

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

**Meeting Date:** August 18, 2009       **Consent**       **Regular**  
     **Workshop**       **Public Hearing**

**Department:**  
**Submitted By:** Engineering & Public Works  
**Submitted For:** Traffic Division

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to receive and file:** The Local Agency Program (LAP) Agreement FPN 423189-1-38/58-01 with the Florida Department of Transportation (FDOT) providing Federal Safe Routes to School funding for the design and construction of five overhead mast arm school zone flashers approved by the Board of County Commissioners on March 17, 2009. This LAP was entered into by adoption of Resolution R2009-0388.

**SUMMARY:** The LAP was modified by the FDOT to amend dates in the originally executed document. Completion dates for the design and construction of the project in Exhibit "A" titled "Project Description and Responsibilities" have been modified as follows: Item "b" had the date of 6/30/2010 added; Item "e" had the date of 12/31/2010 added; and Item "f" had the completion date changed from 12/31/2010 to 6/30/2011. This date was also changed on page two, section 2.02 of the LAP Agreement. On page one of the Federal-Aid Project Funding Request, the dates were removed from the "Environmental Document" section.

District 2, 3, 5 (MRE)

**Background and Justification:** The Board of County Commissioners (Board) approved the LAP Agreement FPN 4213189-1-38/58-01 with FDOT on March 17, 2009, Resolution R2009-0388. After the execution of the Agreement by the Board, FDOT realized that they should have filled in the completion dates for design and construction of the project in Exhibit "A" titled "Project Description and Responsibilities." FDOT also realized that they should have removed the "Environmental Document" dates from the Federal-Aid Project Funding Request form. Due to the delays in executing this Agreement by FDOT, the design completion and construction contract letting on Exhibit "A" of the LAP Agreement "b" had the date of 6/30/2010 added and "e" had the date of 12/31/2010 added. As a result, the contract end date on Exhibit "A" (f) and page two of the LAP also had to be corrected to reflect a construction completion date of 6/30/2011 instead of 12/31/2010.

**Attachments:**

1. Executed original LAP Agreement FPN 423189-1-38/58-01

<b>Recommended By:</b>	<u><i>Don Musbery</i></u> Division Director	07/15/09 <u><i>[Signature]</i></u> Date
<b>Approved By:</b>	<u><i>Sy T. Webb</i></u> County Engineer	7/27/09 <u>                    </u> Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2009	2010	2011	20012	2013
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>NET FISCAL IMPACT</b>	<u><del>*</del></u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

Is Item Included In Current Budget? Yes  No

Budget Account No.:

Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_ Program \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

\* No fiscal impact.

C. Departmental Fiscal Review: atwillhite

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

[Signature] 7/22/09  
 OFMB  
 7/29/09  
 [Initials] 7/22/09

[Signature] 7/31/09  
 Contract Dev. and Control

**B. Legal Sufficiency:**

[Signature]  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

(This summary is not to be used as a basis for payment.)

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R2009 0388 MAR 17 2009

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FPN: 423189-1-38/58-01	Fund: SR2S	FLAIR Approp: _____
Federal No: _____	Org Code: 55043010404	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
FPN: _____	Fund: _____	FLAIR Approp: _____
Federal No: _____	Org Code: _____	FLAIR Obj: _____
County No: 93	Contract No: <u>APA47</u>	Vendor No: VF596000785043
Data Universal Number System (DUNS) No: 80-939-7102		
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction		

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THIS AGREEMENT, made and entered into this 30 day of June, 2009 by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter called the Department, and Palm Beach County hereinafter called the Agency.

**WITNESSETH:**

WHEREAS, the Agency has the authority to enter into this Agreement and to undertake the project hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction including the implementation of an integrated and balanced transportation system and is authorized under Section 339.12, Florida Statutes, to enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

**1.00 Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in a County Wide Safe Routes to School for overhead signing and as further described in Exhibit "A" attached hereto and by this reference made a part hereof, hereinafter called the "project," and to provide Department financial assistance to the Agency and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the project will be undertaken and completed.

**1.01 Attachments:** Exhibit(s) A+B+1 are attached and made a part hereof.

**2.01 General Requirements:** The Agency shall complete the project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Agency Program Manual, which by this reference is made a part hereof as if fully set forth herein. Time is of the essence as to each and every obligation under this Agreement.

A full time employee of the Agency, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in charge of each project.

**Removal of Any Unbilled Funds**

If Agency fails to timely perform its obligations in submitting invoices and documents necessary for the close out of the project, and said failure results in a loss of the remaining unbilled funding either by Federal withdrawal of funds or loss of State appropriation authority (which may include both federal funds and state funds, if any state funds are on the project), Agency will be responsible for the remaining unbilled funds on the project. No other funds will be provided by the Department. Agency waives the right to contest such removal of funds by the Department, if said removal is directly related to Federal (FHWA) withdrawal of funds or loss of State appropriation authority due to Local Agency's failure or nonperformance. In addition to loss of funding, the Department will consider de-certification of said Agency for future LAP projects.

**Removal of All Funds**

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If all funds are removed from the project, including amounts previously billed to the Department and reimbursed to the Agency, and the project is off the state highway system, then the department will have to request repayment for the previously billed amounts from the Local Agency. No state funds can be used on off-system projects.

**2.02 Expiration of Agreement:** The Agency agrees to complete the project on or before June 30, 2011. If the Agency does not complete the project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

**2.03 Pursuant to Federal, State, and Local Laws:** In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is requisite under applicable law to enable the Agency to enter into this Agreement or to undertake the project hereunder or to observe, assume or carry out any of the provisions of the Agreement, the Agency will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

**2.04 Agency Funds:** The Agency shall initiate and prosecute to completion all proceedings necessary, including federal-aid requirements, to enable the Agency to provide the necessary funds for completion of the project.

**2.05 Submission of Proceedings, Contracts, and Other Documents:** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the project as the Department and the Federal Highway Administration (FHWA) may require.

**3.00 Project Cost:**

**3.01 Total Cost:** The total cost of the project is \$ 467,500.00. This amount is based upon the schedule of funding in Exhibit "B." The Agency agrees to bear all expenses in excess of the total cost of the project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 4.00.

**3.02 Department Participation:** The Department agrees to participate, including contingencies, in the project cost to the extent provided in Exhibit "B." This amount includes federal-aid funds which are limited to the actual amount of federal-aid participation.

**3.03 Limits on Department Funds:** Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible project costs is subject to:

- a) Legislative approval of the Department's appropriation request in the work program year that the project is scheduled to be committed;
- b) Availability of funds as stated in paragraphs 3.04 and 3.05 of this Agreement;
- c) Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- d) Department approval of the project scope and budget at the time appropriation authority becomes available.

**3.04 Appropriation of Funds:** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See Exhibit "B" for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

**3.05 Multi-Year Commitment:** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

- "(a) The department, during any fiscal year, shall not expend money, incur any liability, or enter into any

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03/07  
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contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

**3.06 Notice-to-Proceed:** No cost may be incurred under this Agreement until the Agency has received a written Notice-to-Proceed from the Department.

**3.07 Limits on Federal Participation:** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by the FHWA to the Department to proceed with the project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Agency in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or project costs in part or in total.

For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Agency shall promptly reimburse the Department for all such amounts within 90 days of written notice.

**4.00 Project Estimate and Disbursement Schedule:** Prior to the execution of this Agreement, a project schedule of funding shall be prepared by the Agency and approved by the Department. The Agency shall maintain said schedule of funding, carry out the project, and shall incur obligations against and make disbursements of project funds only in conformity with the latest approved schedule of funding for the project. The schedule of funding may be revised by mutual written agreement between the Department and the Agency. If revised, a copy of the revision should be forwarded to the Department's Comptroller and to the Department's Federal-aid Program Office. No increase or decrease shall be effective unless it complies with fund participation requirements of this Agreement and is approved by the Department's Comptroller.

**5.00 Records:**

**5.01 Establishment and Maintenance of Accounting Records:** Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for 5 years after the final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the project records, together with supporting documents and records of the Agency and all subcontractors performing work on the project and all other records of the Agency and subcontractors considered necessary by the Department for a proper audit of costs. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

**5.02 Costs Incurred for Project:** The Agency shall charge to the project account all eligible costs of the project except costs agreed to be borne by the Agency or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs.

**5.03 Documentation of Project Costs:** All costs charged to the project, including any approved services contributed by the Agency or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.

**5.04 Audit Reports:** Recipients of federal and state funds are to have audits done annually using the following criteria:

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The administration of resources awarded by the Department to the Agency may be subject to audits and/or monitoring by the Department, as described in this section.

**Monitoring:** In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, Florida Statutes, as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department staff to the Agency regarding such audit. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the FDOT's Office of Inspector General (OIG), and the Chief Financial Officer (CFO) or Auditor General.

### **Audits**

**Part I - Federally Funded:** Recipients of federal funds (i.e., state, local government or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

1. In the event that the recipient expends \$500,000 or more in federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "1" of this Agreement indicates federal resources awarded through the Department by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1 the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).
4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

**Part II - State Funded:** Recipients of state funds (i.e., a non-state entity as defined by Section 215.97(2) (l), Florida Statutes) are to have audits done annually using the following criteria:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes, applicable rules of the Executive Office of the Governor and the CFO, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "1" to this Agreement indicates state financial assistance awarded through the Department by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2) (d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

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3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. However, if the recipient elects to have audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

**Part III - Other Audit Requirements:** The recipient shall follow up and take corrective action on audit findings. Preparation of a Summary Schedule of Prior Year Audit Findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

**Part IV - Report Submission:**

1. Copies of financial reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:
  - a) The Department at each of the following address(es):

Karen Maxon, Work Program Coordinator, Work Program Office, 3400 West Commercial Blvd., Ft. Lauderdale 33309-3421
  - b) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132
  - c) Other federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the financial reporting package required by Part I of this Agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient's audited Schedule of Expenditures of Federal Awards directly to each of the following:

Karen Maxon, Work Program Coordinator, Work Program Office, 3400 West Commercial Blvd., Ft. Lauderdale 33309-3421

In addition, pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the financial reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any Management Letters issued by the auditor, to the Department at each of the following addresses:

Karen Maxon, Work Program Coordinator, Work Program Office, 3400 West Commercial Blvd., Ft. Lauderdale 33309-3421

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3. Copies of the financial reporting package required by Part II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:
  - a) The Department at each of the following address(es):

Karen Maxon, Work Program Coordinator, Work Program Office, 3400 West Commercial Blvd., Ft. Lauderdale 33309-3421
  - b) The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450
4. Copies of reports or the Management Letter required by Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:
  - a) The Department at each of the following address(es):

Karen Maxon, Work Program Coordinator, Work Program Office, 3400 West Commercial Blvd., Ft. Lauderdale 33309-3421
5. Any reports, Management Letters, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted in a timely manner in accordance with OMB Circular A-133, as revised, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133, as revised, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the financial reporting package was delivered to the recipient in correspondence accompanying the financial reporting package.

