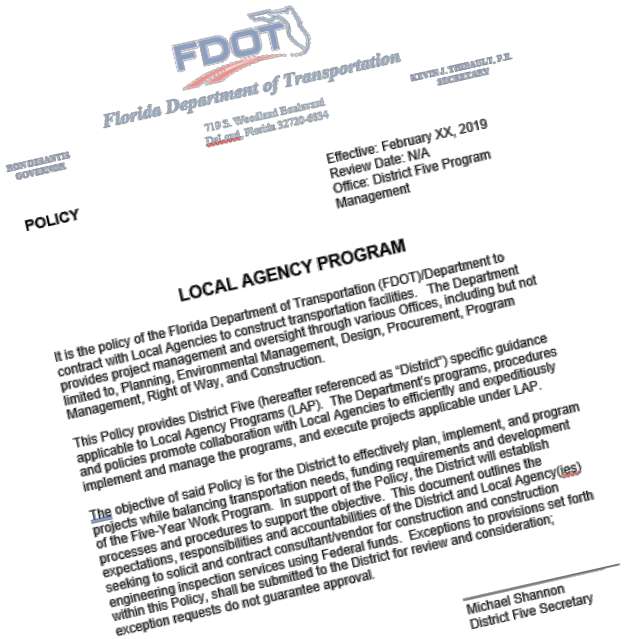
Florida Department of TRANSPORTATION

District 5 Local Agency Program (LAP) Policy



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Florida Department of Transportation
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DeLand, Florida 32720-6834

KEVIN J. THIBAULT, P.E.
SECRETARY

RON DESANTIS
GOVERNOR

Effective: February XX, 2019
Review Date: N/A
Office: District Five Program Management

POLICY

LOCAL AGENCY PROGRAM

It is the policy of the Florida Department of Transportation (FDOT)/Department to contract with Local Agencies to construct transportation facilities. The Department provides project management and oversight through various Offices, including but not limited to, Planning, Environmental Management, Design, Procurement, Program Management, Right of Way, and Construction.

This Policy provides District Five (hereafter referenced as "District") specific guidance applicable to Local Agency Programs (LAP). The Department's programs, procedures and policies promote collaboration with Local Agencies to efficiently and expeditiously implement and manage the programs, and execute projects applicable under LAP.

The objective of said Policy is for the District to effectively plan, implement, and program projects while balancing transportation needs, funding requirements and development of the Five-Year Work Program. In support of the Policy, the District will establish processes and procedures to support the objective. This document outlines the expectations, responsibilities and accountabilities of the District and Local Agency(ies) seeking to solicit and contract consultant/vendor for construction and Local Agency(ies) engineering inspection services using Federal funds. Exceptions to provisions set forth within this Policy, shall be submitted to the District for review and consideration; exception requests do not guarantee approval.

Michael Shannon
District Five Secretary

MPO/TPO Partnering Meeting 2.21.2019

- Why?
- Certification
- Expectations prior to programming
- Programming
- Implementation
- Benefits
- Next steps

Florida Department of TRANSPORTATION

Fiscal Year (FY 17/18) Lock Down Plan

		D1	D2	D3	D4	D5	D6	D7	SW
LAP CONSULTANT ACQUISITION BY $M	JULY 1 ADOPTED PLAN	1.82	4.04	4.97	0.00	2.54	2.26	2.67	18.30
	YTD PLAN	1.82	4.04	4.97	0.00	2.54	2.26	2.67	18.30
	PERFORMANCE	1.82	3.25	4.97	0.00	2.25	2.39	2.66	17.34
	% OF PLAN YTD	100%	80%	100%	0%	89%	106%	100%	95%
	PRODUCTION	1.95	3.25	5.08	0.00	4.08	2.39	2.90	19.65
LAP CONSULTANT ACQUISITION BY #	JULY 1 ADOPTED PLAN	12	17	7	0	14	11	18	79
	YTD PLAN	12	17	7	0	14	11	18	79
	PERFORMANCE	12	17	7	0	13	11	18	78
	% OF PLAN YTD	100%	100%	100%	0%	93%	100%	100%	99%
	PRODUCTION	13	17	8	0	20	11	23	92
LAP CONTRACT LETTINGS BY $M	JULY 1 ADOPTED PLAN	5.20	8.30	1.26	7.95	8.90	9.56	7.73	48.90
	YTD PLAN	5.20	8.30	1.26	7.95	8.90	9.56	7.73	48.90
	PERFORMANCE	5.20	8.76	1.26	8.13	8.34	9.65	7.83	49.17
	% OF PLAN YTD	100%	106%	100%	102%	94%	101%	101%	101%
	PRODUCTION	5.20	8.76	1.56	8.13	14.63	9.65	7.83	55.76
LAP CONTRACT LETTINGS BY #	JULY 1 ADOPTED PLAN	12	9	6	14	9	9	12	71
	YTD PLAN	12	9	6	14	9	9	12	71
	PERFORMANCE	12	9	6	14	8	9	12	70
	% OF PLAN YTD	100%	100%	100%	100%	89%	100%	100%	99%
	PRODUCTION	12	9	7	14	16	9	12	79

