

Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION

STAGE DELIVERABLES SUBMITTAL CHECKLIST PROCEDURES

Preparation for Design

1. Receive a DCR/PA and standard checklist from PM for project.
2. Set a project schedule, including dates for stages.
3. Revise stages checklist for project as agreed to by ADOT PM and Designer/Design PM.
4. Confirm scope, schedule, budget and checklist for the project.

During Design

1. Each Stage submittal checklist is sent to ADOT PM five days before the Stage Submittals are delivered and signed by Design PM/ Designer as verified, and by the Principal/QC Official to verify the QC Plan was audited.
2. Phone or one-on-one meeting is held with ADOT PM when Submittals are delivered and that Stage Submittal checklist is signed as acknowledged by ADOT PM and returned to the Designer or the Design PM.
3. Left column is marked with an "X" if submittal is received; actual state of submittal (P, F, S) is placed in Sub'd column.
4. Explanations for any variance from agreed upon submittal delivery dates are noted in Comments column, with expected date of receipt if the submittal is late. Also, the reason and impact on project should be stated. Include resolutions if available.
5. Project moves to the next Stage.
6. Submittals are placed in the project folder.

Comment Column Usage

1. Documentation of progress and exceptions is purpose: Exceptions must be explained per #3 above.
2. Use exception explanations with team to assess the value or need for the submittal to determine how the project will progress.

Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION

Statewide Project Management - Major Projects

STAGE I (*Current Checklist*)

SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____

TRACS Number: _____

Project Location: _____

Project Description: _____

Project Manager: _____

Design Consultant: _____

Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG I	SUB'D STG I	COMMENTS
<input type="checkbox"/>	Typical Roadway Sections	I		
<input type="checkbox"/>	Roadway Plan & Profile Sheets	P		
<input type="checkbox"/>	Bound Survey Books	F		
<input type="checkbox"/>	Environmental Mitigation Measures	I		

LEGEND:

- I denotes initial concepts
- P denotes preliminary, unchecked, excluding minor details
- F denotes final, checked, all details and quantities
- S denotes sealed in accordance with technical registration requirements

Verified Submittal

Signature

Name

Title Design PM/Designer

Date

Quality Control Plan Audited

Signature

Name

Title Principal/QC Official

Date

Acknowledged

Signature

Name

Title ADOT PM

Date

NOTE:

- 1) Each project has different deliverables based upon the scope of the project. A checklist for each submittal stage shall be customized by the Project Team to accurately reflect the status of deliverables. If an item in the checklist is not a deliverable for the project, an N/A should be included for that item.
- 2) All checklists shall contain signatures from the Designer or Design PM, Principal/QC Official and the ADOT PM.

Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION

Statewide Project Management - Major Projects

STAGE II (*Current Checklist*)

SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____

TRACS Number: _____

Project Location: _____

Project Description: _____

Project Manager: _____

Design Consultant: _____

Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG II	SUB'D STG II	COMMENTS
<input type="checkbox"/>	Face Sheet	P		
<input type="checkbox"/>	Typical Roadway Sections	P		
<input type="checkbox"/>	Geometric Control Sheets	P		
<input type="checkbox"/>	Existing Conditions & Removal	P		
<input type="checkbox"/>	Removal Summary	P		
<input type="checkbox"/>	Roadway Plan & Profile Sheets	F		
<input type="checkbox"/>	Detour Sheets	P		
<input type="checkbox"/>	Parking Area Plans & Details	P		
<input type="checkbox"/>	Staking Plans	P		
<input type="checkbox"/>	Fencing Plans	P		
<input type="checkbox"/>	Drainage Plans & Details	P		
<input type="checkbox"/>	Intersection Plans & Details	I		
<input type="checkbox"/>	Interchange Plans & Details	P		
<input type="checkbox"/>	Major Structural Plans, Details	I		
<input type="checkbox"/>	Traffic Signal Plans, Details	I		
<input type="checkbox"/>	Traffic Control Plans, Details	I		
<input type="checkbox"/>	Sequence of Construction	I		
<input type="checkbox"/>	Traffic Control Duration & Quantities	I		
<input type="checkbox"/>	Utility Report	I		
<input type="checkbox"/>	Roadway Cross Sections	P		
<input type="checkbox"/>	Quantities & Combined Cost Estimate	P		
<input type="checkbox"/>	Bound Survey Books	S		
<input type="checkbox"/>	Right-of-Way Requirements	P		
<input type="checkbox"/>	Drainage Report -Roadway	P		
<input type="checkbox"/>	Drainage Report -Structure	S		
<input type="checkbox"/>	Traffic Analysis Report	S		
<input type="checkbox"/>	Bridge Foundation Report	S		
<input type="checkbox"/>	Structure Selection Report	S		
<input type="checkbox"/>	Pavement Design Summary	S		
<input type="checkbox"/>	Geotechnical Report	S		
<input type="checkbox"/>	Environmental Permits	P		
<input type="checkbox"/>	Environmental Mitigation Measures	P		
<input type="checkbox"/>	Materials Design Memo	P		
<input type="checkbox"/>	Arizona State Plane Coordinates	S		
<input type="checkbox"/>	CADD Files (graphic, ascii, dtm, & etc.)	P		