**Part V - Record Retention:** The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least 5 years from the date the audit report is issued and shall allow the Department or its designee, the state CFO or Auditor General access to such records upon request. The recipient shall ensure that the independent audit documentation is made available to the Department, or its designee, the state CFO or Auditor General upon request for a period of at least 5 years from the date the audit report is issued, unless extended in writing by the Department.

**5.05 Inspection:** The Agency shall permit, and shall require its contractors to permit, the Department's authorized representatives and authorized agents of FHWA to inspect all work, workmanship, materials, payrolls, and records and to audit the books, records, and accounts pertaining to the financing and development of the project.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the Agency or any contractor, sub-contractor or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement (Section 287.058(1)(c), Florida Statutes).

**5.06 Uniform Relocation Assistance and Real Property Statistical Report:** For any project requiring additional right-of-way, the Agency must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

**6.00 Requisitions and Payments:** Requests for reimbursement for fees or other compensation for services or expenses incurred shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof (Section 287.058(1)(a), Florida Statutes).



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All recipients of funds from this Agreement, including those contracted by the Agency, must submit bills for any travel expenses, when authorized by the terms of this Agreement, in accordance with Section 112.061, Florida Statutes, and Chapter 3-"Travel" of the Department's Disbursement Operations Manual, Topic 350-030-400 (Section 287.058(1)(b), Florida Statutes).

If, after project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Agency owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

**7.00 Department Obligations:** Subject to other provisions hereof, the Department will honor requests for reimbursement to the Agency in amounts and at times deemed by the Department to be proper to ensure the carrying out of the project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

**7.01 Misrepresentation:** The Agency shall have made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof or in or with respect to any document of data furnished therewith or pursuant hereto;

**7.02 Litigation:** There is then pending litigation with respect to the performance by the Agency of any of its duties or obligations which may jeopardize or adversely affect the project, the Agreement or payments to the project;

**7.03 Approval by Department:** The Agency shall have taken any action pertaining to the project which, under this Agreement, requires the approval of the Department or has made related expenditure or incurred related obligations without having been advised by the Department that same are approved;

**7.04 Conflict of Interests:** There has been any violation of the conflict of interest provisions contained here in paragraph 12.06 or 12.07.

**7.05 Default:** The Agency has been determined by the Department to be in default under any of the provisions of the Agreement.

**7.06 Federal Participation:** The Department may suspend or terminate payment for that portion of the project which the FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid.

**7.07 Disallowed Costs:** In determining the amount of the payment, the Department will exclude all projects costs incurred by the Agency prior to the effective date of this Agreement or the date of authorization, costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in Exhibit "B" for the project, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

**7.08 Final Invoices:** The Agency must submit the final invoice on the project to the Department within 120 days after the completion of the project. Invoices submitted after the 120-day time period may not be paid.

**8.00 Termination or Suspension of Project:**

**8.01 Termination or Suspension Generally:** The Department may, by written notice to the Agency, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected or the Department may terminate this Agreement in whole or in part at any time the interest of the Department requires such termination.

If the Department determines that the performance of the Agency is not satisfactory, the Department shall have the option of (a) immediately terminating this Agreement or (b) suspending this Agreement and notifying the Agency of the deficiency with a requirement that the deficiency be corrected within a specified time; otherwise this Agreement will be terminated at the end of such time. Suspension of this Agreement will not affect the time period for completion of the project.

If the Department requires termination of this Agreement for reasons other than unsatisfactory performance of the Agency, the Department shall notify the Agency of such termination, with instructions as to the effective date of termination or specify the stage of work at which this Agreement is terminated.

If this Agreement is terminated before performance is completed, the Agency shall be paid for the work satisfactorily performed. Payment is to be on the basis of substantiated costs.

**8.02 Action Subsequent to Notice-of-Termination or Suspension:** Upon receipt of any final termination or suspension notice under this paragraph, the Agency shall proceed promptly to carry out the actions required therein which may include any or all of the following: (a) necessary action to terminate or suspend, as the case may be, project activities and contracts and such other action as may be required or desirable to keep to a minimum the costs upon the basis of which the financing is to be computed; (b) furnish a statement of the project activities and contracts and other undertakings the cost of which are otherwise includable as project costs. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and cost as approved by the Department or upon the basis of terms and conditions imposed by the Department upon the failure of the Agency to furnish the schedule, plan, and estimate within a reasonable time. The closing out of federal financial participation in the project shall not constitute a waiver of any claim which the Department may otherwise have arising out of this Agreement.

#### **9.00 Contracts of Agency:**

**9.01 Third Party Agreements:** Except as otherwise authorized in writing by the Department, the Agency shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same.

**9.02 Compliance with Consultants' Competitive Negotiation Act:** It is understood and agreed by the parties hereto that participation by the Department in a project with the Agency, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Agency's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. At the discretion of the Department, the Agency will involve the Department in the consultant selection process for all projects. In all cases, the Agency's attorney shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

**10.00 Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Agency and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

**11.00 Compliance with Conditions and Laws:** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this project. Execution of this Agreement constitutes a certification that the Agency is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," in 49 C.F.R. Part 29, when applicable.

#### **12.00 Restrictions, Prohibitions, Controls, and Labor Provisions:**

**12.01 Equal Employment Opportunity:** In connection with the carrying out of any project, the Agency shall not discriminate against any employee or applicant for employment because of race, age, religion, color, sex, national origin, disability or marital status. The Agency will take affirmative action to ensure that applicants are employed and that

employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the project, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. When the project involves installation, construction, demolition, removal, site improvement or similar work, the Agency shall post, in conspicuous places available to employees and applicants for employment for project work, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

**12.02 Title VI - Civil Rights Act of 1964:** The Agency will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Agency pursuant thereto.

The Agency shall include provisions in all contracts with third parties that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

**12.03 Americans with Disabilities Act of 1990 (ADA):** The Agency will comply with all the requirements as imposed by the ADA, the regulations of the Federal government issued thereunder, and assurance by the Agency pursuant thereto.

**12.04 Public Entity Crime:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**12.05 Discrimination:** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.

**12.06 Suspension, Revocation, Denial of Qualification or Determination of Contractor Non-Responsibility:** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

**12.07 Prohibited Interests:** Neither the Agency nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the project or any property included or planned to be included in the project in which any member, officer or employee of the Agency or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Agency, the Agency, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Agency or the locality relating to such contract, subcontract or arrangement.

The Agency shall insert in all contracts entered into in connection with the project or any property included or planned to be included in any project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Agency or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Agency and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

**12.08 Interest of Members of, or Delegates to, Congress:** No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

**13.00 Miscellaneous Provisions:**

**13.01 Environmental Regulations:** The Agency will be solely responsible for compliance with all the applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Agency will be responsible for securing any applicable permits.

**13.02 Department Not Obligated to Third Parties:** The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.

**13.03 When Rights and Remedies Not Waived:** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

**13.04 How Agreement is Affected by Provisions Being Held Invalid:** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

**13.05 Bonus or Commission:** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

**13.06 State Law:** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the project.

**13.08 Plans and Specifications:** In the event that this Agreement involves constructing and equipping of facilities on the State Highway System, the Agency shall submit to the Department for approval all appropriate plans and specifications covering the project. The Department will review all plans and specifications and will issue to the Agency a written approval with any approved portions of the project and comments or recommendations covering any remainder of the project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Agency a written approval with said remainder of the project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.

**13.09 Right-of-Way Certification:** Upon completion of right-of-way activities on the project, the Agency must certify compliance with all applicable federal and state requirements. Certification is required prior to advertisement for or solicitation of bids for construction of the project, including those projects for which no right-of-way is required.

**13.10 Agency Certification:** The Agency will certify in writing, prior to project closeout, that the project was completed in accordance with applicable plans and specifications, is in place on the Agency's facility, adequate title is in the Agency's name, and the project is accepted by the Agency as suitable for the intended purpose.

**13.11 Agreement Format:** All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

**13.12 Execution of Agreement:** This Agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one in the same instrument.

**13.13 Restrictions on Lobbying:**

**Federal:** The Agency agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Agency, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federally-appropriated funds have been paid by the Agency to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Agency shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**State:** No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

**13.14 Maintenance:** The Agency agrees to maintain any project not on the State Highway System constructed under this Agreement. If the Agency constructs any improvement on Department right-of-way, the Agency  will  will not maintain the improvements made for their useful life.

**13.15 Vendors Rights:** Vendors (in this document identified as the Agency) providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has 5 working days to inspect and approve the goods and services unless the bid specifications, purchase order or contract specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days after receipt of the invoice and the receipt, inspection, and approval of goods and services, a separate interest penalty in accordance with Section 215.422(3)(b), Florida Statutes, will be due and payable in addition to the invoice amount to the Agency. Interest penalties of less than one \$1 will not be enforced unless the Agency requests payment. Invoices which have to be returned to the Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from the Department. The Vendor Ombudsman may be contacted at 850-410-9724 or by calling the State Comptroller's Hotline, 1-800-848-3792.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
LOCAL AGENCY PROGRAM AGREEMENT

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY Palm Beach County  
By: John F. Koons  
Name: John F. Koons, Chairman  
Title: Board of County Commissioners

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
By: [Signature]  
Name: \_\_\_\_\_  
Title: Director of Transportation Development

Attest: \_\_\_\_\_  
Title: \_\_\_\_\_

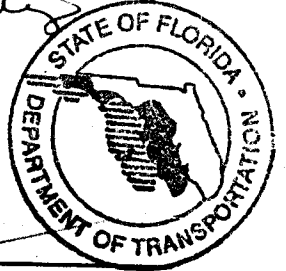
Attest: [Signature]  
Title: Executive Secretary

As to form:

[Signature]  
Attorney

As to form:

[Signature]  
District Attorney



See attached Encumbrance Form for date of funding approval by Comptroller.