Work Program Amendments

Changes (other than estimates) - *additions, advances, deferrals or deletions* - to projects in the first year of the Adopted 5-Year Work Program (July 1st) requiring approval by Executive Office of the Governor (EOG) via an EOG Work Program Amendment Request.

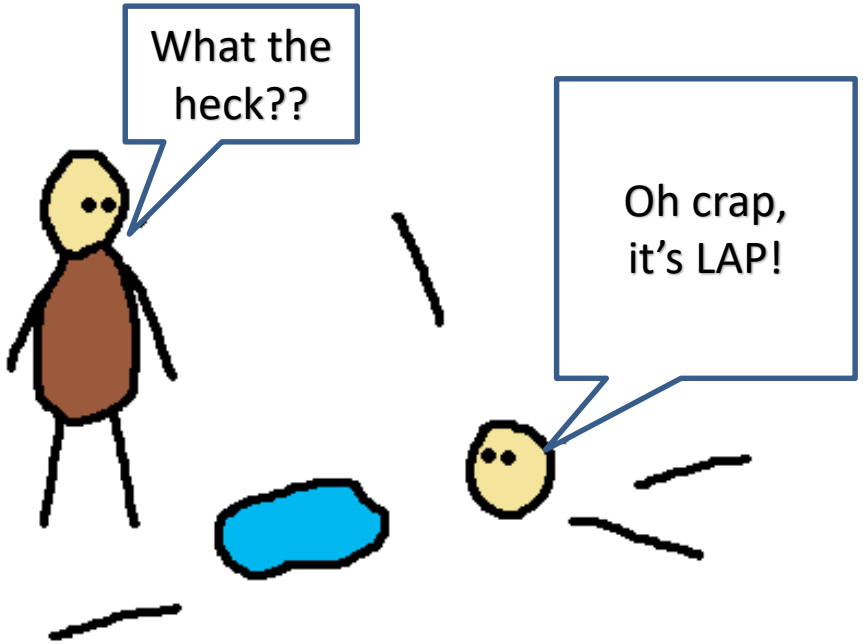
LAP Project Work Program Amendments	FY2017	FY2018	FY2019
Adds	1	1	2
Deletes	0	0	4
Defers	2	0	2
Total	**3**	**1**	**8**

Question:

Why did we develop a District LAP policy?

Answer:

The District's program is not working!!



District 5 LAP opportunities:

- Improve coordination and communication
- Increase knowledge
- Enhance planning
- Perform thorough project vetting

Avoid: Unstable Work Program

Why develop a District policy?

- Program priority projects
- Program without rushing
- Stabilize funding
- Helps the Local Agencies

