

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

525-010-40
PROGRAM MANAGEMENT
OGC - 08/15
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EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 432580 1 58/68 01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

City of Clearwater, date, 2016

PROJECT LOCATION:

- ☐ The project is on the National Highway System.
- ☐ The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 2.937 Miles

PROJECT DESCRIPTION: This project entails the construction activities and Construction Engineering Services (CEI) of Druid Trail Phase IV from S Evergreen Avenue to Duke Energy Trail. This project will construct a 8 foot asphalt shared use trail on the south side of Druid Road East with a 6 inch concrete header curb.

SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in the Agreement shall include a Schedule of Project Assistance that will reflect the Department's contract number, the Financial Project Number (FPN), the Federal Authorization Number (FAN), where applicable, the amount of state funding action (receipt and disbursement of funds), any federal or local funding action, and the funding action from any other source with respect to the project.

For projects off the State Highway System, the Agency will submit design plans for review and approval at 60%, 100% and final. For projects on the State Highway System, the Agency will submit design plans for all project phases. The Agency will not begin the construction phase until the Department has reviewed, approved plans and issued a Notice to Proceed. Construction related activities, including project advertisement, conducted prior to Notice to Proceed will not be reimbursed and may render the entire project ineligible for federal funding.

At 100% plans submittal, the Agency will submit to the Department the project Bid Package to include Specifications, updated construction estimate, draft construction contract, completed Construction checklist and the Agency's Certification Clear Package. All above items must be reviewed, approved and a Notice to Proceed must be issued by the Department prior to any construction related activities, including project advertisement. Construction related activities conducted prior to Notice to Proceed will not be reimbursed and may render the entire project ineligible for federal funding. The Certification Clear Package must include the following items completed and signed by the authorized Agency representative:

- 1.Type 1 Categorical Exclusion Checklist (or Environmental Determination Form)
- 2.Contamination Clearance Form
- 3.Right of Way Certification Form
- 4.Rail Clear Letter
- 5.Permits Clear Letter
- 6.Utilities Clear/Coordinated Letter

Off the State Highway System (Off-System) LAP construction projects must be administered in accordance with either Local Agency Specifications that have been approved by the Department; the pre-approved FDOT LAP ("Big Four") Specifications; or Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and

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implemented modifications in accordance with the LAP Manual. The Agency will be responsible for all project level inspection and verification testing.

On the State Highway System (On-System) LAP construction projects must be administered in accordance with the FDOT Construction Project Administration Manual (Topic no. 700-000-000). Materials will be inspected in accordance with the FDOT Sampling Testing and Reporting Guide by Material Description and the FDOT Materials Manual (Topic No. 675-000-000). Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications must be used in accordance with the LAP Manual. The Agency will be responsible for all project level inspection, verification testing, and assuring all data are entered into Laboratory Information Management Systems (LIMS). In addition, the following Off the State Highway System (Off-System) and Off the National Highway System projects will be administered as above: all bridge projects; box culverts; and all projects with a construction value of \$10 million or more.

The Agency will be responsible for documenting to the Department that the project, as designed, qualifies as a Type 1 or Programmatic CE project per FDOT's PD&E Manual. This documentation must be approved by the FDOT prior to any construction related activity, including advertisement.

The Agency shall be responsible for identification and remediation of any hazardous materials and contamination encountered while implementing the project.

The Agency will submit to the Department a copy of the signed bid contract upon execution of the document.

No construction staging nor stockpiling shall take place in any publicly owned park property nor interfere with park access or park activities.

The Agency will provide progress billing invoices with appropriate back-up documentation to the Department on a quarterly basis or sooner.

The Agency will process a Project Closeout Package at project completion in accordance with the Local Agency Program Manual for Federal Aid Projects (Department Procedure: 525-010-300). The package must include the approved Final Inspection and Acceptance form, LAP Record of Final Plans and Documentation form (52501047), and the Closeout Cover Memo. The close out package must be uploaded into the Local Agency Program Information Tool database, LAPIT. This process must be completed and accepted by the Department prior to payment of the project Final Invoice.

CEI and material testing that requires the hiring of a consultant: The Agency will submit and comply with the requirements of the LAP Checklist for Federally Funded Professional Services Contract (Form No. 525-010-49). The Department must review and concur with the process prior to award of the CEI contract. Upon execution of the contract, the agency will submit a copy of the signed document to the Department.

For projects that have participating and non-participating items, the local agency must submit a spreadsheet that depicts the federal participating and non-participating construction items with costs to account for the separate federal and local funds expenditures on all invoices submitted for the project.

Local Agency Program Information Tool (LAPIT): LAPIT is a repository for all LAP project documents. Upon receipt of the Notice to Proceed on a project phase, the Local Agency will be responsible for uploading the appropriate project documents into LAPIT before an invoice can be paid. The efficient management of Local Agency contracts is important to LAPIT's main goal of improving communication between the Local Agency and FDOT.

The Agency shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by N/A .
- b) Design to be completed by N/A .

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- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by 11/30/2016 .
- e) Construction contract to be let by 4/5/2017.
- f) Construction to be completed by 7/3/2018.

If this schedule cannot be met, the Agency will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of federal funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT: The Department will issue Notice to Proceed to the Agency after final execution of this agreement.

Upon receipt of an invoice, the Department will have twenty (20) working days to review and approve the goods and services submitted for payment.