APPROVED AS TO TERMS  
AND CONDITIONS

[Signature]  
Dan Weisberg  
County Engineering Department

Sharon R. Bock, Clerk & Comptroller  
Palm Beach County  
By: [Signature]  
Deputy Clerk

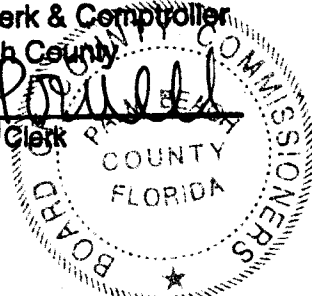


EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 423189-1-38/58-01

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and  
Palm Beach County

Dated 6-30-09

PROJECT LOCATION:

The project \_\_\_ is  is not on the National Highway System.

The project \_\_\_ is  is not on the State Highway System.

PROJECT DESCRIPTION:

Safe routes to schools for overhead signing and Coral Sunset Elementary School @ Oriole Country Road and Hammock St., Egret Lake Elementary School @ Haverhill Rd. & 47<sup>th</sup> Place N., Hagen Road Elementary School @ Hagen Ranch Rd & Hagen Rd., E.S. Heritage Elementary School @ Malaluca Lane & Haverhill Rd., and Palm Springs Elementary School @ 10<sup>th</sup> Ave & Davis Rd.

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.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

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\_\_\_\_\_. (Phase 18 and 28 LAP Agreements)
- b) Design to be completed by 6/30/2010. (Phase 38 LAP Agreements)
- c) Right-of-Way requirements identified and provided to the Department by N/A\_\_\_\_\_. (All LAPS requiring RW) (District will handle all Right of Way activities on LAPS, the date would be set by the necessary timeframe to complete RW activities.
- d) Right-of-Way to be certified prior to advertising for Construction. (All Phase 58 LAPS)
- e) Construction contract to be let by 12/31/2010. (For Phase 58 LAPS). (This date would be prior to the end of the fiscal year that the Phase 58 is programmed in FM)
- f) Construction to be completed by 6/30/2011. (Phase 58 LAP Agreements)

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.

This Project has funding for Design in the year 2008/2009 in the amount of \$80,000.00. Funding for Construction is in the year 2009/2010 in the amount of \$387,500.00, for a project total of \$467,500.00. Upon execution of this agreement by all parties, the Department will provide the Agency **ONE EXECUTED AGREEMENT** and a **NOTICE TO PROCEED** for design only. The Agency should not start any construction prior to the **EXECUTED AGREEMENT** and a **NOTICE TO PROCEED FOR DESIGN ONLY**. After the design is completed and final billed, the Agency must complete all federal requirements for construction. After all federal requirements have been approved by the Department and FHWA, the Agency will receive a **SECOND NOTICE TO PROCEED FOR CONSTRUCTION**. The Agency should not start any construction prior to the second **NOTICE FOR PROCEED** from the Department. The Agency will only be reimbursed for costs incurred after the executed agreement date and prior to the agreement or time extension (if required by a request for a time extension from the Agency) date and fiscal year funding availability. Any unused funds will be deleted by the Department and the Federal-Aid Office upon completion and final billing.

Upon completion of the Project, the Agency is required to notify the Department of the date of completion and final invoicing. The Department may require an onsite inspection with the Agency.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**FEDERAL-AID PROJECT FUNDING REQUEST**

525-010-30  
 CONSTRUCTION  
 08/00  
 Page 1 of 2

R 2009 0388  
 MAR 17 2009

AGENCY Palm Beach County FEDERAL-AID PROJECT NUMBER \_\_\_\_\_ DATE 8/7/08

FIN NUMBER 423189-1-38/58-01 STATE JOB NUMBER \_\_\_\_\_ TIP PAGE NUMBER \_\_\_\_\_

PROJECT TITLE Safe Routes to Schools For overhead signing at Coral Sunset Elementary School @ Oriole Country Rd. & hammock St., Egret Lake Elementary School @ Haverhill Rd. & 47<sup>th</sup> Place N., Hagen Rd. Elementary School @ Hagen Ranch Rd. & Hagen Rd., E.S. heritage Elementary School @ Melaleuca Lane & Haverhill Rd., and Palm Springs Elementary School @ 10<sup>th</sup> Ave N. & Davis Rd.

PROJECT TERMINI FROM: \_\_\_\_\_ TO: \_\_\_\_\_

WORK PHASE:  PLANNING  ENVIRONMENTAL  DESIGN  CONSTRUCTION  RIGHT OF WAY

AWARD TYPE:  LOCAL  LOCAL FORCES

ENVIRONMENTAL DOCUMENT: Mark the type of environmental document prepared, indicate the approval date, and the most recent reevaluation date.

EIS approved on: \_\_\_\_\_, and reevaluated on: \_\_\_\_\_

EA /FONSI approved on: \_\_\_\_\_, and reevaluated on: \_\_\_\_\_

Categorical Exclusion:

Programmatic Categorical Exclusion determination on: 8/7/08

Type I Categorical Exclusion determination on: 8/7/08

Type II Categorical Exclusion determination on: \_\_\_\_\_

Categorical Exclusion Reevaluation on: \_\_\_\_\_

PHASE	TOTAL ESTIMATED COST (nearest Dollar)	LOCAL AGENCY FUNDS (nearest Dollar)	STATE FUNDING (nearest Dollar)	FEDERAL FUNDS (nearest Dollar)	PERCENT FEDERAL FUNDS	OBLIGATION DATE Month / Year
PLANNING						
PD&E						
DESIGN	\$80,000.00			\$80,000.00	100	
RAW						
CONST.	\$387,500.00			\$387,500.00	100	
TOTAL	\$467,500.00			\$467,500.00	100	

DESCRIPTION OF EXISTING FACILITY (Existing Design and Present Condition)  
 Roadway Width: \_\_\_\_\_ Number of Lanes \_\_\_\_\_  
 Bridge Number(s) on Project \_\_\_\_\_

DESCRIPTION OF PROPOSED WORK  New Construction  3-R  Enhancement  Congestion Mitigation  
 Roadway Width \_\_\_\_\_ Number of Lanes \_\_\_\_\_  
 Bridge Numbers(s) on Project \_\_\_\_\_

LOCAL AGENCY CONTACT PERSON Motasem Al-Turk, PH.D., P.E.	TITLE: Assistant Director, Traffic Division
MAILING ADDRESS: 2300 N. Jog Rd., West Palm Beach, Florida	PHONE: 561-684-4030
AGENCY Palm Beach County Engineering and Public Works	ZIP CODE: 33411

LOCATION AND DESIGN APPROVAL:  
 BY: Motasem Al-Turk  
 Motasem Al-Turk Approving Authority  
 TITLE: Asst. Director DATE: 1/30/09



AGENCY: Palm Beach County	PROJECT TITLE: Safe Routes to Schools	DATE:
------------------------------	--	-------

**ENVIRONMENTAL COMMITMENTS AND CONSIDERATIONS:**  
This project is a Type 1 Categorical Exclusion under (23 CFR 771.117 (c) effective November 27, 1987

**RIGHT OF WAY AND RELOCATION:**  
No additional right-of-way required

THIS PROJECT HAS BEEN REVIEWED BY THE LEGISLATIVE BODY OF THE ADMINISTRATION AGENCY OR AGENCIES, OR ITS DESIGNEE, AND IS NOT INCONSISTANT WITH THE AGENCY'S COMPREHENSIVE PLAN FOR COMMUNITY DEVELOPMENT.

R2009 0388

Palm Beach County  
AGENCY: Board of County Commissioners

DATE: MAR 17 2009

By: John F. Koons  
John F. Koons, Chairman

Sharon R. Bock, Clerk & Comptroller  
Palm Beach County

By: Sharon R. Bock  
Deputy Clerk

Approved as to Terms  
and Conditions

By: D. J. White

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY: Markell White  
County Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM AGREEMENT**

**EXHIBIT "B"**

**SCHEDULE OF FUNDING**

AGENCY NAME & BILLING ADDRESS Palm Beach County 301 N. Olive Ave., Suite 1106 West Palm Beach, Florida 33401	FPN: 423189-1-38/58/01
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**PROJECT DESCRIPTION**

Name: safe Routes to schools \_\_\_\_\_ Length: \_\_\_\_\_

For overhead signing at Coral Sunset Elementary School @ Oriole Country Rd. & hammock St., Egret Lake Elementary School @ Haverhill Rd. & 47<sup>th</sup> Place N., Hagen Rd. Elementary School @ Hagen Ranch Rd. & Hagen Rd., E.S. heritage Elementary School @ Melaleuca Lane & Haverhill Rd., and Palm Springs Elementary School @ 10<sup>th</sup> Ave N. & Davis Rd.

TYPE OF WORK By Fiscal Year	FUNDING		
	(1) TOTAL PROJECT FUNDS	(2) AGENCY FUNDS	(3) STATE & FEDERAL FUNDS
<b>Planning</b> 2006-2007 2007-2008 2008-2009 Total Planning Cost	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
<b>Project Development &amp; Environment (PD&amp;E)</b> 2006-2007 2007-2008 2008-2009 Total PD&E Cost	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
<b>Design</b> 2006-2007 2007-2008 2008-2009 Total Design Cost	_____ _____ <u>\$80,000.00</u> <u>\$80,000.00</u>	_____ _____ _____ _____	_____ _____ <u>\$80,000.00</u> <u>\$80,000.00</u>
<b>Right-of-Way</b> 2006-2007 2007-2008 2008-2009 Total Right-of-Way Cost	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
<b>Construction</b> 2006-2007 2007-2008 2008-2009 2009-2010 Total Construction Cost	_____ _____ <u>\$387,500.00</u> <u>\$387,500.00</u>	_____ _____ _____ _____	_____ _____ <u>\$387,500.00</u> <u>\$387,500.00</u>
<b>Construction Engineering and Inspection (CEI)</b> 2006-2007 2007-2008 2008-2009 Total CEI Cost	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
Total Construction and CEI Costs	<u>\$387,500.00</u>	_____ _____ _____ _____	<u>\$387,500.00</u>
<b>TOTAL COST OF THE PROJECT</b>	<u>\$467,500.00</u>	_____ _____ _____ _____	<u>\$467,500.00</u>

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after the 1st of July of each fiscal year. The Department will notify the Agency, in writing, when funds are available.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM AGREEMENT**

