

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**LOCAL AGENCY PROGRAM (LAP) RECORD OF  
FINAL PLANS AND DOCUMENTATION**

525-010-47  
PROGRAM MANAGEMENT  
05/19

## INSTRUCTIONS

### Local Agency Program (LAP) Record of Final Plans and Documentation

The information captured on this form is specific to the contract between the Local Agency and the Contractor, not the LAP Agreement (FDOT Form No. 525-010-40). This logic is applied to all fields on the form unless specifically stated otherwise. This form summarizes changes during the contract period that are reflected on the final plans and in the project documentation. The necessary justifications and supporting documentation are retained by the Local Agency and made available upon request by the Florida Department of Transportation (Department or FDOT), Federal Highway Administration (FHWA) or applicable auditors. This form is submitted as part of the construction project close out package. The construction project close out package must at a minimum contain the items listed below:

1. **LAP Record of Final Plans and Documents** (FDOT Form No. 525-010-47)
2. **Final Invoice**
  - Must include final construction project cost and final plan quantities
  - Must include documentation attesting to full payment(s) to all subcontractors- DBE or not.
3. **Final Inspection and Acceptance of Federal Aid Project** (FDOT Form No. 525-010-42)
4. **Materials Certification** (From locals for classification D projects, from State Materials Office for classification A, B, C projects)
5. **Schedule of Values** (For Design Build Only)
6. **Project Commitments Record** (FDOT Form 650-000-01) (If applicable, form is only generated for projects with commitments identified prior to or during construction.)

Definitions can be found in the [LAP Manual Glossary](#) and the [Construction Project Administration Manual Introduction](#).

**Change Order:** also referred to as a “contract change”, “supplemental agreement”, or “contract amendment”. Document the Local Agency executes with the contractor to formally amend or change the original contract days, items/work, or both granted under the original contract, or subsequent amendments, for construction activities. There is not a limit to the number of change orders granted by a Local Agency. Change Orders may be Federal-Aid participating or non-participating. Change orders must receive Department concurrence prior to Local Agency execution with the contractor to be Federal-Aid participating.

**Contract Days:** The number of days from contract begin to end. Contract days may include **or** exclude weekends, holidays, etc. as specified in the contract. Contract days allowed by the Local Agency may not equal the contract days elapsed while the contractor completes the project.

**Contract Days Allowed:** The number of days allowed or granted to the contractor by the Local Agency in the final construction contract, including days added or removed by change order.

**Contract Days Elapsed:** The actual number of days elapsed or passed from the date the Local Agency contract time began to the Local Agency final acceptance date. May not equal the contract time allowed in the final construction contract.

**Date Contract Time Began:** The date that contract days began.

**Date Contract Time Ends:** The date the work should be completed per the original Construction Contract plus any applicable time extensions granted by change order.

**Date Work Began:** The date actual work was started on the project. May or may not be the same date when the contract time began.

**Disadvantaged Business Enterprise (DBE) Participation Percent (%):** Percentage of the final construction cost that was committed or paid to FDOT designated DBE firms. The percentage may be obtained from the Department's Equal Opportunity Compliance (EOC) database.

**Federal-Aid Non-Participating:** Days or additional items/work granted under the contract for construction activities that are not eligible for Federal-aid funds reimbursement on the project (eligibility may be determined by nature of the item or work or by agreement with the Department those costs will not be participating for this project). Local or state funds were applied to the cost of changes to time or quantities. Local and state funds attributed to the project are identified in Exhibit B of the LAP Agreement.

**Federal-Aid Participating:** Days or additional items/work granted under the contract for construction activities that are eligible for Federal-aid funds reimbursement. Federal-aid funds were applied to the cost of changes to time or quantities. Federal-aid funds attributed to the project are identified in Exhibit B of the LAP Agreement.

**Final Construction Cost:** The final construction cost of the contract between the Local Agency and the Contractor. This includes the Original Construction Cost plus or minus the value of any change orders.

**FDOT Concurrence Date:** date the Department concurs with the Local Agency's change order document. Concurrence must occur prior to Local Agency approval to the contractor to be Federal-Aid participating.

**Holidays/Special Events:** dates that the Local Agency observes and staff is not available to provide construction oversight due to office closures. Local Agency's holidays may or may not be consistent with Federal and State observed holidays. This would include special events held by the Local Agency in the project area that would prevent the contractor from working on that date, including parades, festivals, etc.

**LAP Project Classification:** Classification system used for LAP projects per Chapter 19 of the LAP Manual. LAP projects may be classification A, B, C, or D.

**Letting Date:** The date the Local Agency publicly opened the construction bids.

**Liquidated Damages:** Calculated in dollars based on the per day rate set forth in the original construction contract to be deducted from the final construction contract total costs. Liquidated damages are assessed to cover additional costs incurred by the Local Agency because of the contractor's failure to complete all the contract work within the number of contract days allowed or by the completion date specified in the final construction contract. Liquidated damages are calculated by multiplying the number of days assessed to the contractor by the per day rate specified in the original construction contract.

**Liquidated Damages Assessed by Local Agency:** for the purposes of this form this field must reflect the total amount in dollars the Local Agency assessed against the contractor for time overruns incurred by the contractor.

**Liquidated Damages Assessed by FDOT/FHWA:** for the purposes of this form this field must reflect the total amount in dollars the Department or FHWA assessed due to time extensions granted by a Local Agency that are Federal-Aid non-participating.

**Local Agency Approval Date:** date the Local Agency approves, executes, or issues the change order to the contractor allowing the contractor to proceed with revised work as provided by the change document. The Local Agency approval is routed and finalized via the process specified in the final construction contract.

**Local Agency Final Acceptance Date:** Date the Local Agency accepts the project after all items of work have been completed satisfactorily.

**Local Agency Contract No.:** The number that the Local Agency assigns to its contract with the Contractor.

**Original Construction Cost:** The cost of the original contract between the Local Agency and the Contractor cost based on the low bid amount.

**Overrun:** Occurs if installed item quantity is greater than plan quantity or if the contract time elapsed exceeds the contract time allowed on the final construction contract.

**Time Extension:** change order to add days past the original construction contract time end date. Federal regulations require that each change order provide the time needed to accomplish the work (or reduce contract time if work is reduced). Days may be granted for items/work added, natural disasters or “acts of God”, labor strikes, public protests of the project, general riot, or declaration of war. See the FHWA Contract Administration Core Curriculum Manual for additional guidance on other types of delays.

**Underrun:** Occurs if installed item quantity is less than plan quantity or if the contract time elapsed is less than the contract time allowed on the final construction contract.

**Weather Days:** days granted due to weather adversely impacting the contractor’s ability to complete the work as required. Rule of thumb in Florida is a suspension of work for 50% or more of the daily work hours that a contractor was unable to complete the major controlling item of work for the day.