

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

- Property lines
- Preliminary layout of utilities

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



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	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

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:
Project Number:	TRACS Number:

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

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

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

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



Project Name:	Date Submitted:
Project Number:	TRACS Number:

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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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:	TRACS 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:

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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.
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