

Capital Project Management

Capital Improvement Projects

30% Design Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
Project Number:	
Project Location:	
Consultant:	Consultant Contact:
Consultant Address:	Consultant Phone Number:
	Consultant Email:

Cover Sheet

- Project details (project name, project number, etc.)
- City Council Members and Charter Members – Current info available on COS website
- Vicinity map - township, range, and section, north arrow, approximate project limits
- Benchmarks
- Basis of bearing
- Sheet index

Notes and Typical Sections

- General Construction Notes for Capital Projects
- General Notes for Signing and Pavement Markings
- General Utility Notes
- Preliminary pavement structural section

Control Plan - Prelim Control Plan

- COS bench marks
- Monument line or construction centerline tied to COS bench marks
- Preliminary Stationing
- Street names
- Curve data

Demo / Relocations

- Identification of improvements, appurtenances, or utilities that are in conflict with work, and shall be checked against as-built drawings and topo/planimetric surveys

Plan and Profile Sheets

- Current topo and planimetric survey
- Preliminary stationing of all roads
- Preliminary horizontal alignments of new work
- Preliminary edge of pavements
- Existing ROW
- Existing utilities as determined from as-builts, topo and planimetric surveys, and utility provided mapping
- Street names
- New curb, gutter, sidewalk, medians and driveways

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Capital Project Management Capital Improvement Projects 30% Design Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
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Plan and Profile Sheets (continued)

- Property lines
- Preliminary layout of utilities
- Include assessor parcel number and property address for all adjacent parcels

Drainage Plans

- Preliminary layout of proposed pipe in relation to utilities and roadway improvements

Sewer and Water Plans

- Preliminary layout of proposed pipe in relation to utilities and roadway improvements

Traffic Signal Plans

- Prelim locations of signal poles in relation to existing and proposed roadway improvements

Cost Estimate

- 30% level cost estimate ($\pm 30\%$)

General Drawing Information:

- All drawings shall have appropriate scale information and north arrow. North arrow shall generally point to top or right edge of page.
- All drawings shall be on the latest COS Title Block.
- Survey CAD file Provided to City
- Not all items will apply to every project. City has final discretion as to what items need to be included at each submittal level.
- Adherence to or use of this list does not imply or approve any change of scope. Coordinate with CPM Project Manager for potential scope changes.

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60% Design Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
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Project Location:	
Consultant:	Consultant Contact:
Consultant Address:	Consultant Phone Number:
	Consultant Email:

Cover Sheet

- Items included on 30% Checklist
- No conflict signature block – preliminary list of utilities
- FEMA flood plain map block
- Maricopa County environmental block
- Provide table which includes size of project (in acres) and total disturbed area (in acres) for SWPPP determination

Notes and Typical Sections

- Items included on 30% Checklist
- Prelim typical sections: curb and gutter, sidewalk, median and pavement, cross slopes, right of way
- Pavement structural sections
- Project specific notes

Details

- Preliminary details

Control Plan

- Items included on 30% Checklist
- Final control plan

Storm Drain Details

- Preliminary plan, profile and lateral pipe views of storm drains, culverts, etc.
 - Include preliminary utility locations in plan, profile, and lateral pipe views

Removals / Relocations

- Items included on 30% Checklist
- Final identification of improvements, appurtenances, or utilities that conflict with work

Plan and Profile Sheets

- Items included on 30% Checklist
- Stationing of roads within work
- Horizontal alignments of new work
 - Include station offset control tied back to centerline or monument line
- Vertical alignments of new work
 - Include vertical curve data
 - Grade breaks
 - Slopes
- Edge of pavements

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Project Name:	Date Submitted:
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Plan and Profile Sheets (continued)

- Limits of earthwork
- Proposed ROW
- Proposed Easements
- Curb, gutter, sidewalk, medians and driveways
 - Include station offset control tied back to centerline or monument Line
- Layout of utilities and any relocations Identified on Removals / Relocation Plan

Drainage Plans

- Items included on 30% Checklist
- Drainage improvements in relation to utilities and roadway improvements
 - Include station offset control tied back to centerline or monument line
- Provide Q100 flow rate with direction of flow arrow at points of interest (culverts, storm drain entries and outfalls, wash or open channel realignment, etc.)
- Show hydraulic grade line on all profiles

Sewer and Water Plans

- Items included on 30% Checklist
- Utility locations in relation to roadway improvements
 - Include station offset control tied back to centerline or monument line

Signing and Pavement Marking Plans

- Prelim layout of pavement markings
 - Type, size, location
 - Symbols, striping
 - Lane width dimensions
 - Bicycle lanes
- Prelim layout of signage
 - Identification of existing signage
 - Sign type, size, location, and height
 - Sign summary table

Traffic Signal Plans

- Items included on 30% Checklist
- Final locations of signal poles in relation to existing and proposed roadway improvements
- Prelim locations of cabinets, junction boxes, and other appurtenances

Lighting Plans

- Prelim locations of street lights and other lighting fixtures

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Project Name:	Date Submitted:
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Landscape Plans

