

# Bowman CONSULTING

April 22, 2002

Eakin/Youngentob Associates (EYA)  
1000 Wilson Boulevard  
Suite 2720  
Arlington, Va. 22209  
Attn: Mr. Terry Eakin

Re: Samuel Madden Homes  
Final Site Plan Approval Schedule

Dear Mr. Eakin,

As a follow-up to our recent discussion on obtaining an accelerated plan approval for the above project by September 1, 2003, we present the enclosed project schedule. The schedule spells out critical milestones in the approval process and should be utilized as a guide to meet our objective of breaking ground the first week of September 2003. During the preparation of the schedule we not only reduced timelines but tried to find ways of combining steps to meet the approval date desired.

Paramount to achieving the timelines presented is having all parties working together as a team. This includes all members of the EYA management/design team and all City of Alexandria agencies that are part of the review and approval process. Maintaining an open dialogue between the EYA team and City staff is necessary. We request that all participants in the process make every effort to be available for project discussions. Unless the requestor has stated a less stringent timeline, we suggest the following response times:

- Phone calls returned within four (4) hours
- Emails responded to within 24 hours
- Requested meetings to be held within 48 hours

A detailed review of the project schedule and critical actions required are presented below.

A progress set of the Final Site Plan will be submitted to ARHA on May 15, 2003 followed by submission of the completed plan to the City on May 30, 2003. To achieve this goal the EYA team must continue design and dialogue so the plan set compiled meets the objectives of EYA and the requirements of the City.

After plan submission, the City will set up a peer review meeting with ESI. In our experience this meeting would typically take one (1) to two (2) weeks to take place. The schedule shows this meeting taking place within one (1) week of plan submittal. Also important is having all meeting attendees review the plan set prior to the meeting so that critical items can be presented to the design team during the ESI review.

Next the City will compile all comments from their agencies. In the past, we have had good experiences in getting advance copies of City comments in lieu of waiting till all agencies have submitted their input. We assume this will continue. From our experience, it will

usually take about four (4) to six (6) weeks to receive all of the City comments. Our schedule proposes three (3) weeks to complete this task.

Once comments are received from the City and reviewed by the EYA team, Bowman Consulting Group will revise the base drawings for the project, as appropriate, and distribute the information to the other team members so they can revise their plan sheets. After all plans have been revised per comments and dialogue between the City and EYA team, the revised plans will be re-submitted to the City. Especially important during this phase is having all parties abide by the responsiveness goals presented earlier so that the EYA team and City are comfortable with the revised plans as submitted. The schedule shows four (4) weeks for the coordination and plan revisions to take place.

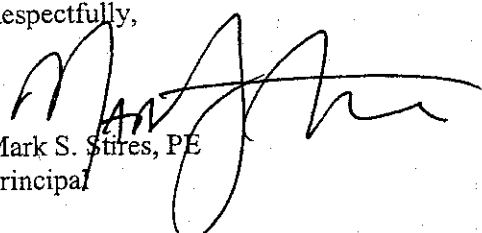
After receiving the revised plans another ESI peer review meeting will be set up. As stated previously, this meeting is proposed to take place within one (1) week of the resubmittal date. Input received at this meeting will again commence required plan revisions.

Following the ESI review the City will compile comments from their agencies. The EYA team will continue working with City staff to resolve issues on the plan set. Due to the extra effort put forth upfront, by all participants in the process, it is our hope that comments on the resubmitted plan set are minor and the project be given conditional approval. We would then address the comments and resubmit the mylar set in lieu of having another review. The second City review might typically take three (3) or four (4) weeks. The schedule proposes two (2) weeks. At this time we will also request that the City prepare the bonding documents to expedite the final approval process.


After submittal of the mylar plan set the City will confirm that the requested revisions have been addressed. The bond will need to be submitted by the EYA team then the mylars will be signed by the City allowing permits to be pulled. Typically, we have seen this final step take up to four (4) weeks to complete. The schedule proposes that this step be completed in two (2) weeks.

In closing, please know that Bowman Consulting Group is committed to achieving the goals presented on the schedule. This includes not only producing the plan set required but also coordinating with the rest of the EYA team and City staff to accomplish the common goal of starting construction the first week of September 2003. Should you wish to discuss the contents of this letter, please feel free to contact our office at 703.548.2188.

Respectfully,



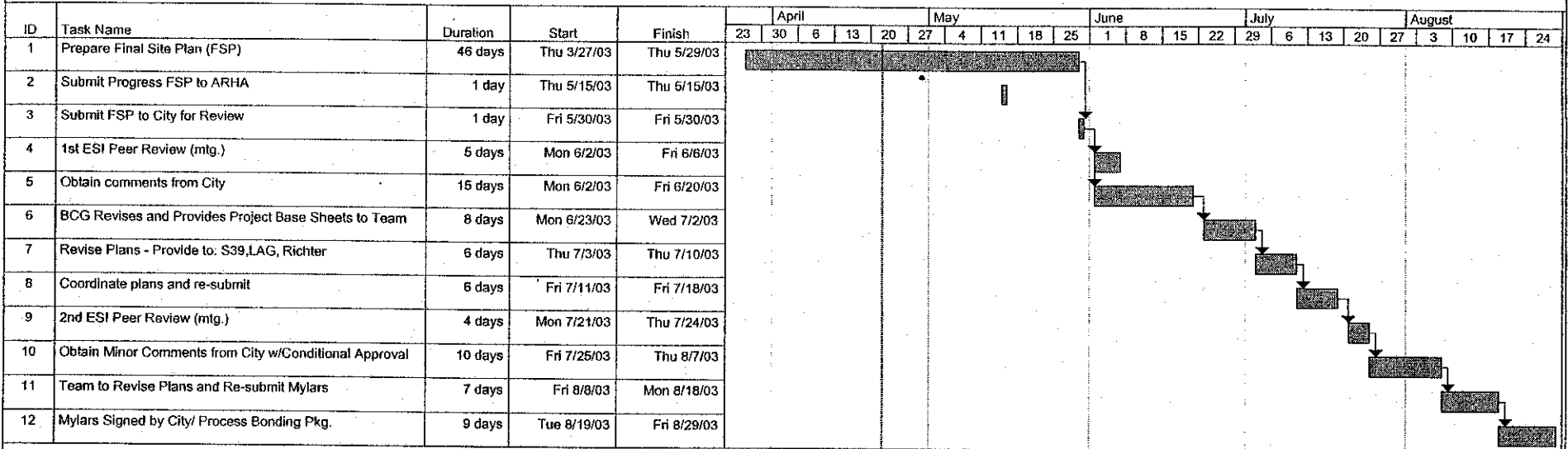
Mark S. Stires, PE  
Principal













Jeff Blair, PE  
Director of Engineering

cc: Jack McLaurin, AIA – Lessard Architectural Group, Inc.  
Joe Plumpe, RLA – Studio 39 Landscape Architecture, Inc.  
Steve Richter – Richter and Associates

## Samuel Madden Homes Final Site Plan Approval Schedule



Project: Samuel Madden Homes  
Date: Tue 4/22/03

Task		Milestone		Rolled Up Split		External Tasks	
Split		Summary		Rolled Up Milestone		Project Summary	
Progress		Rolled Up Task		Rolled Up Progress	