KEEP
CALM
AND
LAP ON

Project-Specific Certification

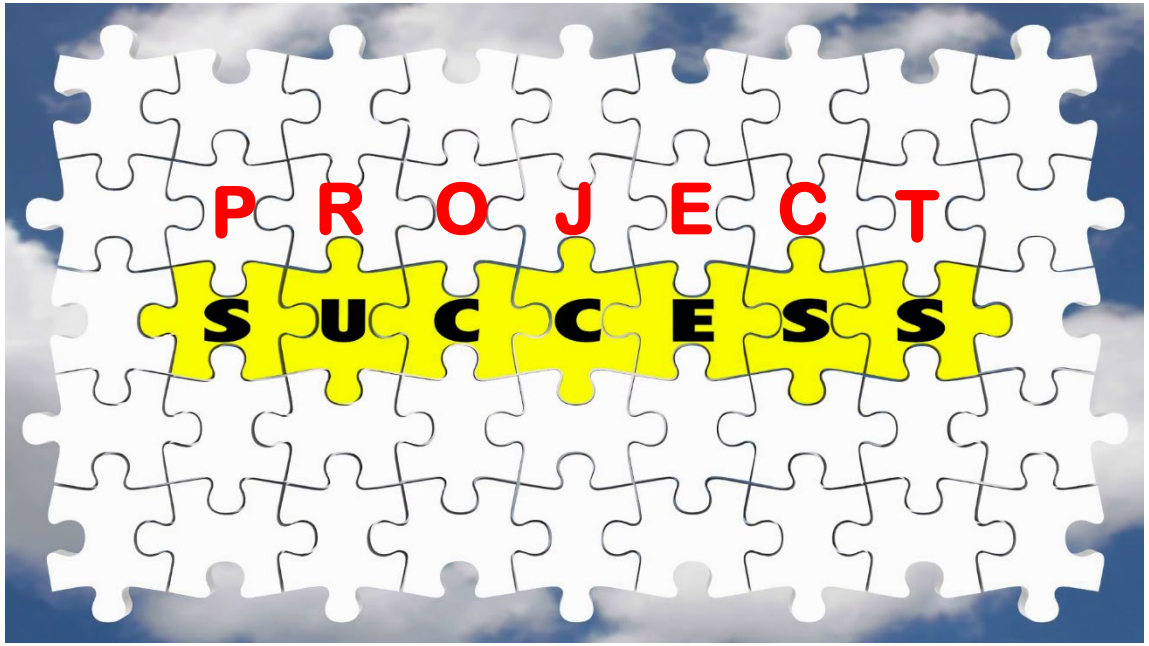
- County or City
- Limited experience
  - Less than 3 projects in 3 years
  - Will not have 3 projects within 3 years

Full Certification

- County
  - Qualified Staff
  - Met performance expectation
- Reimbursement for administration

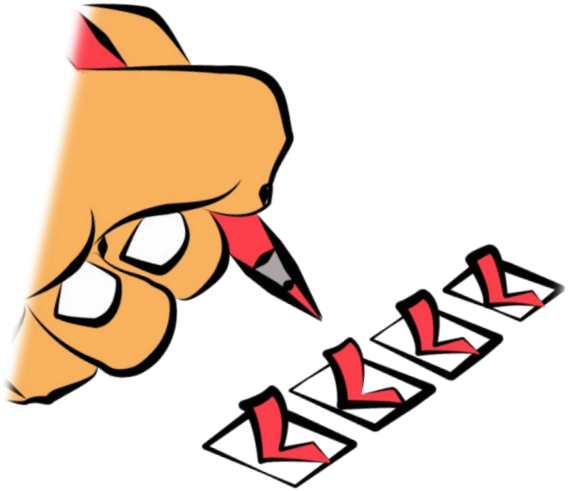
Certification Expectations

- Staff commitments
  - Maintain for the project
  - Point of contact
  - Redundancy of management/coverage
  - Succession planning
- Task Team
- Training



Prior to programming

- Cost feasible plan/LRTP
- MPO/TPO Priority List
- Execution plan
  - Preliminary Engineering Study(ies) and/or PD&E (if applicable)
  - Design
  - Right of Way (if applicable)
  - Construction and CEI



Application Process

- Complete and thorough project application
- Agency commitment for each phase
- Construction/CEI estimates

Programming

- Construction/CEI only
- $250,000 minimum

Programming

- Based on design status

Design Status (appxt. %)	Programming Year
0 - minimal	4 or 5
30%	3 or after
60% (+all right-of-way identified)	2 or after
90% (+all right-of-way acquired)	1 or after

Programming

- Current year or 1st year advancement
  - Contract Plans
  - Plans, specifications and estimate package (PS&E)
  - Certifications
  - Bid Package

Implementation

- 2020-2021 Cycle – no changes
- 2021-2022 Cycle
  - No longer program studies
  - Review design status for construction projects
- 2022-2023 Cycle – full implementation

Exceptions

- Submit to the District for review and consideration
- District Secretary and/or Director of Transportation Development

How does this help you?

- Program priority projects
- Program without rushing
- Stabilize funding
- Helps the Local Agencies

- Application
- Priority List
- Outreach

THANK YOU!