

UTILITY AND RAILROAD ENGINEERING SECTION

STAGE SUBMITTAL CHECKLIST

For

TRACS #:

Project #:

Project Name:

Form will be filled out by U&RR at each stage submittal

Complete submittal (Y/N/NA)	CONTRACT DOCUMENT ITEM	Stage I	Stage II	Stage III	Stage IV	Stage V PS&E
	Face Sheet P: To include: project area map, Township and Range, North arrow TRACS #, Project Name F: Project Limits on Area Map all per ADOT Drafting Guideline		P	F	F	S
	Special Detail Drawings P: Show utility locations in plan view and vertical elevation of utilities in profile or section view F: Station and offset call outs, vertical elevation of improvements			P	F	S
	Existing Conditions and Removals/ Utility Adjustment Sheets P: Include utility designation and checked against As built, and Topographic mapping F: Final disposition of all utilities and those in conflict		P	F	F	S
	Roadway Plan and Profile sheets to contain the following:					S
	F: All topographic features included and checked against available as-built records	F	F	F	F	F
	P: Preliminary stationed geometric centerline of all proposed roadways F: Final fixed stationed geometric centerline of all proposed roadways tied to monumentation and on state plane coordinates	P	F	F	F	F
	P: Preliminary edges of new pavement including limits of bridges F: Final edges of pavement and curb and gutter including limits of all other project improvements including box culverts and guardrail plus cut & fill limit lines	P	F	F	F	F

	I: Existing right of way P: Existing and proposed right of way F: Final right of way	I	P	F	F	F
	F: All existing underground and overhead utilities identified to ASCE quality level B standards		F	F	F	F
	F: Untraceable utilities shall be identified to ASCE quality level C standards		F	F	F	F
	Detour Sheets P: Include existing utility locations and preliminary geometry and edge of pavement F: Include Final geometry and pavement edges plus profile, cut & fill limit lines, drainage improvements		P	F	F	S
	Drainage Plans and Details P: Include proposed pipe and existing utilities; topographic mapping, proposed roadway improvements F: Final location of pipe, inlets, box culverts and end treatments plus existing utilities; also include improvements to natural drainage features and cut and fill limit lines		P	F	F	S
	Major Structural Plans and Details P: Preliminary foundation, pier and existing utility locations F: Final foundation, pier and existing utility locations			P	F	S
	Traffic Signal Plans I: Initial location of proposed signal poles, location of existing utilities, proposed and existing storm drains; topo graphic mapping, proposed roadway improvements P: Preliminary location of signal poles, switching cabinet, J-boxes, pull boxes F: Final location of signal poles, switching cabinet, J-boxes, pull boxes		I	P	F	S
	Lighting Plans and Details P: Proposed lighting plans including existing utility locations F: Final location of all lighting, control cabinets and J-boxes			P	F	S

	Landscape Plans and Details P: Include existing and relocated utility locations F: Final planting and irrigation design			P	F	S
	Project Utility Relocation Plans and Details P: Draft utility relocation plan and profile include existing and relocated utilities F: Final utility relocation plan and profile include existing and relocated utilities; all callouts, and special details as necessary			P	F	S
	Structure Selection Report P: Initial horizontal and vertical clearance plus initial pier and abutment location in relation to Railroad tracks when spanning tracks F: Final horizontal and vertical clearance plus final piers and abutment location in relation to Railroad tracks when spanning tracks		P	F		
	Pothole Data Incorporated Into Plan Sheets			F	-----	-----
	Utility Prior Rights Documentation F: Receive all prior right documentation			F	-----	-----
	Utility Report	I	P	P	F	-----
	Utility Special Provisions P: Draft special provisions containing Utilities listing with contact person and phone and basic situation F: Final special provision containing Utilities listing with contact person; detail situation on relocation schedule, special instruction to follow during construction, and fines due to damage of utilities etc.			P	F	S
	Project Cost Estimate P: Draft project cost estimate F: Final project cost estimate		P	P	F	S
	Utility Relocation Cost Estimates P: Draft utility cost estimate F: Final utility cost estimate		P	P	F	-----
	Utility Clearance Letter Package P: Draft letter contains company listing with contact person and phone; utility relocation schedule, and special clauses for construction F: Final letter of contacts, schedules, and special provisions			P	F	-----

	Utility Service Agreement for lighting, signals, irrigation controllers, pump stations, and FMS F: Service address, billing receipt address, power requirements				F	F
	Roadway, Drainage and Detour Cross Sections F: To include utilities plotted at correct elevation, right of way limits			F	F	F
	Project Construction Schedule P: Initial attempt at defining utility work schedule F: Final detailed work schedule of all utility work			P	F	S

- LEGEND:**
- I Denotes initial concepts
 - P Preliminary plans are to include north arrow, Stationing, Mileposts on all applicable sheets, existing and proposed structures, and any other surface penetrating structures which may impact utility locations.
 - F Denotes final, checked, all details and quantities
 - S Denotes sealed in accordance with technical registration requirements

**Utility and Railroad Engineering Section
Submittal Acceptance/ Rejection Criteria**

1. Not all submittal items listed are applicable to every project. For instance, a pavement preservation project will not require a Bridge Selection Report, etc. At or around the time of the “Kick-Off” meeting the U&RR coordinator will inform the designer what elements, of this checklist, will be required for his submittals.
2. If any required bold item is determined to be incomplete by the U&RR utility coordinator, the entire submittal will be rejected as incomplete.
3. Of the remaining required submittal items 90% of them must be determined to be complete by the U&RR coordinator to render the entire submittal acceptable. At stage IV all items must be determined as complete for the entire submittal to be accepted as complete and not rejected.

Note to the Designer:

Should any of the work items shown as final (“F”) on this checklist change as a result of a change in scope or by an identified design error and U&RR must perform additional work activities previously completed or change work previously completed , the project schedule must be reexamined for impacts to U&RR deliverables to the project.