



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM PERFORMANCE EVALUATION

Financial Project Number

Local Agency Name

Reviewer

District

Professional Services Procurement (Planning, Design, CEI Phases where a consultant is being hired. A given project may have multiple evaluations for multiple consultant procurement phases. If planning, design, and/or CEI is being performed in-house, this section would not apply to that particular phase.)

- 1) The Agency's staff promptly replied to Department requests for information and provided project information in a timely manner.
 - 1 *The Agency's staff were difficult to contact, taking two weeks or more to provide requested information and/or requiring numerous follow-up requests from the Department.*
 - 2 *The Agency's staff provided requested information in less than a week and/or with one follow-up request*
 - 3 *The Agency's staff provided requested information within 72 hours without additional follow-up needed.*

N/A *Not applicable (No requests for information from the Department to the Agency.)*
- 2) The Agency's draft RFQ/RFP contained all federal and state requirements. (Tied to LAP Professional Services Checklist: Required Forms, Compliance with State and Federal Contracting Requirements, and Disadvantaged Business Enterprise (DBE) and Bid Opportunity List)
 - 1 *The Agency's RFQ/RFP was missing three or more of the required items and/or multiple revisions of the document were required.*
 - 2 *The Agency's RFQ/RFP was missing less than three of the required items and only one revision of the document was required.*
 - 3 *The Agency's RFQ/RFP contained all federal and state requirements upon initial review. No revisions were required.*
- 3) The Agency provided all addenda for the Department's concurrence prior to issuance. (Tied to LAP Manual, Chapter 21 Construction Advertising and Award Procedures)
 - 1 *The Agency issued addenda without requesting concurrence.*
 - 2 *The Agency obtained concurrence prior to issuing addenda, but only after being prompted by the Department.*
 - 3 *The Agency submitted request for concurrence prior to issuance.*

N/A *Not Applicable (No addenda issued.)*
- 4) The Agency submitted a minimum of three shortlisted firms to FDOT for review based on qualifications review and score. Sufficient supporting documentation was provided. (Tied to LAP Professional Services Checklist: Shortlist)
 - 1 *The Agency submitted fewer than three shortlisted firms without prior coordination with the Department.*
 - 2 *The Agency submitted at least three shortlisted firms but required follow-up for sufficient supporting documentation.*
 - 3 *The Agency submitted at least three shortlisted firms with sufficient supporting documentation.*

- 5) The Agency provided an independent in-house staff hour estimate to the Department prior to negotiations. (Tied to LAP Professional Services Checklist: Independent Staff Hour Estimates)
- 1 *The Agency did not provide an independent in-house staff hour estimate prior to negotiations.*
 - 2 *The Agency provided an independent in-house staff hour estimate prior to negotiations after Department follow-up.*
 - 3 *The Agency provided an independent in-house staff hour estimate prior to negotiations without Department follow-up.*
- 6) The Agency’s draft contract contained all federal and state requirements. (Note: Each item under Requirement 6 is considered a separate requirement. (Tied to LAP Professional Services Checklist: Required Forms, Compliance with State and Federal Contracting Requirements, and Disadvantaged Business Enterprise (DBE) and Bid Opportunity List))
- 1 *The Agency’s draft contract was missing three or more of the required items and/or multiple revisions of the document were required.*
 - 2 *The Agency’s draft contract was missing less than three of the required items and minimal revisions of the document were required.*
 - 3 *The Agency’s draft contract contained all federal and state requirements upon initial review. No revisions were required.*
- 7) The Agency uploaded required Professional Services related documents into LAPIT. Required documents include: advertisement, shortlist and scoring sheets, man-hour estimate, proof of negotiations, federal forms, executed copy of the professional services agreement, and Professional Services Checklist.
- 1 *The Agency did not utilize LAPIT and/or required constant follow-up from the Department to use LAPIT.*
 - 2 *The Agency utilized LAPIT and entered documents with minimal prompting by the Department.*
 - 3 *The Agency utilized LAPIT and entered documents and data without prompts by the Department.*
- 8) The Agency set-up the “Local Agency Contract” for the consultant in LAPIT prior to the start of the project.
- 1 *The Agency never set-up a “Local Agency Contract” in LAPIT and/or set-up after project start following constant follow-up from the Department.*
 - 2 *The Agency set-up the “Local Agency Contract” in LAPIT, prior to the start of the project with minimal follow-up from the Department.*
 - 3 *The Agency set-up the “Local Agency Contract” in LAPIT prior to the start of the project without follow-up from the Department.*

