

#### **Express CFA Process Requirements:**

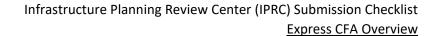
<u>Please include the project name (with "Express CFA") in the Subject Line of all e-mails.</u>

If you have PDC notes &/or a building permit number, please provide that as well. Also, please include Sandip Adhikari (Sandip.Adhikari@fortworthtexas.gov) in all correspondences related to this Express CFA project as Sandip is the lead Professional Engineer over this Express CFA process.

The Express CFA Process:

- Allows for a more compressed IPRC review timeframe for simple projects. If all the submittal documents are correct, the project could be approved 1st go around.
  - Note: Express projects in general come for one compliance review. Average City time is
     32 Business Days to be released for construction.
- Allows up to 800LF of public infrastructure (per applicable component).
- Generally, projects that involve City Cost Participation &/or Major Encroachments are not eligible for this process.
- Review fees include an \$1,125 application fee plus a design sheet fee (\$435.37 per design sheet).

Projects generally eligible for Express CFA 800ft. or less of total Street & alley paving 800ft. or less of either water or sewer infrastructure 800ft. or less of Landscaping 800ft. or less of streetlights Minor stormwater infrastructure No City Participation No Major Encroachments For the Express CFA process, a project will need to be pre-determined if it is eligible before an official submission can be made. Thus, the following will need to be completed as soon as possible to determine eligibility. Complete both Express CFA forms (Appendix A) & return back to our office. It is important to select a project name and be consistent on all forms, studies, and construction plans. Confirm you have a prequalified contractor on board. Provide us with a full set of preliminary "public improvements" construction plans. Private improvements can be included for "reference" purpose. Provide proof of approved studies & Water/Sewer Alignment Walk requirements. (See below)





☐ Schedule a meeting to go over everything you have submitted.

Please send an email to the following individuals/group to obtain their processes for Express IPRC project submittal approval.

- Water/Sewer Study: WPD@FortworthTexas.gov
- Water/Sewer Alignment Walk: <u>DSWS@FortWorthTexas.gov</u>
- Stormwater Drainage Study: <u>SDS@FortWorthTexas.gov</u>
- Traffic Impact Analysis: <u>TDS@FortWorthTexas.gov</u>
- Platting IPRC Acceptance: <u>Platbox2@FortWorthTexas.gov</u>

Once study approvals are acquired and construction plans have been prepared meeting the requirements listed above, an Express CFA Eligibility meeting will be scheduled. To set up a eligibility meeting, please email Sandip Adhikari (<u>Sandip.Adhikari@fortworthtexas.gov</u>) and Tablisha Taylor (<u>Tablisha.Taylor@fortworthtexas.gov</u>). Meetings are set up on a first come first serve basis and scheduled as time allows.

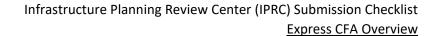
After an Express CFA Eligibility meeting and <u>if</u> the project has been determined to be eligible for Express CFA, you will need the following documents for your official First submittal in Accela:

Signed/Approved Express CFA Eligibility form
Construction Plans (Signed, Sealed & Dated)
Approved study numbers from abovementioned groups & Water/Sewer Alignment Walk requirements
Draft Project Manual with Bid Items, descriptions & number (#) of Working Days
CFA Exhibits & Vicinity Map
Easements by Separate Instruments Documents
Quantity Takeoff Metrics
Variances (if applicable)
LONOs (if applicable)
Submitted, by noon on a Tuesday of your choice via Accela.

All Project Manual documents as well as the coversheet template that, shows the typical sheet index layout, can be located within the link below.

 $\underline{https://app-us3.e-builder.net/public/PublicFolderView.aspx?FolderID=\{a791cd55-bffb-45b5-8bcd-50d0115135f8\}}$ 

Applications are accepted every Tuesday prior to 12:00PM. Applications submitted before 10AM will have a chance to make revisions if required. All submittals from 10AM -12PM may not have a chance to make revisions. Only four projects may be accepted each week on a first come first serve basis.





Reviews are performed within five (5) business days of review acceptance and comments will be provided the following Tuesday by 1:30PM.

Express CFA meetings are set up between 1:00-5:00PM every Thursday and are held virtually.

A comment response file (responses noted on construction plans), revised construction plan set, CFA Exhibits and updated bid proposal form in Draft Project Manual are due from the consulting Engineer no later than 10AM on Thursday of the Express CFA Meetings. If files are not received by this deadline, Express CFA meetings will be postponed and rescheduled until submittals are provided. For this out of cycle uploaded submittals, applicant to reach out to IPRC staff or IPRC PM and notify for review meeting.



