



INSITE

ESI – U.S. Senate Productivity Award Winner for Virginia

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Web Based Comment and Response Initiative Update

System Use Expands: ESI continues to work with Loudoun County, Fauquier County, and the City of Alexandria on the implementation of the Web Based Comment and Response System (ESI WCR) (aka Dr Checks). In Loudoun County all STPL and CPAP applications (all referrals including VDOT but excepting Loudoun Water) are being processed using the system. In Fauquier County, all Minimum Submission and Engineering and FCWSA reviews are using the system. A site plan pilot project has been initiated for all the County staff reviews with the goal of performing all reviews using the system eventually. The City of Alexandria has been experimenting with using the system on grading plans and is exploring expanding the use to site and other plan types.

National System Users Group: In August, ESI has been invited to present our findings, to date, on use of the ProjNet system at the local government level. Dr. Ryan will be meeting with managers of the system from the US Army Corps of Engineers Construction Research Laboratory and the National Institute for Building Sciences. In preparation for that meeting, ESI will be asking a few users, on both the public and private side, to answer a short survey on how well ProjNet has served our needs in Northern Virginia.

Use of PDF Documents: As you are now probably aware, “pdf” format documents can be added to the comment responses to explain graphically how a particular issue is being handled. The advantage of doing this, in communication with the reviewer, is that it saves paper submissions and is part of the review record. The disadvantage is that the submitting engineer needs to be aware of the limitations of viewing a complex drawing on the computer. On some occasions (in all cases with VDOT), the reviewer may need to have an informal paper copy of the proposed changes and they will request that. Overall the goal is to have a single paper submission at the beginning and then the second paper submission is the signature set (after all matters have been resolved and included).

There are two ways to attach “pdf” documents:

1. Some engineers have been attaching a large document (on occasion the entire drawing set) to the first comment and then addressing comment responses back to that pdf. The advantage here is the pdf is only opened once, is contained in its own window, and serves as a reference document during the remainder of the work session. The disadvantage is that navigation and viewing on a computer screen can be difficult. *** This is actually the preferred technique when the ESI Reviewer is doing the Minimum Submission Reviews.
2. The second way is to attach ONLY those drawing pages (they have to be put in a single

pdf document), that are pertinent to the comment resolution. Even better, if you wish to communicate clearly with the reviewer, a marked up pdf could be used at your discretion.

VDOT Specific Policy: When responding to VDOT comments, we request that you attach ONLY the specific drawing(s) (contained in a single pdf document) that are pertinent to resolving a specific comment. Note that for now, VDOT wants a paper copy of the plan submission as well.

Loudoun Specific Information: The use of ESI WCR is intended to be as flexible as possible with different ways to accomplish the review, response and approval tasks. ESI works with the Loudoun Users Group to establish the “best use practices” for the system. Our intent is to maintain as much flexibility as possible and provide that flexibility to both the County Project Manager and the Submitting Engineer. We will be using the direct email approach (such as this), InSite and our website to communicate these practices and in answering FAQs.

If you have questions or suggestions, please contact Terry Ryan (tryan@esinova.org) or Rob Ballinger (rob.balinger@loudoun.gov).

State and County Revisions

The following three articles (*Revised Testing Guidelines for Infiltration Facilities in Fairfax County, Revised Countywide Transportation Plan Adopted in Loudoun County, and VDOT Thrid-Party Inspections*) were provided to ESI from Pacuilli, Simmons and Associates. ESI would like to thank PSA for sharing these important changes to the County and State codes, policies and procedures. Please note the information and apply your respective endeavors.

Revised Testing Guidelines for Infiltration Facilities in Fairfax County

The County of Fairfax has revised their testing guidelines for infiltration facilities. Effective immediately, Fairfax County is allowing the use of soil morphology in determining Seasonal High Water Table (SHWT). The SHWT may be determined by a certified professional registered in Virginia or a professional engineer registered in Virginia meeting certain qualifications. For additional information, contact Peter J. Rigby, Jr., PE at 703-934-0900 or prigby@psaltd.com

Revised Countywide Transportation Plan Adopted in Loudoun County

A REVISED Countywide Transportation Plan (CTP) has been adopted by the Loudoun County Board of Supervisors. Their action unfortunately eliminated or downsized several planned roadways. Economic development and sufficient infrastructure for County citizens is dependent on planning for an adequate multimodal transportation system. We hopefully will see this come to pass in the future.