Total
Count
Average

**Professional
Services
Comments**

Design Phase

- 1) The Agency's Responsible Charge was identified at the beginning of the phase. (Tied to LAP Agreement and LAP Manual Chapter 2 – Local Agency Program Certification and Performance Management)
 - 1 *The Agency failed to identify the responsible charge for the phase.*
 - 2 *The Agency's responsible charge for the phase\ was identified once requested by the Department.*
 - 3 *The Agency proactively identified the responsible charge for the phase and provided to the Department.*

- 2) The Agency's staff promptly replied to Department requests for information and provided project information in a timely manner.
 - 1 *The Agency's staff were difficult to contact, taking two weeks or more to provide requested information and/or requiring numerous follow-up requests from the Department.*
 - 2 *The Agency's staff provided requested information in less than a week and/or with one follow-up request.*
 - 3 *The Agency's staff provided requested information in less than 72 hours without additional follow-up needed.*

N/A *Not applicable (No requests for information from the Department to the Agency.)*

- 3) The Agency submitted change orders for concurrence prior to implementation of the change and backup was detailed enough to support the changes and identified eligible costs. (Tied to LAP Agreement)
 - 1 *The Agency did not request concurrence with change orders prior to implementation or backup was significantly insufficient to support the changes and/or eligible costs.*
 - 2 *The Agency requested concurrence with change orders prior to implementation and few revisions were needed to the backup documentation.*
 - 3 *The Agency requested concurrence with change orders prior to implementation and no revisions were required.*

N/A *Not Applicable (No change orders issued.)*

- 4) The Agency submitted invoices at least quarterly, beginning from the day the NTP was issued. Any delays in invoicing were communicated to the Department. (Tied to LAP Agreement)
 - 1 *The Agency did not submit invoices on a quarterly basis and did not communicate any reason for the delay to the Department. The Agency required constant follow-up from the Department.*
 - 2 *The Agency submitted invoices at least quarterly*
 - 3 *The Agency submitted invoices more frequent than quarterly.*

- 5) The Agency submitted invoices supported by proper documentation. (i.e. executed payrolls, time records, invoices, contracts or vouchers) Supporting documentation established that the deliverables were received and accepted in writing by the Agency. (Tied to LAP Agreement)

- 1 *The Agency consistently submitted incomplete and/or unsupported invoices.*
 - 2 *The Agency submitted complete invoices and required minimal follow-up from the Department for clarification.*
 - 3 *The Agency consistently submitted invoices that required no follow-up from the Department.*
- 6) The Agency submitted updated project schedules when requested. Any delays in providing requested information were communicated to the Department.
- 1 *The Agency did not submit updated project schedules when requested and did not communicate the reason for the delay to the Department.*
 - 2 *The Agency submitted updated project schedules when requested, and any delays were communicated to the Department.*
 - 3 *The Agency submitted updated project schedules when requested without exception.*
- N/A *Not Applicable (No updates to project schedule.)*
- 7) The Agency worked with the Department to identify & resolve all potential right of way issues prior to construction.
- 1 *The Agency did not identify potential right of way issues prior to construction commencing.*
 - 2 *The Agency identified potential right of way issues prior to construction commencing, but after LAP agreement execution.*
 - 3 *The Agency identified and resolved all potential right of way issues prior to LAP agreement execution.*
- N/A *Not Applicable (No right of way issues.)*
- 8) The Agency submitted phase reviews into the Department's Electronic Review Comments (ERC) system. The Agency responded to all comments within the given submittal deadline.
- 1 *The Agency did not submit phase reviews into the Department's ERC system and/or did not respond to comments within the given submittal deadline.*
 - 2 *The Agency submitted phase reviews into the Department's ERC system and responded to comments with minimal follow-up from the Department.*
 - 3 *The Agency submitted phase reviews into the Department's ERC system and responded to comments without follow-up from the Department.*
- 9) The Agency uploaded required design documents into LAPIT. Required documents include: plans, engineer's estimate, field notes, Proprietary Products Certification form, Utility and Railroad certifications, and other relevant design documents
- 1 *The Agency did not utilize LAPIT and/or required constant follow-up from the Department to use LAPIT.*
 - 2 *The Agency utilized LAPIT and entered documents with minimal prompting by the Department.*
 - 3 *The Agency utilized LAPIT and entered documents and data without prompts by the Department.*

- 10) The Agency completed the project prior to the expiration of the LAP Agreement or requested a reasonable time extension. (Tied to LAP Agreement)
- 1 *The Agency did not complete the project prior to agreement expiration. Delays to the schedule were not communicated to the Department. The Agency did not proactively request a time extension.*
 - 2 *The Agency did not complete the project prior to the original agreement expiration, but communicated delays to the Department and proactively requested a time extension.*
 - 3 *The Agency completed the project prior to agreement expiration.*
- 11) The agency submitted final invoices within 120 days of project completion as required by the LAP Agreement. The Department was notified by the Agency of any delays in submitting the final invoice. (Tied to LAP Agreement)
- 1 *The Agency took more than 120 days to submit the final invoice, without notifying the Department of the delay or having justifiable cause.*
 - 2 *The Agency took more than 120 days to submit the final invoice, but notified the Department of a justifiable cause.*
 - 3 *The Agency took less than 120 days to submit the final invoice.*

Total
Count
Average

**Design Phase
Comments**

Construction Advertisement and Award

- 1) The Agency's staff promptly replied to Department requests for information and provided project information in a timely manner.
 - 1 *The Agency's staff were difficult to contact, taking two weeks or more to provide requested information and/or requiring numerous follow-up requests from the Department.*
 - 2 *The Agency's staff provided requested information in less than a week and/or with one follow-up request.*
 - 3 *The Agency's staff provided requested information in less than 72 hours without additional follow-up needed.*N/A *Not applicable (No requests for information from the Department to the Agency.)*

- 2) The Agency's draft bid package and contract contained all federal and state requirements. (Tied to Construction checklist)
 - 1 *The Agency's draft bid package and contract were missing six or more of the required items and/or multiple revisions of the document were required.*
 - 2 *The Agency's draft bid package and contract were missing no more than five of the required items and only one revision of the document was required.*
 - 3 *The Agency's draft bid package and contract contained all federal and state requirements upon initial review. No revisions were required.*

- 3) The Agency advertised the project within thirty (30) days of the date the Department issued the Construction Notice to Proceed. If the project was not able to meet the scheduled advertisement, the Department was notified. (Tied to LAP Agreement)
 - 1 *The Agency did not advertise within 30 days of the date the Department issued the NTP. Delays to the schedule were not communicated to the Department. Actual construction award was more than one month off from original schedule without justification.*
 - 2 *The Agency did not advertise within 30 days of the date the Department issued the NTP and/or experienced delays in the bid award schedule, but communicated delays to the Department.*
 - 3 *The Agency advertised within 30 days of the date the Department issued the NTP and experienced no delays in the bid award schedule.*

- 4) The Agency provided all addenda for the Department's concurrence prior to issuance. (Tied to LAP Manual, Chapter 21 Construction Advertising and Award Procedures)
 - 1 *The Agency issued addenda without requesting concurrence.*
 - 2 *The Agency obtained concurrence prior to issuing addenda, but only after being prompted by the Department.*
 - 3 *The Agency submitted request for concurrence prior to issuance.*N/A *Not Applicable (No addenda issued.)*

- 5) The Agency provided a request for Department concurrence to award the project to the lowest responsive bidder. The Agency provided a bid tabulation and bid analysis (or other supporting documentation in the case of design/build projects). (Tied to LAP Manual, Chapter 21 Construction Advertising and Award Procedures)
- 1 *The Agency did not request concurrence, or the Department had to prompt the agency for the request and associated documents multiple times.*
 - 2 *The Agency requested concurrence and supplied all documents. Department had to request additional information to supplement the information provided.*
 - 3 *The Agency requested concurrence and supplied all supporting documents without Department prompting. Documents supplied were sufficient and no additional information was needed to provide concurrence.*
- 6) The Agency's submitted a final contract containing all federal and state requirements prior to contract execution. (Tied to Construction checklist)
- 1 *The Agency's did not submit a final contract to the Department prior to contract execution.*
 - 2 *The Agency's submitted a final contract to the Department prior to contract execution, but federal and/or state requirements were missing and a revision of the document was required.*
 - 3 *The Agency's submitted a final contract containing all federal and state requirements to the Department prior to contract execution.*
- 7) The Agency uploaded required construction advertisement and award documents into LAPIT. Required documents include: bid tabulation, bid analysis, executed contract.
- 1 *The Agency did not utilize LAPIT and/or required constant follow-up from the Department to use LAPIT.*
 - 2 *The Agency utilized LAPIT and entered documents with minimal prompting by the Department.*
 - 3 *The Agency utilized LAPIT and entered documents and data without prompts by the Department.*

Total
Count
Average

**Construction
Advertisement
and Award
Comments**

Construction Phase

- 1) The Agency's Responsible Charge was identified at the beginning of the phase. (Tied to LAP Agreement and LAP Manual Chapter 2 – Local Agency Program Certification and Performance Management)
 - 1 *The Agency failed to identify the responsible charge for the phase.*
 - 2 *The Agency's responsible charge for the phase\ was identified once requested by the Department.*
 - 3 *The Agency proactively identified the responsible charge for the phase and provided to the Department.*

- 2) The Agency's staff promptly replied to Department requests for information and provided project information in a timely manner.
 - 1 *The Agency's staff were difficult to contact, taking two weeks or more to provide requested information and/or requiring numerous follow-up requests from the Department.*
 - 2 *The Agency's staff provided requested information in less than a week and/or with one follow-up request.*
 - 3 *The Agency's staff provided requested information in less than 72 hours without additional follow-up needed.*

N/A *Not applicable (No requests for information from the Department to the Agency.)*

- 3) The Agency set-up the "Local Agency Contract" in LAPIT prior to the pre-construction meeting.
 - 1 *The Agency never set-up a "Local Agency Contract" in LAPIT and/or set-up after the pre-construction meeting following constant follow-up from the Department.*
 - 2 *The Agency set-up the "Local Agency Contract" in LAPIT, prior to the pre-construction meeting with minimal follow-up from the Department.*
 - 3 *The Agency set-up the "Local Agency Contract" in LAPIT prior to the pre-construction meeting without follow-up from the Department.*

- 4) The Agency notified and invited the Department to the pre-construction meeting.
 - 1 *The Agency did not notify and invite the Department to the pre-construction meeting.*
 - 2 *The Agency notified and invited the Department to the pre-construction meeting.*
 - 3 *The Agency notified and invited the Department to the pre-construction meeting two weeks (10 business day) or more prior to the meeting.*

- 5) The Agency submitted change orders for concurrence prior to implementation of the change and backup was detailed enough to support the changes and identified eligible costs. (Tied to LAP Agreement)
 - 1 *The Agency did not request concurrence with change orders prior to implementation or backup was significantly insufficient to support the changes and/or eligible costs.*
 - 2 *The Agency requested concurrence with change orders prior to implementation and few revisions were needed to the backup documentation.*

3 *The Agency requested concurrence with change orders prior to implementation and no revisions were required.*

N/A Not Applicable (No change orders issued.)

