

FORT WORTH®



Development Services



Infrastructure Plan Review Center (IPRC) – CoFW Training and Updates

March 28, 2024

Presented by
Andrew Goodman, P.E.
Tablisha Taylor
Jose Mendez Vargas
Melissa Z. Harris



- What Has Changed???
- Legacy Process
 - Previous
 - Revised
- Legacy Process Overview
- Legacy Workflow
 - Process Map
 - IPRC Legacy Review Times
- Roll Out Timeline

BREAK

- Accela ACA and Application Updates
 - Pre-Submittal Requirements
 - 1st Review Requirements
 - Compliance Review Requirements
 - ACA Payment Review



- Technical Review
 - 100% Construction Plans Explained
 - General Comments
 - Technical Review Overview

BREAK

- Water Department Cost Participation Projects
 - When is Cost Participation Used
 - Benefits
 - Cost Participation Requirements
 - Public Bid Overview
 - City Participation Change Orders
 - Reimbursement
- CFA Updates and Overview
- Other Updates

Q & A

What Has Changed????



- Texas House Bill: 3699
 - Plan Review has been removed from the shot clock
 - Platting remains under the shot clock
 - Effective September 1, 2023
 - Allows the City of Fort Worth to move back to the Legacy Process for plan reviews





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Previous Legacy Process



- Mandatory Pre-Submittal Meeting
- 1st Review
 - Review of Construction Plans, Project Manual, CFA Exhibits
- Compliance Review
 - Review of revised Construction Plans, Project Manual, CFA Exhibits
- Cover sheet routed for signatures
- Execution of CFA
- Electronic Documentation Package Review
 - Review of executed Project Manual, Easements, Permits, Bid Proposal Tool
- Construction Fund Accounts Setup
- Pre-Construction Meeting



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Revised Legacy Process



- Mandatory Pre-Submittal Meeting
- 1st Review
 - Review of Construction Plans only.
- Compliance Review
 - Review of revised Construction Plans, Project Manual, CFA Exhibits
- Cover sheet routed for signatures
 - Electronic via Accela
- CFA Preparation Package
- Execution of CFA
- Construction Fund Accounts Setup
- Electronic Documentation Package Review
 - Review of executed Project Manual, Easements, Permits, Bid Proposal Tool
- Pre-Construction Meeting



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Revised Legacy Process Changes



- CPN, FID, File, and X Numbers will be provided as part of pre-submittal
- Added Environmental Services Department to the review process
- Recorded or Accepted for Review Final Plat with Final Plat Number must be included in construction plan set. Draft Horizontal Control Plan no longer accepted. Final Plat must match approved Preliminary Plat. Required at Pre-Submittal Review
- Alignment Walk requests will be identified during the Pre-Submittal Review and must be completed prior to submitting for First Review
- Submittal day for First Reviews will be on **Monday** and not **Tuesday** by 5pm
- Recommend Urban Forestry Permit to be submitted before first review
- SDS Construction Permit Review and SWPPP submittal review incorporated in the Electronic Documentation Package
- Note: Current submittals under HB 3167 will remain under this review process



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Legacy Process Overview



Pre-Submittal Section

- Pre-Submittal Review and Conferences are Mandatory
- Pre-Submittal Conferences will be 30 minutes long and held virtually unless in person is requested
- Recorded or Accepted for Review Final Plat must be provided in Construction Plans
- If fees are not paid by the time city comments are due, comments will not be released to the consultant and your pre-submittal meeting will be cancelled and rescheduled once payment is received

1st Review Section

- Weekly Submissions (Plan Review Only)
- Study numbers will be required (no letters!)
- Submission Days will stay Monday and be accepted until 5PM
- 14 Calendar day review (Decision Letter on 14th day)
- All Studies Must be approved except Drainage
- Drainage study must be submitted 7 Calendar days prior to 1st Review Submission
- Addition of IPRC Documentation Package Workflow if Plans are accepted



Legacy Process Overview



Compliance Review Section

- Submissions Anytime
 - No “R” folders, all documents will be uploaded to the Parent IPRC Folder
- All Studies must be approved including any revisions required from previous reviews
- All LONOs, permits, waivers, and other items that would bar approval need to have been provided and approved.
- Submission will include Plans, CFA Exhibits, Draft Project Manual (with working days), Easement/Agreement/Permits, & Quantity Takeoff Matrix
- PM will have a 24 hour (on working days) review period to accept or reject the submission. Must provide a comprehensive list of corrections needed if plans are rejected
- 14 Calendar day review for First Compliance Review (Comments are due back to the applicant at this time)
- 7 Calendar day review for all other compliance reviews. (Comments are due back to the applicant at this time)
- 7 Calendar day option period added to review if comments may be addressed in that time period
- Review performed by PM unless PRT has requested review or at PM request
- No Post-Submittal Meetings going forward
- No Conditional Approval going forward



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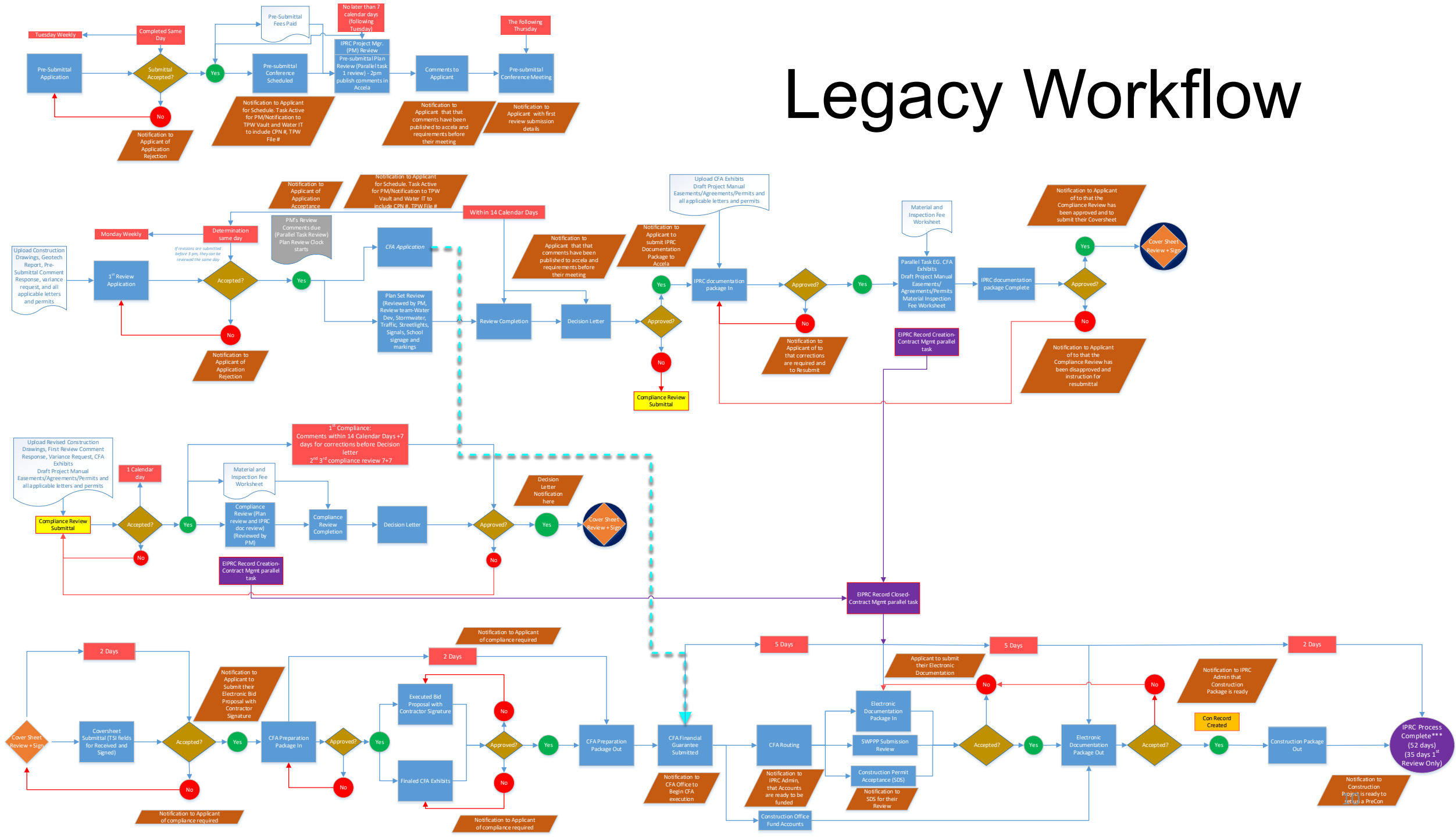
Legacy Process Overview



Post Plan Approval Sections

- No changes to Coversheet Signatures or CFA Preparation Package items
- Construction Office Account Funding has been moved up to after the fees have been paid to the Contract Management Office
- “SDS Preconstruction Review” changed to “Construction Permit Acceptance” and added to the Electronic Documentation Package (Still reviewed by SDS)
- “SWPPP Submittal Review” added to the Electronic Documentation Package at the request of Environmental Services

