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

Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION

Statewide Project Management - Major Projects

LEGEND:

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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

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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
☐	Face Sheet	F		
☐	List of Standard Drawings	P		
☐	Design Sheet & Index	P		
☐	Summary Sheets	P		
☐	Special Detail Drawings	P		
☐	Typical Roadway Sections	F		
☐	Geometric Control Sheets	F		
☐	Existing Conditions & Removal	F		
☐	Removal Summary	F		
☐	Roadway Plan & Profile Sheets	F		
☐	Detour Sheets	F		
☐	Parking Area Plans & Details	F		
☐	Staking Plans	F		
☐	Fencing Plans	F		
☐	Drainage Plans & Details	F		
☐	Intersection Plans & Details	P		
☐	Interchange Plans & Details	F		
☐	Major Structural Plans, Details	P		
☐	Traffic Signal Plans, Details	P		
☐	Traffic Control Plans, Details	P		
☐	Sequence of Construction	P		
☐	Traffic Control Duration & Quantities	P		
☐	Signing & Pavement Marking Plans & Qty.	P		
☐	Lighting Plans & Details	P		
☐	Landscape Plans & Details	P		
☐	Utility Relocation Plans, Details	P		
☐	Utility Prior Rights Documentation	F		
☐	Utility Specifications	I		
☐	Utility Report	P		
☐	Utility Special Provisions	I		
☐	Stormwater Pollution Prevention Control Plan	P		
☐	Top Soil Plating Sheets	P		
☐	Special Drawings & Details	P		
☐	Roadway Cross Sections	F		
☐	Quantities & Combined Cost Estimate	P		

Arizona Department of Transportation

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
☐	Special Provisions	P		
☐	Construction Schedule	P		
☐	Bidding Schedule	P		
☐	Right-of-Way Requirements	F		
☐	Drainage Report -Roadway	F		
☐	Environmental Permits	F		
☐	Environmental Mitigation Measures	F		
☐	Materials Design Memo	S		
☐	Arizona State Plane Coordinates	F		
☐	CADD Files (graphic, ascii, dtm, & etc.)	F		

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Verified Submittal

_____
Signature

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Name

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Title Design PM/Designer

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Quality Control Plan Audited

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INTERMODAL TRANSPORTATION DIVISION
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
☐	Face Sheet	F		
☐	List of Standard Drawings	F		
☐	Design Sheet & Index	F		
☐	Summary Sheets	F		
☐	Special Detail Drawings	F		
☐	Typical Roadway Sections	F		
☐	Geometric Control Sheets	F		
☐	Existing Conditions & Removal	F		
☐	Removal Summary	F		
☐	Roadway Plan & Profile Sheets	F		
☐	Detour Sheets	F		
☐	Parking Area Plans & Details	F		
☐	Staking Plans	F		
☐	Fencing Plans	F		
☐	Drainage Plans & Details	F		
☐	Intersection Plans & Details	F		
☐	Interchange Plans & Details	F		
☐	Major Structural Plans, Details	F		
☐	Traffic Signal Plans, Details	F		
☐	Traffic Control Plans, Details	F		
☐	Sequence of Construction	F		
☐	Traffic Control Duration & Quantities	F		
☐	Signing & Pavement Marking Plans & Qty.	F		
☐	Lighting Plans & Details	F		
☐	Landscape Plans & Details	F		
☐	Utility Relocation Plans, Details	F		
☐	Utility Specifications	P		
☐	Utility Report	F		
☐	Utility Special Provisions	P		
☐	Utility Clearance Letter	P		
☐	Utility Service Agreements	P		
☐	Stormwater Pollution Prevention Control Plan	F		
☐	Top Soil Plating Sheets	F		
☐	Special Drawings & Details	F		
☐	Roadway Cross Sections	F		

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INTERMODAL TRANSPORTATION DIVISION

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
☐	Quantities & Combined Cost Estimate	F		
☐	Special Provisions	F		
☐	Construction Schedule	F		
☐	DBE Participation Goals	P		
☐	Bidding Schedule	F		
☐	Final Design Calculations	F		
☐	Drainage Report -Roadway	S		
☐	Arizona State Plane Coordinates	F		
☐	CADD Files (graphic, ascii, dtm, & etc.)	F		

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Name

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Date

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Signature

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Name

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Title Principal/QC Official

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Name

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Title ADOT PM

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Arizona Department of Transportation

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
☐	Face Sheet	S		
☐	List of Standard Drawings	S		
☐	Design Sheet & Index	S		
☐	Summary Sheets	S		
☐	Special Detail Drawings	S		
☐	Typical Roadway Sections	S		
☐	Geometric Control Sheets	S		
☐	Existing Conditions & Removal	S		
☐	Removal Summary	S		
☐	Roadway Plan & Profile Sheets	S		
☐	Detour Sheets	S		
☐	Parking Area Plans & Details	S		
☐	Staking Plans	S		
☐	Fencing Plans	S		
☐	Drainage Plans & Details	S		
☐	Intersection Plans & Details	S		
☐	Interchange Plans & Details	S		
☐	Major Structural Plans, Details	S		
☐	Traffic Signal Plans, Details	S		
☐	Traffic Control Plans, Details	S		
☐	Sequence of Construction	S		
☐	Traffic Control Duration & Quantities	S		
☐	Signing & Pavement Marking Plans & Qty.	S		
☐	Lighting Plans & Details	S		
☐	Landscape Plans & Details	S		
☐	Utility Relocation Plans, Details	S		
☐	Utility Specifications	F		
☐	Utility Special Provisions	F		
☐	Utility Clearance Letter	F*		
☐	Utility Service Agreements	F		
☐	Stormwater Pollution Prevention Control Plan	S		
☐	Top Soil Plating Sheets	S		
☐	Special Drawings & Details	S		
☐	Roadway Cross Sections	F		

Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION
Statewide Project Management - Major Projects

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

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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
☐	Quantities & Combined Cost Estimate	F		
☐	Special Provisions	S		
☐	Construction Schedule	S		
☐	DBE Participation Goals	F		
☐	Bidding Schedule	F		
☐	Final Design Calculations	S		
☐	Arizona State Plane Coordinates	S		
☐	CADD Files (graphic, ascii, dtm, & etc.)	S		

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Verified Submittal

_____
Signature

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Name

_____
Title Design PM/Designer

_____
Date

Quality Control Plan Audited

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Signature

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Name

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Title Principal/QC Official

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