either party.

**Sample Local Agency Maintenance Agreement  
For Work Performed by the Department**

**Sheet 2 of 3**

4. In the event there are cost overruns, supplemental agreements (specifically incurred in the areas located off the State Highway System), and or liquidated damages not eligible to be paid for by federal funds due to the Federal Highway Administration determining that said costs are non-participating costs, the LOCAL AGENCY must be responsible for one hundred percent (100%) of the funds required to make up the shortfall not paid by federal funds. The Project is off of the "State Highway System," therefore, in accordance with **Section 339.08(1), Florida Statutes**, State funding cannot be used for payments of non- participating costs on this Project. (Examples of non-participating items could be fishing piers; premium costs due to design or CEI errors or omissions; material or equipment called in for the plans but not used in the construction, as referenced in the Federal Aid Policy Guide 23, **CFR Section 635.120**).
- a. Should such shortfalls occur, due to a determination that said costs are non-participating, the LOCAL AGENCY agrees to provide, without delay, a deposit within fourteen (14) calendar days of notification from the Department, to ensure that cash on deposit with the Department is sufficient to fully fund the shortfall. The Department must notify the LOCAL AGENCY as soon as it becomes apparent there is a shortfall; however, failure of the Department to so notify the LOCAL AGENCY must not relieve the LOCAL AGENCY its obligation to pay for its full participation of non-participating costs during the Project and on final accounting, as provided herein below. If the LOCAL AGENCY cannot provide the deposit within fourteen (14) days, a letter must be submitted to and approved by the Department's project manager indicating when the deposit will be made. The LOCAL AGENCY understands the request and approval of the additional time could delay the project, and additional non-participating costs may be incurred due to the delay of the project.
5. The DEPARTMENT intends to have its final and complete accounting of all costs incurred in connection with the work performed hereunder within three hundred sixty days (360) of final payment to the Contractor. The Department considers the Project complete when the final payment has been made to the Contractor, not when the construction work is complete. All non-participating Project cost records and accounts must be subject to audit by a representative of the LOCAL AGENCY for a period of three (3) years after final close out of the Project. The LOCAL AGENCY will be notified of the final non-participating cost of the project. Both parties agree that in the event the final accounting of total non-participating costs pursuant to the terms of this Agreement is less than the total deposits to date, a refund of the excess

will be made by the Department to the LOCAL AGENCY. If the final accounting is not performed within three hundred and sixty (360) days, the LOCAL AGENCY is not relieved from its obligation to pay.

- 6. In the event the final accounting of total non-participating costs are greater than the total deposits to date, the LOCAL AGENCY will pay the additional amount within forty (40) calendar days from the date of the invoice from the Department. The LOCAL AGENCY agrees to pay interest at a rate as established pursuant to Section 55.03, Florida Statutes, on any invoice not paid within forty (40) calendar days until the invoice is paid.
- 7. Any payment of funds under this Agreement provision will be made directly to the Department for deposit.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

\_\_\_\_\_,  
LOCAL AGENCY OFFICIAL

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
District Secretary

\_\_\_\_\_  
(Type Name)

ATTEST:  
  
\_\_\_\_\_  
Clerk (Seal)

ATTEST:  
  
\_\_\_\_\_  
Executive Secretary (Seal)

LEGAL APPROVAL:  
  
\_\_\_\_\_  
LOCAL AGENCY Attorney  
  
\_\_\_\_\_  
(Type Name)

LEGAL APPROVAL:  
  
\_\_\_\_\_  
Senior Attorney

### Items of Work Checklist

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, District Specifications

FROM: \_\_\_\_\_, Project Manager

COPIES TO:

#### SUBJECT: ITEMS OF WORK

Financial Project ID: \_\_\_\_\_ (GOES WITH \_\_\_\_\_)

County (Section): \_\_\_\_\_

\* Project Description: \_\_\_\_\_

The plans package for the above referenced project includes the following items of work to be performed:

- |   |  |
|---|--|
| <input type="checkbox"/> Milling & Resurfacing  | <input type="checkbox"/> Highway Signing             |
| <input type="checkbox"/> Base Work              | <input type="checkbox"/> Guardrail                   |
| <input type="checkbox"/> Shoulder Treatment     | <input type="checkbox"/> Landscaping                 |
| <input type="checkbox"/> Drainage Improvements  | <input type="checkbox"/> Box or Three-sided Culverts |
| <input type="checkbox"/> Curb & Gutter          | <input type="checkbox"/> Bridges                     |
| <input type="checkbox"/> Traffic Signals        | <input type="checkbox"/> MSE Walls                   |
| <input type="checkbox"/> Lighting               | <input type="checkbox"/> Sidewalks/Shared Use Path   |
| <input type="checkbox"/> Other (Please Specify) |  |

---

Please include the county, project description and all items of work that apply in the *Intent and Scope* so they may be added to the advertisement description.

\* The project description should only include the road number and the limits or location of the project.