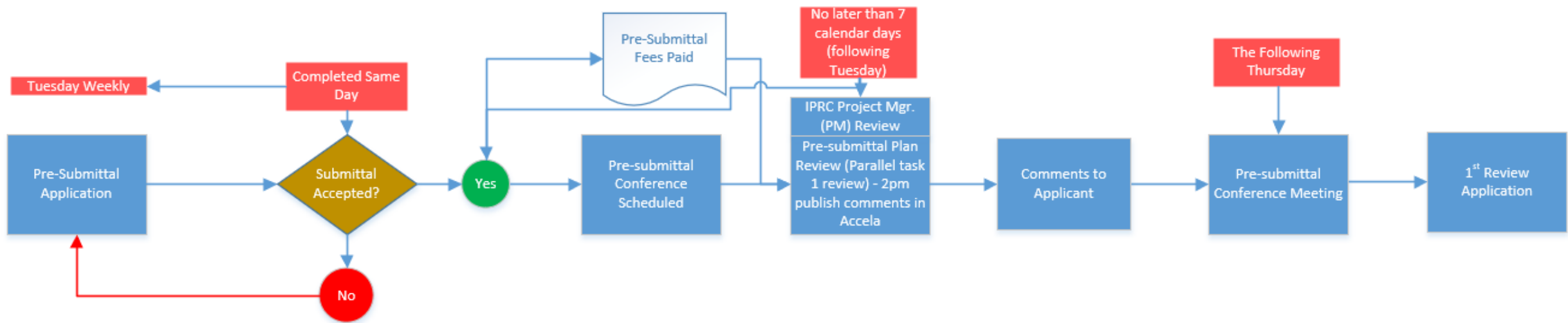
Legacy Workflow





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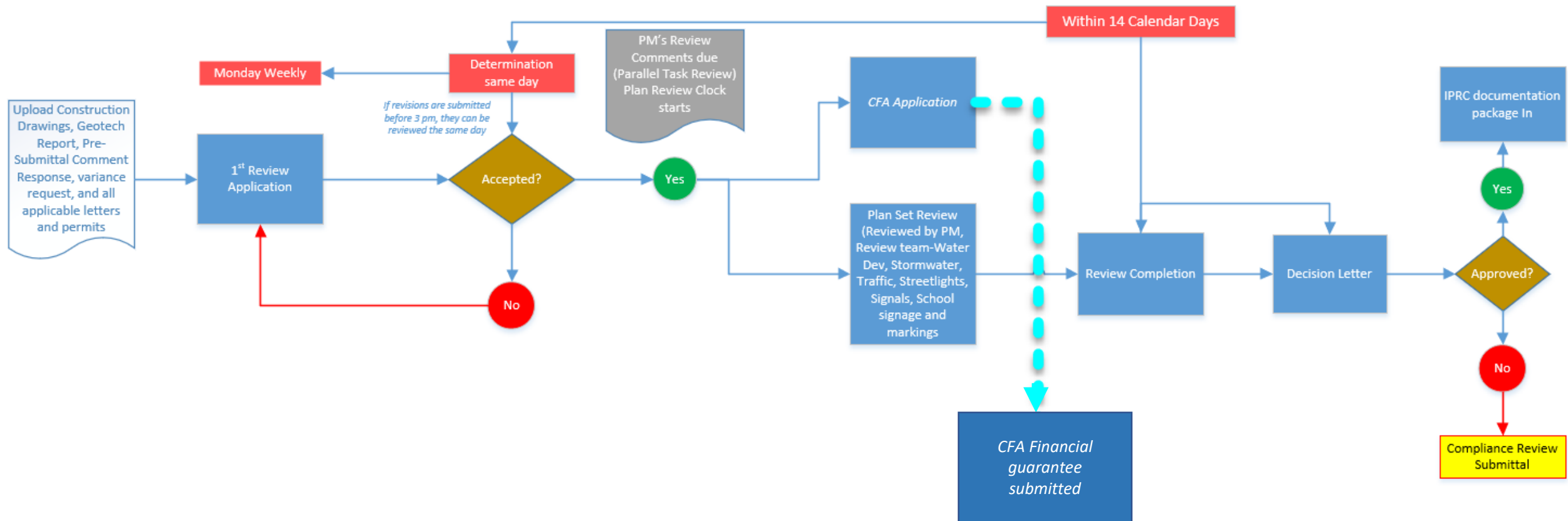
Pre-Submittal Review





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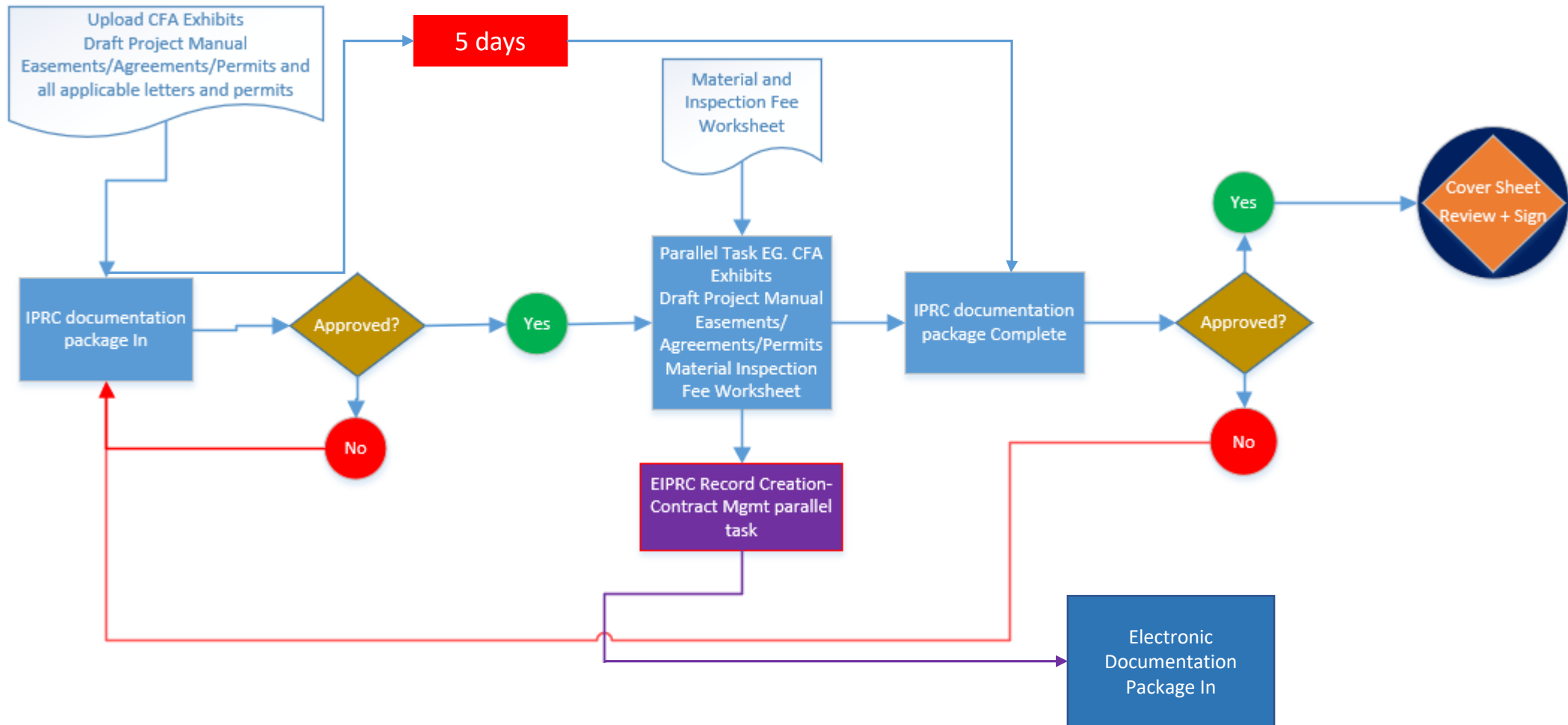
First Review





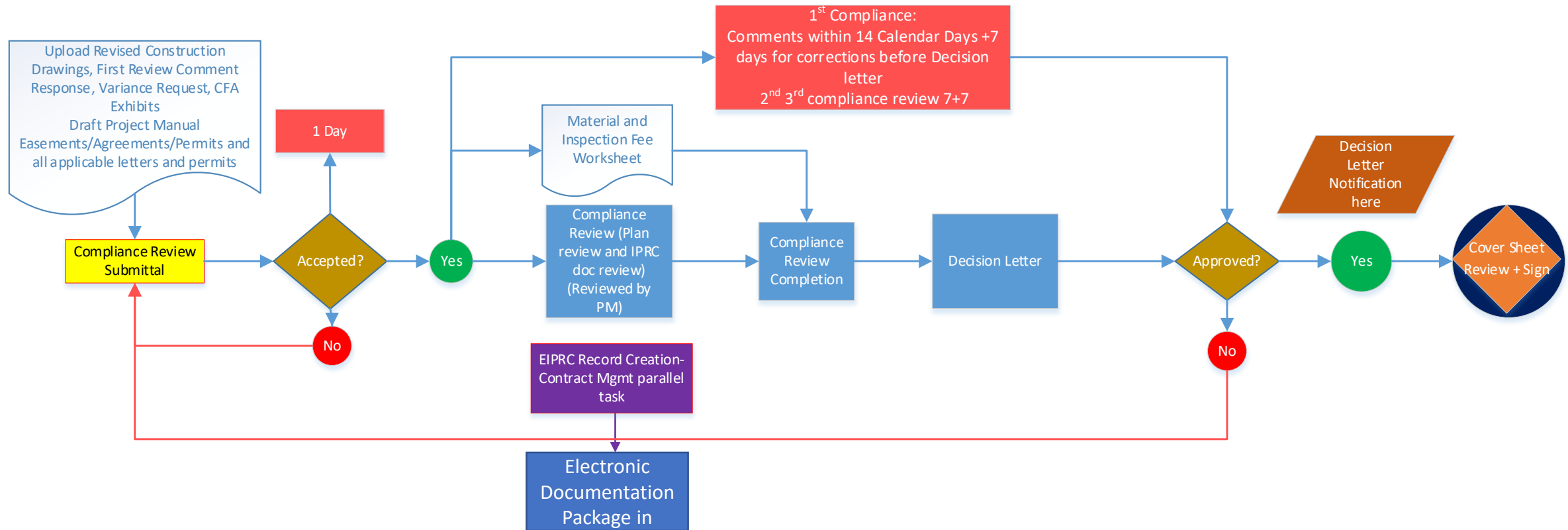
Development Services

IPRC Document Review





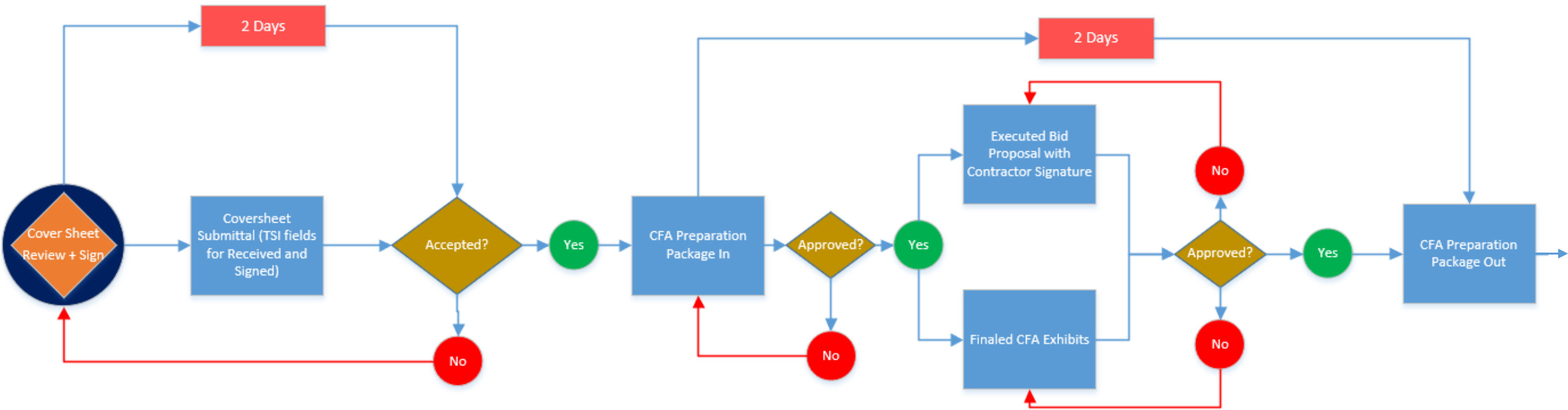
Compliance Review





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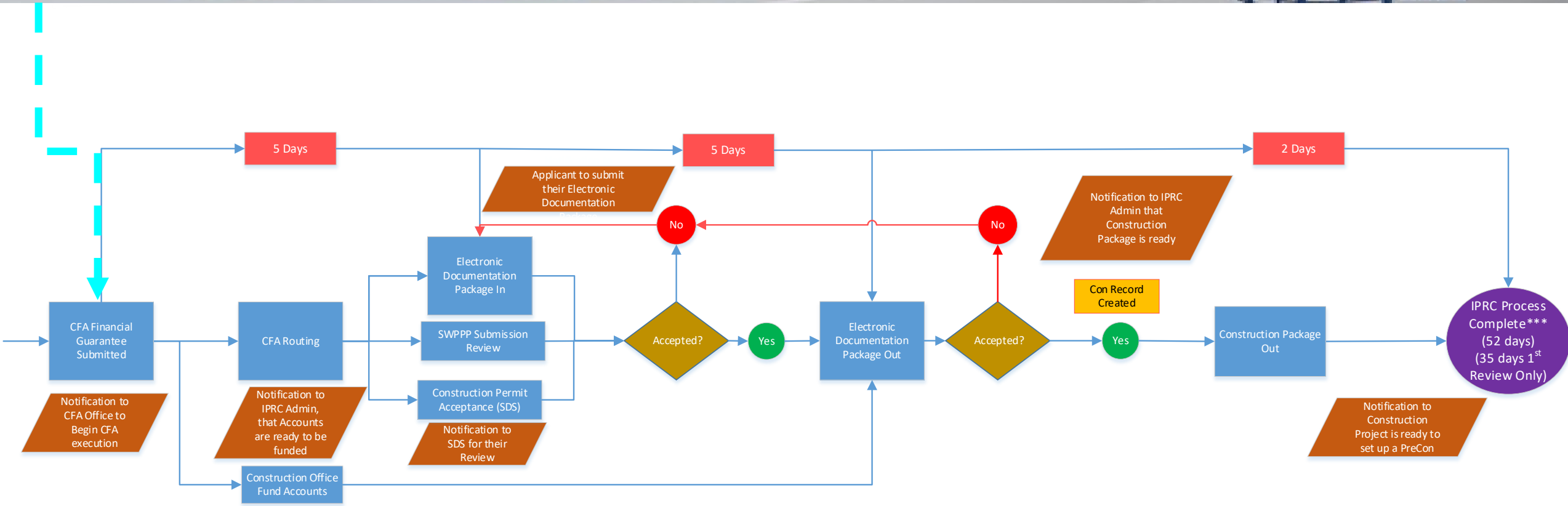
Post-Plan Review