525-010-40  
PROJECT MANAGEMENT OFFICE  
08/06  
Page

**EXHIBIT "1"**

**SINGLE AUDIT ACT**

**Federal Resources Awarded to the Recipient Pursuant to This Agreement Consist of the Following:**

**Federal Agency:** Federal Highway Administration

**CFDA #:** 20.205 Highway Planning and Construction

**Amount:** \$ 467,500.00

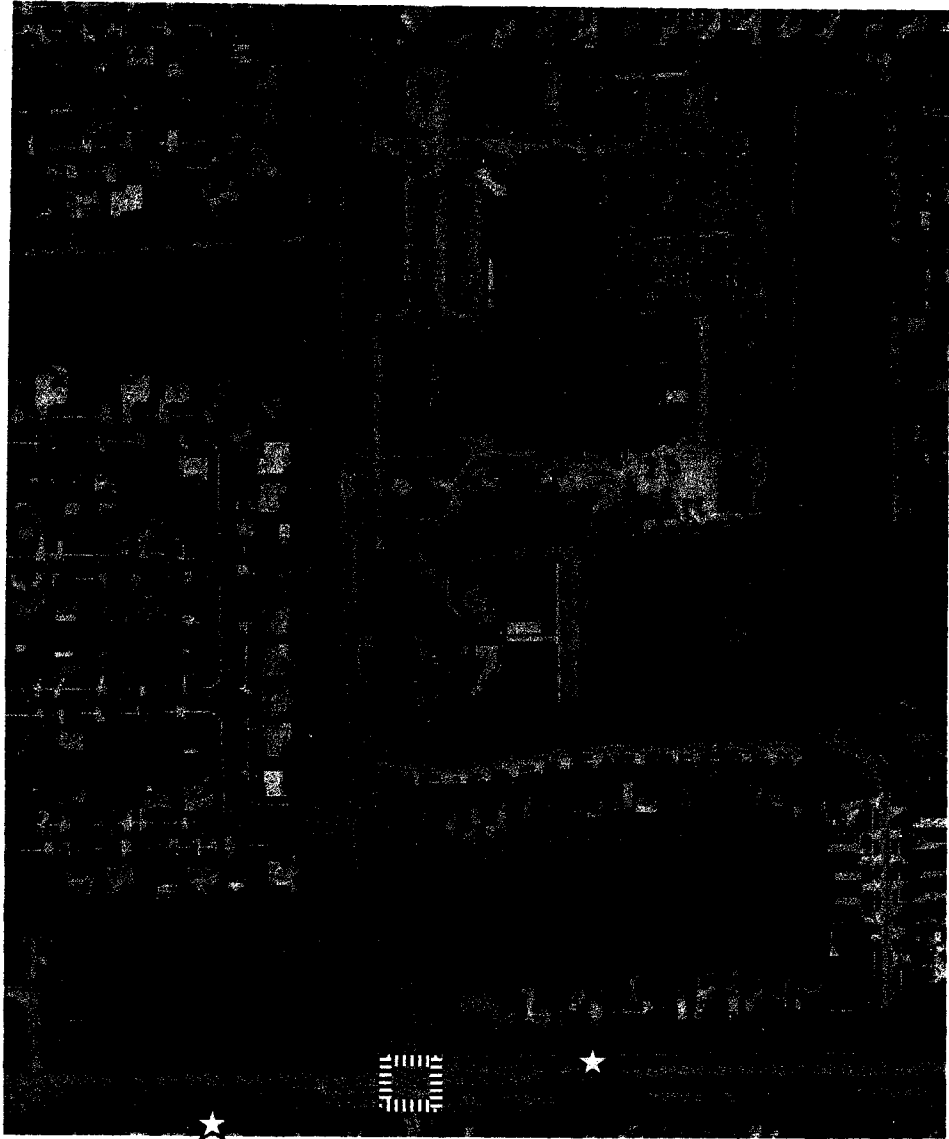
**Compliance Requirement:**

**Allowable Activities:** To be eligible, most projects must be located on public roads that are not functionally classified as local. The major exceptions are the Highway Bridge Replacement and Rehabilitation Program, which provides assistance for bridges on and off the federal-aid highways, highway safety activities, bicycle and pedestrian projects, transportation enhancement activities, the recreational trails program, and planning, research, development, and technology transfer. Proposed projects meeting these and other planning, design, environmental, safety, etc., requirements can be approved on the basis of state and local priorities within the limit of the funds apportioned or allocated to each state.

**Allowable Costs:** Eligible activities and allowable costs will be determined in accordance with Title 23 and Title 49 C.F.R. and the OMB cost principles applicable to the recipient/sub-recipient.

**Eligibility:** By law, the federal-aid highway program is a federally assisted state program that requires each state to have a suitably equipped and organized transportation department. Therefore, most projects are administered by or through State Departments of Transportation (State DOTs). Projects to be funded under the federal-aid highway program are generally selected by state DOTs or Metropolitan Planning Organizations (MPOs), in cooperation with appropriate local officials, as specified in 23 U.S.C. and implementing regulations. Territorial highway projects are funded in the same manner as other federal-aid highway projects, with the territorial transportation agency functioning in a manner similar to a state DOT. Most Florida Land Highway Program (FLHP) projects are administered by the Federal Highway Administration (FHWA) Office of Federal Lands Highway and its Divisions or by the various Florida Land Management Agencies (FLMAs). Under the FLHP, projects in the Indian Reservation Road (IRR) Program are selected by Tribal Governments and are approved by the Bureau of Indian Affairs (BIA) and the FHWA. Due to recent legislation, Tribal Governments meeting certain requirements may now administer various IRR projects on behalf of the BIA and FHWA. The Fish and Wildlife Service (FWS) and the National Park Service (NPS) select projects in the Refuge Road and Park Roads and Parkways Programs, respectively. For the Forest Highway Program, the Forest Service, the States and the FHWA jointly select projects.

**Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to This Agreement Are As Follows:** The recipient of Local Agency Program (LAP) funding must comply with the statutory requirements in Sections 112.061, 215.422, 339.12, and 339.135, Florida Statutes, and Title 23 and Title 49, C.F.R.



☆ = Flasher

|||||| = Crosswalk

350'      325'