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INTERMODAL TRANSPORTATION DIVISION

Statewide Project Management - Major Projects

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Verified Submittal

Signature

Name

Title Design PM/Designer

Date

Quality Control Plan Audited

Signature

Name

Title Principal/QC Official

Date

Acknowledged

Signature

Name

Title ADOT PM

Date

NOTE:

- 1) Each project has different deliverables based upon the scope of the project. A checklist for each submittal stage shall be customized by the Project Team to accurately reflect the status of deliverables. If an item in the checklist is not a deliverable for the project, an N/A should be included for that item.
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INTERMODAL TRANSPORTATION DIVISION

Statewide Project Management - Major Projects

STAGE III (Current Checklist)

SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____

TRACS Number: _____

Project Location: _____

Project Description: _____

Project Manager: _____

Design Consultant: _____

Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG III	SUB'D STG III	COMMENTS
<input type="checkbox"/>	Face Sheet	F		
<input type="checkbox"/>	List of Standard Drawings	P		
<input type="checkbox"/>	Design Sheet & Index	P		
<input type="checkbox"/>	Summary Sheets	P		
<input type="checkbox"/>	Special Detail Drawings	P		
<input type="checkbox"/>	Typical Roadway Sections	F		
<input type="checkbox"/>	Geometric Control Sheets	F		
<input type="checkbox"/>	Existing Conditions & Removal	F		
<input type="checkbox"/>	Removal Summary	F		
<input type="checkbox"/>	Roadway Plan & Profile Sheets	F		
<input type="checkbox"/>	Detour Sheets	F		
<input type="checkbox"/>	Parking Area Plans & Details	F		
<input type="checkbox"/>	Staking Plans	F		
<input type="checkbox"/>	Fencing Plans	F		
<input type="checkbox"/>	Drainage Plans & Details	F		
<input type="checkbox"/>	Intersection Plans & Details	P		
<input type="checkbox"/>	Interchange Plans & Details	F		
<input type="checkbox"/>	Major Structural Plans, Details	P		
<input type="checkbox"/>	Traffic Signal Plans, Details	P		
<input type="checkbox"/>	Traffic Control Plans, Details	P		
<input type="checkbox"/>	Sequence of Construction	P		
<input type="checkbox"/>	Traffic Control Duration & Quantities	P		
<input type="checkbox"/>	Signing & Pavement Marking Plans & Qty.	P		
<input type="checkbox"/>	Lighting Plans & Details	P		
<input type="checkbox"/>	Landscape Plans & Details	P		
<input type="checkbox"/>	Utility Relocation Plans, Details	P		
<input type="checkbox"/>	Utility Prior Rights Documentation	F		
<input type="checkbox"/>	Utility Specifications	I		
<input type="checkbox"/>	Utility Report	P		
<input type="checkbox"/>	Utility Special Provisions	I		
<input type="checkbox"/>	Stormwater Pollution Prevention Control Plan	P		
<input type="checkbox"/>	Top Soil Plating Sheets	P		
<input type="checkbox"/>	Special Drawings & Details	P		
<input type="checkbox"/>	Roadway Cross Sections	F		
<input type="checkbox"/>	Quantities & Combined Cost Estimate	P		