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Post-Plan Review





IPRC Legacy Review Times



- **Pre-Submittal (8 City Days):**
 - Submittals due by 12PM every Tuesday
 - Technical Review performed same day
 - Comments to applicant provided by PM no later than 2PM following Tuesday
 - Pre-Submittal Conference Held on Thursdays 1-5PM
 - If in person Conference is requested those will be scheduled 1-3PM. Conferences from 3-5PM will be Virtual
- **First Review (14 Calendar days):**
 - Submittals due by 5PM every Monday
 - Comments to applicant provided by 1PM the 14 calendar day
 - Decision Letters sent out by the 14 calendar day COB

IPRC Legacy Review Times



- **Compliance Review 1** (1 City day for PM Review, 14 Calendar Days for Compliance Review + 7 Calendar Day option period):
 - Submittals accepted any day and time
 - PM will have a 24 hour review period to accept or reject the submission
 - Comments to applicant provided on the 14th calendar day
 - Approval or Disapproval Decision Letters sent out on the 14th calendar day or after 7 calendar day option period if corrections required
- **Compliance Review 2 ,3, etc.** (1 City day for PM Review, 7 Calendar Days for Compliance Review + 7 Calendar Day option period):
 - Submittals accepted any day and time
 - PM will have a 24 hour review period to accept or reject the submission
 - Comments to applicant provided on the 7th calendar day
 - Approval or Disapproval Decision Letters sent out on 7th the calendar day or after 7 calendar day option period if corrections required

IPRC Legacy Review Times



- **Coversheet Review and Sign** (2 City days)
 - Still provided to PM electronically
- **CFA Preparation Package Out** (2 City days)
 - Final CFA Exhibits
 - Executed Bid Proposal with Contractor Signature (Working Day must match Inspection Fee Worksheet)
- **CFA Execution** (5 City days)
 - Time does not begin until payment is received
- **Electronic Documentation Package** (5 City 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 City days)
 - Internal Process at creation of the Con Record



IPRC Legacy Process Timeline



H.B.3167:

- Total City Days: 68 City Days

Legacy:

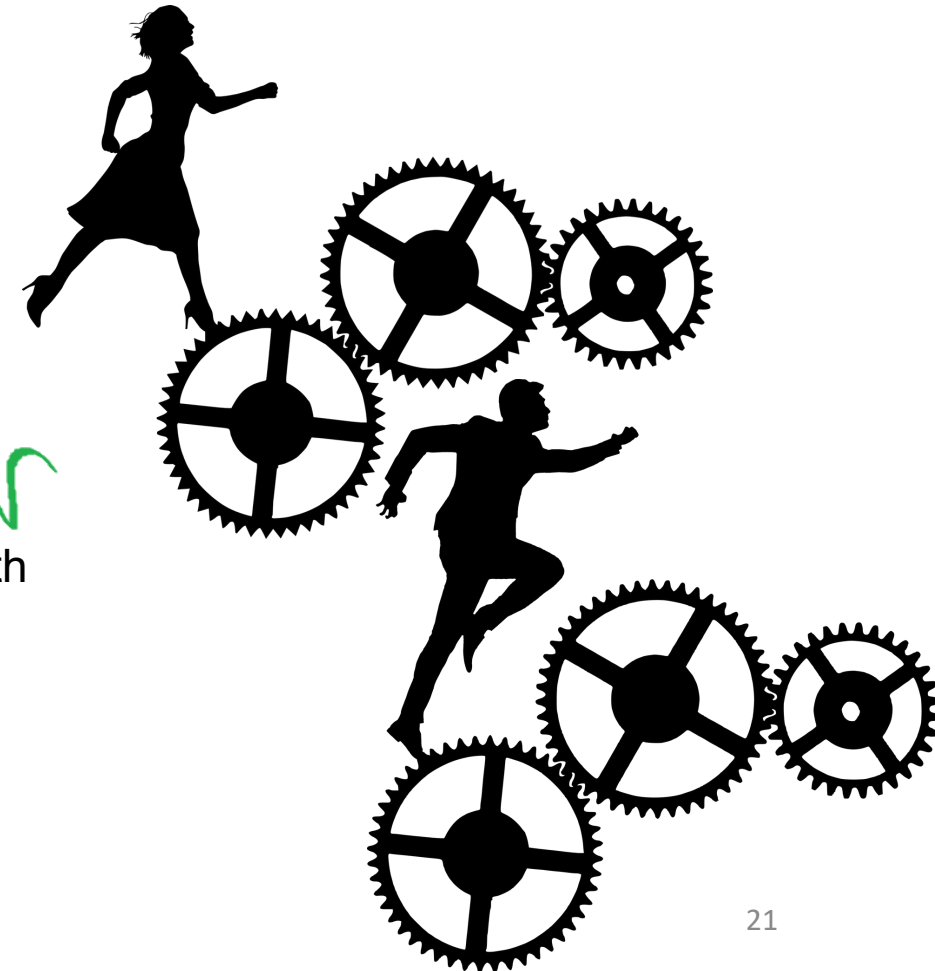
- Pre-Submittal: 8 City Days
- Total City Days (approval on 1st Review):
35 City Days
- Total City Days (including 1st Compliance Review):
52 City Days



Roll Out Timeline



- Accela Testing in process ✓
- Present to City staff: March 15th ✓
- Present to DAC: March 21st ✓
- Last 1st Review submissions accepted under H.B. 3167: March 25th ✓
- Pre-Submittal Applications open: March 27th ✓
- Present to development community: March 28th
- First Mandatory Pre-Submittal Submittal Day: April 2nd
- First Legacy First Review Submittal Day: April 22nd



BREAK!
(10 Mins)



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Accele ACA and Application Updates

Version No. 5 (Legacy)
Release Date: 4-2-24

A screenshot of the Accele Civic Platform user interface. The top navigation bar shows the Accele logo, "Civic Platform", and "CFW". Below this, a light blue banner displays "Welcome, Andrew" and "You have 0 Tasks" with a refresh icon. A search bar below the banner shows "No results found". On the left, a dark blue sidebar contains icons for home, search, a grid of application tiles, and a report icon labeled "Report (5) P&D".

Presented by Tablisha Taylor



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Pre-Submittal Application Submittal Requirements



- **Deadline: 12pm/Noon every Tuesday**
 - Applications submitted before 10AM will have a chance to make revisions if required. All submittals from 10AM -12PM will not have a chance to make revisions.
- **Public Civil Construction Plan Set**
 - Coversheet (with all Preliminary Stamps)
 - Recorded or Accepted for Review Final Plat or Short Plat
 - Final Plat Notes
 - General Notes
 - All applicable Design Sheets
 - All applicable City Standard Details
 - Preliminary Stamps Throughout Plan Set (per Engineering Guidelines)
 - Project Name on Every Sheet Throughout Plan Set
 - Flattened
- **Detailed Checklist**
- **\$1,000 Application Fee**
 - Invoiced upon project acceptance
 - Due by 4PM on submittal day

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Pre-Submittal ACA Application



Home

Development

Fire

Gas Well

Planning

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Create an Application

Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

▶ Applications



Pre-Submittal ACA Application



▼ Applications

- CFW Developer Project Proposal Tool
- Change Order
- Community Facilities Agreement Application
- Easement Vacation
- Infrastructure Plan Review Center Application
- IPRC Amendment
- IPRC Disapproval or Conditional Approval Application
- IPRC Easement
- IPRC Pre-Submittal Conference Request Form
- Non-IPRC Easement
- Traffic Impact Analysis



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Pre-Submittal ACA Application



Home Development Fire Gas Well Planning Street Use **Infrastructure** more ▼

Create an Application

Search Applications

IPRC Pre-Submittal Conference Request Form

1 Contact Information	2 Project Information	3 Attachments/Ex...	4 Acknowledgement	5 Review	6
-----------------------	-----------------------	---------------------	-------------------	----------	---



Pre-Submittal ACA Application



Required Naming Convention

All items identified in the **Project Checklist** of this form are required to be submitted using the prefix 'Pre Sub_' in front of the document type.

i.e. **Pre Sub_Construction Plan Set**

Pre Sub_Detailed Checklists

NOTE: The submittal will not be accepted unless complied with.

Pdf files have to be flattened. When you finish editing all the layers in your image, merge or flatten layers to reduce the file size. Flattening combines all the layers into a single background layer. The first number represents what the file size would be if you flattened the image. For additional information click on the following links or cut and paste into your browser:

<https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>

<https://support.bluebeam.com/online-help/revu2017/Content/RevuHelp/04--Document/08--Flatten/Flatten-Markups--MT.htm>

For access to the Detailed Checklist click on the following link or cut and paste into your browser:

<https://apps.fortworthtexas.gov/ProjectResources/>



1st Review Submittal Requirements



- **Deadline: 5PM every Monday**
 - Applications submitted before 3PM will have a chance to make revisions if required. All submittals from 3-5PM will be reviewed Tuesday morning and will not have a chance to make revisions.
- **Required Submittal Documents**
 - **Public Civil Construction Plan Set**
 - Coversheet (with all Preliminary Stamps)
 - Recorded or Accepted for Review Final Plat or Short Plat
 - Final Plat Notes
 - General Notes
 - All applicable Design Sheets
 - All applicable City Standard Details
 - Preliminary Stamps Throughout Plan Set (per Engineering Guidelines)
 - Project Name on Every Sheet Throughout Plan Set
 - Flattened
 - **Pre-Submittal Comment Response Construction Plan Set**



1st Review Submittal Requirements



- Studies/ Alignment Walks (Study numbers are required & must be approved)
 - Water/Sewer Study
 - Water/Sewer Alignment Walk
 - Traffic Impact Analysis
 - Drainage Study (must be submit 7 Calendar days prior to IPRC plan review submittal)
- Other Applicable Documents
 - Geotechnical Report
 - Offsite Construction Plans
- IPRC Plan Review Fee
 - 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
 - \$387 per design sheet

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1st Review ACA Submittal Application



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Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

▶ Applications



1st Review ACA Submittal Application



▼ Applications

- CFW Developer Project Proposal Tool
- Change Order
- Community Facilities Agreement Application
- Easement Vacation
- Infrastructure Plan Review Center Application
- IPRC Amendment
- IPRC Disapproval or Conditional Approval Application
- IPRC Easement
- IPRC Pre-Submittal Conference Request Form
- Non-IPRC Easement
- Traffic Impact Analysis

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1st Review ACA Submittal Application



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Infrastructure Plan Review Center Application

1 [Pre-Sub Acknowledgement](#)

2 [Contact Information](#)

3 [Application Information](#)

4 [Attachments/Ex...](#)

5 [Plan Review Estimate](#)

6

7

8



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1st Review ACA Submittal Application



Step 1: Pre-Sub Acknowledgement > Page 1/7

* indicates a required field.