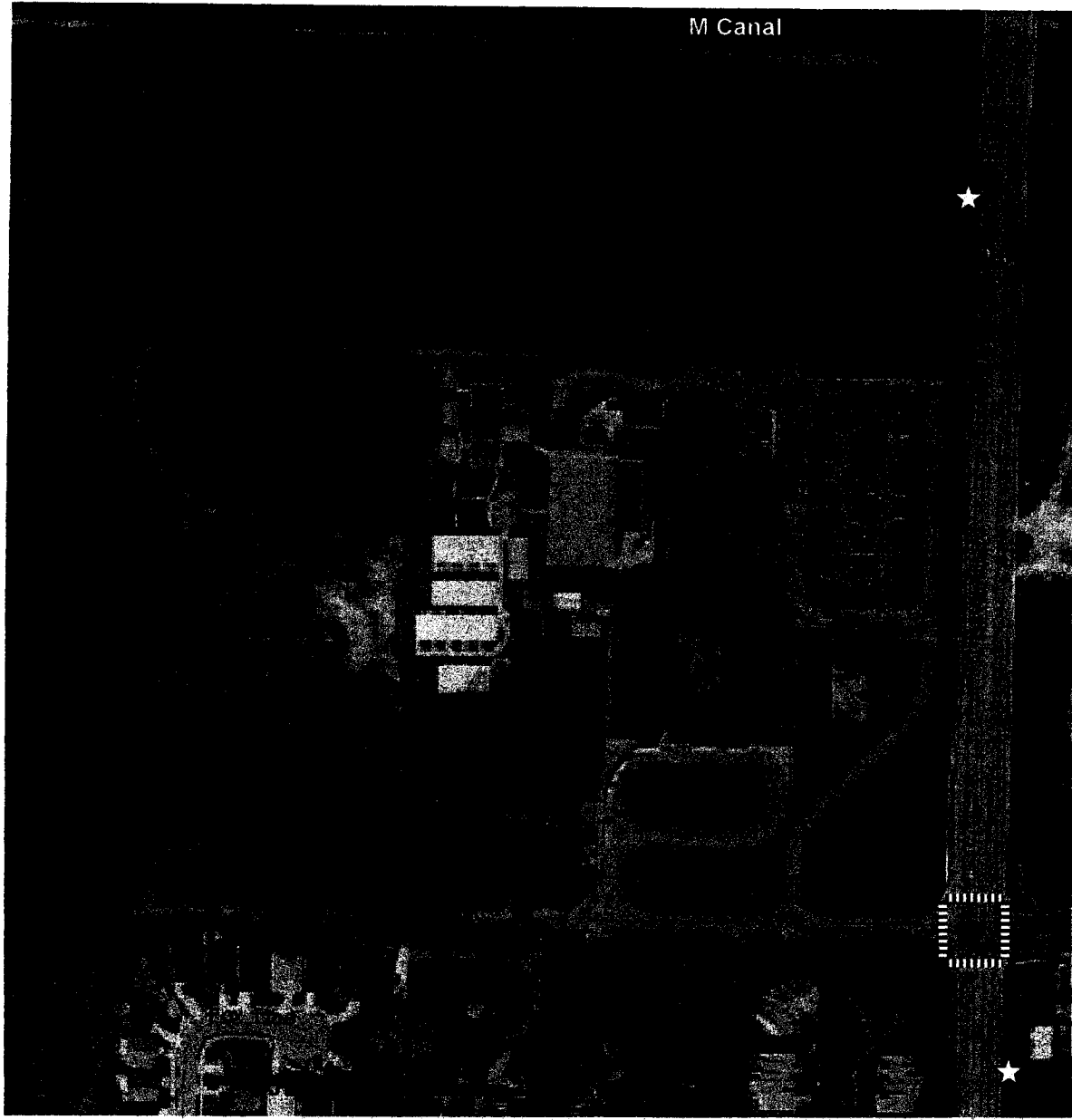
**SAFE ROUTES TO SCHOOL**

**Coral Sunset Elementary School  
Oriole Country Road at Hammock Street  
Location Map - FM #423189-1-38/58-01**

FIGURE

**1**

9-3-08



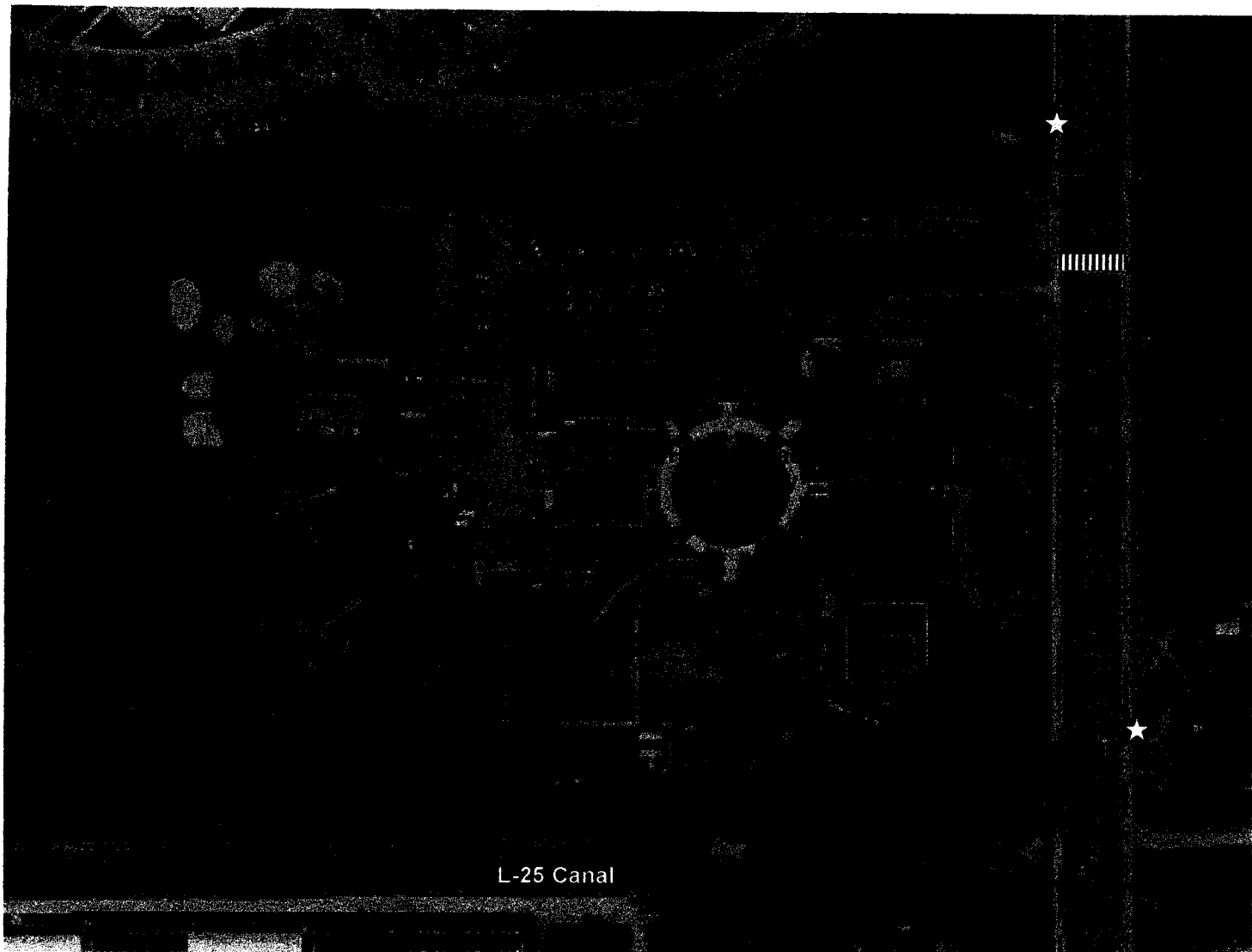
- ☆ = Flasher
- ||||| = Crosswalk
- = Traffic Signal



**SAFE ROUTES TO SCHOOL**

**Egret Lake Elementary School**  
**Haverhill Road at 47 Place N./Loring Drive**  
**Location Map – FM #423189-1-38/58-01**

FIGURE  
**2**  
8-3-08



75'

475'

L-25 Canal

☆ = Flasher

||||| = Crosswalk

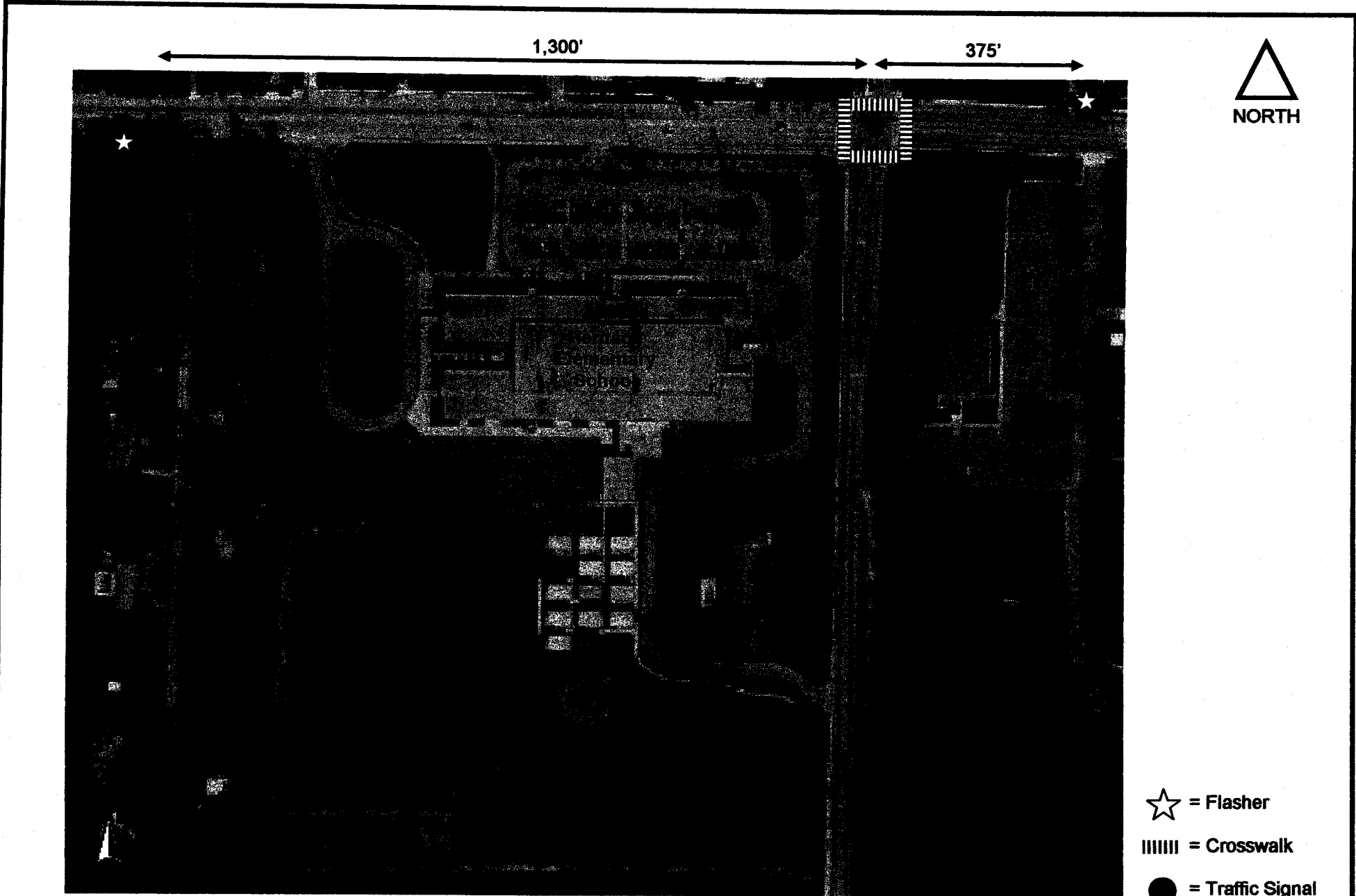
● = Traffic Signal



**SAFE ROUTES TO SCHOOL**

**Hagen Road Elementary School  
Hagen Ranch Road at School Entrance  
Location Map - FM #423189-1-38/58-01**

FIGURE  
**3**  
9-3-08



**SAFE ROUTES TO SCHOOL**

**Heritage Elementary School  
Melaleuca Lane at Haverhill Road  
Location Map - FM #423189-1-38/58-01**

FIGURE

**4**

9-3-08



- ☆ = Flasher
- ||||| = Crosswalk
- = Traffic Signal

←————— 675' —————→ ←————— 200' —————→



**SAFE ROUTES TO SCHOOL**

**Palm Springs Elementary School**  
**10 Avenue N. at Davis Road**  
**Location Map - FM #423189-1-38/58-01**

FIGURE  
**5**  
9-3-08



LOCAL AGENCY: PALM BEACH COUNTY PROJECT IDENTIFICATION 423189-1-38/58-01

WORK PROGRAM ITEM NO.: N/A STIP PAGE NO.: \_\_\_\_\_

TIP PAGE NO.: \_\_\_\_\_

Use this sheet as a cover sheet to the project application package. Place an "X" in the right column to denote items included. If not applicable, state N/A. Include in the cover letter a comment explaining the action taken on each item as appropriate.

Application:

- |    |   |            |
|----|---|------------|
| 1. | Federal – Aid Project Funding Request (Chapter 2 – 1) ..... | <u>X</u>   |
| 2. | Vicinity Map .....  | <u>X</u>   |
| 3. | Typical Roadway Sections .....                              | <u>N/A</u> |
| 4. | Typical Bridge Sections .....                               | <u>N/A</u> |

Supporting Data:

- |     |   |            |
|-----|---|------------|
| 5.  | Safety Improvements (Chapter 4 – 1) .....   | <u>N/A</u> |
| 6.  | Deviation Request and Justification (Chapter 4 – 1) .....   | <u>N/A</u> |
| 7.  | Environmental Documents (Chapter 2 – 4) .....   | <u>X</u>   |
| 8.  | Compliance with environmental documents commitments .....   | <u>N/A</u> |
| 9.  | Right of Way Required (Chapter 2 – 5) .....   | <u>N/A</u> |
|     | a. Pre-Qualification Letter of Approval from FDOT.....  | <u>N/A</u> |
|     | b. Right of Way Maps .....  | <u>N/A</u> |
|     | c. Right of Way Project Cost Estimate .....   | <u>N/A</u> |
|     | d. Request Right of Way Project Authorization .....   | <u>N/A</u> |
| 10. | Right of Way Certification .....  | <u>X</u>   |
| 11. | Corp of Engineers, and/or Coast Guard Permits (Environmental Permit Coordination Procedure No. 650-040-001) ..... | <u>N/A</u> |
| 12. | Water Management District Permit .....  | <u>N/A</u> |
| 13. | NPDES Permit .....  | <u>N/A</u> |
| 14. | FAA Notification (FAA for 7460 – 1) (14CFR, Part 77; Chapter 333, FS) .....                                       | <u>N/A</u> |

REMARKS:

Answer questions at the arrow 



### Federal Requirements LAP Checklist for Administrative Operations

Local Agency: Palm Beach County Engineering and Public Works

County: Palm Beach

Municipality: Palm Beach County

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
1a. Advertising for Bids	23 CFR 635.112(d) (e) (f) (g) (h), 49 CFR 18.36	<p>The Local Agency shall advertise authorized projects a minimum of 3 weeks and make available approved plans and specifications to bidders during the advertising period.</p> <p>Approval shall be obtained by the Local Agency prior to issuing any addenda which contain a major change to the approved plans or specifications during the advertising period.</p> <p>The Local Agency shall develop a process specifically for Design Build projects that includes the solicitation for proposals including the submission, modification, revision and withdrawal of proposals.</p>	Review Local Agency procedures, guidelines, policies, etc.	Section A (Attached) Section B (Attached)	X	✓
			Provide procedures, guidelines and or policies that reflect Advertising for bid process.	Section C (Attached)	X	✓
			Provide sample advertisement to FDOT showing advertising begin date and advertising end date.	Palm Beach County does not currently employ the design build process on any of its roadway projects.	N/A	
			Agency can only use FDOT Federally approved Design Build Process.  www.dot.state.fl.us/construction  See page 105 of CACC manual.			

