



**Express CFA Process Requirements:**

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

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](mailto:WPD@FortworthTexas.gov)
- Water/Sewer Alignment Walk: [DSWS@FortWorthTexas.gov](mailto:DSWS@FortWorthTexas.gov)
- Stormwater Drainage Study: [SDS@FortWorthTexas.gov](mailto:SDS@FortWorthTexas.gov)
- Traffic Impact Analysis: [TDS@FortWorthTexas.gov](mailto:TDS@FortWorthTexas.gov)
- Platting IPRC Acceptance: [Platbox2@FortWorthTexas.gov](mailto:Platbox2@FortWorthTexas.gov)

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 ([Sandip.Adhikari@fortworthtexas.gov](mailto:Sandip.Adhikari@fortworthtexas.gov)) and Tablisha Taylor ([Tablisha.Taylor@fortworthtexas.gov](mailto:Tablisha.Taylor@fortworthtexas.gov)). Meetings are set up on a first come first serve basis and scheduled as time allows.

After an Express CFA Eligibility meeting and if 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.

<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 ([Sandip.Adhikari@fortworthtexas.gov](mailto:Sandip.Adhikari@fortworthtexas.gov)) and  
Tablisha Taylor ([Tablisha.Taylor@fortworthtexas.gov](mailto:Tablisha.Taylor@fortworthtexas.gov)).
- 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)
  - Recorded or Accepted for Review Final Plat or Short Plat (With FP or FS number)
  - Final Plat Notes
  - General Notes (Current Version)
  - All applicable Design Sheets (Grading sheets are required for all projects)
  - All applicable City Standard Details
  - Construction Plans and Submitted Documents Flattened
  - Professional Seal & Signature & Date throughout plan set (per Guidelines)
    - Civil Engineer
    - Landscape Architect
    - Non-City Standard sheets
    - Detail sheets
- Eligibility Form
- Comment Response File from Eligibly Meeting or previous Plan Review
- Studies/Alignment Walks (must be approved)
  - Water/Sewer Study
  - Water/Sewer Alignment Walk
  - Traffic Impact Analysis
  - Drainage Study
- Other Applicable
  - Supplemental Geotechnical Report (if applicable)
  - LONOs (if applicable)
  - Variances (if applicable)



- Permits & Agreements from All Governmental & Franchise Entities
- Draft Project Manual (Working Days Provided)
- Location Map
- Exhibit A – Water Improvements
- Exhibit B – Sewer Improvements
- Exhibit C – Paving Improvements
- Exhibit D – Storm Drain Improvements
- Exhibit E – Street Lights and Sign Improvements
- Exhibit F – Traffic Signal and Striping Improvements
- Quantity Take-off Matrix in Excel format
- Easements 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 Additional 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 Submittal Documents Prior to Express CFA Review Meetings:**

**Deadline:** 10am Thursday before Express CFA Review Meeting

Documents provided after 10AM will not be accepted. Express CFA Meetings will be postponed to the following week.

- Revised Public Civil Construction Plan Set (Signed, Sealed, and Dated)
- Previous 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



### Coversheet Submissions

**Deadline:** Submittals accepted any day and time.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day.

#### Required Submittal Documents:

- Coversheet Flattened (Signed, Sealed, & Dated)

### CFA Preparation Package Submissions

**Deadline:** Submittals accepted any day and time.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day.

#### Required Submittal Documents:

- Executed and Signed Bid Proposal
- Location Map
- Exhibit A – Water Improvements
- Exhibit B – Sewer Improvements
- Exhibit C – Paving Improvements
- Exhibit D – Storm Drain Improvements
- Exhibit E – Street Lights and Sign Improvements
- Exhibit F – Traffic Signal and Striping Improvements

\*Please ensure that you have reviewed your bid proposal to avoid any mathematical errors. Bid Proposals that have mathematical errors will be returned and revised before any other steps occur.

### Electronic Documentation Package Submissions

**Deadline:** Submittals accepted any day and time.

Note: Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next Business Day.

#### Required Submittal Documents:

- Final Flattened Plan Set with Signed Coversheet
  - Plans must match those approved previously. 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)



- Execute Bid Proposal Must Match the executed CFA (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 Proposal Tool in excel format
- All Executed Easements and Agreements (All offsite easements, grading permits, FDP, SWPPPs, and other construction permits must be executed prior to submission of Electronic Documentation Package.
- Testing Firm Selection Form
- Pre-Con Attendees List