City of Alexandria, Virginia

MEMORANDUM TO INDUSTRY NO. 04-01

DATE: FEBRUARY 2, 2004

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: EMILY A. BAKER, P.E., DEPUTY DIRECTOR/ENGINEERING EAB
TRANSPORTATION & ENVIRONMENTAL SERVICES

SUBJECT: ESI PEER REVIEW PROGRAM CHANGES

Background: The Engineers and Surveyors Institute (ESI) and the City of Alexandria have had a long running contractual relationship to participate in a public/private partnership for the purpose of producing high quality plans. The program is funded by the development industry on a "pay-as-you-go" basis. The program in Alexandria has primarily consisted of a peer review component. Periodically, revisions to the program are made to improve it. This memorandum describes program revisions that are to be implemented February 20, 2004. This new program will apply to any plan with a Final #1 submission on or after February 20th. Each subsequent submission of that plan will also be subject to this new process.

Process: The new program will add a "minimum submission review" to the current ESI process. This will consist of a review of each final plan by an ESI staff engineer using the set of checklists developed jointly by the City of Alexandria and ESI, available on the ESI website (www.esinova.org). This review will take place prior to the final plans being officially submitted to the City. The plan will be submitted to ESI at the Planning & Zoning office in Room 2100 of City Hall. The plan must be accompanied by a deposit check for ESI. The check shall be made out to the City of Alexandria. The standard deposit amount is $2,000, although larger plans may require an additional deposit. The plan will then be placed in a box for the ESI staff engineer and ESI will be notified that a plan has been submitted for "minimum submission review". Plans received by 1 pm on Thursday will be reviewed by ESI the following Tuesday.

If the plan is found acceptable or acceptable with inserts, the ESI staff engineer will issue an acceptable (or acceptable with inserts) transmittal to the submitting engineer. The submitting engineer will then make an official submittal of the plan, along with a copy of the ESI "acceptable transmittal" to the City of Alexandria. This submittal must include the required number of copies and the final site plan fee. At this time, the plan will be routed by the Planning and Zoning staff and will be scheduled by the Transportation & Environmental Services department for team peer review. The team peer review process will continue to operate the same as it does currently, except the "critical flaws" phase will no longer take place in the peer review. This will now be covered during the "minimal submission review". For plans routed to the Transportation & Environmental Services department by 1 pm on Thursday, the team peer review will be scheduled for the following Tuesday. An agenda for the scheduled team reviews

will be published and distributed by City staff by email and/or FAX to all participants by Friday afternoon each week. Participants are expected to attend the review at the time designated to avoid the waste of City staff and other participants' time.

If the plan is found non-acceptable during the "minimum submission review", it will be returned to the applicant by transmittal. The plan may be resubmitted as early as the following week, subject to the Thursday 1 pm deadline. ESI members that submit plans that are found non-acceptable may be subject to investigation by ESI.

All submitted plans will be required to follow this process, not just those submitted by ESI member firms. From time to time, the ESI Alexandria Committee may prescribe adjustments to the details of this process. Those adjustments will be made available through Committee minutes, publications and/or the ESI website. Public or private sector participants are encouraged to identify any difficulties that are experienced with this new process by contacting Terry Ryan and/or the ESI Alexandria Committee.

Program Objectives: This new program is being implemented to meet several objectives by both the City of Alexandria and ESI. These program objectives are:

- To improve the quality of the plans such that approvals can be given by the end of second submission review.
- To improve the predictability of the plan review and approval process.
- To increase the review and approval teamwork between submitter and review staff,
- To establish a methodology that will lead to predictable, consistent, repeatable, and economical review and approval results.

The City of Alexandria has committed to meeting a four week review turnaround for first final submission plans, and a three week review turnaround for subsequent final submission plans. This turnaround is from the time the final plans are officially submitted to the City and the site plan fee is paid to the City. We believe this new "minimum submission review" process will help ensure that the City is provided with high quality, complete plans for review. This will enable the City to meet these short turnaround commitments.

On behalf of the ESI Alexandria Committee, we encourage your diligent participation in this new process. Together, the ESI public/private partnership can ensure high quality professional results.

cc: Richard J. Baier, P.E., Director, Transportation & Environmental Services
Geoff Byrd, Site Plan Coordinator
Eileen Fogerty , Director, Planning & Zoning
Jeffrey Farner, Division Chief, Planning & Zoning