

CFA No: CFA _____ - _____

City Project Number: _____

Date: _____

COMMUNITY FACILITIES AGREEMENT APPLICATION

Are you requesting City participation in this project?		Specify City Participation amounts:	
<input type="checkbox"/> Yes*	<input type="checkbox"/> No	Water:	\$0.00
If yes, by which department(s)?		Sewer:	\$0.00
<input type="checkbox"/> TPW	<input type="checkbox"/> Water	Paving:	\$0.00
<input type="checkbox"/> Other: _____		Storm Drain:	\$0.00
*If yes, must provide vendor number:		Street Lights:	\$0.00
_____		Other:	\$0.00
<p>You may also register online at: http://fortworthtexas.gov/purchasing/register/</p>		<p>Note: A Developer-executed CFA, all fees and financial guarantee must be received and approved before a request for City participation will be presented to the Fort Worth City Council.</p>	

Has there been a PDC on this project? (Y/N) _____ If Yes, provide date: _____

Has a facilitator been assigned to this project? (Y/N) _____ If Yes, provide name: _____

PROJECT TYPES – CHECK ALL THAT APPLY:

- WATER
- PAVING/STREET SIGNS
- STREET LIGHTS
- SEWER
- STORM DRAIN
- SIGNALS

I. PROJECT INFORMATION (Provide information for each box)

Project Name:		IPRC Project Manager:	
Project Address or Location:			
Other plats associated with this CFA:			
Subdivision Name:			
Block Number(s):			
Council District:		Lot Number(s):	

II. APPLICANT/DEVELOPER INFORMATION

Applicant/Developer Legal Name:								
Developer Type:	<input type="checkbox"/> Individual		<input type="checkbox"/> Entity					
Contact Name:					Title:			
Street Address:			City:			State:		
PO Box:			City:			State:		
Phone Number:			E-mail:					

III. SIGNATORY INFORMATION (Person who sill sign the contracts)

Applicant/Developer Legal Name: *Must match signatory documents								
Developer Type:	<input type="checkbox"/> Individual		<input type="checkbox"/> Entity					
Contact Name:					Title:			
Street Address:			City:			State:		
PO Box:			City:			State:		
Phone Number:			E-mail:					

IV. AGENT/CONSULTANT INFORMATION

Contact Name:					Title:			
Street Address:			City:			State:		
PO Box:			City:			State:		
Phone Number:			E-mail:					
Agent/Consultant:								

V. PROJECT EXHIBITS (Exhibits must be no bigger than 8 ½” x 11” and must clearly define all proposed construction)

General – Required for all projects:

- Vicinity Map
- Signature Authority Documentation
- One (1) Bid Proposal for each Infrastructure
- One (1) Exhibit for each infrastructure

Select infrastructure pieces:

- A – Water
- B – Paving
- C – Street Lights
- A1 – Sewer
- B1 – Storm Drain
- C1 – Street Name Signs
- C2 – Traffic Signals

VI. COST ESTIMATES:

Estimated Project Cost (double-click spreadsheet for entry of Construction Cost in grey fields and automatic calculations of the inspection and material testing fees)

\$2,230.00 Administrative Fee (NON-REFUNDABLE)

Construction Cost	Water Construction Item	Inspection Fee (Cost x 2%)	Material Testing Fee (Cost x 2%)	Fee Total
\$ -	A - Water	\$ -	\$ -	\$ -
	A1 - Sewer	\$ -	\$ -	\$ -
\$ -	WATER TOTALS	\$ -	\$ -	\$ -
Construction Cost	TPW Construction Item	Inspection Fee (Cost x 4%)	Material Testing Fee (Cost x 2%)	Fee Total
	B - Paving/Street Signs	\$ -	\$ -	\$ -
\$ -	B1 - Storm Drain	\$ -	\$ -	\$ -
\$ -	C - Street Lights	\$ -	N/A	\$ -
\$ -	C1 - Traffic Signals	\$ -	N/A	\$ -
\$ -	TPW TOTALS	\$ -	\$ -	\$ -
\$ -	PROJECT TOTALS	\$ -	\$ -	\$ -

VII. FINANCIAL GUARANTEE INFORMATION (Select One)

<input type="checkbox"/>	<p>Cash Escrow – Acceptable formats include Business Check or Cashier’s Check 1 @ 125% of total Water Construction Costs (Water and Sewer) 1 @ 125% of total TPW Construction Costs (Paving, Storm Drain, Street Lights, Signs and Traffic Signals)</p> <p>Vendor Number: _____</p> <p>NOTE: You must provide vendor number. Feel free to register online at: http://fortworthtexas.gov/purchasing/register/.</p>
<input type="checkbox"/>	<p>Escrow Pledge Agreement – Acceptable formats include Business Check or Cashier’s Check 4 originals @ 125% of total project costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>
<input type="checkbox"/>	<p>Development Bond 1 original @ 100% of total project costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals Provide payment receipt or confirmation that bond premium has been paid for a minimum of 2 years.</p>
<input type="checkbox"/>	<p>Letter of Credit – Must have minimum 2-year expiration term Must be payable by fax or issued by a bank within the DFW region. 1 @ 125% of total project costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>
<input type="checkbox"/>	<p>Completion Agreement – Plat(s) held until project completion and can only be used for on-site improvements 4 originals @ 100% of total project costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>
<input type="checkbox"/>	<p>Statement of Appropriated Funding – FOR GOVERNMENTAL ENTITY CFAs ONLY Governmental entity to provide Board/’Council/Commission resolution or other action authorizing funding for the project 1 @ 100% of total project costs: Water, Sewer, Paving, Storm Drain, Street Lights, Signs and Traffic Signals</p>

VII. FEE PAYMENTS:

The non-refundable Administrative Fee of \$2,230.00 shall be paid at the time of application.

Material Testing and Inspection Fees must be paid before the CFA will be executed by the City.

Please include the City Project Number and fee type (administrative, inspection, testing, or cash escrow) in the check's memo line.

Preliminary Use of Material Testing and Inspection Fees:

Upon payment of the material testing and inspection fees, receipt of an executed CFA by the City and submittal of the distribution package to the City, the City may use these fees for any project-related costs, which may include charges by City contractors related to scheduling or attending pre-construction meetings. If this project is formally withdrawn, the City will retain an amount equal to any actual or outstanding costs incurred through the date of project withdrawal; the remaining material testing and inspection fees will be refunded to the Developer.

IX. DEVELOPER CONSENT TO PRELIMINARY USE OF FEES

I, <Name>, an authorized signatory of the Developer Entity, hereby make application for a CFA for the above-referenced and titled project pursuant to the information contained in this application and specifically acknowledge the Preliminary Use of Fees statement in Section VII above.

Developer: <Entity Name>

City of Fort Worth

<Name>
<Title>

Jesus J. Chapa
Assistant City Manager

Date

Date



**NEW CFA PROCESS:
(Effective 07/01/2018)**

1. Completed CFA application and submittal documents are provided to the CFA office
2. CFA Application is routed by CFA Office to City Manager's Office for review and approval.
3. CFA Exhibit(s) and Bid Proposal(s) are uploaded to **Accela Automation at <https://accela.fortworthtexas.gov/citizenaccess/>** by applicant and received, reviewed and approved by Project Manager.
4. Notification is sent to CFA Staff once final exhibit(s) and bid proposal(s) are uploaded into project folder via **Accela Automation at <https://accela.fortworthtexas.gov/citizenaccess/>**
5. Confirmation of bid proposal(s) will be sent to applicant from the CFA office. If there is a balance due, this will be collected prior to agreement draft.
6. CFA office routes e-CFA Agreement for approval and/or signatures as follows:
 - a. Consultant approval
 - b. Signatory as signer
 - c. CFA office as signer
 - d. CFA office manager as signer
 - e. Legal as signer
 - f. City Manager Office as signer
 - g. City Secretary as signer
7. CFA office executes agreement once returned electronically from officials listed above
8. IPRC is notified of execution. **Please be advised that plats will be held for Completion Agreement guarantees.**
9. Letter of Acceptance / Green Sheet – upon final inspection, materials testing and inspection fee amounts will be reconciled using the actual construction cost (contract cost plus change orders).
Should the fee amounts increase, the additional monies must be received prior to the issuance of the City's Letter of Acceptance.
10. Submittal of final lien waiver attesting that they have been paid in full by the developer and releasing the developer and City for all future claims. Refunds – are issued to the entity paying the fees; to receive a refund or reimbursement requires registering as a Vendor. Instructions for registering can be found at: <http://fortworthtexas.gov/purchasing/register/>.
11. Financial Guarantee – is released upon receipt of any fees due, contractor's lien release and signed final pay sheets from the City's construction office. CFA Office releases hold on plat(s).

Questions? Contact us!

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