VDOT Third-Party Inspections

The new Secondary Street Acceptance Requirements (SSAR) allow developers to submit plan revisions to projects previously approved under the old Subdivision Street Requirements (SSR) under section 24 VAC 30-92-20 in order to take advantage of third-party inspections as long as they meet all of the new requirements.

Town of Leesburg Engineer Achieves “Certified Floodplain Manager” Designation

Leesburg, VA (March 19, 2010) – Mac K. Willingham, Senior Engineer with the Town of Leesburg’s Department of Plan Review, recently received Certified Floodplain Manager (CFM) designation from the Association of State Floodplain Managers (ASFPM). Responsible for

managing the Town's FEMA (Federal Emergency Management Agency) floodplains, Mac reviews all land development applications that involve modifications or alterations to existing floodplains before those plans are sent to FEMA for approval.

"When we send plans to FEMA, having a Certified Floodplain Manager review the plans will give our applications a higher level of credibility," explained Bill Ackman, Director of Plan Review, and Mac's supervisor. "We anticipate that future floodplain alteration applications will go through the FEMA review process more smoothly with fewer comments and changes needed, now that we have a CFM on staff."

Mac has been with the Town of Leesburg since July 1985. He received his Bachelor's Degree in Civil Engineering from West Virginia University in 1979. Mac has completed the prerequisites to take the Professional Engineer (PE) license exam, and plans to sit for the exam this fall.

"Management of our floodplains has been increasing in importance over the past decade. Floodplains associated with Town Branch and Tuscarora Creek impact significant sections of the Town, and as we look to develop or redevelop these areas, having floodplain management expertise on staff will enable the Town to work with the development community to protect and enhance the Town's natural environment," commented John Wells, Town Manager.

"Our organization's greatest assets are the staff, and we make every effort to invest in our people. Mac's Certified Floodplain Manager designation reflects our commitment to providing the highest quality services to our residents," Wells added.

The Certified Floodplain Manager program was created in 1999 by the Association of State Floodplain Managers in response to the growing emphasis on floodplain management and flood hazard mitigation at the local, state and federal levels. Today, over 6,000

professionals have received the CFM designation. For more information about ASFPM and the Certified Floodplain Manager program, visit www.floods.org.

Town of Leesburg Plan Approval Process

Since the establishment of the Department of Plan Review (DPR) in July of 2008, we have come a long way with regard to improving the approval process for Land Development Projects in the Town of Leesburg. Although we are not ready to claim "mission accomplished," we would like to share a few of our accomplishments:

1. We have adopted and completely implemented LMIS, the County's tracking system for Land Development Applications. This system provides any Town staff member (with access to the County's computer system) the ability to view the status of any given project at any given time. This system also allows DPR to:
 - Accurately track all internal and external referrals.
 - Accurately track the total number of submissions to approval.
 - Calculate the number of days per submission that staff had the application under review.
 - Calculate the number of days that the application is with the applicant between submissions.
2. We have established two "Plan Review Teams," each headed by a Project Manager. This person is familiar with all aspects of each application assigned to his team and serves as a single point-of-contact for the applicant, internal & external referral agencies as well as for Town residents inquiring about a particular project.
3. DPR now issues a consolidated comment letter after each review. This has virtually eliminated conflicting comments between various Town departments. DPR also cites specific regulation references and specifies affected sheet numbers at the end each comment to assist the applicant in preparing a response to

comments. If the comment is meant to be a recommendation, it is clearly labeled as such in the comment letter and will not be a reason to disapprove the plans.

4. Town staff from all departments has worked extremely hard to improve upon our internal and external lines-of-communication via e-mails, phone calls and additional face to face meetings. On projects where applicants have accepted staff's invitations to meet more often to resolve issues, approvals have come quicker and in three submissions or less. (Quick fact: All "First Submission Site Plans" submitted after the inception of DPR, has been approved in three or fewer submissions....including signature sets.)

5. Our Central Plan Intake accepts all plan and documentary submissions and distributes everything into the proper hands with matchless speed and efficiency.

