DETAILED INSTRUCTIONS
CITY OF ALEXANDRIA ESI REVIEW (ALXER)
The following applies to City of Alexandria ESI submissions:

1. Send an e-mail notification to Jerry Kitchens (jkitchens@esinova.org) prior to all submissions to ESI.

2. For first submissions, the applicant or the applicant representative will submit one copy of the plan documents to be reviewed, the completed City of Alexandria ESI Review Program Processing Application, a completed ESI checklist (preferably with sheet nos. provided for all applicable items) and a check for the ALXER process made out to "City of Alexandria ESI Review". DO NOT submit City of Alexandria review fee checks (as opposed to ESI deposit checks) or other City documentation (such as bond estimates) to ESI. The plan submission package is to be submitted to the Engineers & Surveyors Institute Fairfax Office at the Herrity Building, 12055 Government Center Parkway, Fairfax, VA 22035, room 553 between 8:00 AM and 4:00 PM Monday through Friday.

3. Complete the LOG IN form at the above location.

4. Leave the Submission Package on the ESI Conference table in room 553.

6. Plans will be officially logged in by ESI and each will be assigned an ALXER number for tracking purposes. A copy of the processing application with assigned number will be returned when the review is complete. Plans received after 4:00 PM will be officially logged in the next business day.

7. Upon ESI review, comments will be posted online to ProjNet and the Submitting Engineer will be contacted with instructions to respond. Upon addressing all comments adequately, ESI will issue an "Acceptable" Transmittal Package to the Submitting Engineer which must be included with the submission package to the City. The plan will be deposited in the Submitting Engineer's pick up box on the Second Floor. If the Engineer does not have an assigned pick up box, the plan will be put in the appropriate alphabetical box per the first letter of the Engineer's firm.

8. Once an "Acceptable" Transmittal Package is issued, the plan is then eligible to be submitted to the City of Alexandria with the ESI Transmittal Package and all other city required documents and fees for technical review.

9. A Team Peer Review Meeting will be scheduled by the City for the first and all required subsequent submissions. The first meeting (Final 1) will use the Peer Review Checklist to review the plan. A Peer Review Engineer will join the meeting along with the ESI Staff Engineer and the City Staff. Subsequent Meetings (Final 2, Final 3, etc.) will address the responses in Comment Response Letter forwarded by the Submitting Engineer prior to the meeting. ESI Minutes from these meetings along with the Attendance Roster will be sent via e-mail by the ESI Staff Engineer within one business day to the Engineer and City Staff following the meeting.

For specific questions relating to this process, please contact Jerry Kitchens, Senior Staff Engineer at

703-324-1942 or by e-mail at jkitchens@esinova.org