Pre-Submittal

If no, refer to Pre-Submittal Conference Request application submittal

PRE-SUBMITTAL

* Does this application have a pre-submittal number?:

Yes No

Pre-Submittal number: *

PIPRC21-0036

Continue Application »

Save and resume later

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1st Review ACA Submittal Application



Required Naming Convention

All items identified in the Application Checklist of this form are required to be submitted using the prefix 'First Sub_' in front of the document type.

i.e. First Sub_Construction Plan Set

First Sub_Detailed Checklists



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1st Review ACA Submittal Application



Pdf files have to be flattened. When you finish editing all the layers in your image, merge or flatten layers to reduce the file size. Flattening combines all the layers into a single background layer. The first number represents what the file size would be if you flattened the image. For additional information click on the following links or cut and paste into your browser:

<https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>

<https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/PDFs-created-using-AutoCAD-s-PDF-driver-are-flattened-when-printed-from-Adobe-Acrobat-or-Reader.html>

<https://support.bluebeam.com/online-help/revu2017/Content/RevuHelp/04--Document/08--Flatten/Flatten-Markups--MT.htm>

The maximum file size allowed is 1000 MB.

.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w are disallowed file types to upload.



Compliance Review Submittal Requirements



- No ACA Application
- No More “R” Records
- Upload Under Parent Record

▼ Applications

- CFW Developer Project Proposal Tool
- Change Order
- Community Facilities Agreement Application
- Easement Vacation
- Infrastructure Plan Review Center Application
- IPRC Amendment
- ~~IPRC Disapproval or Conditional Approval Application~~
- IPRC Easement
- IPRC Pre-Submittal Conference Request Form
- Non-IPRC Easement
- Traffic Impact Analysis

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Compliance Review Submittal Requirements



Required Naming Convention

All items identified above are required to be submitted using the prefix 'Rev' in front of the document type.

i.e. Rev1_Construction Plan Set

NOTE: For any subsequent reviews that go beyond "Rev1", please update all revised documents and virtual folders to reflect the same naming convention, but utilizing the next sequential number (e.g. "Rev2_,Rev3,....."). The submittal will not be accepted unless complied with.



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Compliance Review Submittal Requirements



- Submittals accepted any day and time.
 - PM will have a 24 hour review period to accept or reject the submission.
 - Submissions after noon on Fridays, weekends, or on City Holidays will not be reviewed until the next City Day
- Required Submittal Documents
 - Public Civil Construction Plan Set
 - Coversheet (with all Seals & Signatures)
 - Recorded or Accepted for Review Final Plat or Short Plat
 - Final Plat Notes
 - General Notes
 - All applicable Design Sheets
 - All applicable City Standard Details
 - Flattened
 - Professional Seal & Signature throughout plan set (per Guidelines)
 - Civil Engineer
 - Landscape Architect
 - Non City Standard sheets
 - Detail sheets
 - “ * THE STANDARD SHEETS SPECIFICALLY IDENTIFIED ABOVE HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBLE SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.”
 - Comment Response Construction Plan Set from Previous Plan Review

Compliance Review Submittal Requirements



- Required Submittal Documents (Continued)
 - Revised Studies/ Alignment Walks (must be approved)
 - Water/Sewer Study
 - Water/Sewer Alignment Walk
 - Traffic Impact Analysis
 - Drainage Study
 - Other Applicable
 - Supplemental Geotechnical Report
 - LONOs
 - Permits & Agreements from All Governmental & Franchise Entities
- IPRC Additional Plan Review Fee
 - Invoiced upon project acceptance
 - \$387 per design sheet (added design sheets ONLY)
 - 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



ACA Payments



- ACH/EFT/eCheck
 - If paying online with a corporate eCheck in Accela, there is a 10-digit number (9044048155) that will need to be coordinated with the bank or the check may be declined
- Paper Check
 - If paying in-person with a personal check, payor will need to provide photo identification at cashier's window
- Credit Cards payments are not allowed for IPRC projects



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ACA Payments



Non Applicant

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Search Applications



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ACA Payments



General Search

Record Number:

PIPRC24-0015

Record Type:

--Select--

Project Name:

Start Date:

03/28/2019



End Date:

03/26/2024





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ACA Payments



Record **PIPRC24-0015**:
IPRC Pre-Submittal Conference Request Form
Record Status: Pending

Record Info ▼

Payments ▼

Custom Component

Fees

Fees

Trust Account
Information

Outstanding:

Date	Invoice Number	Amount
03/21/2024	1834691	\$1,000.00

Pay Fees

Total outstanding fees: \$1,000.00



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ACA Payments



Applicant

Home Development Fire Gas Well Planning Street Use Infrastructure more ▾

Dashboard **My Records** My Account Advanced Search ▾

▾ Infrastructure

Showing 1-9 of 9 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action
<input type="checkbox"/>	03/21/2024	PIPRC24-0015	IPRC Pre-Submittal Conference Request Form	t	test_TET_03.21.2024	Pending	Pay Fees Due



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ACA Payments



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Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$1,000.00

TOTAL FEES: \$1,000.00

Note: This does not include additional inspection fees which may be assessed later.

[Check Out >](#)



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ACA Payments



Cart

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Application(s) | \$1,000.00

▼ IPRC Pre-Submittal Conference Request Form Total due: \$1,000.00
 PIPRC24-0015

Fee	Qty.	Amount
Application Fee	1	\$1,000.00

Total amount to be paid: \$1,000.00

Note: This does not include additional inspection fees which may be assessed later.

- [Checkout »](#)
- [Edit Cart »](#)
- [Continue Shopping »](#)



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ACA Payments



Personal Details

Email tablisha.taylor@fortworthtexas.gov
Edit

Payment method

New Bank Account

Checking Routing Number

Account Number Confirm Account Number

Tablisha Taylor

Save account for future use

PAY \$1,000.00



Personal Details

Email tablisha.taylor@fortworthtexas.gov
Edit

Payment method

New Bank Account

Checking Routing Number

Checking Savings
Confirm Account Number

Tablisha Taylor

Save account for future use

PAY \$1,000.00



Personal Details

Email tablisha.taylor@fortworthtexas.gov
Edit

Payment method

New Bank Account

Memo
Routing Number Account Number

Checking Routing Number

Account Number Confirm Account Number

Tablisha Taylor

Save account for future use

PAY \$1,000.00

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Technical Review

Presented by Jose Mendez Vargas



100% Construction Plan Set Explained



- IPRC defines a 100% construction plan set as having all the required components in a set of plans for review
- Basic required components in a plan set are a cover sheet, final plat with plat number, general notes, water, sanitary sewer, grading, erosion control, drainage, pavement, street and pedestrian light plans, traffic control and construction details (whichever is applicable for the project)
- Only include public improvements. However, if there are private utilities that are crossing public infrastructure, those items need to be shown
- Construction plans submitted should reflect the items checked in the Detailed Checklist

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General Comments



- Current Construction standards: October 6, 2023
- A recorded plat or accepted for review final plat is required
- Accepted Final Plat must comply with the approved preliminary plat
- The file needs to be flattened
- Grading Plans are now required for all public water, sanitary sewer & drainage improvements



THE CITY OF FORT WORTH, TEXAS
PLANS FOR THE CONSTRUCTION OF
WATER, SEWER, PAVING, DRAINAGE
& STREET LIGHT IMPROVEMENTS
TO SERVE

X- _____
CURRENT CONSTRUCTION STANDARDS FOR DEVELOPMENTS
(INSERT DATE OF LATEST SPEC REVISION) SHALL GOVERN
ON THIS PROJECT.

OCTOBER 6, 2020

PROJECT NAME

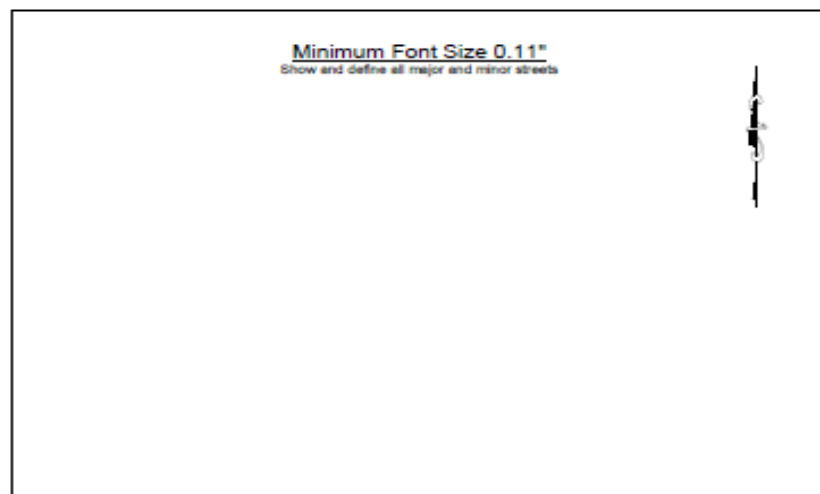
(_____ ADDITION, LOT _____, BLOCK _____)

MATTIE PARKER
MAYOR

DAVID COOKE
CITY MANAGER

MICHAEL OWEN, P.E.
CITY ENGINEER, TRANSPORTATION AND
PUBLIC WORKS DEPARTMENT

CHRISTOPHER P. HARDER, P.E.
DIRECTOR, WATER DEPARTMENT



LOCATION MAP
N.T.S.

SHEET INDEX

SHEET NO.	DESCRIPTION
UNIT I - WATER AND SANITARY SEWER IMPROVEMENTS	
1	COVER SHEET
2	HORIZONTAL CONTROL PLAN (OR RECORDED PLAN)
3	GENERAL WATER & SEWER NOTES
4	WATER PLAN & PROFILE
5	SANITARY SEWER PLAN & PROFILE
6	WATER & SEWER DETAILS
UNIT II - PAVING AND DRAINAGE IMPROVEMENTS	
7	GRADING PLAN
8	EROSION CONTROL PLAN
9	EROSION CONTROL DETAILS
10	DRAINAGE AREA MAP
11	STORM DRAIN PLAN & PROFILE - STA. ___ TO STA. ___
12	PAVING PLAN & PROFILE - STA. ___ TO STA. ___
13	TRAFFIC CONTROL PLAN
14	STREET LIGHTING PLAN
15	STREET LIGHTING DETAILS
16	CONSTRUCTION DETAILS
17	CONSTRUCTION DETAILS

PROVIDE ENGINEERS SEAL,
SIGNATURE, & DATE

MAPSCO NO. _____
COUNCIL DISTRICT _____

DIRECTOR'S DESIGNEE FOR CONSTRUCTION DATE:
PLAN APPROVAL
RESOLUTION NO. 01-10-2020

IPRC RECORD NO. _____
CITY PROJECT NO. _____
FID NO. _____
FILE NO. _____

MONTH, YEAR

OWNED/DEVELOPED BY:
OWNERS NAME
ADDRESS TELEPHONE NO., FAX NO.

PREPARED BY:
OWNERS NAME
TEXAS BOARD OF PROFESSIONAL ENGINEERS REGISTRATION NO.
ADDRESS TELEPHONE NO., FAX NO.