- Identify utility tie in for irrigation, including prelim meter, backflow preventer, and other special valve locations
- Prelim layout of vegetation
- Prelim layout of irrigation

Special Provisions

- Preliminary technical special provisions to MAG and COS Supplement to MAG

Preliminary Construction Schedule

- Preliminary construction schedule

Cost Estimate

- 60% level cost estimate ($\pm 20\%$)

General Drawing Information:

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Capital Improvement Projects

90% Design Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
Project Number:	
Project Location:	
Consultant:	Consultant Contact:
Consultant Address:	Consultant Phone Number:
	Consultant Email:

Cover Sheet

- Items included on 60% Checklist
- Signed no conflict signature block
 - Utility no conflict package
- Signed Maricopa County environmental block

Notes and Typical Sections

- Items included on 60% Checklist
- Final typical sections: curb and gutter, sidewalk, median and pavement, cross slopes, right of way

Details

- Items included on 60% Checklist
- Final details
 - All details coordinated with plan sheets that they're reference from

Control Plan - Prelim Control Plan

- Items included on 60% Checklist

Storm Drain Details

- Items included on 60% Checklist
- Incorporate pothole data on plans

Removals / Relocations

- Items included on 60% Checklist

Plan and Profile Sheets

- Items included on 60% Checklist
- Incorporate pothole data on plans

Drainage Plans

- Items included on 60% Checklist

Sewer and Water Plans

- Items included on 60% Checklist

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Capital Improvement Projects

90% Design Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
Project Number:	

Signing and Pavement Marking Plans

- Items included on 60% Checklist
- Final layout of pavement markings
 - Type, size, location
 - Symbols, striping
 - Lane width dimensions
 - Bicycle lanes
- Final layout of signage
 - Sign type, size, location, and height
 - Sign summary table

Traffic Signal Plans

- Items included on 60% Checklist
- Final locations of cabinets, junction boxes, and other appurtenances

Lighting Plans

- Items included on 60% Checklist
- Final locations of street lights, other lighting fixtures, boxes, etc.

Landscape Plans

- Items included on 60% Checklist
- Final layout of vegetation
- Final layout of irrigation

Special Provisions

- Final technical special provisions to MAG and COS Supplement to MAG

Preliminary Construction Schedule

- Updated construction schedule

Cost Estimate

- 90% level cost estimate ($\pm 10\%$)

General Drawing Information:

- All drawings shall have appropriate scale information and north arrow. North arrow shall generally point to top or right edge of page.
- All drawings shall be on the latest COS Title Block.
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Capital Project Management Capital Improvement Projects Bid Set Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
Project Number:	
Project Location:	
Consultant:	Consultant Contact:
Consultant Address:	Consultant Phone Number:
	Consultant Email:

Drawings

- Sealed
 - COS Planning Approved

Special Provisions

- Sealed

Construction Schedule

- Final construction schedule

Cost Estimate

- Final cost estimate ($\pm 10\%$)
- Bid Tab with quantities

General Drawing Information:

- Use COS Provided Excel Spreadsheet for Bid Tab.
- Proposed Improvements CAD file shall be provided at time Bid Documents are issued.
- Not all items will apply to every project. City has final discretion as to what items need to be included at each submittal level.
- Adherence to or use of this list does not imply or approve any change of scope. Coordinate with CPM Project Manager for potential scope changes.

Capital Project Management Capital Improvement Projects Native Plant Permit Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
Project Number:	
Project Location:	
Consultant:	Consultant Contact:
Consultant Address:	Consultant Phone Number:
	Consultant Email:

Cover Sheet

- Project details (project name, project number, etc.)
- City Council Members and Charter Members – Current info available on COS website
- Vicinity map - township, range, and section, north arrow, approximate project limits
- Benchmarks
- Basis of bearing
- Sheet index

Native Plant Plan Sheets

- Current topo and planimetric survey
- Stationing of all roads
- Edge of pavements
- Existing ROW
- Street names
- New curb, gutter, sidewalk, medians, and driveways
- Provide the following information for all protected native plants within the affected area:
 - Location
 - Quantity
 - Species
 - Size
 - Comments
 - Salvage Status
 - Summary for each type of Native Plant
- Property lines
- Current aerial photograph with site plan overlay and proposed use labeled
- Include assessor parcel number and property address for all adjacent parcels
- All work shall be done in accordance with Scottsdale Revised Code Sec 46-105, Appendix B, Article VII, Section 7.500

**Capital Project Management
Capital Improvement Projects
Native Plant Permit Submittal Checklist – Roadway Projects**



Project Name:	Date Submitted:
Project Number:	

Excel File

- Excel spreadsheet file (*.xls or .xlsx) containing the following for each native plant: location, species, size, condition salvage status assessor parcel number

General Drawing Information:

- All drawings shall have appropriate scale information and north arrow. North arrow shall generally point to top or right edge of page.
- All drawings shall be on the latest COS Title Block.
- Native Plant Survey CAD file Provided to City
- Not all items will apply to every project. City has final discretion as to what items need to be included at each submittal level.
- Adherence to or use of this list does not imply or approve any change of scope. Coordinate with CPM Project Manager for potential scope changes.