

Infrastructure Plan Review Submittal Process Summary

All developer infrastructure improvements associated with residential, commercial, industrial and institutional developments are to be submitted to the Infrastructure Plan Review Center (IPRC) for City review.

Projects that are ready for the IPRC review process would have already gone through the pre-development conference process and is now ready to have the construction drawings reviewed.

Autodesk Buzzsaw

The IPRC utilizes Autodesk Buzzsaw software which is an on-line collaborative review process that is always and instantly accessible to both the City and the consultant through the internet. **All projects require a Buzzsaw project folder.**

Project Information Form

The IPRC utilizes a Project Information Form (PIF). This form conveys to the IPRC the consultant's information and the overall scope of the project. It is also used to set up Buzzsaw accounts for consultants and a project folder in Buzzsaw.

Contact one of the following staff members to initiate the process:

Dennis H. Sallis, C.P.M.
Development Coordinator
Infrastructure Plan Review Center
817-392-6250
dennis.sallis@fortworthtexas.gov

Nikki McLeroy
Administrative Technician
Infrastructure Plan Review Center
817-392-8363
Nikki.mcleroy@fortworthtexas.gov

Detailed Checklists

The Detailed Checklists are required to be used by the consultant in the preparation of the construction set of plans.. The detailed checklists inform the consultant of the required design information that is to be included for that particular component of the plan set. Consultants are to acknowledge that each item has been included by checking "done" on the checklist. If a particular checklist item is not applicable, this should be indicated by checking "N/A". If an entire checklist is not applicable, this should be indicated by checking every item on the list as "N/A" and still included with the submittal.

Mandatory Presubmittal Conference

All projects will go through a mandatory presubmittal conference. This conference will provide an opportunity for the construction plans to be reviewed and discussed by City staff. The intent is to circumvent those issues/pitfalls that may negatively impact the plans and to give the consultant an opportunity to make corrections prior to submitting the plans for actual review. This effort should result in a more timely review cycle and aid in getting the plans released to construction sooner.

The consultant will be given access to their Buzzsaw project folder to upload the following presubmittal conference material:

- a pdf of the entire set of construction plans
- a pdf with all the executed detailed checklists included (if a particular Detailed Checklist does not pertain to your project, it shall be fully executed by checking N/A for all items and included)

The pre-submittal information must be uploaded into Buzzsaw by Tuesday at 12:00.

Accepted projects will be scheduled for a pre-submittal conference the following Thursday. Conferences are held at the IPRC conference room, starting at 1:30 pm and slated for half hour time blocks per project.

Consultants shall bring a full size set of plans to the conference and be prepared to give a complete overview of the project.

At the completion of the pre-submittal conference, all comments and notes will be uploaded into Buzzsaw for access by the consultant. The consultant shall use the comments from the pre-submittal conference to revise the plans in preparation for submitting for the First Review.

Project Transmittals

After the project has been submittal for a First Review, please note that throughout the review process, projects that are returned to the consultant will be accompanied with an IPRC transmittal. This transmittal informs the consultant on the next steps to be followed to move on to the next stage of review.

The First Review

A project that is accepted for a First Review will have an IPRC project manager (PM) assigned to the project. The IPRC PM is the single point of contact for all communication pertaining to the project. Projects are simultaneously reviewed by a team of professionals representing their area of design. This review will be completed and made available to the consultant within 14 calendar days.

The IPRC offers two ways to submit a project for the First Review

Electronic Review

The Autodesk Buzzsaw electronic review is performed electronically over the internet. This process conveniently eliminates the need for paper copies and physical travel to and from City Hall.

Electronic projects are required to be uploaded into Buzzsaw before 5:00 pm on Tuesday in order to get into that week's review cycle.

The consultant will need to contact the development Coordinator to initiate this process for

Hard Copy Review

The Hard Copy Review process uses your traditional paper plans and specification and requires the submittal package to be physically delivered to the IPRC in City Hall.

The required items to be submitted are:

One (1) full size set of plans 22x34

Thirteen Half size sets of plans 11x17

A response letter addressing the comments from the presubmittal conference

Hard copy projects are required to be delivered to the Infrastructure Plan Review Center before 5:00 on Tuesday in order to get into that week's review cycle.

Signature Review (compliance check)

The Signature Review, also called the compliance check, is a review of the plans to confirm that the consultant has completed all the required revisions per the red comments. The contract book will be reviewed for required components. The execution of the contract book is not checked at this time. The execution of the book with signatures, dates and the proposal is done later in the process.

Review Complete

Once design issues have been satisfied and the document book contains the required components the project is now at the Review Complete stage and the coversheet will be signed by the City staff. This concludes the review process and the project moves on to the construction stage.

Electronic Information

The electronic information is collected from the consultant at the end of the review process prior to the acceptance of the Distribution package. This includes pdf and dwf files of all the pertinent material for use during construction and for City archived purposes.

Financial Requirement Form

The Financial Requirement Form (FRF) is used to communicate with the Community Facilities Agreement office to confirm that all the developer financial requirements have been satisfied. The FRF is required to be executed by the CFA office and included with the Distribution Package. The Distribution Package will not be accepted without this form.

Final iSWM Review Form

The Final iSWM Review form is used to communicate with the Storm Water Management division to confirm that the final iSWM has been approved. The Final iSWM Review form is required to be executed by the Storm Water Management office and included with the Distribution Package. The Distribution Package will not be accepted without this form.

Distribution Package – Construction Plans

The Distribution Package consists of the signed plans and contract books that are sent to the Construction office to be used during construction.

New Development Design Resources

Developer consultants are required to use the following design information:

Storm Water Management Design Manual (2006)

Contact:

Frank Mason, P.E.
Storm Water Management
Transportation Public Works
817-392-2027
frank.mason@fortworth.texas.gov

Pavement Design Manual

Contact:

Patrick Buckley, P.E.
Capital Improvement Projects
Transportation Public Works
817-392-2443
patrick.buckley@fortworthtexas.gov

Geotechnical Report – For major public paving

A geotechnical report per the Pavement Design Manual issued by the Transportation and Public Works department is required for projects with major public paving.

- Projects with City participation: the geotechnical report is required with the first submittal. The consultant is required to notify the City if the project has City participation.
- Projects with no City participation: the geotechnical report can be submitted either with the First Review or the second review submittal.

Policies and Procedures for Processing Water and Wastewater Projects for Design and Construction Manual

Contact:

Soon Wong, P.E.
Water Department
Engineering Division
817-392-8369
soon.wong@fortworthtexas.gov

New Development Contractors Prequalification Requirements

Developer contractors are required to be prequalified by the City of Fort Worth:

Water and Sanitary Sewer

Contact:

John Kasavich, P.E.
Water Department
Engineering Division
817-392-8480
john.kasavich@fortworthtexas.gov

Paving

Contact:

Andy Anderson P.E.
Assistant Director
Transportation and Public Works
817-392-8648
andy.anderson@fortworthtexas.gov

Roadway and Pedestrian Lighting and Traffic Signals

Contact:

Quenell Johnson

Traffic Management
Transportation and Public Works
817-392-6596
quenell.johnson@fortworthtexas.gov