REVIEWED: DATE:
PROJECT MANAGER

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Technical Review: Water Plans



- Show existing/proposed fire hydrants and coverage
- Show all gas/storm drain/utility crossings
- Ensure all connection points are labeled and provide detailed information when connecting to a smaller water line size. (Ex. Install a 12" x 12" tee with reducers) (MJ Solid Sleeves and spool pieces when connecting to smaller water line sizes)
- Show location of proposed gate valves and services in profile
- Label all isolation valves throughout the entire project
- Gate valves are required on all fire lines and domestic services >3"
- 3" water lines are not allowed
- Tee's that have gate valves attached to them shall be labeled as "anchor tee"
- Need minimum 3.0 ft separation between water main and gas line (which ever line they are) crossing. Coordination with each utility is required to confirm clearance requirements

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Technical Review: Water Plans



- All water/sewer crossings need to comply with TCEQ Chapter 217
- Callout T/P elevations and not flowline elevations for water lines
- Specify the insertion of cleaning wyes and pigs
- CoFW Water Dept. does not allow 4-inch gate valves
- Water service lines cannot be located in proposed driveway approaches
- Curved water mains are not allowed (minor deflections and bends may be acceptable)
- Provide a fully constructed embedment and backfill detail for all Water improvements (Multiple details required if backfill, embedment, or top surface changes)
- Contours are required to be shown when there are water mains located outside paved areas
- Provide water sampling table



Development Services

Water Sampling Table Example



Number of Water Sampling Table			
	<u>Location of Water Sampling</u>	<u>Number of Samples</u>	
1)	1000 LF of Pipe	8	EA
2)	Dead End Main	0	EA
3)	Branched Off The Main (Longer Than 20 LF)	0	EA
4)	Fire Line	0	EA
5)	Hydrant	13	EA
	Subtotal	21	EA
	Total Sample Tested (2 Consecutive Passing) =	42	EA
	Total Estimated Cost for Water Sampling (\$30/Each) (Minimum 4 Water Sample Testings)	\$ 1,260.00	

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Technical Review: Sanitary Sewer Plans



- 4" S.S. services are not allowed to connect directly to manholes
- Sanitary sewer services are not allowed to be located in driveway approaches
- Make sure to indicate the 100-year water surface elevation (WSEL) in the profile
- Provide a plan and profile for all sanitary sewer mains on a single page
- Show parallel storm drain in profiles
- Sewer manholes are to be constructed at the end of the lines when there are sewer services connecting to the main
- Provide dimensions to ensure there is 5.0ft separation between O.D to O.D between proposed storm drain and manholes
- Provide a fully constructed embedment and backfill detail for all sanitary sewer improvements. (Multiple details required if backfill, embedment, or top surface changes)
- All water/sewer crossings need to comply with TCEQ Chapter 217
- Curved sanitary sewer lines are not allowed. Horizontal or vertical changes should be made at a manhole
- Contours are required to be shown when sanitary sewer mains are located outside paved areas

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Development Services

Technical Review: Sanitary Sewer Plans



- Show all (public/private) gas/storm drain/ utility crossings
- Sewer manholes are to be constructed at the end of the lines when there are sewer services connecting to the main
- All sanitary sewer lines shall match soffit to soffit
- When installing manholes, a manhole epoxy liner should be provided in the following conditions:
 - Drop Manholes
 - Slopes 3.00% or greater require the downstream manhole to be epoxy lined
 - Hydraulic slides are installed
- Trench water stops should be provided when the following conditions occur:
 - Downstream of any storm drain or water main crossings
 - Slopes 3.00% or greater require a trench water stop on the upstream side of the manhole

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Technical Review: Storm Drain Plans



- Provide Hydraulic computation tables for proposed public storm drains and inlets
- Please show plan and profile for all storm drain mains on one page
- Show 100 YR WSEL in profile
- Show all water/sewer/utility crossings
- Provide all headwater and tailwater data in profile
- Provide dimensions to ensure there is 5.0ft separation between proposed storm drain and sanitary sewer lines/manholes
- Manhole intervals not to exceed 550 for pipe 54" or less. For pipes 60" greater or equivalent sized boxes, maximum interval is 800ft
- Show existing/proposed grades on upstream and downstream sides of culverts.
- Grade to drain is not allowed
- Provide a fully constructed embedment and backfill detail for all storm drain improvements
- Minimum storm drain main size is 24"



Technical Review: Paving and Street Lights



- **Paving:**

- When repairing concrete pavement, it is important to provide a plan and profile
- Ensure utility pavement repairs comply with CoFW 2019 Utility Cut Policy
- Minimum street grade is 0.50%
- Minimum grades for cul-de-sac or elbow gutter centerlines shall be 0.70%
- When change in grades occur, the following criteria shall be adhered to for vertical curves:
 - Residential or Collector Street – ($\Delta \leq 1.5\%$); Arterial Street – no more than 1.00%

- **Street Light:**

- Show all conduit runs for proposed street and pedestrian light improvements on one sheet
- Include standard CoFW street lighting tables
- Show location of proposed water/sewer mains and services to ensure there are no conflicts

BREAK!
(10 Mins)



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Development Services



Water Department Cost Participation Projects

Presented by Melissa Z. Harris



Cost Participation When is Cost Participation Used?



When is Cost Participation Used?

Cost participation may be requested if one or more of the following conditions exist:

- City Main Oversizing
- City Facility Oversize
- Risk-Based Assessment (Cast Iron Initiative)

Cost Participation Calculation Formulas



- City Participation to oversize water, wastewater and reclaimed water mains, when the capacity provided is greater than required in the Water and Sewer Study Guidelines, shall be calculated in accordance with Ordinance 23656-05-2019

8-16" Water, 8-18" Wastewater, and 6-16" Reclaimed Water Mains.

Greater Than 16" Water, 18" Wastewater, and 16" Reclaimed Water Mains

Table 4.1

<p>City Cost Participation =</p> $\frac{\text{Cost of Main Size Provided} - \text{Cost of Main Size Required}}{\text{Cost of Main Size Provided}}$
--

Table 4.2

<p>City Cost Participation =</p> $\frac{\text{Capacity Provided} - \text{Capacity Required}}{\text{Capacity Provided}} (\text{Cost})$

- Risk Based Assessment (No Capacity Increase)
- City Participation shall pay for one hundred percent of the cost of the main being replaced as determined in accordance with Section 2 when additional capacity is not required to serve the development

Cost Participation Private vs. Public



Public Bid

- Unit prices from the awarded contractor will be used in cost share calculation.
- All financial guarantees are acceptable Except for a completion agreement.
- Lowest responsible bidder will be awarded by the consultant.
- M&C is presented after bid is awarded.

Private Bid

- Unit prices from the lower of CFA 2019 prices & contractor will be used in cost share calculation.
- Developer Bond is required, must cover Developer & City Costs
- A Developer selects the contractor
- M&C can be presented with bid tab estimate



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Cost Participation Benefits



City Participation in a CFA, allows the City to:

- Take advantage of construction mobilization, allowing for faster delivery of public infrastructure.
- Increase the extent or capacity of the public infrastructure beyond what the Developer is responsible for constructing.
- Replace or improve existing public infrastructure that is deficient or in a deteriorating condition.

Allows the Developer to:

- Proceed with anticipated time lines which are more aggressive than the city's time line for future public improvements.
- Provide more resilient infrastructure for their development to connect, reducing possible outages and traffic disruptions.
- Provide needed capacity for future growth and expansion in and around their development.

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Cost Participation Requirements



- M&C approval for funding exceeding \$100,000.00
- MBE-Business Equity Goal for funding exceeding \$1,000,000.00



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Bidding Options & Financial Guarantee Requirements



- <\$3,000
 1. Public or Private Bid
No HUB requirement
Any Financial Guarantee (No Completion Agreement)
- >\$3,000 - <\$50,000
 1. Private Bid
Must Contact 2 HUBs
Any Financial Guarantee (No Completion Agreement)
 2. Public Bid
Must Contact 2 HUBs
Any Financial Guarantee (No Completion Agreement)
 3. Private Bid under Chapter 212
No HUBs
Developer must execute a bond for the entire contract (City and Developers Costs)
City Participation limited to 30% rehab/100% oversizing
- ≥ \$50,000
 1. Public Bid
No HUB requirement
Any Financial Guarantee (No Completion Agreement)
 2. Private Bid under Chapter 212
No HUBs
Developer must execute a bond for the entire contract (City and Developers Costs)
City Participation limited to 30% rehab/100% oversizing



Development Services

Cost Participation Timeline: Pre IPRC



Step	Milestone/Touch Points	City Participation Guide
1	Identify City Participation	WPD- Study Review
		DSWS- PDC Review, IPRC, Customer Inquiry
		PDC- Pre Develop conference meeting
		IPRC -plan review
2	Internal Staff Meeting	WPD & DSWS Discussion
		Determine the calculation method * Based on Ordinance 23657-05-2019
		Term Sheet- Main points
3	Consultant/Dev/ City Staff Meeting	Provide Next Steps
		Discuss items listed in Term Sheet
4	Term Sheet	Provide 1st Draft of Term Sheet to developer
		Respond to dev comments
5	DPA M&C Draft, if applicable	LOE review
		Respond to dev comments
		Accept design cost
6	(Preliminary)Aux Plan Review	30/60/90
7	DPA M&C	Provide target City Council meeting date
8	DPA Execution, if applicable	Transfer terms from term sheet into the DPA document
		Review required exhibits (LOE,Agreement between Dev & Consultant,project map, liability certificates)
		Final approval - route through adobe sign



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Cost Participation Timeline: IPRC Process



Step	Milestone/Touch Points	City Participation Guide Cont.
9	IPRC Plan Submittal	Review & calculate cost share estimate based on plan sheets and quantity take off
		Request OPCC
		Bid Tab Review
		Request MBE business equity goal*
10	*CFA M&C Draft, if applicable	Private Bid projects: M&C request based on 2019 Unit Prices- GO TO STEP 12
		Public Bid Projects: Bid must be awarded before taking to M&C- GO TO STEP 11
11	IPRC Bidding Review	Process specific to type of Bidding Developer is utilizing PRIVATE VS. PUBLIC
		Public Bid Projects are to be advertised based on CFA ordinance
12	*CFA M&C	Provide target City Council meeting date
13	Prep- CFA Execution	Request Testing and Inspection worksheet from TPW
		Provide Cost Share Table based on signed bid tab
		Provide Calculation exhibit



Development Services

City Participation Project Public Bid Checklist



IPRC Doc Preparation (Required before going to Public Bid)

- 00 11 13_ Invitation to Bidders.pdf
- 00 41 00_00 42 43_00 45 12_ Bid Proposal Workbook.xls
- 00 45 11_ Bidders Prequalifications.pdf
- 00 45 13_ Bidders Qualification Application.pdf
- 00 45 26_ Contractor Compliance with Workers Compensation Law.doc
- Plans Accepted & Cover sheet signed
- Project Manual Review and Accepted
- Approval from outside city entities (ex: county, other cities, state, etc.)
- Equity Goal (when applicable)

* Public Bids utilize the Online Bidding Platform Bonfire as of January 1, 2024



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Example Bid Calendar With Equity Goal



SUN	MON	TUE	WED	THU	FRI	SAT
			1 Start Coordination with Star Telegram by COB	2	3 Information for Advertising to IPRC PM and to Star Telegram by COB	4
5	6	7 Information for Advertising finalized by Star Telegram and IPRC by 12PM	8 Advertising Week 1	9	10	11
12	13	14	15 Advertising Week 2	16	17 PreBid Conference (Optional)	18
19	20	21	22 Advertising Week 3	23	24 All comments required by COB	25
26	27	28	29	30 Bids Due by 1:30PM Bids Open at 2PM		

* All Addendums must be signed by both the Consulting Engineer and City Project Manager



Development Services

Example Bid Calendar Without Equity Goal



SUN	MON	TUE	WED	THU	FRI	SAT
			1 Start Coordination with Star Telegram by COB	2	3 Information for Advertising to IPRC PM and to Star Telegram by COB	4
5	6	7 Information for Advertising finalized by Star Telegram and IPRC by 12PM	8 Advertising Week 1	9	10	11
12	13	14	15 Advertising Week 2	16	17 PreBid Conference (Optional)	18
19	20 All comments required by COB	21	22	23 Bids Due by 1:30PM Bids Open at 2PM	24	25
26	27	28	29	30		

* All Addendums must be signed by both the Consulting Engineer and City Project Manager

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City Participation Project Bidding



- All questions, plan downloads, and bid submissions must go through Bonfire
- Answers to questions provided either during the Pre-Bid Conference or on Accela will be provided by an addendum





City Participation Project Bid Opening



- Bid Opening occurs in the Council Chambers
- No paper bids are accepted (All bids must be submitted through Bonfire)
- Bidder Name and Total Bid Cost will be read out loud
- Evaluation of Lowest Responsible Bidder will be performed in Bonfire
- Developer or Consultant to notify Winning Bidder





Cost Participation M&C Timeline



- From awarding of bid, allow 2 weeks preparation prior to “Routing Complete” cut-off date (2.5 weeks before Council Date)
- Council days are subject to change, be modified, or be cancelled outside of Development Services control



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Cost Participation M&C Timeline



Council Date	Routing Complete Cutoff Date	Expedite Cutoff Date	Council Date Status
3/26/2024	3/7/2024	3/12/2024	Scheduled
4/9/2024	3/21/2024	3/26/2024	Scheduled
4/23/2024	4/4/2024	4/9/2024	Scheduled
5/14/2024	4/25/2024	4/30/2024	Scheduled
5/21/2024	5/2/2024	5/7/2024	Scheduled
6/11/2024	5/23/2024	5/28/2024	Scheduled
6/25/2024	6/6/2024	6/11/2024	Scheduled
7/2/2024			Cancelled
7/9/2024			Cancelled
7/16/2024			Cancelled
7/23/2024			Cancelled
7/30/2024			Cancelled
8/13/2024	7/25/2024	7/30/2024	Scheduled



Cost Participation Change Orders



- Change Orders during Construction will require M&C approval when over \$100,000 cumulative
- All change orders, whether city cost is changed or not, must be signed by the sponsoring department, legal, ACM, and recorded in the City Secretary Office
- Change Orders must reflect any limitations outlined for the cost participation
 - If cost increase past those limitations, the delta must be paid by the developer



Cost Participation Reimbursement



- Reimbursement is negotiated at final term sheet draft.
- Typically payout will be at greensheet.
- Reimbursement will be detailed in the CFA contract and DPA contract if applicable.
- Developer must register online through the Purchasing Division.

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CFA Updates and Overview

Presented by Andrew Goodman, P.E.



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STANDARD CFA EXHIBITS



Per the Standard Community Facilities Agreement, the standard exhibits are as follows:

- **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

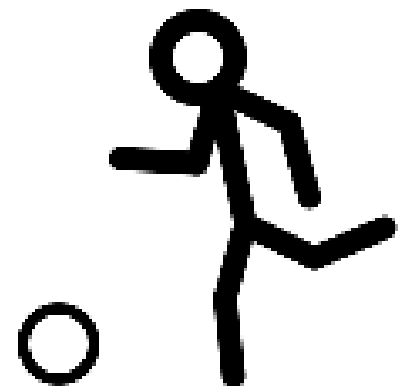
Use these **standard designations** for each exhibit submitted to IPRC for review.



BASIC CONCEPT FOR CFA EXHIBITS



- After several discussions between City Staff, Consultants and Developers, it was agreed that the CFA Exhibits would be a basic “Stick Figure” exhibit and any further design questions would be answered by referring back to the final construction plans.
- All CFA Exhibits require Owner/Developer information, Consulting Engineering firm information, City Project Number (CPN), legend, scales, and line work.
- Additional items such as pressure plane boundaries, pipe abandonment/removal, various pavement widths/thicknesses, pavement markings, etc. not typically depicted on example CFA exhibits may be required when applicable.
- Please note that for all infrastructure that you are connecting to that is not constructed, provide a label stating “NOT EXISTING INFRASTRUCTURE, Development Phase Name and CPN” on exhibit.

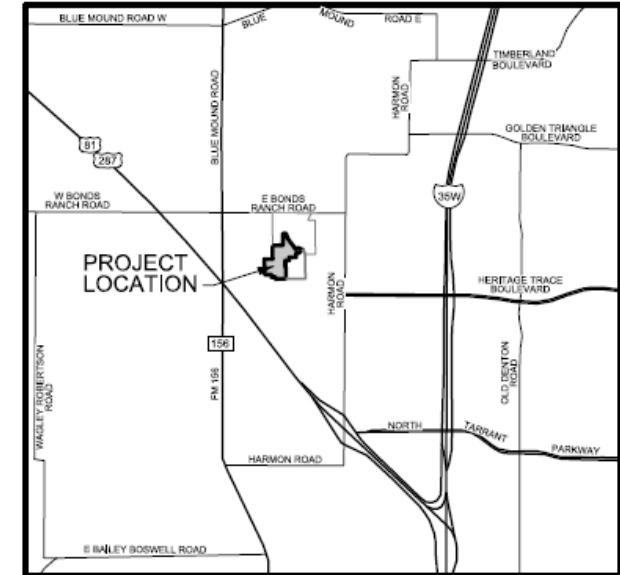




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Location Map

- Provide a Vicinity Map clearly outlining the site location and major cross streets
- Provide Council District, City Project Number (CPN), and Mapsco Number

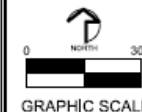


CPN 000000

MAPSCO NO.

COUNCIL DISTRICT:

DISCLAIMER NOTE:
THIS IS A BASIC EXAMPLE FOR CONSULTANTS TO FOLLOW. ADDITIONAL ITEMS ON CFA EXHIBITS SUCH AS PRESSURE PLANE BOUNDARIES, PIPE ABANDONMENT/REMOVAL, VARIOUS PAVEMENT WIDTHS/THICKNESSES, PAVEMENT MARKINGS, ETC. NOT DEPICTED ON EXAMPLE EXHIBITS MAY BE REQUIRED WHEN APPLICABLE.



GRAPHIC SCALE

OWNER / DEVELOPER:

COMPANY NAME

ADDRESS
CITY, STATE ZIP CODE

**SPRINGS AND
MEADOWS
PHASE 2**

ENGINEER:

COMPANY NAME

ADDRESS
CITY, STATE ZIP CODE

(SHEET 1 OF 6)
DATE: JANUARY, 2017

Exhibit A Water Improvements

- Provide City Project Number (CPN), a legend, and scale
- Show existing/proposed lines. Make sure you label pipe sizes greater than 8-inches
- No longer required to show existing/proposed valves, fire hydrants, etc.
- For infrastructure that you are connecting to that is not constructed as of yet, provide label stating “NOT EXISTING INFRASTRUCTURE”, Development Phase Name and CPN on exhibit

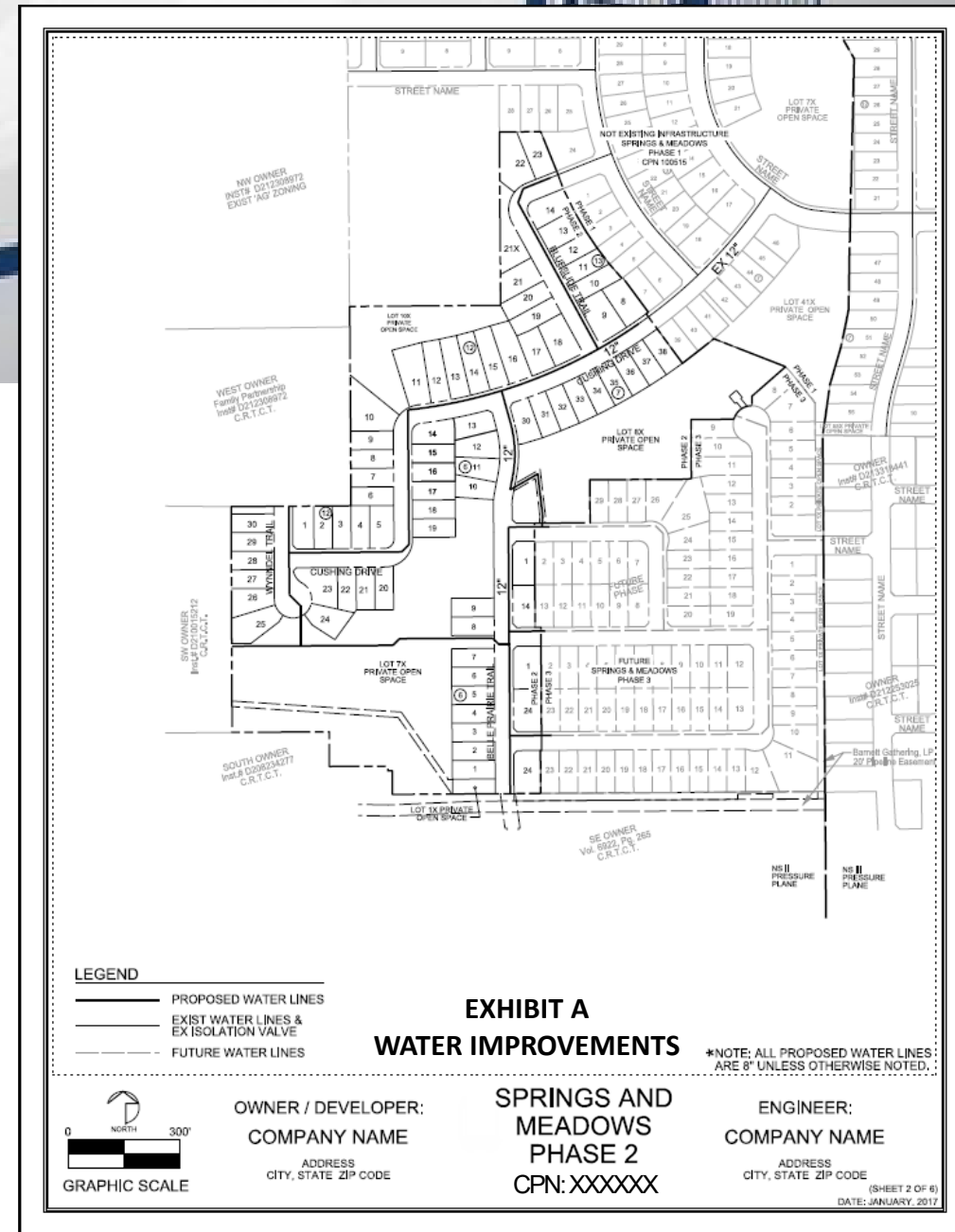


Exhibit B Sewer Improvements

- Provide City Project Number (CPN), a legend, and scale
- Show existing/proposed lines. Make sure you label pipe sizes greater than 8-inches
- No longer required to show existing/proposed manholes
- For infrastructure that you are connecting to that is not constructed as of yet, provide label stating “NOT EXISTING INFRASTRUCTURE”, Development Phase Name and CPN on exhibit

