

Design Concept Report Intake Form

Project Name

Project Identification #

Month, XX, 202X

Design Concept Report Intake Form

Purpose & Process

The **Design Concept Report (DCR) Intake Form** is a standard form that is filled by an **external agency** to demonstrate interest in undertaking a project within the City of Houston’s boundaries. It outlines basic information that helps to determine whether the project warrants the DCR process or not. Houston Public Works’ (HPW) Interagency - Planning will determine, based on the external agency’s responses on this form, whether a DCR needs to be undertaken. This filled Form is supplied to Interagency electronically.

1. DCR Needed:
   * **All reconstruction projects require a DCR**. If it is determined that a DCR is needed, the external agency will work with HPW to create a DCR for the project. The process and details for conducting a DCR will be outlined by the Interagency Service Line of HPW. A DCR will typically be needed for a full roadway reconstruction project or a drainage project.
2. DCR Not Needed:
   * Projects that may not need a DCR include resurfacing, mill overlay, panel replacement, sidewalk panel replacement, or other surface projects of that nature. If it is determined that a DCR is not needed, the following process will be followed:
     1. A collation of all previous and current documentation and design concepts related and relevant to the project will be presented to Interagency Service Line for review. A cover letter clearly outlining the project need, limits, brief history, proposed improvements, and any other relevant information should be included.
     2. Interagency Service Line will review and process the information and request additional information, if needed. This step is not anticipated to exceed 21 business days after submission.
     3. Interagency Service Line will notify the external agency of approval of the project and will continue project development.

A picture containing diagram

Description automatically generated

Design Concept Report Intake Form

**Entity Name:**

**Project Title/Project ID or Number:**

**Project Need & Purpose:**

**Project Location and Limits** (Attach Map)**:**

**Planning Project** Yes\_\_\_ No\_\_\_ **Reconstruction Project:** Yes\_\_\_ No\_\_\_ **Rehabilitation Project:** Yes\_\_\_ No\_\_\_

**Planned/Expected Date:**

* **Design:**
* **Construction:**
* **Phased Project:** Yes\_\_\_ No\_\_\_

**Source(s) of Funding** (Attach Budget):

**Planned Maintenance** (TIRZ, Management District, COH etc.):

**Table 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPONENT** | **EXISTING** | **PROPOSED** | **NOTES** | **HPW COMMENTS** |
| **City of Houston Strategies** |  |  |  |  |
| COH Major Thoroughfare Plan Designation |  |  |  |  |
| COH Bike Plan Designation |  |  |  |  |
| COH Vision Zero Initiatives:   * COH High Injury Network * Crash and Safety Factors * Other |  |  |  |  |
| METRO Corridor |  |  |  |  |
| Resiliency Initiatives |  |  |  |  |
| **COMPONENT** | **EXISTING** | **PROPOSED** | **NOTES** | **HPW COMMENTS** |
| **Travel Lanes** |  |  |  |  |
| * Number, Width, Parking, Heavy Trucks |  |  |  |  |
| * Bike Plan Designtation |  |  |  |  |
| **Pedestrian Realm/Back of Curb** |  |  |  |  |
| * Sidewalks |  |  |  |  |
| * Intersection Work |  |  |  |  |
| * Pedestrian Amenities |  |  |  |  |
| * Real Estate Acquisition |  |  |  |  |
| * Power/light poles |  |  |  |  |
| EMS Clearance |  |  |  |  |
| **Drainage** |  |  |  |  |
| * Inlets/Storm Sewer |  |  |  |  |
| * Open Ditch |  |  |  |  |

**Submitted By:**

Entity/Organization:

By Email, Y\_\_\_N\_\_\_ Other:

Date:

**Project Resources:**

City of Houston Planning Department:

* Major Thoroughfare Plan Information: [MTFP (houstontx.gov)](http://www.houstontx.gov/planning/transportation/MTFP.html)
* Houston Map Viewer (MTFP, Platting Information): [Houston Map Viewer (houstontx.gov)](https://mycity.houstontx.gov/houstonmapviewer/)
* Vision Zero: [Houston Vision Zero (houstontx.gov)](http://www.houstontx.gov/visionzero/index.html)

Houston Public Works:

* Build Houston Forward: [ReBuild Houston is now Build Houston Forward](https://buildhoustonforward.org/)
* Geolink (Utilities): [Geolink (houstontx.gov)](https://mapsop1.houstontx.gov/portal/apps/sites/#/geolink)

**Contact Information:**

Thomas Kirn, AICP, CFM: DCR Intake Form Administrator, [thomas.kirn@houstontx.gov](mailto:thomas.kirn@houstontx.gov) (Primary)

Patrick Nguyen, Division Manager [Patrick.nguyen@houstontx.gov](mailto:Patrick.nguyen@houstontx.gov) (Secondary)**Table 2 (For HPW Use)**

|  |  |  |
| --- | --- | --- |
| **COH/HPW DEPARTMENT OR SUBJECT MATTER EXPERT** | **TRIGGERS INVOLVEMENT (Y/N)** | **COH/HPW DEPARTMENT COMMENTS** |
| Wastewater |  |  |
| Water |  |  |
| Drainage Operations |  |  |
| Street Maintenance |  |  |
| Traffic |  |  |
| Fire Dept |  |  |
| Planning Dept |  |  |
| Other Departments:   * Dept 1 * Dept 2 |  |  |
| WBS Number Assigned? \_\_\_\_ Y \_\_\_\_N Number: | | |

**Review #1:**

Initial COH/HPW Review Meeting Date:

**Referred Back to External Agency:**

Date:

By Email, Y\_\_\_N\_\_\_ Other:

Additional HPW Comments: