

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: FDOT Local Agency Certification Qualification Agreement (Staff recommends Approval).

REQUESTED ACTION: **Execute Agreement**

Work Session (Report Only) **DATE OF MEETING:** 11/23/2010
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Public Works/Road and Bridge

BUDGET IMPACT: N/A
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:
FDOT requires Local Agency periodically update personnel qualifications to maintain LAP certification. This form must be signed by the Chairman of the Sumter County BOCC as required by the FDOT as part of maintaining LAP status for Sumter County.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY CERTIFICATION QUALIFICATION AGREEMENT

LOCAL AGENCY SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

The noted Local Agency hereby agrees to comply with the following requirements when developing all projects on and off the Federal-aid Highway System:

1. The *Local Agency Program (LAP) Manual* and all policies and guidelines promulgated by the State of Florida Department of Transportation (Department) which accomplish the policies and objectives set forth in Title 23, U.S.C., Highways and the Regulations issued pursuant thereto.

2. The overall approval authorities and conditions will be as follows:

a. The project design will be reviewed and approved by the following State of Florida registered Professional Engineer (s).

DIRECTOR OF PUBLIC WORKS
Position Title (s) Only

b. The hearing's findings (if required) will be reviewed and approved by the following official(s).

COUNTY ADMINISTRATOR
Position Title(s) Only

c. The contract plans, specifications, and estimate of cost will be reviewed and approved by the following State of Florida registered Professional Engineer (s).

STAFF ENGINEER
Position Title (s) Only

d. Agreements will be signed by the following responsible local official(s).

(1) Railroad CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS
Position Title (s) Only

(2) Utility CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS
Position Title (s) Only

(3) Consultant CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS
Position Title (s) Only

(4) Technical Services DIRECTOR OF PUBLIC WORKS
Position Title (s) Only

e. The award of contract will be signed by the following responsible official.

CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS
Position Title (s) Only

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY CERTIFICATION QUALIFICATION AGREEMENT

- f. The following person or persons will be the Disadvantage Business Enterprise (DBE) Liaison Officer, Title VI Officer, Equal Employment Opportunity(EEO)/Affirmative Action Officer, and Americans with Disabilities Act (ADA) Coordinator.
One person may serve in all four positions or a separate person in each position.

KITTY FIELDS	HUMAN RESOURCES MANAGER	352-689-4420
Name	Position Title	Contact Information

KITTY FIELDS	HUMAN RESOURCES MANAGER	352-689-4420
Name	Position Title	Contact Information

KITTY FIELDS	HUMAN RESOURCES MANAGER	352-689-4420
Name	Position Title	Contact Information

KITTY FIELDS	HUMAN RESOURCES MANAGER	352-689-4420
Name	Position Title	Contact Information

- g. All projects will be designed and constructed in accordance with the requirements of the *LAP Manual*.
- h. The Contract Administration will be supervised by the following State of Florida registered Professional Engineer.

STAFF ENGINEER
Position Title Only

- i. Construction Administration and Material Sampling and Testing will be accomplished in accordance with the requirements of the *LAP Manual*.
3. The Local Agency agrees that it has the means to provide adequate expertise and will have support staff available to perform the functions being subdelegated. The support staff may include consultant or State services.
4. The Local Agency agrees to submit the names of the approving authorities noted in Section 2 above with each project prospectus.
5. All projects under Local Agency Certification shall be available for review by the Federal Highway Administration (FHWA) and the Department at any time. All project documents shall be retained and available for inspection during the plan development and construction stages and for a three-year period following acceptance of the project by FHWA.
6. The Department's District LAP Administrator's approval of the Local Agency Certification may be rescinded at any time upon request by the Local Agency or if in the Department's District LAP Administrator's opinion, it is necessary to do so. The rescission may be applied to all or part of the functional areas or projects approved in the Local Agency Certification.
7. The Local Agency must receive a Recertification of Qualification after a period of three years of inactivity or at the discretion of the Department's District LAP Administrator. Failure to receive a Recertification of Qualification and/or unsatisfactory performance by the Local Agency will result in a Decertification of Qualification.

Mayor or Chairman or Designee

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY CERTIFICATION QUALIFICATION AGREEMENT

525-010-33
PRODUCTION SUPPORT
03/09
Page 3 of 3

**STATE OF FLORIDA DEPARTMENT
OF TRANSPORTATION**

The Local Agency is certified in the following functional areas: Planning Environmental Documentation
 Design Consultant Selection Bid and Award Project Construction Administration
 Right of Way Documentation

Approved By:

District Secretary or Designee

Date