Record Shop Drawing Transmittal

Date \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

(Final Review Office)

PROJECT NAME \_\_\_\_\_

FINANCIAL PROJECT ID \_\_\_\_\_

FEDERAL AID PROJECT NO. \_\_\_\_\_

CONTRACT ID NUMBER \_\_\_\_\_

COUNTY (SECTION) \_\_\_\_\_

STATE ROAD NUMBER \_\_\_\_\_

BRIDGE NUMBER \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

ENGINEER OF RECORD \_\_\_\_\_

We are transmitting herewith the following Record Shop Drawings for archiving:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

For the Final Review Office: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Date)

For the Receiving Office: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Date)

### Layer 3 Switch Worksheet

| Chassis Based Switches      |          |                  |          |          |          |
|-----------------------------|----------|------------------|----------|----------|----------|
| Number of Management Blades |          |                  |          |          |          |
| Backplane Capacity          |          |                  |          |          |          |
| Number of Copper Ports      |          |                  |          |          |          |
| Protocol Requirements       |          |                  |          |          |          |
| Number Fiber Ports #1       |          | Fiber Port Speed |          |          |          |
| Number Fiber Ports #2       |          | Fiber Port Speed |          |          |          |
| Number Fiber Ports #3       |          | Fiber Port Speed |          |          |          |
| Number Power Supplies       |          | Voltage (AC/DC)  |          |          |          |
| Optics Needed               |          |                  |          |          |          |
|                             | Optic #1 | Optic #2         | Optic #3 | Optic #4 | Optic #5 |
| # Required                  |          |                  |          |          |          |
| Speed Requirement           |          |                  |          |          |          |
| Distance Required           |          |                  |          |          |          |
| Require OEM                 |          |                  |          |          |          |

| Stack Aggregation Switches |          |                 |          |          |          |
|----------------------------|----------|-----------------|----------|----------|----------|
| Number of Fiber Ports      |          |                 |          |          |          |
| Number of Copper Ports     |          |                 |          |          |          |
| Protocol Requirements      |          |                 |          |          |          |
| Number Power Supplies      |          | Voltage (AC/DC) |          |          |          |
| Optics Needed              |          |                 |          |          |          |
|                            | Optic #1 | Optic #2        | Optic #3 | Optic #4 | Optic #5 |
| # Required                 |          |                 |          |          |          |
| Speed Requirement          |          |                 |          |          |          |
| Distance Required          |          |                 |          |          |          |
| Require OEM                |          |                 |          |          |          |

## Transportation Management Plan (TMP) Form

Responsible Professional Engineer: \_\_\_\_\_

FDOT Project Manager: \_\_\_\_\_

State Road: \_\_\_\_\_

Project Location: \_\_\_\_\_

Roadway ID: \_\_\_\_\_

Project Limits (MP): From \_\_\_\_\_ to \_\_\_\_\_

Project Description: \_\_\_\_\_

Financial Project ID: \_\_\_\_\_

New Const. RRR 

Federal Aid Number. \_\_\_\_\_

Other  \_\_\_\_\_FHWA Projects of Division Interest Yes  No 

In accordance with the requirements of the FDOT Design Manual (FDM) Chapter 240, the following items determine the scope and need of a Transportation Management Plan (TMP). Complete the following checklist and provide brief descriptions of the items included, as appropriate.

Indicate if the project meets one or both of the following qualifying conditions as "significant project":

- A project that, alone or in combination with other concurrent projects nearby, is anticipated to cause sustained work zone impacts.
- All Interstate system projects within the boundaries of a designated Transportation Management Area (TMA) that occupy a location for more than three days with either intermittent or continuous lane closures.

If either or both above qualifying conditions are met, indicate compliance with the following documents in development of a TMP for the Project:

- FDOT Design Manual***
- FDOT Standard Plans***
- FDOT Standard Specifications for Road and Bridge Construction***
- FDOT Basis of Estimates Manual***
- Manual on Uniform Traffic Control Devices for Streets and Highways, (MUTCD), Part VI***

- Policy on Geometric Design of Highways and Streets, AASHTO**
- Roadside Design Guide, AASHTO, Chapter 9**
- FDOT Accessing Transit Handbook, Chapter 4.6.**
- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition, Chapter 7**

**TMP Components:**

Indicate that the following TMP Components have been addressed on the project:

- Temporary Traffic Control Plan (TTCP)**
  - Work Zone Speed Established**
    - Speed Reduction Required (Y/N)
    - If Yes, is the “*Work Zone Speed less than Existing Posted Speed*” documentation completed (Y/N)
  - Lane Closure Analysis**
    - If included, was the “*Lane Closure Analysis Worksheet*” and any restrictions requiring approval completed (Y/N)
  - Traffic Pacing**
    - If included, was the “*Traffic Pacing Worksheet*” completed (Y/N)
  - Portable Changeable Message Signs**
    - If included, was the “*Portable Changeable Message Sign Worksheet*” completed (Y/N)
  - Bicycle, Pedestrian, and Transit Accommodations**
  - Railroads**
    - Was the District Railroad Coordinator consulted (Y/N)
  - Utilities**
    - Was the District Utility Coordinator consulted (Y/N)
  - Signals**
    - Was the District Traffic Operations Engineer consulted (Y/N)
  - Speed and Law Enforcement Officer**
    - Was the District Construction Office consulted or any usage requiring approval completed (Y/N)

**Transportation Operations Plan (TOP):**

Briefly describe TOP components included on the project. If a comprehensive plan has been prepared, indicate below, and attach.

