

PLAN, SPECS & ESTIMATE (PS&E) PLAN REVIEW CHECKLIST*

(Typically for 90% Design Submittal)

CERTIFICATION

I ACKNOWLEDGE THAT ALL APPLICABLE SUBMITTAL DOCUMENTS AND CHECKLIST ITEMS HAVE BEEN INCLUDED AND ADDRESSED. THE SUBMITTAL MAY NOT BE ACCEPTED IF ITEMS ARE NOT INCLUDED.

Professional Engineer's Name: _____

Professional Engineer's Signature: _____ Date: _____

Please complete and return this checklist and the check prints with each submittal.

- * This checklist is not intended to be all inclusive but does provide many basic items that should typically be checked and evaluated at this stage of design plan development. Some items on this checklist may not be applicable to PS&E plan stage plans, and if so, those items shall be marked "N/A" for "Not Applicable" at this stage.

Please complete and return this checklist and the check prints with each submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer.

Professional Engineer of record (**ENG**) must fill out all boxes in the first column as either (Addressed) or "N/A" (Not Applicable).

The plan reviewer (**RVW**) shall check the second column as (Required) when requirements have not been properly addressed.

REQUIRED SUBMITTALS

ENG **RVW**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Electronic plan submittal in PDF format. Both full size (22" X 34") and half size (11" X 17") plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Hard copies as requested by Project Manager ___ full size (22" X 34") and ___ half size (11" X 17") |
| <input type="checkbox"/> | <input type="checkbox"/> | Reports and/or memorandums (Draft or Final):
<input type="checkbox"/> <input type="checkbox"/> Geotechnical Report
<input type="checkbox"/> <input type="checkbox"/> Drainage Report/Memorandum
<input type="checkbox"/> <input type="checkbox"/> Traffic Study/Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Opinion of Probable Cost using standard City bid item numbers, description formats, and unit measurements |
| <input type="checkbox"/> | <input type="checkbox"/> | Previous plan review comments and resolution spreadsheet |
| <input type="checkbox"/> | <input type="checkbox"/> | PS&E Plan Review Checklist completed and signed by the Engineer |

ENG RVW

- Special Provisions (using latest City boilerplate and adding any new specifications)
- Draft bid tabs including only work to be completed by contractor
- Work by City Forces or utility companies shall be removed from construction bid tabs. Standard Allowance items will be added to each project as needed such as:
 - Allowance for extra work
 - Allowance for off-duty officer
 - Allowance for Stormwater Pollution Prevention Best Management Practices (BMP's)
- Right-of-way map (if there is acquisition on the project)

REQUIREMENTS OF THE PS&E PLAN REVIEW (90%)

ENG RVW

- All previous checklist items and plan review comments have been addressed and included on the plans
- All utility pothole information received has been plotted on plans in the appropriate locations and noted as "potholed" information
- All utility conflicts confirmed by utility pothole information have been addressed in the design by adjusting the design to avoid the conflict whenever possible; or if that is not possible, then by noting the existing conflicting utility to be relocated or have an approved variance from the utility.
- All quantity take-off revisions are shown on each appropriate plan sheet and on the summary sheet. Bid item descriptions, item numbers, and unit measurements are in accordance with standard Street Transportation bid item catalog lists.
- Any special provisions that may be needed (not already covered in MAG or City Supplement to MAG Standard Specifications, or in the City Boilerplate Specification template) are provided.
- Plans, summary sheet, and special provisions shall all match for quantities, name, and unit