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
<p>2a. Bid Opening and Tabulation</p>	<p>23 CFR 635.113(a)</p>	<p>The Local Agency shall publicly open and announce either item by item or by total amount all bids received in accordance with the terms of the advertisement. Any bid received and not read aloud, shall have the name of the bidder and the reason for not reading the bid aloud publicly announced at the letting.</p> <p>The Local Agency shall forward Tabulations of bids certified by a responsible official to FDOT. The tabulation shall show: (1) Bid item details for at least the low three acceptable bids and (2) The total amounts of all other acceptable bids.</p> <p>The Local Agency shall develop a process specifically for Design Build projects that includes the handling of proposals and information.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect bid opening and tabulation process for Agency.</p> <p>Provide sample notice of bid opening announcement</p> <p>Provide sample bid tabulation data listing all bids and estimates received.</p> <p>Agency can only use FDOT Federally approved Design Build Process.</p> <p><a href="http://www.dot.state.fl.us/construction">www.dot.state.fl.us/construction</a></p> <p>See page 107 of CACC manual.</p>	<p>Section A (Attached) Section D (Attached)</p> <p>Section C (Attached) Pages 6 &amp; 11</p> <p>Section E (Attached)</p> <p>Palm Beach County does not currently employ the design build process on any of its roadway projects.</p>	<p>X</p> <p>X</p> <p>X</p> <p>N/A</p>	<p>✓</p> <p>✓</p> <p>✓</p>

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
3a. Bid Analysis and Award of Contract	23 CFR 635.114	<p>The Local Agency shall examine the unit bid prices of the apparent low bid for reasonable conformance with the engineer's estimate. A written process should be in place for documenting the analysis of bids, determining unbalanced and non-responsive bids, identification of non-responsible bidders and the Local Agency's award/reject recommendation.</p> <p>The Local Agency shall award contracts solely on the basis of the lowest responsive bid submitted by a bidder meeting the criteria of responsibility with the prior approval of FDOT.</p> <p>The Local Agency shall develop a process specifically for Design Build projects that includes the review and evaluation of proposals and the method of announcing the successful proposal.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect bid analysis and award of contract process for Agency.</p> <p>Provide sample bid analysis documentation. Bid analysis is the basis for justifying contract award or rejection of the bid.</p> <p>Provide process for prequalifying a contractor. All projects on the State Highway system must use a pre-qualified FDOT consultant. <a href="http://infonet.dot.state.fl.us/contracts/administration/">http://infonet.dot.state.fl.us/contracts/administration/</a></p> <p>Federal aid contracts shall be awarded only on the basis of the lowest responsive bid submitted by a bidder meeting the criteria of responsibility. See page 111 of CACC manual.</p>	<p>Section A (Attached) Section D (Attached) Section F (Attached)</p> <p>Section F (Attached)</p> <p>Palm Beach County does Not currently pre-qualify Contractors. Palm Beach County does not have jurisdiction over any SHS roadways.</p> <p>Section A (Attached) Section D (Attached) Section F (Attached)</p> <p>Palm Beach County does not currently employ the design build process on any of its roadway projects.</p>	<p>X</p> <p>X</p> <p>N/A</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p>
4a. Contract time	23 CFR 635.121	<p>Provide procedures to be used. May use section 1.2.7 of FDOT CPAM as guide.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect contract time policy. <a href="http://www.dot.state.fl.us/construction/manuals/cpam/CPAM70000000/cpamman.htm">http://www.dot.state.fl.us/construction/manuals/cpam/CPAM70000000/cpamman.htm</a></p>	<p>Section G (Attached) Rates of production are based on data from past projects.</p>	<p>X</p>	<p>✓</p>

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
5a. Engineer's Estimate	23 CFR 630B	If the project is on the NHS the Local Agency must follow FDOT's method of estimating.	<p>Review documents to make sure a valid estimate was done for NHS projects.</p> <p><a href="http://www.dot.state.fl.us/construction/Publications/ManualsMain.htm">http://www.dot.state.fl.us/construction/Publications/ManualsMain.htm</a></p> <p><a href="http://www.dot.state.fl.us/estimates/">http://www.dot.state.fl.us/estimates/</a></p> <p>See page 92 of CACC manual.</p>	<p>Palm Beach County does not have jurisdiction over any NHS roadways, and therefore does not have any planned projects involving an NHS roadway.</p>	N/A	
6a. Project Supervision and Staffing	23 CFR 635.105	Outline procedures to ensure compliance with plans and specifications. Must have a full time employee in responsible charge of the project (name and title)	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide FDOT resumes of key staff personnel that will be responsible for overseeing contractors.</p> <p>Provide FDOT with sample field review reports used to identify the projects progress.</p> <p>See page 117 of CACC manual.</p>	<p>Section H (Attached)</p> <p>Section I (Attached)</p> <p>Section J (Attached)</p>	<p>X</p> <p>X</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p>
7a. Warranty clauses	23 CFR 635.413	Provide FDOT with procedures to be used and include FDOT approved procedures in bid documents.	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect warranty clauses contract process for Agency.</p> <p>See page 162 of CACC manual.</p>	<p>Section B (Attached) Page GP-5</p>	X	✓

3/9/2006 3:40:26 PM

**Local Agency:** I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist.

*Tanya N. McConnell*  
Signature

Deputy County Engineer  
Position Title

Tanya N. McConnell  
Name (Printed)

3/16/06  
Date

**District LAP Administrator/Designee:** I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist.

*Barbara Handrahan*  
Signature

DH LAP Administrator  
Position Title

Barbara Handrahan  
Name (Printed)

7-24-06  
Date

**Central Office Statewide LAP Administrator:** I hereby certify that the checklist is complete as indicated.

*Dennis K. Fillon*  
Signature

State LAP Administrator  
Position Title

Dennis K. Fillon  
Name (Printed)

8/3/06  
Date

Dano, Arleen

From: The job F1989NDR  
Sent: Friday, September 19, 2008 2:51 PM  
To: Dano, Arleen  
Subject: FUNDS APPROVAL/REVIEWED FOR CONTRACT APA47

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
FUNDS APPROVAL

Contract #APA47 Contract Type: AK Method of Procurement: G  
Vendor Name: PALM BEACH COUNT  
Vendor ID: VF596000785043  
Beginning date of this Agmt: 09/24/08  
Ending date of this Agmt: 12/31/10  
Contract Total/Budgetary Ceiling: bc = \$467,500.00

\*\*\*\*\*

Description:  
Countywide Safe Routes to School for Overhead Signing. CFDA  
#20.205

\*\*\*\*\*

ORG-CODE (FISCAL YEAR) AMENDMENT ID	*EO	*OBJECT *BUDGET ENTITY *SEQ.	*AMOUNT	*FIN PROJECT *CATEGORY/CAT	*FCT YEAR	*CFDA STATUS
---	-----	------------------------------------	---------	-------------------------------	--------------	-----------------

\*\*\*\*\*

Action: ORIGINAL Funds have been: APPROVED

55 043010404	*PD	*790089	*	80000.00	*42318913801	*215	*
2009		*55100100			*088849/09		
0001		*00	*		*0001/04		

-----  
TOTAL AMOUNT: \*\$ 80,000.00 \*  
-----

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER  
DATE: 09/19/2008

2/21/2008 2:18:56 PM

### Federal Requirements LAP Checklist for Construction Contracts (Phase 58)

Project Title: Upgrade Existing Post Mounted School Zone Flashers  
To Overhead Mast Arm School Zone Flashers

Financial Management Number: 423189-1-58-01, ~~423190-1-58-01~~  
~~423191-1-58-01, 423192-1-58-01, 423193-1-58-01~~

Federal-aid Project Number: SRTS-058, SRTS-059, SRTS-060

County: Palm Beach SRTS-061, SRTS-062

Municipality: N/A

Federal-aid Highway (yes/no): NO

NHS (yes/no): No

SHS (yes/no): No

Contract Amount (\$): 467,500.00

Project Status: \_\_\_\_\_

Requirement	Reference	NHS/SHS	Non-NHS/SHS	Non-NHS/Non-SHS	Non-Federal-aid Highway/Non-SHS	Local Agency Responsibility	District Monitoring Responsibilities	Reference Construction Contract Documents (Location in Contract)	Local Agency Check	District Check (FDOT)
1. PS&E Submittal	LAP Agreement – Section 13.08  LAP Manual Chapter 4 Section 2	Yes	Yes	No*	No*	<p>Submit Plans, Specifications, and Estimate to FDOT for approval. Submittal also must include;</p> <p>*assurances that all right-of-way (ROW) clearances, utility, and railroad work have been completed, or that arrangements have been made for coordination during construction with proper notice provided in the bid proposal;</p> <ul style="list-style-type: none"> <li>assurances that the all environmental federal requirements including the NEPA process has been completed</li> <li>* During this mandatory certification process all PS&amp;E packages should be submitted and those on the NHS and SHS will need to be approved by FDOT all others should be reviewed.</li> </ul>	<p>Review/approve PS&amp;E Assembly</p> <p>Bid package for project required.</p> <p>Right of Way Clearance review.</p> <p>Environmental Checklist and backup documentation.</p> <p>45 day review by FDOT and responses to be addressed by agency.</p>		X	✓

