City of Alexandria ESI Review
(ALXER)
Detailed Instructions

The following applies to City of Alexandria ESI submissions:

1. Send an e-mail notification to Keith Sinclair (ksinclair@esinova.org) prior to all submissions to ESI.

2. For first submissions, the applicant or the applicant representative will submit a Plan Submission Package (PSP) containing:

- one copy of the plan documents to be reviewed
- the completed City of Alexandria ESI MSR Review Program Fee Processing Application
- a completed ESI checklist (preferably with sheet nos. provided for all applicable items)
- if paying by check, a check for the ALXER process made out to "ESI Peer 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.**

Due to security protocols in the building, the PSP is to be submitted to the **Records and Information Management (RIM) Counter on the fifth floor of the Herrity Building, 12055 Government Center Parkway, Fairfax, VA 22035,** between 8:00 AM and 4:00 PM Monday through Friday. County Staff will deliver the plan to ESI's Staff Engineer.

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

4. Leave the Submission Package with County staff at the RIM counter on the fifth floor.

6. Plans will be officially logged in by ESI and each will be assigned an ALXER number for tracking purposes. 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 of the Herrity Building. 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 the 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 Submitting Engineer and City Staff following the meeting.

For specific questions relating to this process, please contact Keith Sinclair, ESI Senior Staff Engineer at (571) 241-3656 or by e-mail at ksinclair@esinova.org.