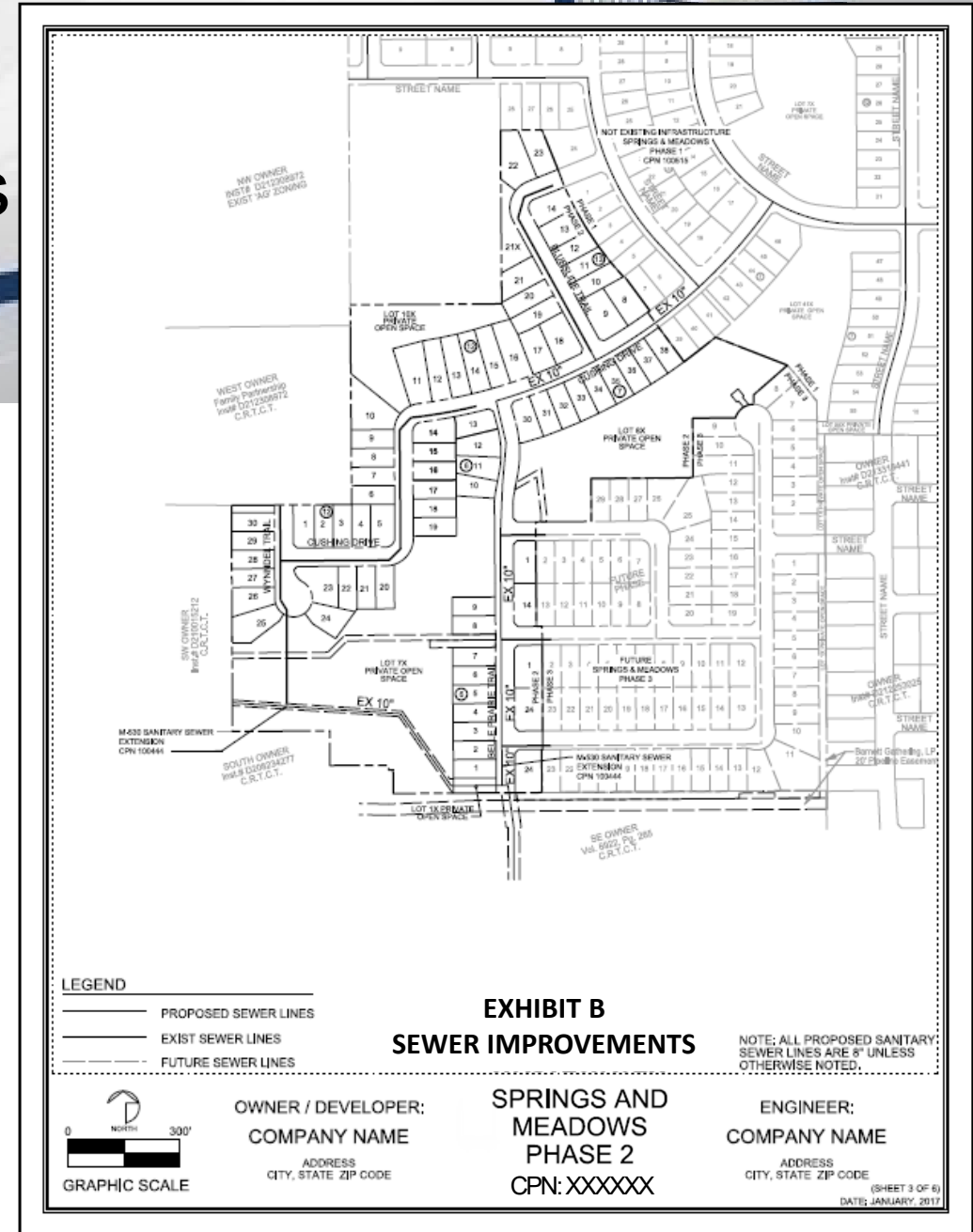


Exhibit C Paving Improvements

- Provide City Project Number (CPN), a legend, and scale
- Show sidewalk to be constructed by developer and builder
- Show ADA ramps to be constructed by developer
- For infrastructure that you are connecting to that is not constructed as of yet, provide label stating “NOT EXISTING INFRASTRUCTURE”, Development Phase Name and CPN on exhibit.

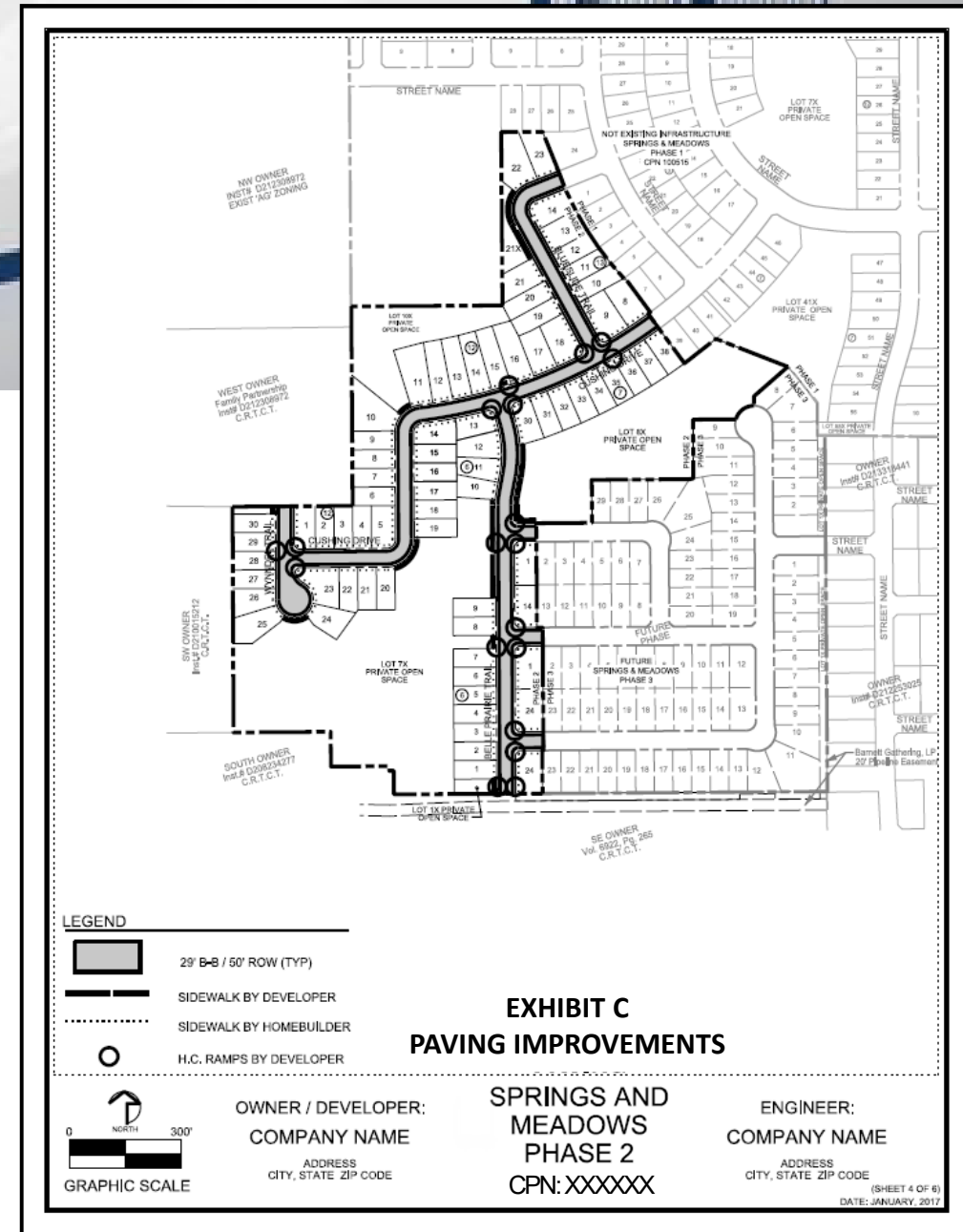


Exhibit D Storm Drain Improvements

- Provide City Project Number (CPN), a legend, and scale
- Show existing/proposed lines and inlets
- For infrastructure that you are connecting to that is not constructed as of yet, provide label stating “NOT EXISTING INFRASTRUCTURE”, Development Phase Name and CPN on exhibit.