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RECEIVED CIVIL ENGINEERING



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Requirement	Reference	NHS/ SHS	Non- NHS/SHS	Non- NHS/Non- -SHS	Non- Federal-aid Highway/ Non-SHS	Local Agency Responsibility	District Monitoring Responsibilities	Reference Construction Contract Documents (Location in Contract)	Local Agency Check	District Check (FDOT)
2. Audits	49 CFR Subtitle A Part 90 48 CFR 31 Federal Acquisitions Regulations	Yes	Yes	Yes	Yes	Local Agencies are to have audits done annually using the criteria outlined in section 5.04 of the LAP Agreement. <a href="http://www.dot.state.fl.us/ProjectManagementResearchDevelopment/lap_pm_r&amp;d.htm">http://www.dot.state.fl.us/ProjectManagementResearchDevelopment/lap_pm_r&amp;d.htm</a>	Review Local Agency records to ensure the annual audit is in compliance with section 5.04 of the LAP Agreement.  Page 9 of Special Provisions		X	✓
3. Bonding and prequalification	23 CFR 635.110	Yes	Yes	No	No	The Local Agency shall certify that Florida DOT Prequalified Contractors will be used to perform LAP projects when on the NHS or SHS. However, when the project is on the NHS or SHS, and the contract is under \$250,000 than a prequalified contractor is not required. Per FDOT Standard Specifications 2-1 Prequalification of Bidders.	Review bid document for inclusion of the provision.  Page 102 of CACC manual		X	✓
4. Buy America	23 CFR 635.410	Yes	Yes	Yes	Yes	Include FDOT's Supplemental Specification 6-12.2 in bid document.	Review bid document for inclusion of the specification. Page 56 of CACC manual		X	✓
5. Change Orders	23 CFR 635.120	Yes	Yes	No	No	Develop procedures outlining the conditions under which a change order is allowed and include in bid document. May use section 7.3.11 of FDOT CPAM as part of procedure.	Review bid document for inclusion of the provision. Page 121 of CACC manual		X	✓
6. Claims	23 CFR 635.124	Yes	Yes	No	No	Develop procedures outlining the conditions under which a claim is allowed and include in bid document. May use section 7.5 of FDOT CPAM as a guide in this development. <a href="http://www.dot.state.fl.us/construction/manuals/cpam/CPAM70000000/cpamman.htm">http://www.dot.state.fl.us/construction/manuals/cpam/CPAM70000000/cpamman.htm</a>	Review bid document for inclusion of the provision. Page 126 of CACC manual		X	✓
7. Contractor Purchased Equipment for State or Local Ownership	23 CFR 140 49 CFR Part 18 49 CFR Section 18.3	Yes	Yes	Yes	Yes	Do not allow in contract.	Review bid document to ensure exclusion of provision. Page 79 of CACC manual		X	✓

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Requirement	Reference	NHS/ SHS	Non- NHS/SHS	Non- NHS/Non- -SHS	Non- Federal-aid Highway/ Non-SHS	Local Agency Responsibility	District Monitoring Responsibilities	Reference Construction Contract Documents (Location in Contract)	Local Agency Check	District Check (FDOT)
8. Suspension and Debarment	49 CFR 29	Yes	Yes	Yes	Yes	The Local Agency shall include certification in bid documents.	Review bid document for inclusion of the provision.  Page 134 of CACC manual		X	✓
9. Disadvantaged Business Enterprise (DBE)	49 CFR 26	Yes	Yes	Yes	Yes	The Local Agency shall comply with FDOT's DBE program Plan Unless the Local Agency has a DBE Program Plan approved by the USDOT. FDOT currently has a race neutral program with a 8.1% goal.  Establish a DBE Availability goal and include in bid document.  Include DBE special provisions in bid document.  Use DBEs certified under the Florida Unified Certification Program Directory: <a href="http://www.bipincwebapps.com/biznetflorida/">http://www.bipincwebapps.com/biznetflorida/</a>	Obtain copy of the USDOT approval letter for the DBE Program Plan for highways.  Page 60 of CACC manual		X	✓
10. Equal Employment Opportunity	23 CFR 230	Yes	Yes	Yes	Yes	Include FDOT Special Provisions related to Executive Order 11246.	Review bid document for inclusion of the provision. Provision in FHWA 1273		X	✓
11. Equipment rental rates	23 CFR 635.120 48 CFR 31	Yes	Yes	Yes	Yes	Develop procedure based on 48 CFR 31 and include in bid document.	Review bid document for inclusion of the proper payment provision for rental equipment. Special Provisions		X	✓
12. Foreign Contractor and Supplier Restriction	49 CFR 30	Yes	Yes	Yes	Yes	Local Agency will use FDOT Supplemental Specification 6-12.2. and may choose to use FDOT Form 375-020-08.	Review documents to ensure Compliance Page 89 of CACC manual		X	✓

SHS = State Highway System

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Requirement	Reference	NHS/SHS	Non-NHS/SHS	Non-NHS/Non-SHS	Non-Federal-aid Highway/Non-SHS	Local Agency Responsibility	District Monitoring Responsibilities	Reference Construction Contract Documents (Location in Contract)	Local Agency Check	District Check (FDOT)
13. Incentive/Disincentive Clauses	23 CFR 635.127(d,f)	Yes	No	No	No	Develop procedure based on 23 CFR 635.127 and include in bid document (if Local Agency elects to use Incentive/Disincentive). May use section 1.2.6 of FDOT CPAM as a guide in this development.	Review bid document to ensure procedure was followed. (If Local Agency elects to use Incentive/Disincentive). Page 141 of CACC manual		X	✓
14. Indian Preference on Federal-aid Projects (Labor & employment)	23 CFR 635.117	Yes	Yes	Yes	Yes	If utilized, must obtain FHWA approval of provision complying with 23 CFR 635.117	Verify provisions meet federal requirements. Page 64 of CACC manual		X	✓
15. FHWA-1273	23 CFR 633	Yes	Yes	Yes	Yes	Must be included verbatim in all contracts and subcontracts.	Review bid document for inclusion of the provision. <a href="http://www.fhwa.dot.gov/programadmin/contracts/corctoc.htm">http://www.fhwa.dot.gov/programadmin/contracts/corctoc.htm</a>		X	✓
16. Liquidated damages	23 CFR 635.127	Yes	Yes	No	No	Develop rates based on 23 CFR 635.127 and include contract provisions.	Ensure that rates are included in bid proposal. <a href="http://www.access.gpo.gov/nara/cfr/waisidx_01/23cfr635_01.html">http://www.access.gpo.gov/nara/cfr/waisidx_01/23cfr635_01.html</a> Page 132 of CACC		X	✓
17. Local hiring preference	23 CFR 635.117	Yes	Yes	Yes	Yes	The Local Agency needs to certify they do not have local hiring preferences.	Review bid document to ensure exclusion of any local hiring preference. Special Provisions		X	✓
18. Lobbying certification	49 CFR 20	Yes	Yes	Yes	Yes	The Local Agency shall include certification in bid documents.	Review bid document for inclusion of the provision. Page 52 of CACC FHWA 1273		X	✓
19. Method of construction (or method of bidding)	23 CFR 635.104 & 23 CFR 114(a)	Yes	Yes	Yes	Yes	Local Agency shall certify that projects will be awarded to the low responsive bidder except for Design Build as approved by the FDOT. The method of bidding shall be in the project specifications.	Review bid document to verify compliant bidding process. See page 95 of CACC manual		X	✓
20. Non-collusion Provision	23 CFR 635.112(f)	Yes	Yes	Yes	Yes	The Local Agency shall include certification in bid documents.	Review bid document for inclusion of the provision. See page 66 of CACC manual		X	✓

SHS = State Highway System

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Requirement	Reference	NHS/SHS	Non-NHS/SHS	Non-NHS/Non-SHS	Non-Federal-aid Highway/Non-SHS	Local Agency Responsibility	District Monitoring Responsibilities	Reference Construction Contract Documents (Location in Contract)	Local Agency Check	District Check (FDOT)
21. Owner Force Account/Cost Effective Justification	23 CFR 635B under 635.205	Yes	Yes	Yes	Yes	Owner Force Account contracting is not allowed without first establishing a "finding of cost effectiveness". This must be approved by the District LAP Administrator.	Review bid document to ensure exclusion of provision or appropriate approval has been received. Page 96 of CACC		X	✓
22. Patented/Proprietary materials	23 CFR 635.411	Yes	Yes	Yes	Yes	Do not use unless there is a public interest finding approved by FDOT (if specified in bid document).	If development of a public interest finding is required, ensure that the finding approved by FDOT is included in the bid document. Page 85 of CACC		X	✓
23. Prevailing minimum wage	23 USC 113 23 CFR 633A	Yes	Yes	Yes	No	Include latest Davis-Bacon wage table(s) in the contract. Current wage tables may be obtained at: <a href="http://www.dot.state.fl.us/construction/wage.htm">http://www.dot.state.fl.us/construction/wage.htm</a> or <a href="http://www.wdol.gov/">http://www.wdol.gov/</a>	Review bid document for inclusion of the provision (wage table). See page 35 of the CACC manual		X	✓
24. Progress Payments	23 CFR 635.122	Yes	Yes	No	No	Develop contract language to ensure that payments are based on work completed, this may include stockpiled materials. Section 9-5 of FDOT Standard Specifications may be used for guidance.	Review bid document for inclusion of the provision. See page 119 of CACC manual		X	✓
25. Prohibition Against Convict produced materials	23 CFR 635.417	Yes	Yes	Yes	No	Develop contract language to prohibit the use of convict-produced materials and include in bid document.	Review bid document for inclusion of the provision. See page 31 of CACC manual		X	✓
26. Public Agencies in Competition with the Private Sector	23 CFR 635.112(e)	Yes	Yes	Yes	Yes	Do not allow.	Review bid document to ensure exclusion of provision. Page 77 of CACC		X	✓
27. Publicly-owned equipment	23 CFR 635.106	Yes	Yes	Yes	Yes	Do not allow in contract.	Review bid document for exclusion of the provision. Pg 79 of CACC		X	✓
28. Records Retention	49 CFR 18 23 CFR 18.42 FHWA 1273 Item V.2	Yes	Yes	Yes	Yes	Project records must provide adequate assurance that the quantities of completed work are determined accurately and uniformly, and be maintained for a minimum of 5 years following contract completion and acceptance.	Conduct periodic reviews to ensure compliance.  FHWA 1273 Item V.2		X	✓

