

Standard Construction Document Preparation Checklist for Parks

Construction Documents Review and Approval Process (All Parks)

(City – wide plan review)

- Upon submittal of 100% complete Plans, submit twelve (12) sets of construction plans and one (1) set of specifications (stapled) showing redlines and strike outs for City-wide review. Each set of plans and specifications shall be individually packaged and labeled as follows:
 - 1. Building (2 sets wet stamped and signed with any required structural calculations)
 - 2. Engineering (2 sets)
 - 3. Electric (2 sets)
 - 4. Environmental Utilities (2 sets)
 - 5. Parks (2 set and 1 set of Draft specs showing redlines and strike-outs)
 - 6. Fire Prevention (2 sets)
- If an Appendix is used in the specifications, items such as the Irrigation Schedule (if not located on the Plans), soils fertility, chemistry, and structure testing lab report, permits (other than City permits), geotechnical report (if necessary), SWPPP and the environmental document (if necessary) shall be incorporated within the appendix. City shall provide permits, geotechnical report, and environmental documents, as needed for the specific project.
- Upon receipt of City comments, revise the plans and specifications and provide written responses to each Department's comments indicating where the changes have been made within the contract documents.
- Resubmit complete set of plans and specifications (quantity of resubmittal shall be as necessary to respond to City comments) to the Project Manager for final review. Each set of plans and specifications shall be individually packaged and labeled as follows and shall include written responses to each Department which provided comments indicating where in the documents the comment was addressed. Resubmittals shall be applied to Departments who have provided comments. It is not necessary to re-submit plans to Departments who do no have comments.
 - 1. Building (2 sets wet stamped and signed)
 - 2. Engineering (2 sets)
 - 3. Electric (2 sets)
 - 4. Environmental Utilities (2 sets)
 - 5. Parks (2 sets and 1 set of Draft specs.)
 - 6. Fire Prevention (1 set)



Bid Package

- After all departments have approved the construction documents, provide:
 - 1. One set of plans and specifications, stamped and signed, unbound, 24" x 36".
 - 2. A revised Estimate of Probable Costs based on the approved construction documents.
 - 3. One 11"x17" set of plans.
 - 4. One CD containing the complete set of plans in AutoCAD 2008 or higher format, a PDF file of the complete signed set of plans, and the final specifications package in Microsoft Word format.