#### **City Review Time: Express CFA**

#### **Eligibility Meeting:**

- To set up a eligibility meeting, please email:
  - Sandip Adhikari (<u>Sandip.Adhikari@fortworthtexas.gov</u>) and Tablisha Taylor (<u>Tablisha.Taylor@fortworthtexas.gov</u>).
- Meetings are set up on a first come first come basis and scheduled as time allows.
- Eligibility Meetings are required prior to First Review Application.

## First and Compliance Reviews (8 Business Days):

- Submittals due by 12PM every Tuesday
- Technical Review performed same day
- Comments to applicant provided by PM no later than 1:30PM following Tuesday
- Response files from applicant due to Accela no later than 10am Thursday before Express
   CFA Meeting
- Express CFA Meetings held on Thursdays 1-5PM
  - All Express CFA Meetings are held Virtually

#### Coversheet Review and Sign (2 Business Days)

Provide Project Coversheet to PM electronically via Accela

### **CFA Preparation Package Out** (2 Business Days)

- Final CFA Exhibits
- Executed Bid Proposal with Contractor Signature (Working Day must match Inspection Fee Worksheet)

### **CFA Execution** (5 Business Days)

Time does not begin until payment is received

#### **Electronic Documentation Package** (5 Business Days)

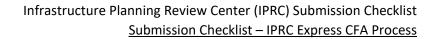
- Final Plan Set
- Final Project Manual
- Bid Proposal Tool
- Executed Easements and Agreements
- Testing Firm Selection Form
- Pre-Con Attendees List
- Construction Permit Acceptance (SDS)
- SWPPP Submittal Review (Env Services)

### **Construction Package Out** (2 Business Days)

Internal Process at creation of the Con Record

### **PreCon** (Within 7 Business Days)

A PreCon Meeting cannot be set up until all the above steps have been completed.





**Deadline:** 12pm/Noon every Tuesday

Applications submitted before 10AM will have a chance to make revisions if required. All submittals from 10AM -12PM may not have a chance to make revisions.

Note: Compliance Review submissions must submit a Disapproval/Conditional Approval Application (See Appendix B)

## **Required Submittal Documents:**

		Public Civil Construction Plan Set			
			Coversheet (Signed, Sealed, and Dated)		
			Record	ded or Accepted for Review Final Plat or Short Plat (With FP or FS number)	
			Final F	Plat Notes	
			Gener	al Notes (Current Version)	
			All app	plicable Design Sheets (Grading sheets are required for all projects)	
			All applicable City Standard Details		
			Construction Plans and Submitted Documents Flattened		
			Profes	sional Seal & Signature & Date throughout plan set (per Guidelines)	
				Civil Engineer	
				Landscape Architect	
				Non-City Standard sheets	
				Detail sheets	
		Eligibil	lity Form		
		Comm	omment Response File from Eligibly Meeting or previous Plan Review		
		Studie	s/Alignn	nent Walks ( <u>must be approved</u> )	
			Water	/Sewer Study	
☐ Water/Sewer Alignment Walk		Water	/Sewer Alignment Walk		
			Traffic	Impact Analysis	
			Draina	ge Study	
		Other Applicable			
			Supple	emental Geotechnical Report (if applicable)	
			LONOs (if applicable)		
			Varian	ces (if applicable)	



# Infrastructure Planning Review Center (IPRC) Submission Checklist <u>Submission Checklist – IPRC Express CFA Process</u>

		Permits & Agreements from All Governmental & Franchise Entities			
	Draft Pr	oject Manual (Working Days Provided)			
	Location Map				
	Exhibit	A – Water Improvements			
	Exhibit	B – Sewer Improvements			
	Exhibit	C – Paving Improvements			
	Exhibit D – Storm Drain Improvements				
	Exhibit	Exhibit E – Street Lights and Sign Improvements			
☐ Exhibit F − Tr		F – Traffic Signal and Striping Improvements			
	Quantity Take-off Matrix in Excel format				
☐ Easements by Separate Instruments		ents by Separate Instruments			
		Easement Initiation Form			
		Easement Exhibits/Agreements(s) and Meets and Bounds			
		Survey Closure Report			
		Secretary of State Signature Authority (SOS) or Delegation of Authority or Corporate Resolution			
		Copy of Deed Ownership of Property			
	IPRC Ad	lditional Plan Review Fee (For additional pages added after Review Only)			
	•	Invoiced upon project acceptance  Due no later than 12PM next business day (If payment is not received by 12PM the next business day, the project may be subject to being moved to the next submittal cycle)  \$435.37 per design sheet			
Required Subm	ittal Do	cuments Prior to Express CFA Review Meetings:			
Deadline: 10am	n Thursd	ay before Express CFA Review Meeting			
Documents pro following week		ter 10AM will not be accepted. Express CFA Meetings will be postponed to the			
	Revised	Public Civil Construction Plan Set (Signed, Sealed, and Dated)			
	Previou	s Comment Response file			
	Revised	CFA Exhibits based on Revised Public Civil Construction Plan Set			
	Revised	Bid Proposal Form based on Revised Public Civil Construction Plan Set			