6) The Agency submitted invoices at least quarterly, beginning from the day the NTP was issued. Any delays in invoicing were communicated to the Department. (Tied to LAP Agreement)

1 *The Agency did not submit invoices on a quarterly basis and did not communicate any reason for the delay to the Department. The Agency required constant follow-up from the Department.*

2 *The Agency submitted invoices at least quarterly*

3 *The Agency submitted invoices more frequent than quarterly.*

7) The Agency submitted invoices supported by proper documentation. (i.e. executed payrolls, time records, invoices, contracts or vouchers) Supporting documentation established that the deliverables were received and accepted in writing by the Agency. (Tied to LAP Agreement)

1 *The Agency consistently submitted incomplete and/or unsupported invoices.*

2 *The Agency submitted complete invoices and required minimal follow-up from the Department for clarification.*

3 *The Agency consistently submitted invoices that required no follow-up from the Department*

8) The Agency submitted updated project schedules when requested. Any delays in providing requested information were communicated to the Department.

1 *The Agency did not submit updated project schedules when requested and did not communicate the reason for the delay to the Department.*

2 *The Agency submitted updated project schedules when requested, and any delays were communicated to the Department.*

3 *The Agency submitted updated project schedules when requested without exception.*

N/A Not Applicable (No updates to project schedule.)

9) The Agency completed all materials testing requirements at the time of Final Acceptance.

1 *The Agency did not complete the materials testing prior to the completion of the project.*

2 *The Agency completed most materials testing requirements, but provided corrective actions to remedy the tests that were not performed.*

3 *The Agency complied with all materials testing requirements.*

10) The project was constructed as planned and no major delays occurred due to field changes.

1 *Not constructed as planned, resulting in major project delays.*

2 *Project was constructed as planned, with minimal changes and/or delays required.*

3 *Project was constructed as planned, no delays to project.*

- 11) The Agency uploaded required construction documents into LAPIT. Required documents include: pre-construction meeting minutes, progress meetings, change orders, certifications, materials testing, and other relevant construction documents.
 - 1 *The Agency did not utilize LAPIT and/or required constant follow-up from the Department to use LAPIT.*
 - 2 *The Agency utilized LAPIT and entered documents with minimal prompting by the Department.*
 - 3 *The Agency utilized LAPIT and entered documents and data without prompts by the Department.*

- 12) The Agency completed the project prior to the expiration of the LAP Agreement or requested a reasonable time extension. (Tied to LAP Agreement)
 - 1 *The Agency did not complete the project prior to agreement expiration. Delays to the schedule were not communicated to the Department. The Agency did not proactively request a time extension.*
 - 2 *The Agency did not complete the project prior to the original agreement expiration, but communicated delays to the Department and proactively requested a time extension.*
 - 3 *The Agency completed the project prior to agreement expiration.*

- 13) The Agency's Construction Contract Compliance Administration was successfully managed in accordance with the federal requirements. Project could be closed out within 120 days of project completion. The Department was notified by the Agency of any delays in Construction Contract Compliance Administration.
 - 1 *The Agency's Construction Contract Compliance Administration was not successfully managed, and the project could not be closed out within 120 days of project completion.*
 - 2 *The Agency's Construction Contract Compliance Administration delayed project close out beyond 120 days of project completion, but the Agency notified the Department of a justifiable delay.*
 - 3 *The Agency's Construction Contract Compliance Administration was completed such that the Project could be closed out within 120 days of project completion.*

- 14) The Agency's project close out documents were completed and submitted to the Department within 120 days of project completion. The Department was notified by the Agency of any delays in Construction Contract Compliance Administration.
 - 1 *Agency took more than 120 days to submit the project close out documents, without notifying the Department of the delay or having justifiable cause.*
 - 2 *Agency took more than 120 days to submit the project close out documents, but notified the Department of a justifiable delay.*
 - 3 *Agency took less than 120 days submit the project close out documents.*

15) The agency submitted final invoices within 120 days of project completion as required by the LAP Agreement. The Department was notified by the Agency of any delays in submitting the final invoice. (Tied to LAP Agreement)

- 1 *The Agency took more than 120 days to submit the final invoice, without notifying the Department of the delay or having justifiable cause.*
- 2 *The Agency took more than 120 days to submit the final invoice, but notified the Department of a justifiable cause.*
- 3 *The Agency took less than 120 days to submit the final invoice.*

Total
Count
Average

**Construction
Phase
Comments**

Performance Evaluation Scoring

Total
Count
Average