

Early Release of Construction Agreement (AGR)

Where a site is required to produce an E-plan, various permits (Final Site Compliance Plan, Building Plan, etc.) will not be issued until the Construction Agreement "AGR" has been signed.

The normal process requires a signed E-plan to approve the AGR. To allow the developer to proceed with site work once the E-plan is substantially complete, early AGR approval may be granted.

Process:

1. A set of E-plans has been submitted and substantially completed through full review after The Division of Traffic Management has issued the project scope.
 - a. Remaining comments on the plans must be very minor and have minimal effect on plan quantities.
 - b. All scope of work issues are resolved and there are no disputes on the scope of work to be performed.
 - c. All proposed work shown on the plan is in the R/W or on property under the developer's control. There shall not be a need for easements or right of way from other parcels that have not yet been obtained.
 - d. Future changes to the plans would have no expected changes to the limits of the R/W and/or easements to be conveyed.
 - e. Future changes do not risk direct compliance to standards. Meaning an unresolved issue does not potentially require a design exception.
 - f. Plan quantities are accurate and there are no feasibility issues with the plans. All expected changes on the next submission would be very minor.
 - g. An Engineer's estimate shall be required in Excel format, detailing the quantities and cost of the associated work. Pay items and quantities must match those in the general summary of the E plan.
 - h. The plan reviewer will look at comments from other departments for items that could substantially change the quantities or layout.
 - i. Plan comments are not expected to change construction costs by more than 20%.
 - j. The plan reviewer will estimate the accuracy of quantities and potential changes and recommend a contingency when necessary. (Normally ranging from 10% to 20%)
2. When the Developer/Consultant submits a compliant plan, also include an Engineer's Estimate in Excel Format **along with the checklist included on page 2 of this document**, and send an email request to the Chief Plans Official (Andy Beard, asbeard@columbus.gov) for early AGR approval at the time of submission. The plan reviewer will review the submittal with this request in mind.
3. At the end of the review period, The DPS plan reviewer will make a recommendation to the Department of Public Service (DPS) Design Section Manager if the plan is close to completion and meets the intent of this policy.
4. If the Design Section Manager concurs, they will send an email to the Construction Inspection Coordinator (Bill Warner, Wawarner@columbus.gov), the Chief Plans Official (Andy Beard), and the Consultant/Developer, copying plan review staff. If an additional contingency is required, it will be indicated on this email, otherwise, no additional contingency is needed.
5. Construction Inspection Coordinator will start the AGR process.

Request for Early Release of Construction Agreement (AGR) Checklist

(to be submitted with plans at time of request)

State justification for early AGR request: _____

- ☐ Engineer's estimate in Excel format
- ☐ Engineer's estimate units, unit descriptions, and quantities match the plan General Summary exactly
- ☐ If applicable, cost splits provided for work to be inspected by CoC (multi-jurisdictional, etc.)
- ☐ There are no pending approvals for a design exception or variance, and there are no anticipated design changes that could require a design exception or variance
- ☐ All proposed work is within existing R/W or on property under the developer's control.
(There shall not be a need for easements or R/W from parcels not under the developer's control that have not yet been obtained and there are no anticipated changes to the plans that could require additional R/W and/or easements to be conveyed)
- ☐ For multi-jurisdictional improvements, provide documentation from the other agency(s) stating that plan detail is sufficient to accurately estimate all quantities within 20%
- ☐ Owner at the Time of Construction (as listed on title sheet):
Owner _____
Contact _____
Address _____
Phone _____ Email _____
- ☐ Design Engineer's contact information (as listed on title sheet):
Design Firm _____
Engineer _____
Address _____
Phone _____ Email _____

P.E. Responsible for Plans: _____
(Signature) (Date)

Incomplete or inaccurate submission may result in denial of current or future early AGR requests.