



Land Development News

Technical Bulletin

**Subject: Engineers and Surveyors Institute Fairfax
Pay As You Go Program**

Date: September 13, 2011 No.: 11-09

Summary: Fairfax County has entered into an agreement with the Engineers and Surveyors Institute (ESI) to provide a Minimum Submission Review (MSR) and a Team Peer Review (TPR) on a Pay As You Go (PAYG) basis. The new plan quality review replaces the current peer review program and will be applicable to all plan applications of the following types: site plans (SP), subdivision plans (SD), public improvement plans (PI), preliminary plans (PL) and final pavement design plans, which are submitted as Designate Plan Examiner (DPE) plans and/or from ESI member firms and resubmission of those plan application types submitted on or after October 3, 2011. The minimum submission review will be a replacement for the current "Peer Review" and the team review will function as the current Post Submission Conference.

Effective Date: The new policy will be effective October 3, 2011.

All first submission SP, SD, PI, PL and pavement revisions submitted as DPE plans or by ESI member firms which were originally submitted prior to October 3, 2011, will be grandfathered. Second or subsequent submissions which had a first submission submitted prior to the effective date must be taken to the ESI office for review prior to being resubmitted to Fairfax County, but will be exempt from the PAYG process.

Background: Fairfax County has been a consistent member of the ESI public/private partnership since 1989. This partnership has been successful in its goals of improving communication and the quality of plan submissions over the years. The fee based model for the program is being changed to a model of compensation called PAYG. With the PAYG model, the responsibility for the funding of the quality control review of plans will come directly from the private sector with anticipated outcomes of improving plan quality; reducing costs, and better utilization of ESI and Peer Review Engineers. All jurisdictions partnering with ESI for quality control will now use the PAYG mode of compensation.

Guidelines: The Fairfax County ESI Review (FFXER) Program process will be conducted as follows:

To initiate the review, the applicant or the applicant's representative will submit a Plan Submission Package (PSP) directly to the ESI office in Chantilly. The PSP shall consist of: one copy of the plan and documents to be reviewed (either a paper or electronic copy), a transmittal for the package, all required supporting studies and computations, one copy of the appropriate ESI Fairfax checklist completed by the submitting engineer, a completed Fairfax County ESI Review Program Processing Application (form attached) and the deposit for the FFXER process. The Program Processing Application defines the required deposit and payment method.

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Upon receipt of a FFXER application and deposit, ESI will conduct the minimum submission review and return the results to the applicant within two business days. Applicants requiring a return of the Plan Submission Package with the completed ESI MSR Transmittal must provide for courier pick up or a FEDEX or UPS account number or completed shipping label, to cover shipping costs. There is no charge for document return for plans handled electronically. (See the ESI website for electronic submission instructions.)

Once the plan is found acceptable, an acceptable transmittal will be issued that is to be attached to the corrected plan for submission to the Fairfax County Customer and Technical Support Center. The submission will not be accepted for intake without an acceptable transmittal from ESI.

Please keep in mind that all applicants must submit all plan packages directly to the ESI office (4455 Brookfield Corporate Drive, Suite 107, Chantilly, Virginia 20151, phone 703-263-2232). Fairfax County will not provide courier service to the ESI office.

All second and subsequent submissions of SP, SD, PI, PL and pavement designs that went through the MSR process on the 1st submission must also be reviewed at the ESI office prior to resubmission to the County. ESI will review subsequent submissions to ensure comments have been adequately addressed, and all pertinent information is incorporated into the plan to facilitate approval.

For complete instructions for using the ESI Fairfax PAYG process, please go to <http://www.esinova.org/Jurisdictions/FairfaxCounty/FairfaxCounty.htm>.

If you have any questions, please contact Bruce Nassimbeni, Land Development Services, at **703-324-1780, TTY 711.**

Approved by: Michelle Brickner
Director, Land Development Services

Attachment: Fairfax County ESI Review Program Processing Application