

# City of Salisbury



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## MARYLAND DEPARTMENT OF PUBLIC WORKS

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### Consultants and Developers:

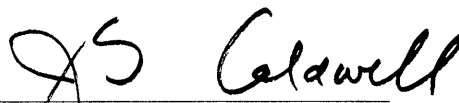
Salisbury Public Works is responsible for the review and approval of all plans and calculations and related documents for the construction of public infrastructure and private stormwater management improvements associated with any land development project in the City of Salisbury. At the December 8, 2008 City Council meeting, Resolution 1733 was passed adopting a policy that enables a developer to choose to outsource that review to a consultant previously selected by the City. See the attachment.

Salisbury Public Works is pleased to announce that the option to choose to have the City's Outsource Consultant review development plans is now available. Upon receipt by SPW of a written request for the outsource option from the developer, the procedure listed in Item 5 of the attached outsourcing policy will be initiated. Under this procedure, a plan review comment letter will be generated by the Outsource Consultant, reviewed and perhaps modified by SPW before being sent to the developer and his consultant. SPW will continue to sign the review comment letter and is ultimately responsible for its content.

The advantage of this procedure to the developer is that the plan review turnaround time will be limited to approximately 60 days from the date that the developer's payment of the Outsource Consultant's review fee is received by SPW. Initial submittals of projects that propose extensive public roadway and utility construction are particularly well-suited to the outsource option as the competing priorities of SPW's project engineers at times delay or interrupt the review process. Unless a major design change is proposed, selection of the outsource option for plans that are well advanced through the review process may not be worthwhile.

The outsource procedure applies to a single submittal for a particular project. The typical project undergoes several submittal iterations through SPW before the plans are ready for approval. Construction documents that are well designed, error-free and with all information clearly presented will facilitate the plan review and approval process. Resubmittals that thoroughly address all SPW comments minimize plan review iterations and hasten plan approval.

In accordance with Item 4G of the attached Policy, the developer will be responsible for a \$500 fee to SPW for its review and administrative work efforts per review submittal in addition to the Outsource Consultant's fee. If you have any questions or require clarification of the outsource procedure, please do not hesitate to contact this office.

  
James S. Caldwell, P. E.  
Director of Public Works

## City of Salisbury Policy for Outsourcing Development Plan Reviews

1. **Purpose.** The purpose of this policy is to give Developers an option to improve the turnaround time for receipt of review comments of private development plans.
2. **Background.** Salisbury Public Works is responsible for the review of stormwater management and the public infrastructure aspects of private development projects within the corporate limits of the City of Salisbury. Plans are reviewed for compliance with City ordinances and policies as well as generally accepted design engineering principles and practices. Plans are also checked for errors and for constructability. Performance of this review in a timely manner is critical to the economic success of these projects. In 2007, the City's development Process Action Team generated a list of suggested changes to improve the effectiveness of SPW's development plan review process. One of those suggested changes is implementation of a procedure that enables the Developer to choose to have an Outsource Consultant, who is selected by the City, perform the review within a limited time period at the Developer's cost. This policy is targeted toward the review of large development projects but may apply to a project of any size provided the Developer chooses to pay the Outsource Consultant's review fee.

### 3. Definitions.

*Day* is a calendar day.

*Developer* is the person or entity that changes the use of a property through constructed improvements.

*Outsource Consultant* is a consulting engineer firm retained by the City of Salisbury for the purpose of reviewing improvements construction plans for private development projects.

4. **Policy.** SPW's policy for the review of improvements construction plans for private development projects by Outsource Consultants is as follows.
  - A. **Outsource Consultant Selection.** SPW will retain via memoranda of understanding three Outsource Consultants, prioritized according to their perceived ability to provide a quality work product in a timely manner. Each request for Outsource Consultant services will be directed to the top ranked Outsource Consultant unless that firm declines a particular project or SPW determines that another Outsource Consultant is better able to perform an acceptable, timely and comprehensive review.
  - B. **Qualifications.** Review of improvements construction plans must be performed by or supervised by a professional licensed in Maryland for the particular aspect of the project.
  - C. **Outsource Consultant's Rejection Option.** The Outsource Consultant may reject a particular review request. Rejection may jeopardize the issuance of subsequent development plan review project orders to that firm.
  - D. **Outsource Consultant's Performance.** The Outsource Consultant must perform an acceptable review within a limited time period as determined by SPW and stipulated in the project order. Failure to comply with the criteria in the project order may jeopardize the issuance of subsequent development plan review project orders to that firm.

**E. Developer's Option.** Selection of the outsourced plan review option shall be the Developer's choice. Selection of the particular Outsource Consultant to perform the review shall be determined by SPW.

**F. Payment of Outsource Consultant.** The Developer shall pay the Outsource Consultant's lump sum, not-to-exceed fee to SPW prior to project order issuance to the Outsource Consultant by SPW. This fee is not refundable to the Developer after the project order is issued to the Outsource Consultant. SPW shall pay the Outsource Consultant's fee following receipt of the final work product.

**G. SPW Plan Review Fee.** The Developer shall also be responsible for a \$500 plan review fee to SPW for administrative and review work efforts in addition to the Outsource Consultant's fee.

**5. Sample Outsource Plan Review Target Timeline.** This timeline is a sample that SPW would use as a goal for a particular plan review work effort.

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| <b>A.</b> Developer submits written request for Outsource Consultant review option accompanied by complete plan submittal package  | Day 1  |
| <b>B.</b> SPW forwards package to Outsource Consultant to solicit price for one review   | Day 2  |
| <b>C.</b> SPW receives Outsource Consultant's not-to-exceed fee estimate   | Day 9  |
| <b>D.</b> SPW informs Developer of Outsource Consultant's fee  | Day 10 |
| <b>E.</b> Developer pays Outsource Consultant's fee to SPW   | Day 13 |
| <b>F.</b> SPW sends Project Order to Outsource Consultant  | Day 15 |
| <b>G.</b> Outsource Consultant provides written plan review comment letter to SPW accompanied by itemized invoice                  | Day 45 |
| <b>H.</b> SPW reviews and amends written comment letter, pays Outsource Consultant's fee, sends review comment letter to Developer | Day 60 |

**9. Approval Reference.** The City Council approved this policy on December 8, 2008 through Resolution 1733.