6. DPR is also in the midst of saying a fond goodbye to paper! Most transference of documents is now done digitally via email and the Internet. Further, almost everything submitted to and generated by DPR is now stored digitally and is available in digital format. We could not have come this far without a lot of help and cooperation from our Utilities and IT departments.

7. Now that all "Approved" plans are in a digital format, DPR has requested and anticipates having a front-counter customer assistance computer station available this fall for the public to access and review digital versions of these approved plan sets. Once you find what you are looking for, our front counter specialists can assist you with transferring the information onto a disc....no more bulky plan sets to try and find, then thumb through, copy and lug home!

DPR appreciates all the cooperation, patience and assistance we have enjoyed from numerous Town Departments and applicants alike. Without this tremendous effort on the part of everyone involved, we would not have been able to make the strides made to date. However, we

can not stop here. Even with the accomplishments noted herein, there is still much more to do and we have only touched upon the tip of the iceberg. Again, thanks to all who have had a hand in our accomplishments; we couldn't have done it without you.

Education News

There is no question about it being summer, and with summer comes the annual hiatus from classes. The Professional Development (PD) elective schedule ended last month and all that remains in the Professional Development Program is the Policy & Procedure (P&P) sequence.

The second semester of the Land Development Engineering (LDE) Program begins in September and affords members who are not DPE eligible or Certified an opportunity to learn a variety of basic skills that are useful in day-to-day job activities.

And speaking of basic skills, if your organization has any employees new to land development engineering, the two-day Fundamentals of Land Development Engineering in Northern Virginia course is just the ticket for becoming familiar with the rudiments of the business. It is available in early November.

AY 2010 Policy & Procedure class information.

This year the plan is for one real time P&P class for each jurisdiction, which will be accomplished through an electronic meeting using the Webex application. As in previous years, each class will be recorded and subsequently offered online. Coordination with the various jurisdictions is underway and preliminary preparations will ensue shortly. The schedule will be published to the ESI Knowledge Center (ESIKC) and e-mail notification will be sent to affected members. The notification will include instructions for enrolling in and subsequently accessing the class. For the real time presentation attendees

will need an internet connected computer and a telephone. The subsequent online class will be similar in enrollment and completion as in previous years.

AY 2011 PD Curriculum Focus Group.

The annual ritual for determining the elective classes, which the membership would like to see presented, begins August 18, with Part 2 occurring a week later, August 25. All members are encouraged to volunteer some of their time to help generate the PD curriculum. Each session lasts about three hours and lunch is provided. As in the past, we have been surveying the attendees at this year's classes for suggestions and we will use their recommendations as a starting point to identify needed classes. If you've ever said, "How come we don't have a class on Asymptotic Applications of Avogadro's Number for Infill Development," now is your chance to lobby for that class.

This process, which has been in effect for many years, is key to the development of the curriculum necessary in acquiring and maintaining DPE certification. I can't count the number of times I've sat in meetings or had conversations with members during which the topic of class offerings has come up, usually in the form of "Why don't we have Such & Such class, or more pointedly, "ESI always has the same classes." We conduct those classes the membership identifies as necessary and our curriculum typically has 50% ± new offerings. Yes, we repeat classes, but only those that are popular. Since our seat availability of traditional classes is fixed, we will usually offer "sold-out" classes in subsequent academic years (subject to instructor availability) until the demand has been satisfied.

So if you want a say in what classes ESI offers, please get involved. The focus group will meet at the Chantilly facility August 18 and 25, 10AM – 1PM, and all are welcome.

Land Development Engineering (LDE), Second Semester.

All those members who are enrolled in the LDE Program are reminded that classes resume with the second semester beginning September 7, 2010. For those members who wish to take advantage of a specific class offered as part of the program, enrollment on a piecemeal basis is available; one does not have to enroll in the entire program. This is an excellent opportunity to improve professional skills by taking advantage of the subject matter experts' knowledge found in all ESI classes. A list of offerings may be found in the 2010 Catalog of Classes located on the ESI website.

Fundamentals of Land Development in Northern Virginia

This is a two-day course that will help practitioners new to the Northern Virginia area understand the practical side of the land development process as it occurs in one of the busiest regions in the state. This orientation course will give professionals with under 24 months on the job the basic information they need to quickly become productive employees in a practical application environment.



Wanted: Subject Matter Experts (SME) to serve as instructors.