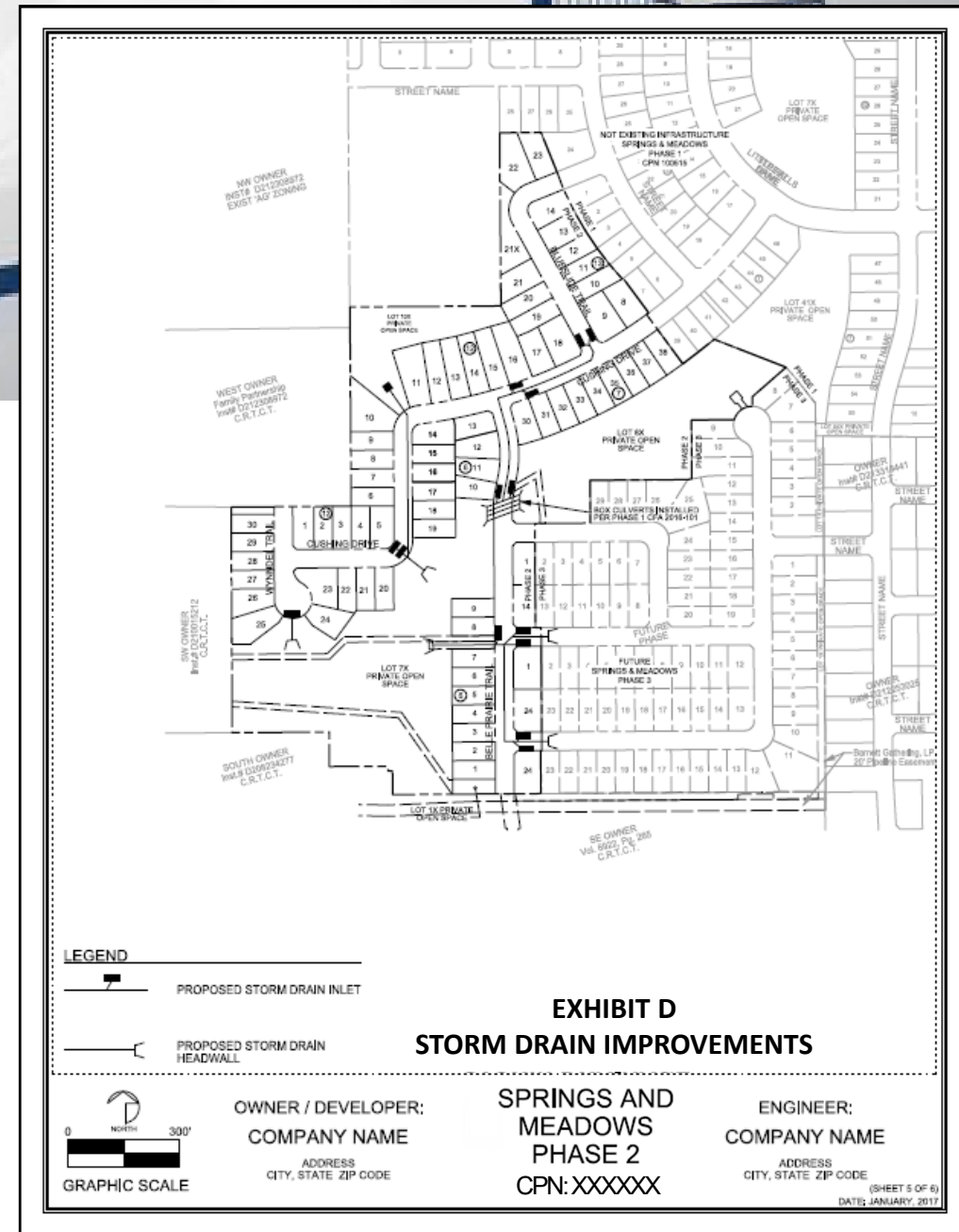
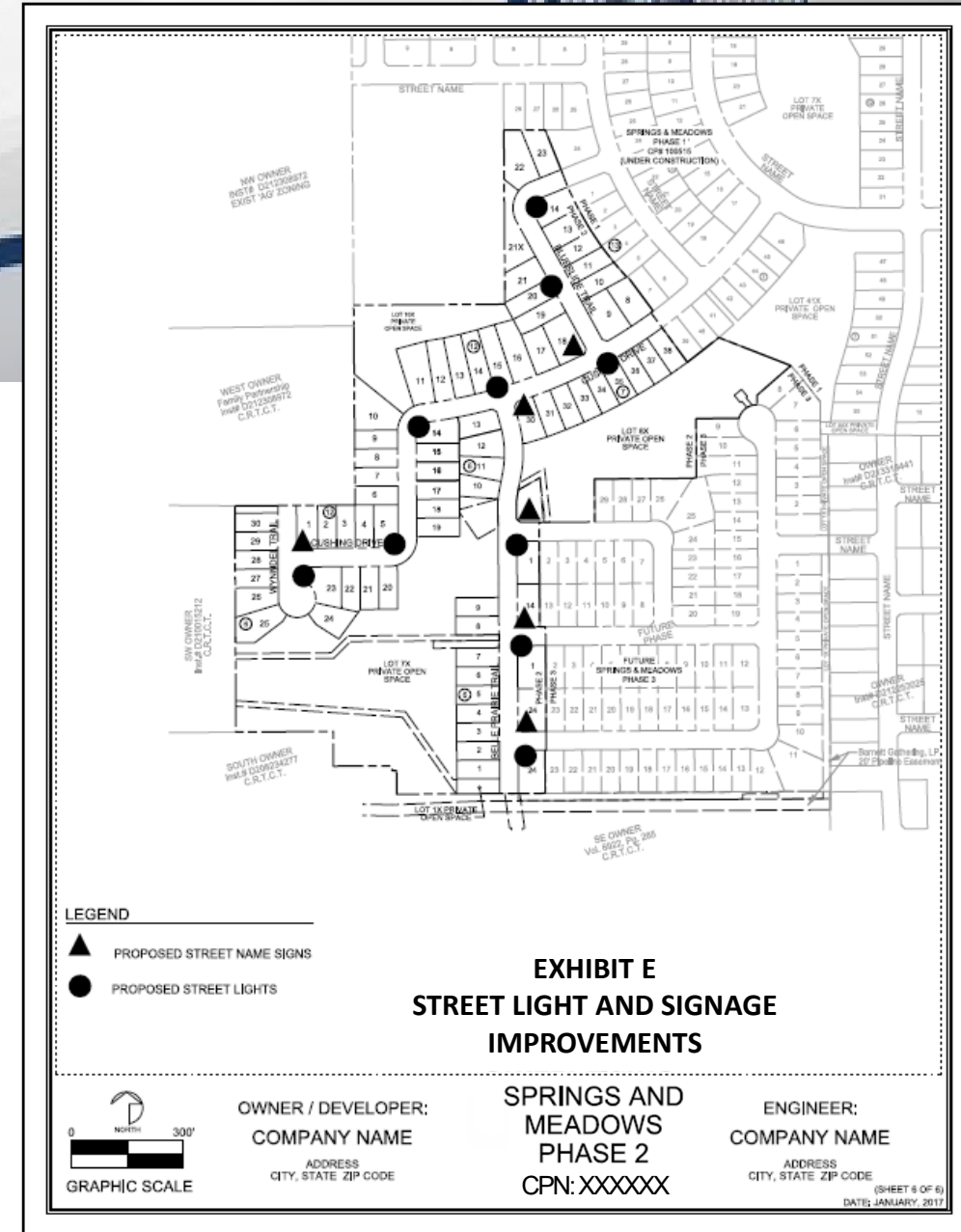


Exhibit E – Street Lights and Sign Improvements

- Provide City Project Number (CPN), a legend, and scale
- Street lights and Signs need to be shown on one exhibit, not two
- Show existing/proposed street lights and signs
- For infrastructure that you are connecting to that is not constructed as of yet, provide label stating “NOT EXISTING INFRASTRUCTURE”, Development Phase Name and CPN on exhibit.

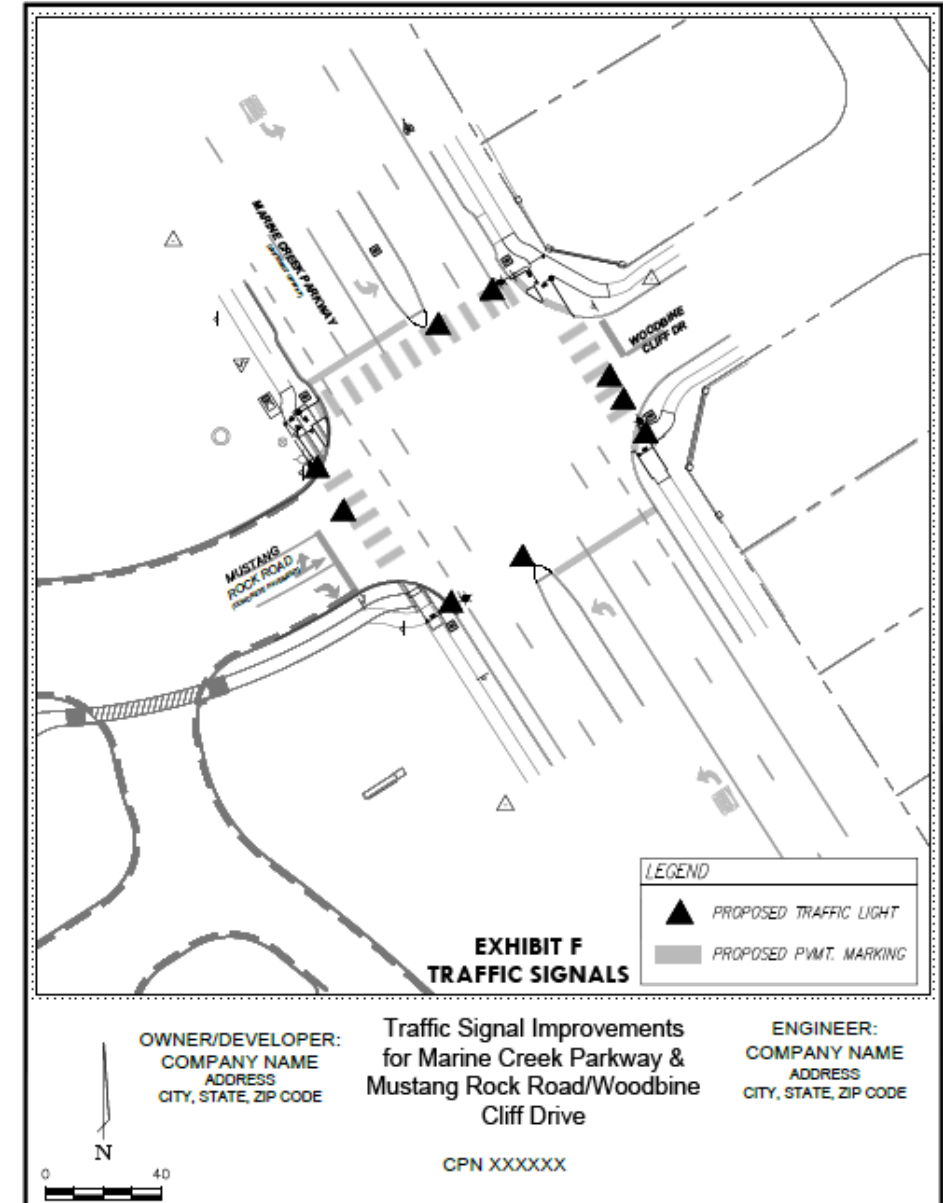




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Exhibit F – Traffic Signal and Striping Improvements

- Provide City Project Number (CPN), a legend, and scale
- Signal and Striping Improvements need to be shown on one exhibit, not two
- Show existing/proposed signals and striping
- For infrastructure that you are connecting to that is not constructed as of yet, provide label stating “NOT EXISTING INFRASTRUCTURE”, Development Phase Name and CPN on exhibit.



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Phased and Concurrent CFA's



Definitions



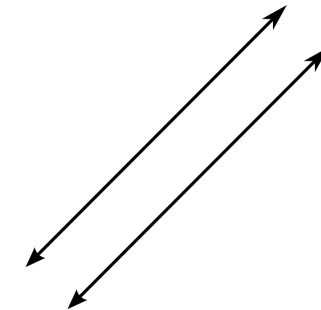
Phased CFAs:

Where a single developer is responsible for a multi-phased project in which a parent project (first project in the sequence of phases) provides connections to both above- and below-ground infrastructure to a child project (a phase that follows the parent)



Concurrent CFAs:

When multiple developers are required to work together to provide infrastructure delivery to each other



PHASED CFAs



- The Developer must acknowledge that they and all parties contracted by them under the executed CFAs understand that they are proceeding at risk, absolving the City from risk, and recognizes that the Developer is the responsible party of disputes between their contractor(s)
- All forms of financial guarantee are allowed to be used in phased scenarios
- All easements necessary for all infrastructure construction must be obtained and filed prior to the project's pre-construction meeting
- In single-family projects, project/phase B (the child project) cannot obtain a recorded plat, but can obtain an executed CFA to construct related public infrastructure
- In commercial projects plats should be recorded with a hold placed on the building permit and the Certificate of Occupancy will not be granted until the CFA infrastructure is accepted

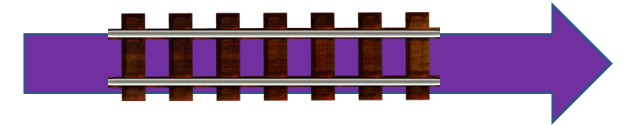


CONCURRENT CFAs

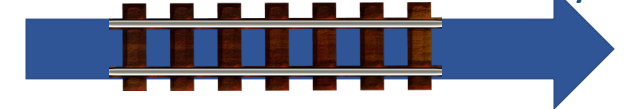


- The parent project (developer A) must have a project that has reached compliance review prior to a child project (developer B) submitting construction plans for IPRC pre-submittal review
- Developer A will enter into a standard CFA, which will now contain language absolving the City on any of their phased projects
- Developer B will need to submit to the City at first review of IPRC plans, notification via the IPRC checklist and CFA application notification that the child project will be connecting to future/unaccepted infrastructure
- Completion agreements are not allowed for parent or child projects
- If a developer subsequently wants to be added but there is not agreement from the previous developers, that developer must wait on acceptance prior to starting infrastructure construction

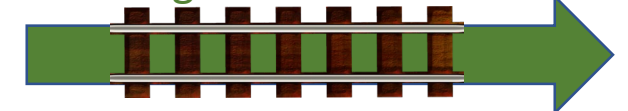
CFA "A" – Off Site



CFA "B" – On Site Water Only



CFA "C" – On Site Sewer, Paving, Storm Drain and Streetlights





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Other Updates



- IPRC Calendar
- Revise Webpage:
<https://www.fortworthtexas.gov/departments/development-services/infrastructure>
- Creation of a new Express CFA record
- Street Closure Requests
- Standardize Construction Product Submittals
- Release of Construction Bonds
- Certificate of Appropriateness (COA) may be required for submittals when pedestrian lights are required for design districts and MU projects



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Questions?



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Thank you