

100% PLAN REVIEW CHECKLIST*

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 final 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 (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"/> | 100% Plan Review Checklist completed and signed by the Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | Previous plan review comments and resolution spreadsheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Opinion of Probable Cost using standard City bid item numbers, description formats, and unit measurements |

ENG RVW

- Bid tabs for contractor only construction items including allowances.
- Special Provisions
- Right-of-way map (if there is acquisition on the project)

REQUIREMENTS OF THE FINAL PLAN REVIEW

ENG RVW

- All previous checklist items have been addressed/included on the plans
- All plan sheets shall include the following statement in the title block on every page: "Per City of Phoenix City Code Chapter 2, Section 2-28, these plans are for official use only and may not be shared with others except as required to fulfill the obligations of Contractor's contract with the City of Phoenix."