

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



<b>Project Name:</b>	<b>Date Submitted:</b>
<b>Project Number:</b>	
<b>Project Location:</b>	
<b>Consultant:</b>	<b>Consultant Contact:</b>
<b>Consultant Address:</b>	<b>Consultant Phone Number:</b>
	<b>Consultant Email:</b>

**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

**Capital Project Management**

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**Plan and Profile Sheets (continued)**

- Property lines
- Preliminary layout of utilities
- Include assessor parcel number and owner 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.

# Capital Project Management

## Capital Improvement Projects

### 60% 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 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

### Capital Project Management

# Capital Project Management

## Capital Improvement Projects

### 60% Design Submittal Checklist – Roadway Projects



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

# Capital Project Management Capital Improvement Projects 60% Design Submittal Checklist – Roadway Projects



Project Name:	Date Submitted:
Project Number:	

## 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:

- 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.
- Not all items will apply to every project. City has final discretion as to what items need to be included at each submittal level.
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# Capital Project Management Capital Improvement Projects 90% Design Submittal Checklist – Roadway Projects



<b>Project Name:</b>	<b>Date Submitted:</b>
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<b>Project Location:</b>	
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<b>Consultant Address:</b>	<b>Consultant Phone Number:</b>
	<b>Consultant Email:</b>

## 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

## Capital Project Management

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# Capital Project Management

## 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.
- Not all items will apply to every project. City has final discretion as to what items need to be included at each submittal level.
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### Capital Project Management

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Capital Project Management  
 Capital Improvement Projects  
**Bid Set Submittal Checklist – Roadway Projects**



<b>Project Name:</b>	<b>Date Submitted:</b>
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<b>Project Location:</b>	
<b>Consultant:</b>	<b>Consultant Contact:</b>
<b>Consultant Address:</b>	<b>Consultant Phone Number:</b>
	<b>Consultant Email:</b>

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



<b>Project Name:</b>	<b>Date Submitted:</b>
<b>Project Number:</b>	
<b>Project Location:</b>	
<b>Consultant:</b>	<b>Consultant Contact:</b>
<b>Consultant Address:</b>	<b>Consultant Phone Number:</b>
	<b>Consultant Email:</b>

**Cover Sheet**

- Project details (project name, project number, etc.)
- City Council Members and Charter Members – Current info available on COS website
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- 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 owner 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

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**Native Plant Permit Submittal Checklist – Roadway Projects**



<b>Project Name:</b>	<b>Date Submitted:</b>
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**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:**

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- 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.
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