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Statewide Project Management - Major Projects

STAGE III (*Current Checklist*)

SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____

TRACS Number: _____

Project Location: _____

Project Description: _____

Project Manager: _____

Design Consultant: _____

Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG III	SUB'D STG III	COMMENTS
<input type="checkbox"/>	Special Provisions	P		
<input type="checkbox"/>	Construction Schedule	P		
<input type="checkbox"/>	Bidding Schedule	P		
<input type="checkbox"/>	Right-of-Way Requirements	F		
<input type="checkbox"/>	Drainage Report -Roadway	F		
<input type="checkbox"/>	Environmental Permits	F		
<input type="checkbox"/>	Environmental Mitigation Measures	F		
<input type="checkbox"/>	Materials Design Memo	S		
<input type="checkbox"/>	Arizona State Plane Coordinates	F		
<input type="checkbox"/>	CADD Files (graphic, ascii, dtm, & etc.)	F		

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Date

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Statewide Project Management - Major Projects

STAGE IV (*Current Checklist*)

SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____

TRACS Number: _____

Project Location: _____

Project Description: _____

Project Manager: _____

Design Consultant: _____

Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG IV	SUB'D STG IV	COMMENTS
<input type="checkbox"/>	Face Sheet	F		
<input type="checkbox"/>	List of Standard Drawings	F		
<input type="checkbox"/>	Design Sheet & Index	F		
<input type="checkbox"/>	Summary Sheets	F		
<input type="checkbox"/>	Special Detail Drawings	F		
<input type="checkbox"/>	Typical Roadway Sections	F		
<input type="checkbox"/>	Geometric Control Sheets	F		
<input type="checkbox"/>	Existing Conditions & Removal	F		
<input type="checkbox"/>	Removal Summary	F		
<input type="checkbox"/>	Roadway Plan & Profile Sheets	F		
<input type="checkbox"/>	Detour Sheets	F		
<input type="checkbox"/>	Parking Area Plans & Details	F		
<input type="checkbox"/>	Staking Plans	F		
<input type="checkbox"/>	Fencing Plans	F		
<input type="checkbox"/>	Drainage Plans & Details	F		
<input type="checkbox"/>	Intersection Plans & Details	F		
<input type="checkbox"/>	Interchange Plans & Details	F		
<input type="checkbox"/>	Major Structural Plans, Details	F		
<input type="checkbox"/>	Traffic Signal Plans, Details	F		
<input type="checkbox"/>	Traffic Control Plans, Details	F		
<input type="checkbox"/>	Sequence of Construction	F		
<input type="checkbox"/>	Traffic Control Duration & Quantities	F		
<input type="checkbox"/>	Signing & Pavement Marking Plans & Qty.	F		
<input type="checkbox"/>	Lighting Plans & Details	F		
<input type="checkbox"/>	Landscape Plans & Details	F		
<input type="checkbox"/>	Utility Relocation Plans, Details	F		
<input type="checkbox"/>	Utility Specifications	P		
<input type="checkbox"/>	Utility Report	F		
<input type="checkbox"/>	Utility Special Provisions	P		
<input type="checkbox"/>	Utility Clearance Letter	P		
<input type="checkbox"/>	Utility Service Agreements	P		
<input type="checkbox"/>	Stormwater Pollution Prevention Control Plan	F		
<input type="checkbox"/>	Top Soil Plating Sheets	F		
<input type="checkbox"/>	Special Drawings & Details	F		
<input type="checkbox"/>	Roadway Cross Sections	F		

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STAGE IV (*Current Checklist*) SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____
TRACS Number: _____
Project Location: _____
Project Description: _____
Project Manager: _____
Design Consultant: _____
Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG IV	SUB'D STG IV	COMMENTS
<input type="checkbox"/>	Quantities & Combined Cost Estimate	F		
<input type="checkbox"/>	Special Provisions	F		
<input type="checkbox"/>	Construction Schedule	F		
<input type="checkbox"/>	DBE Participation Goals	P		
<input type="checkbox"/>	Bidding Schedule	F		
<input type="checkbox"/>	Final Design Calculations	F		
<input type="checkbox"/>	Drainage Report -Roadway	S		
<input type="checkbox"/>	Arizona State Plane Coordinates	F		
<input type="checkbox"/>	CADD Files (graphic, ascii, dtm, & etc.)	F		

