



IPRC Construction Package Procedures

Due to the recent health emergency declarations related to COVID-19 and the need to promote social distancing, the Infrastructure Plan Review Center (IPRC) will be modifying our procedures for accepting construction package submittals.

➤ Submittal Steps

- Paper Copies will no longer be accepted by IPRC staff. Once the consultant has received the “Submit Construction Package Transmittal”, Paul Chamberlain will need to coordinate with Lewis Gregory and Lewis will then log into Accela to view the electronic files.
- Paul Chamberlain will need to coordinate with Karen Striker to confirm the construction accounts are ready for the construction office for either legacy or new projects.
- The consultant will need to email the Material Testing Firm Selection form for Developer Projects to Trudy Brotherton, Steve Overton and Zelalem Arega for new projects submitted after June 01, 2019.
- The consultant will be required to submit a contact list which includes the developer, consultant and contractor email addresses. These email addresses will be added to the WebEx meeting invite.
- Lewis Gregory will then assign an inspection group to the project and schedule a pre-construction meeting.
- All pre-construction meetings will be handled via WebEx.