TOP Description:

---

**Public Information Plan (PIP):**

Briefly describe PIP components included on the project. If a comprehensive plan has been prepared, indicate below, and attach.

PIP Description:

## Portable Changeable Message Signs Worksheet

Location of board: \_\_\_\_\_

Used: from \_\_\_\_\_ at \_\_\_\_\_

to \_\_\_\_\_ at \_\_\_\_\_

Message programmed by: \_\_\_\_\_

### MESSAGE 1

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MESSAGE 2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Timing: \_\_\_\_\_

Message 1 will run: \_\_\_\_\_ seconds.

Message 2 will run: \_\_\_\_\_ seconds.

## Standard Abbreviations For Use On Changeable Message Signs

Standard abbreviations easily understood are:

| <u>WORD</u>     | <u>ABBREV.</u> | <u>WORD</u> | <u>ABBREV.</u> |
|-----------------|----------------|-------------|----------------|
| Boulevard       | BLVD           | Normal      | NORM           |
| Center          | CNTR           | Parking     | PKING          |
| Crossing        | XING           | Pedestrian  | PED            |
| Crosswalk       | XWALK          | Road        | RD             |
| Emergency       | EMER           | Service     | SERV           |
| Entrance, Enter | ENT            | Shoulder    | SHLDR          |
| Expressway      | EXPWY          | Slippery    | SLIP           |
| Freeway         | FRWY, FWY      | Speed       | SPD            |
| Highway         | HWY            | Traffic     | TRAF           |
| Information     | INFO           | Travelers   | TRVLRS         |
| Left            | LFT            | Warning     | WARN           |
| Maintenance     | MAINT          |             |                |

Other abbreviations are easily understood whenever they appear in conjunction with a particular word commonly associated with it. These words and abbreviations are as follows:

| <u>WORD</u>         | <u>ABBREV.</u> | <u>PROMPT</u> |
|---------------------|----------------|---------------|
| Access              | ACCS           | Road          |
| Ahead               | AHD            | Fog*          |
| Blocked             | BLKD           | Lane*         |
| Bridge              | BRDG           | [Name]*       |
| Chemical            | CHEM           | Spill         |
| Construction        | CONST          | Ahead         |
| Exit                | EX, EXT        | Next*         |
| Express             | EXP            | Lane          |
| Hazardous           | HAZ            | Driving       |
| Interstate          | I              | [Number]      |
| Major               | MAJ            | Accident      |
| Mile                | MI             | [Number]*     |
| Minor               | MNR            | Accident      |
| Minute(s)           | MIN            | [Number]*     |
| Oversized           | OVRSZ          | Load          |
| Prepare             | PREP           | To Stop       |
| Pavement            | PVMT           | Wet*          |
| Quality             | QLTY           | Air*          |
| Route               | RT             | Best*         |
| Turnpike            | TRNPK          | [Name]*       |
| Vehicle             | VEH            | Stalled*      |
| Cardinal Directions | N, E, S, W     | [Number]      |
| Upper, Lower        | UPR, LWR       | Level         |

\* = Prompt word given first

The following abbreviations are understood with a **prompt** word by about 75% of the drivers. These abbreviations may require some public education prior to usage.

| <b><u>WORD</u></b> | <b><u>ABBREV.</u></b> | <b><u>PROMPT</u></b> |
|--------------------|-----------------------|----------------------|
| Condition          | COND                  | Traffic*             |
| Congested          | CONG                  | Traffic              |
| Downtown           | DWNTN                 | Traffic              |
| Frontage           | FRNTG                 | Road                 |
| Local              | LOC                   | Traffic              |
| Northbound         | N-BND                 | Traffic              |
| Roadwork           | RDWK                  | Ahead [Distance]     |
| Temporary          | TEMP                  | Route                |
| Township           | TWNNSHP               | Limits               |

\* = Prompt word given first

Certain abbreviations are prone to inviting confusion because another word is abbreviated or could be abbreviated in the same way. **DO NOT USE THESE ABBREVIATIONS:**

| <b><u>ABBREV.</u></b> | <b><u>INTENDED WORD</u></b> | <b><u>WORD ERRONEOUSLY GIVEN</u></b> |
|-----------------------|-----------------------------|--------------------------------------|
| WRNG                  | Warning                     | Wrong                                |
| ACC                   | Accident                    | Access (Road)                        |
| DLY                   | Delay                       | Daily                                |
| LT                    | Light (Traffic)             | Left                                 |
| STAD                  | Stadium                     | Standard                             |
| L                     | Left                        | Lane (Merge)                         |
| PARK                  | Parking                     | Park                                 |
| RED                   | Reduce                      | Red                                  |
| POLL                  | Pollution (Index)           | Poll                                 |
| FDR                   | Feeder                      | Federal                              |
| LOC                   | Local                       | Location                             |
| TEMP                  | Temporary                   | Temperature                          |
| CLRS                  | Clears                      | Color                                |