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INTERMODAL TRANSPORTATION DIVISION

Statewide Project Management - Major Projects

STAGE PS&E FINAL (*Current Checklist*) SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____

TRACS Number: _____

Project Location: _____

Project Description: _____

Project Manager: _____

Design Consultant: _____

Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG PS&E FINAL	SUB'D STG PS&E FINAL	COMMENTS
<input type="checkbox"/>	Face Sheet	S		
<input type="checkbox"/>	List of Standard Drawings	S		
<input type="checkbox"/>	Design Sheet & Index	S		
<input type="checkbox"/>	Summary Sheets	S		
<input type="checkbox"/>	Special Detail Drawings	S		
<input type="checkbox"/>	Typical Roadway Sections	S		
<input type="checkbox"/>	Geometric Control Sheets	S		
<input type="checkbox"/>	Existing Conditions & Removal	S		
<input type="checkbox"/>	Removal Summary	S		
<input type="checkbox"/>	Roadway Plan & Profile Sheets	S		
<input type="checkbox"/>	Detour Sheets	S		
<input type="checkbox"/>	Parking Area Plans & Details	S		
<input type="checkbox"/>	Staking Plans	S		
<input type="checkbox"/>	Fencing Plans	S		
<input type="checkbox"/>	Drainage Plans & Details	S		
<input type="checkbox"/>	Intersection Plans & Details	S		
<input type="checkbox"/>	Interchange Plans & Details	S		
<input type="checkbox"/>	Major Structural Plans, Details	S		
<input type="checkbox"/>	Traffic Signal Plans, Details	S		
<input type="checkbox"/>	Traffic Control Plans, Details	S		
<input type="checkbox"/>	Sequence of Construction	S		
<input type="checkbox"/>	Traffic Control Duration & Quantities	S		
<input type="checkbox"/>	Signing & Pavement Marking Plans & Qty.	S		
<input type="checkbox"/>	Lighting Plans & Details	S		
<input type="checkbox"/>	Landscape Plans & Details	S		
<input type="checkbox"/>	Utility Relocation Plans, Details	S		
<input type="checkbox"/>	Utility Specifications	F		
<input type="checkbox"/>	Utility Special Provisions	F		
<input type="checkbox"/>	Utility Clearance Letter	F*		
<input type="checkbox"/>	Utility Service Agreements	F		
<input type="checkbox"/>	Stormwater Pollution Prevention Control Plan	S		
<input type="checkbox"/>	Top Soil Plating Sheets	S		
<input type="checkbox"/>	Special Drawings & Details	S		
<input type="checkbox"/>	Roadway Cross Sections	F		

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Statewide Project Management - Major Projects

STAGE PS&E FINAL (*Current Checklist*) SUBMITTAL REQUIRED DOCUMENT CHECKLIST

(to be customized for each specific project by the Project Team)

Date: _____
 TRACS Number: _____
 Project Location: _____
 Project Description: _____
 Project Manager: _____
 Design Consultant: _____
 Consultant Design Manager: _____

	CONTRACT DOCUMENT ITEM	REQ'D STG PS&E FINAL	SUB'D STG PS&E FINAL	COMMENTS
<input type="checkbox"/>	Quantities & Combined Cost Estimate	F		
<input type="checkbox"/>	Special Provisions	S		
<input type="checkbox"/>	Construction Schedule	S		
<input type="checkbox"/>	DBE Participation Goals	F		
<input type="checkbox"/>	Bidding Schedule	F		
<input type="checkbox"/>	Final Design Calculations	S		
<input type="checkbox"/>	Arizona State Plane Coordinates	S		
<input type="checkbox"/>	CADD Files (graphic, ascii, dtm, & etc.)	S		

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Signature

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