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Requirement	Reference	NHS/ SHS	Non- NHS/SHS	Non- NHS/Non- -SHS	Non- Federal-aid Highway/ Non-SHS	Local Agency Responsibility	District Monitoring Responsibilities	Reference Construction Contract Documents (Location in Contract)	Local Agency Check	District Check (FDOT)
29. Salvage Credits	49 CFR 18.36	Yes	Yes	Yes	Yes	Do not allow in contract.	Review bid document for exclusion of provision. Page 88 of CACC		X	✓
30. Standardized Changes Conditions Contract Clauses	23 CFR 635.109	Yes	Yes	Yes	Yes	Develop contract language to ensure that requirements of 23 CFR 635.109 are met. Sections 4-3.2 and 5-12.6 of FDOT Supplemental Specifications and Sections 4-3 and 5-12 of FDOT Standard Specifications may be used for guidance.	Review bid document for inclusion of the provision. Must include standardized changed condition clauses verbatim. See page 72 of the CACC		X	✓
31. Standard Specifications and Plans	23 CFR 630B	Yes	Yes	No	No	Local Agency will use current FDOT's specifications when the construction project is on the SHS	Review documents to ensure Local Agency is using FDOT's specifications for construction projects on the SHS Page 91 of CACC		X	✓
32. State preference	23 CFR 635.409	Yes	Yes	Yes	Yes	Do not allow in contract.	Review bid document for exclusion of state or local preferences. Page 86 of CACC		X	✓
33. State/Local Owned/Furnished/Desi gnated Materials	23 CFR 635.407	Yes	No	No	No	If utilized, must obtain FHWA approval.	Review bid document for exclusion of materials furnished by Local Agency. Page 87 of CACC		X	✓
34. Subcontracting	23 CFR 635.116	Yes	Yes	No	No	Develop contract language to meet the requirements.	Review bid document for inclusion of the provision.		X	✓
35. Termination of contract	23 CFR 635.125	Yes	Yes	No	No	Develop contract language for termination for cause, convenience, and default and include in bid document.	Review bid document for inclusion of the provision. Page 137 of CACC		X	✓
36. Time extensions	23 CFR 635.121	Yes	Yes	No	No	Include reasons time extensions are allowed in specifications. May use section 8-7.3.2 of FDOT Standard Specifications.	Review bid document for inclusion of the provision. Page 124 of CACC		X	✓

SHS = State Highway System

2/21/2008 2:18:56 PM

Local Agency: I hereby certify that the above mentioned LAP project construction contract documents contain the provisions set forth in this checklist.

Motsem Al-Turk  
Signature

Asst. Director - Traffic Division  
Position Title

Motsem Al-Turk, Ph.D., P.E.  
Name (Printed)

2/22/08  
Date

District LAP Administrator/Designee: I hereby certify that the above mentioned LAP project construction contract documents contain the provisions set forth in this checklist.

Barbara Handrahan  
Signature

District 4 LAP Administrator  
Position Title

Barbara J. Handrahan  
Name (Printed)

6-4-08  
Date

Central Office Statewide LAP Administrator: I hereby certify that the checklist is complete as indicated.

Dennis K. Fillard  
Signature

State LAP Administrator  
Position Title

Dennis K. Fillard  
Name (Printed)

6/17/08  
Date

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SHS = State Highway System

### Federal Requirements LAP Checklist for Administrative Operations

Local Agency: Palm Beach County Engineering and Public Works

County: Palm Beach

Municipality: Palm Beach County

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
1a. Advertising for Bids	23 CFR 635.112(d) (e) (f) (g) (h), 49 CFR 18.36	<p>The Local Agency shall advertise authorized projects a minimum of 3 weeks and make available approved plans and specifications to bidders during the advertising period.</p> <p>Approval shall be obtained by the Local Agency prior to issuing any addenda which contain a major change to the approved plans or specifications during the advertising period.</p> <p>The Local Agency shall develop a process specifically for Design Build projects that includes the solicitation for proposals including the submission, modification, revision and withdrawal of proposals.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect Advertising for bid process.</p> <p>Provide sample advertisement to FDOT showing advertising begin date and advertising end date.</p> <p>Agency can only use FDOT Federally approved Design Build Process.</p> <p><a href="http://www.dot.state.fl.us/construction">www.dot.state.fl.us/construction</a></p> <p>See page 105 of CACC manual.</p>	<p>Section A (Attached) Section B (Attached)</p> <p>Section C (Attached)</p> <p>Palm Beach County does not currently employ the design build process on any of its roadway projects.</p>	<p>X</p> <p>X</p> <p>N/A</p>	<p>✓</p> <p>✓</p>

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
<p>2a. Bid Opening and Tabulation</p>	<p>23 CFR 635.113(a)</p>	<p>The Local Agency shall publicly open and announce either item by item or by total amount all bids received in accordance with the terms of the advertisement. Any bid received and not read aloud, shall have the name of the bidder and the reason for not reading the bid aloud publicly announced at the letting.</p> <p>The Local Agency shall forward Tabulations of bids certified by a responsible official to FDOT. The tabulation shall show: (1) Bid item details for at least the low three acceptable bids and (2) The total amounts of all other acceptable bids.</p> <p>The Local Agency shall develop a process specifically for Design Build projects that includes the handling of proposals and information.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect bid opening and tabulation process for Agency.</p> <p>Provide sample notice of bid opening announcement</p> <p>Provide sample bid tabulation data listing all bids and estimates received.</p> <p>Agency can only use FDOT Federally approved Design Build Process.</p> <p><a href="http://www.dot.state.fl.us/construction">www.dot.state.fl.us/construction</a></p> <p>See page 107 of CACC manual.</p>	<p>Section A (Attached) Section D (Attached)</p> <p>Section C (Attached) Pages 6 &amp; 11</p> <p>Section E (Attached)</p> <p>Palm Beach County does not currently employ the design build process on any of its roadway projects.</p>	<p>X</p> <p>X</p> <p>X</p> <p>N/A</p>	<p>✓</p> <p>✓</p> <p>✓</p>



Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
3a. Bid Analysis and Award of Contract	23 CFR 635.114	<p>The Local Agency shall examine the unit bid prices of the apparent low bid for reasonable conformance with the engineer's estimate. A written process should be in place for documenting the analysis of bids, determining unbalanced and non-responsive bids, identification of non-responsible bidders and the Local Agency's award/reject recommendation.</p> <p>The Local Agency shall award contracts solely on the basis of the lowest responsive bid submitted by a bidder meeting the criteria of responsibility with the prior approval of FDOT.</p> <p>The Local Agency shall develop a process specifically for Design Build projects that includes the review and evaluation of proposals and the method of announcing the successful proposal.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect bid analysis and award of contract process for Agency.</p> <p>Provide sample bid analysis documentation. Bid analysis is the basis for justifying contract award or rejection of the bid.</p> <p>Provide process for prequalifying a contractor. All projects on the State Highway system must use a pre-qualified FDOT consultant. <a href="http://infonet.dot.state.fl.us/contracts/administration/">http://infonet.dot.state.fl.us/contracts/administration/</a></p> <p>Federal aid contracts shall be awarded only on the basis of the lowest responsive bid submitted by a bidder meeting the criteria of responsibility. See page 111 of CACC manual.</p>	<p>Section A (Attached) Section D (Attached) Section F (Attached)</p> <p>Section F (Attached)</p> <p>Palm Beach County does Not currently pre-qualify Contractors. Palm Beach County does not have jurisdiction over any SHS roadways.</p> <p>Section A (Attached) Section D (Attached) Section F (Attached)</p> <p>Palm Beach County does not currently employ the design build process on any of its roadway projects.</p>	<p>X</p> <p>X</p> <p>N/A</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p>
4a. Contract time	23 CFR 635.121	<p>Provide procedures to be used. May use section 1.2.7 of FDOT CPAM as guide.</p>	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect contract time policy. <a href="http://www.dot.state.fl.us/construction/manuals/cpam/CPAM7000000/cpamman.htm">http://www.dot.state.fl.us/construction/manuals/cpam/CPAM7000000/cpamman.htm</a></p>	<p>Section G (Attached) Rates of production are based on data from past projects.</p>	<p>X</p>	<p>✓</p>

Requirement	Reference	Local Agency Responsibility	District Monitoring Responsibilities	Reference	Local Agency Check	District Check (FDOT)
5a. Engineer's Estimate	23 CFR 630B	If the project is on the NHS the Local Agency must follow FDOT's method of estimating.	<p>Review documents to make sure a valid estimate was done for NHS projects.</p> <p><a href="http://www.dot.state.fl.us/construction/Publications/ManualsMain.htm">http://www.dot.state.fl.us/construction/Publications/ManualsMain.htm</a></p> <p><a href="http://www.dot.state.fl.us/estimates/">http://www.dot.state.fl.us/estimates/</a></p> <p>See page 92 of CACC manual.</p>	Palm Beach County does not have jurisdiction over any NHS roadways, and therefore does not have any planned projects involving an NHS roadway.	N/A	
6a. Project Supervision and Staffing	23 CFR 635.105	Outline procedures to ensure compliance with plans and specifications. Must have a full time employee in responsible charge of the project (name and title)	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide FDOT resumes of key staff personnel that will be responsible for overseeing contractors.</p> <p>Provide FDOT with sample field review reports used to identify the projects progress.</p> <p>See page 117 of CACC manual.</p>	<p>Section H (Attached)</p> <p>Section I (Attached)</p> <p>Section J (Attached)</p>	X  X  X	✓  ✓  ✓
7a. Warranty clauses	23 CFR 635.413	Provide FDOT with procedures to be used and include FDOT approved procedures in bid documents.	<p>Review Local Agency procedures, guidelines, policies, etc.</p> <p>Provide procedures, guidelines and or policies that reflect warranty clauses contract process for Agency.</p> <p>See page 162 of CACC manual.</p>	Section B (Attached) Page GP-5	X	✓

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**Local Agency:** I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist.

*Tanya N. McConnell*  
Signature

Deputy County Engineer  
Position Title

Tanya N. McConnell  
Name (Printed)

3/16/06  
Date

**District LAP Administrator/Designee:** I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist.

*Barbara Handrahan*  
Signature

D4 LAP Administrator  
Position Title

Barbara Handrahan  
Name (Printed)

7-24-06  
Date

**Central Office Statewide LAP Administrator:** I hereby certify that the checklist is complete as indicated.

*Dennis K. Fillion*  
Signature

State LAP Administrator  
Position Title

Dennis K. Fillion  
Name (Printed)

8/3/06  
Date