



Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

**MIKE DEW
SECRETARY**

May 15, 2018

Shiv Newaldass
Director of Development Services (Interim)
City of Hollywood, Department of Development Services
Engineering, Transportation & Mobility Division
P.O. Box 229045
Hollywood, FL 33022-9045

SUBJECT: NOTICE TO PROCEED FOR CONSTRUCTION

FM No.: 436921-1-58-01
County: Broward
Contract No.: G0V31
Description: Colbert Elementary Safe Routes to School
Agency: City of Hollywood
Project Class: D

CFDA #20.205

Dear Mr. Lopez:

The City of Hollywood is hereby notified of this Notice to Proceed (NTP) for Construction activities for the subject project. Please move forward with procuring a contractor for construction. The total amount of federal funds authorized is **\$975,310.00**.

Please note this project must be advertised within thirty (30) days of this Notice to Proceed (NTP) and Awarded to a contractor within three (3) months of this NTP. As a reminder, prior to awarding to the lowest, responsive, responsible bidder/contractor, the City must receive bid concurrence from the Department. Please provide a notice of the preconstruction meeting to: Ms. Deb Ihsan, FDOT District Four Construction Office, 3400 West Commercial Boulevard, Ft. Lauderdale, FL 33309-3421, and Ms. Marsha Taylor.

In order to be eligible for reimbursement by the Department/FHWA, the City must comply with all applicable procedures, standards, and directives as described in the Department's Local Agency Program Manual. **All changes must be submitted to the District in writing for approval prior to implementation.**

For reimbursement from the Department, please provide two (2) original invoices with back up material including copies of cancelled checks issued by the City to the contractor. Progressive invoicing is **REQUIRED**; it is the City's responsibility to ensure the contractor is invoicing, and the City, in turn, is invoicing the Department, preferably monthly but at least on a quarterly basis.

Page 2 of 2
FM No. 436921-1-58-01
May 15, 2018

This project was authorized by the Federal Highway Administration in May 2018. The District expects to receive invoicing materials by February 2019. Should billing not occur, FHWA may consider the project inactive and could move toward de-obligating the funding.

Please be advised that this contract will expire on June 30, 2020, and any costs incurred after the contract expiration date are not eligible for reimbursement. If you anticipate the project will not be completed prior to the expiration date, a request for a time extension will need to be submitted to the Department for consideration. This request needs to be submitted a minimum of ninety (90) days prior to the expiration date.

Each year during the life of the project, please provide the Department a copy of the Agency Audit Report. Send this report directly to the following address as referenced in page 6 of the LAP agreement.

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
Email: FDOTSingleAudit@dot.state.fl.us

After the project is completed, please provide a signed original copy of the Final Inspection and Acceptance of Federal-Aid Project, Form 700-010-32 and Material Certification Letter as shown in the LAP Manual Chapter 23. Send this information to Mr. Hew Humes, FDOT Broward Operations, 5548 NW 9th Avenue, Ft. Lauderdale, FL 33309.

In compliance with Chapter 3 of the LAP Manual, Performance Management, your Agency's performance on this project will be rated on several aspects, as shown on the attached evaluation form.

Should you have any questions, please call Marsha Taylor, LAP Coordinator, at (954) 777-4491 or email at marsha.taylor@dot.state.fl.us.

Sincerely,



Mya Williams
Local Program Administrator
Florida Department of Transportation
District Four

Cc: Luis Lopez/Clarissa Ip
Deb Ihsan
Stacey Sasala/Aaron Watt
Michael Kim
Ellen Daniels/Christina Yero
Shandra Haynes
Financial Services
File