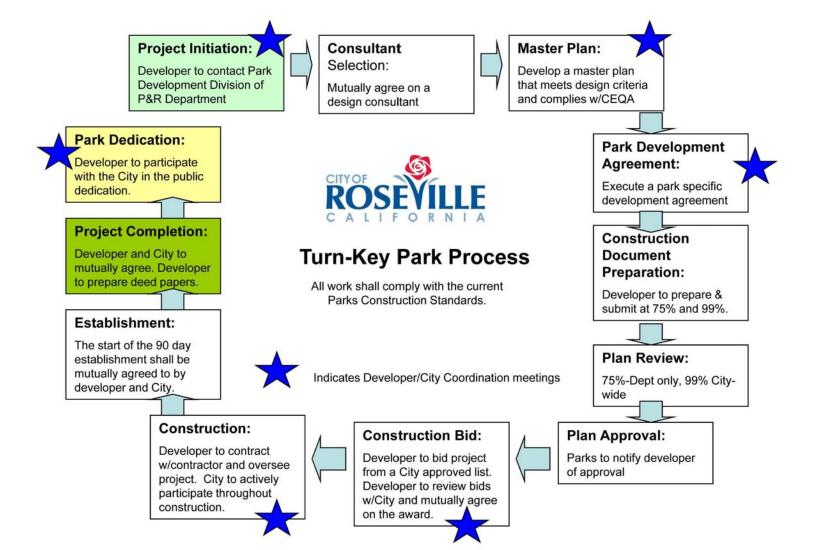
Park Plan Requirement Checklist

Date: To: CC:	To:			
Projec	ect:			
CWJ#	#: EN# E	3D#		
Plans submitted to the City for review and approval must contain the following components:				
COVER	Project Name and Address CWJ# is noted on the top right-hand corner of the plan sheet Landscape Architect Seal Vicinity Map Signature Block Sheet Index Codes Reference Reference to date specific Parks Construction Standards Cut and fill calculations are provided Deferred submittals and add alternates are listed Each sheet is clearly labeled			
SCOPE	OPE OF WORK PLAN Street lights and roadways are shown. Limit of work line is shown Match lines are shown ADA routes are indicated City of Roseville Public Improvement and Tree Preservation Notes are clearly labeled. Proposed driveways, sidewalks, access points/ramps and right-of-way improvements shown			
EROSI	SION CONTROL PLAN Plan is provided			
GRADING & DRAINAGE PLAN Storm drain tie-ins are shown Drainage systems are shown. Contour lines are shown, both existing and future Percentage of slope is shown on all sidewalks, concrete, planter areas, etc. Height of walls, curbs and finish grade elevations are shown. Legend is shown.				
LAYOU	LAYOUT & REFERENCE (CONSTRUCTION) PLAN Plan is provided.			
CONST	STRUCTION DETAILS Play structure components are labeled and safety zones are show Construction details are provided.	'n.		



	Standards Construction details are shown with Department Head signature or referenced.			
	Potable water connection, irrigation point of connection (POC), meters, backflows and types of waterlines are clearly labeled. Sewer and water tie-ins are shown Irrigation main line layout and the size are clearly labeled Sprinkler head and valve layout is shown. Gallons per minute (GPM) is and is shown. Pounds per square inch (PSI) is and is shown. Irrigation legend is provided. Watering schedule is provided. Controller type is and the location is shown. Standard Irrigation details are shown with Department Head signature or referenced. Backflow/connection details comply with Public Works Standards.			
LANDS	LANDSCAPE PLAN & DETAILS			
	Plant list is provided. Tree and shrub locations are shown and turf/groundcover areas are delineated. Standard Planting details are shown with Department Head signature or referenced.			
ELECT	Electrical point of connection is shown. Available amperage is and is shown. Light locations and types are located and labeled. One-line diagram is provided. Load calculations, voltage, phase, size of main service and location of metered pedestal are			
STRUCTURAL COMPONENTS (Building, lights, fences over 6' high, walls over 4' high) Construction details are shown.				
As an a that the	authorized representative of (firm/company), I have reviewed and verified e submitted plans contain all of the required items listed above.			
Signatu	ure Date			
Print Na	ame Print Firm/Company			

Parks and Recreation Department





Process for Developer Generated "Turn-Key" Park Projects

Step	The Developer shall	The City shall
1	Contact Parks & Recreation, Park Development Division (774-5505) to set up a meeting to review project and process. Include the proposed construction budget and schedule for design, construction document preparation, and construction.	Meet with the Developer to review the project including: process, construction budget and schedule.
2	Execute Park Development Agreement between the City and the Developer(s). (Template available upon request.)	Provide input and assistance toward the creation of the Park Development Agreement. Staff to take agreement to City Council for approval.
3	Provide a list of Landscape Architects under consideration to design the park and to provide construction documents for the project on CAD. Landscape Architect must have had previous park design experience, a valid Calif. Landscape Architect license, and have local experience. Submit a statement of qualifications, and an example of full-scale construction drawings to the City for review and approval.	Review submitted materials and provide input. Make recommendations towards the selection of the Landscape Architects and related Consultants based on their qualifications, references and experience.
4	Notify the City of who the recommended Landscape Architect is, prior to award of their contract and start of their work.	Approve selection of Landscape Architect and related Consultants.
5	Purchase a copy of the Parks Construction Standards, which include park design guidelines for use by the Consultant and City Improvement Construction Standards through Public Works.	Provide a copy of the Park Construction Standards.
6	Submit to the City a Conceptual Park Plan and an estimate of probable costs, based on the approved specific plan concept, for review and input.	Review and provide input on the submitted plan.
7	Revise the submitted plan, based on City input, for completion of the Final Master Plan. Submit a colored, laminated rendering and an 8-1/2"x 11" black and	Upon receipt of the final master plan, take proposed plan to Parks and Recreation Commission.