## Infrastructure Planning Review Center (IPRC) Submission Checklist <u>Submission Checklist – IPRC Express CFA Process</u>

#### Coversheet Submissions

COVCISITECTS	abiiii3310	A13			
<b>Deadline:</b> Sub	mittals ac	ccepted any day and time.			
Note: Submiss	sions afte	r noon on Fridays, weekends, or on City Holidays will not be reviewed until the next			
Business Day.					
Required Sub	mittal D	ocuments:			
	Covers	sheet Flattened (Signed, Sealed, & Dated)			
CFA Preparat	ion Pack	age Submissions			
<b>Deadline:</b> Sub	mittals ac	ccepted any day and time.			
Note: Submiss Business Day.	ions afte	r noon on Fridays, weekends, or on City Holidays will not be reviewed until the next			
Required Sub	mittal D	ocuments:			
	Execut	ted and Signed Bid Proposal			
	Locatio	on Map			
	Exhibit	t A – Water Improvements			
	Exhibit	t B – Sewer Improvements			
	Exhibit	t C – Paving Improvements			
	Exhibit	t D – Storm Drain Improvements			
	Exhibit	t E – Street Lights and Sign Improvements			
	Exhibit	t F – Traffic Signal and Striping Improvements			
		u have reviewed your bid proposal to avoid any mathematical errors. Bid Proposals of errors will be returned and revised before any other steps occur.			
Electronic Do	cumenta	ation Package Submissions			
<b>Deadline:</b> Sub	mittals ac	ccepted any day and time.			
Note: Submiss	ions afte	r noon on Fridays, weekends, or on City Holidays will not be reviewed until the next			
Business Day.					
Required Sub	mittal D	ocuments:			
	Final F	lattened Plan Set with Signed Coversheet			
	•	<u>Plans must match those approved previously</u> . All changes needed must occur after PreCon via Revision or Change Order			
		Final Project Manual (Below items are general requirements for all IPRC Projects. Some projects will require more specifications due to City Participation or other Variables)			
		Signed, Sealed, & Dated Project Manual Coversheet			
		Table of Contents with all applicable specs listed (non-applicable specs should be stricken through)			



# Infrastructure Planning Review Center (IPRC) Submission Checklist <u>Submission Checklist – IPRC Express CFA Process</u>

	Execute Bid Proposal <u>Must Match the executed CFA</u> (Multiple Bid Proposals are required if the project does not have a General Contractor.)					
	Prequalification Statement (Pre-Qualified Contractor's must be listed in the Prequalification Statement and active. Multiple documents are required if the project does not have a General Contractor.)					
	Executed Contractor Compliance with Workers' Compensation Law. (Multiple documents are required if the project does not have a General Contractor.)					
	Executed Agreement(s) (Agreement is needed between the Developer and the General Contractor. Multiple Agreements are required if the project does not have a General Contractor.)					
	Two Copies of Certificate of Insurance. (One with the City as Certificate Holder and one with the Developer. Multiple documents are required if the project does not have a General Contractor.)					
	Executed Performance Bond(s) (Multiple documents are required if the project does not have a General Contractor. The CFA Number shall be listed on this document where indicated. Not Required if a Developer Bond is utilized for the CFA Financial Guarantee)					
	Executed Payment Bond(s) (Multiple documents are required if the project does not have a General Contractor. The CFA Number shall be listed on this document where indicated. Not Required if a Developer Bond is utilized for the CFA Financial Guarantee)					
	Executed Maintenance Bond (Multiple documents are required if the project does not have a General Contractor). The CFA Number shall be listed on this document where indicated.					
	All Applicable Specifications within Division 00 and 01, modified specifications, and appendices, are required to be included in the Project Manual. Other Division specs are for reference only					
	Appendices					
	, 🗆	GC-4.02 Subsurface and Physical Conditions (Provide Geotech Report)				
		GR-01 60 00 Product Requirements				
		☐ Water Standard Product List (Current Revision)				
		☐ TPW Standard Products List (Current Revision)				
		☐ CFW Lighting Approved Products List (Current Revision)				
Bid Pro	oosal To	ol in excel format				
SWPPP	s, and ot	ements and Agreements (All offsite easements, grading permits, FDP, ner construction permits must be executed prior to submission of Electronic Package.				
Testing	Firm Sel	ection Form				
Pre-Cor	Attende	ees List				