ESI is constantly looking for top quality, knowledgeable personnel to develop and present necessary classes in both the

Professional Development and Land Development Engineering Programs. While previous instructor experience is desirable, it is not necessary; we will train you at no expense through our brief but comprehensive Instructor Training Program. (ITP). This is an excellent opportunity to contribute to the profession, share technical expertise with peers and learn or improve your presentation skills. ESI instructors have priority for class enrollment and receive credit for professional licensing continued education requirements in most jurisdictions. The newly established license renewal requirements in Virginia allow double credit for class presentation as an instructor.

Certificates.

We have received some requests from members for verification of class attendance in the form of certificates. As a matter of protocol, the Virginia licensing board for professional engineers and land surveyors DOES NOT require submission of proof of attendance for license renewal. Only in cases in which a licensee is audited does one need to provide such proof. If you are licensed in a jurisdiction that requires such documentation, contact the staff.



WELCOME NEW ESI MEMBERS

ESI is pleased to welcome the following new members and we look forward to working with them to advance the quality of land development in Northern Virginia.

FIRMS:

GKY & Associates, Inc. located in Chantilly, Virginia
Alexandria Consulting Group LLC, located in Fairfax, Virginia

ASSOCIATE MEMBERS:

Greg Davis – Independent
Kevin Seward – Greenway Engineering

PLAN REVIEW STATISTICS FOR JUNE 2009 TO MAY 2010

2009 June 2009 July 2009 Aug 2009 Sept 2009 Oct 2009 Nov 2009 Dec 2010 Jan 2010 Feb 2010 March 2010 April 2010 May 2009-2010 Twelve-Mth. Avg.

Fairfax County

Total # of Major Plans Reviewed	17	15	13	8	11	6	6	9	7	15	10	9	10.5
% of Total Submitted Plans Acceptable	82%	80%	92%	88%	96%	66%	100%	78%	86%	99%	90%	100%	88%
Total # of DPE Plans Submitted	8	7	5	9	6	2	6	5	4	10	7	5	6.2
% of First Submission Plans Acceptable	100%	100%	100%	100%	100%	N/A*	100%	100%	100%	100%	100%	100%	100%
% of Second Submission Plans Acceptable	100%	67%	75%	82%	100%	100%	N/A*	100%	100%	100%	100%	100%	93%
Total # of Non-DPE Plans Submitted	9	8	5	1	3	4	N/A*	4	3	4	3	4	4.4
% of First Submission Plans Acceptable	75%	100%	100%	N/A*	N/A*	N/A*	N/A*	N/A*	50%	N/A	100%	100%	88%
% of Second Submission Plans Acceptable	60%	71%	100%	100%	66%	50%	N/A*	50%	100%	75%	50%	100%	75%
Total # of DPE Plans to Bond	1	2	N/A	4	4	3	1	2	1	3	1	2	2.0
Total # of non-DPE Plans to Bond	4	5	7	3	3	4	5	5	1	3	4	8	4.3
Avg # Days for DPE Plans to Reach Bond	167	131	N/A	265	217	191	196	147	205	266	417	203	200
Avg # Days for non-DPE Plans to Reach Bond	418	359	465	356	344	489	426	345	461	242	353	190	371
Avg # of Submissions for DPE Plans to Reach Bond	2.0	2.0	N/A	2.0	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Avg # of Submissions for non-DPE Plans to Reach Bond	2.0	1.6	2.4	2.0	2.0	2.0	2.2	2.0	2.0	2.0	2.3	1.8	2.0

N/A* = No Plan Submissions

EVENTS

July

7/6	Alexandria Committee	Cancelled
7/7	Leesburg Committee	Cancelled
7/13	Loudoun Committee	Cancelled
7/14	Fairfax Committee	9:30 am
7/27	Executive Committee	11:30 am

August

8/25	Fairfax Committee	8:30 am
8/24	Executive Committee	11:30 am

September

9/1	Leesburg Committee	9:00 am
9/14	Loudoun Committee	4:00 pm
9/16	Fauquier Committee	4:00 pm
9/22	Fairfax Committee	8:30 am
9/28	Executive Committee	11:30 am

CLASSES

No classes are scheduled until September. Make up classes will be available in August. More information will be provided at a later date.