Step	The Developer shall	The City shall
7 (Cont'd)	white reduction of the master plan, a digital file of the color rendering and a revised estimate of probable costs.	
8	Developer is responsible for any required permits, and environmental clearances for project. Based on the completed master plan design, contact the City's Environmental Coordinator for environmental review and determination of requirements and/or clearances. (Generally an initial study is required and possibly a negative declaration.)	
9	Submit final master plan with approved environmental documentation and final cost estimate to City for final approval by City Council.	Take the final master plan with environmental determination to the City Council for approval.
10	Provide construction documents based on the Parks Construction Standards, and applicable City Improvement Standards, at Design Development and 99% completion. At Design Development completion, provide 3 complete sets of plans. At 99% completion and prior to citywide review, submit 15 complete sets of plans with a \$10,000 check (made payable to City of Roseville) in order to cover City plan review and inspection costs. Unspent balance of the deposit is to be returned to the developer upon completion of the warrantee period. Inform the Parks and Recreation Department contact of all submittals	Review the construction documents at Design Development and 99% completion. At 99% completion, coordinate plan review with other City departments through the citywide review process.
11	Revise and resubmit to the Parks and Recreation Department contact the construction documents to reflect City comments. Provide written responses to each City comment indicating where in the documents the response to the comment is located. After all Departments have approved the construction documents, submit the bid package (see page 2)	Assist in obtaining City approval signatures for the cover sheet of the bid package.



Step	The Developer shall	The City shall
12	Upon receipt of a fully executed cover sheet and set of approved plans, submit list of potential bidders to City prior to bid.	Review and approve bidders list.
13	Obtain bids for the construction of the project with City approved list. Contractor must have valid California A License - and experience building parks.	
14	Upon receipt of bids, provide the City with the results of the bid. Make recommendations for selection of the contractor and value engineering items, if necessary.	Review and approve bid recommendation. (Value engineering may be necessary if bids are over budget.)
15	If required, hire a park construction inspector, as approved by the City.	Approve park construction inspector.
16	Upon City approval, proceed with the construction of the project. Notify the City's liaison of the Pre-construction meeting and submit a construction schedule at that time.	All applicable City Dept's to participate in the Pre-construction meeting and ongoing inspections as required.
17	Obtain all applicable City permits, including, but not limited to, grading, drainage, encroachment, building and tree permits. Maintain all inspection cards including Parks inspection card on site to be signed off by inspectors at the time of each inspection.	Provide Parks inspection card.
18	Submit two (2) copies/samples of project submittals for review and approval by the City.	Review and stamp submittals. Distribute to applicable City staff and return copy to developer.
19	Developer to provide a professional liaison (i.e. landscape architect or construction manager) to monitor and communicate with the City during the progress of construction and any changes which may need to be considered due to site conditions or other. This shall include the review of any submittals and other shop drawings.	Participate in the on-site review, submittal reviews, and inspections of construction progress. Attend routine construction meetings as needed.



Step	The Developer shall	The City shall
20	Conduct on-site reviews on a weekly basis. Conduct a Pre-final and Final site review. Submit certification by landscape architect that park is built according to plans and specifications.	Participate in the Pre-final and Final site review.
21	If a reimbursement is due, submit a detailed cost summary with receipts or approval forms to the City for review, including approved change orders.	Meet with developer to review final cost summary. Based on agreed cost, process reimbursement to the developer.
22	Submit the appropriate documentation for the deeding of the improved park property to the City for recordation. Coordinate with the City Manager's Office. Also switch utility bills from developer to City of Roseville.	Accept the project upon completion of all of the following: formal dedication by the developer, upon satisfactory completion of the project including the maintenance period, and upon receipt of asbuilts.
23	Celebrate with a dedication - Work with City to plan.	Work with Developer to plan dedication of park.
24	Respond on a timely basis to any repairs under the one-year warrantee.	Monitor warrantee period and request any repairs.
25		At end of warrantee period, provide balance remaining of \$10,000 deposit to developer.