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

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Project Location:</td>
<td></td>
</tr>
<tr>
<td>Consultant:</td>
<td>Consultant Contact:</td>
</tr>
<tr>
<td>Consultant Address:</td>
<td>Consultant Phone Number:</td>
</tr>
<tr>
<td></td>
<td>Consultant Email:</td>
</tr>
</tbody>
</table>

### 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
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 (±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

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Project Location:</td>
<td></td>
</tr>
<tr>
<td>Consultant:</td>
<td>Consultant Contact:</td>
</tr>
<tr>
<td>Consultant Address:</td>
<td>Consultant Phone Number:</td>
</tr>
<tr>
<td></td>
<td>Consultant Email:</td>
</tr>
</tbody>
</table>

### 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
## Capital Project Management

### Capital Improvement Projects

#### 60% Design Submittal Checklist – Roadway Projects

<table>
<thead>
<tr>
<th><strong>Plan and Profile Sheets (continued)</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Limits of earthwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Proposed ROW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Proposed Easements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Curb, gutter, sidewalk, medians and driveways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Include station offset control tied back to centerline or monument line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Layout of utilities and any relocations Identified on Removals / Relocation Plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Drainage Plans

| □ Items included on 30% Checklist       |         |         |
| □ Drainage improvements in relation to utilities and roadway improvements |         |         |
|   o 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 |         |         |
|   o Include station offset control tied back to centerline or monument line |         |         |

#### Signing and Pavement Marking Plans

| □ Prelim layout of pavement markings   |         |         |
|   o Type, size, location              |         |         |
|   o Symbols, striping                 |         |         |
|   o Lane width dimensions             |         |         |
|   o Bicycle lanes                     |         |         |
| □ Prelim layout of signage            |         |         |
|   o Identification of existing signage|         |         |
|   o Sign type, size, location, and height |         |         |
|   o 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            |         |         |
Capital Project Management
Capital Improvement Projects
60% Design Submittal Checklist – Roadway Projects

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
<td>TRACS Number:</td>
</tr>
</tbody>
</table>

**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 (±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.
- 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
### 90% Design Submittal Checklist – Roadway Projects

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Project Location:</td>
<td></td>
</tr>
<tr>
<td>Consultant:</td>
<td>Consultant Contact:</td>
</tr>
<tr>
<td>Consultant Address:</td>
<td>Consultant Phone Number:</td>
</tr>
<tr>
<td>Consultant Email:</td>
<td></td>
</tr>
</tbody>
</table>

**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
Capital Improvement Projects
90% Design Submittal Checklist – Roadway Projects

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Number:</td>
<td>TRACS Number:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 (±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.
- 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.
## Bid Set Submittal Checklist – Roadway Projects

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Project Location:</td>
<td></td>
</tr>
<tr>
<td>Consultant:</td>
<td>Consultant Contact:</td>
</tr>
<tr>
<td>Consultant Address:</td>
<td>Consultant Phone Number:</td>
</tr>
<tr>
<td>Consultant Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Drawings
- [ ] Sealed
  - [ ] COS Planning Approved

### Special Provisions
- [ ] Sealed

### Construction Schedule
- [ ] Final construction schedule

### Cost Estimate
- [ ] Final cost estimate (±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.