March 3, 2023

RE: REQUEST FOR QUALIFICATIONS
VILLAGE OF COLLEGE CORNER, OHIO
CRITICAL STREET UTILITY IMPROVEMENT PROJECT

Dear Consultant,

The Village of College Corner, Butler County, Ohio is currently in the process of securing professional design services for the above referenced project. Services to be provided shall include, but not be limited to, preparation of detailed design documents, specifications, construction services including construction observation-inspection, invoice verification and review, processing of pay requests, and assisting the village in grant reporting responsibilities. A more detailed explanation of the project and requested services is contained in the attached EXHIBIT A, Scope of Professional Design & Consulting Services.

This project consists of replacing old and failing water mains with services, improvements to drainage smf storm sewers, failed roadway base and drive surface improvements with as-needed curb and sidewalk. Any added curb is to assist with channeling storm runoff. In addition, new services to the meter pit will be included to fully eliminate any potential lead services on the Village side of the meter. (The Village just finished installing new water meters throughout the Village) The project is comprised of three residential streets: Butler, Franklin and Preble Streets on the eastern border of the Village, just west of the intersection of Eaton Street and County Line Road. The project directly impacts all the residents on the street with regards to new water main and services and over half of the residents with the storm drainage improvements.
This office openly invites qualified firms to submit qualification statements for consideration and potential selection. To assist design professionals in developing detailed submissions, the relevant Evaluation Form for Professional Design Services has been included for reference.

Detailed qualification statements shall illustrate the firm's understanding of the project, define their approach to design and consultation during construction, and clearly illustrate their ability to perform the work requested, especially since there will be no further communication with the Village regarding this request until after the deadline.

Selection of professional consulting and design services for this project will be in accordance with Ohio Revised Code. As such, the village may elect to interview or proceed immediately to selection without conducting interviews. Upon decision of the village, all proposers shall be notified.

The anticipated schedule for selection is as follows:

Posting, Public Notice of RFQ	March 3 -24, 2023
Receipt of Qualifications	March 24, 2023
Selection & Proposer Notifications	March 25- April 23, 2023

Three (3) hard copies of the Statement of Qualifications are required. Statements of Qualification must be received no later than 1:30 pm Eastern Standard Time on March 24, 2023, at the Village Offices located at 10596 Camden College Corner Road, College Corner, OH 45003.

Late submissions will not be accepted.

Please allow sufficient time for delivery as submissions must be time stamped upon receipt.

This document will be posted either on the Village website from March 3-24, 2023, and/or in print, once a week for 3 weeks during the same period in a newspaper of local general circulation.

By: The Village of College Corner, Ohio
James Jackson, Mayor

EXHIBIT “A”

VILLAGE OF COLLEGE CORNER, OHIO (ARPA SLFRF)
CRITICAL STREET UTILITY IMPROVEMENT PROJECT

SCOPE OF WORK: The project involves replacing broken, non-working critical infrastructure within the three (3) neighborhood streets; Butler, Franklin, and Preble Streets. The current water lines have not only reached their useful life but may also be undersized. With all new water meters and pits, installed last year, the timing is perfect to replace the main and new services to the meter pit. The current drainage system is non-working and undersized. There are both collapsed pipes and eroded swales and off set, not to grade broken catch basins. When not flooded, children walk in the street due to this issue. The streets have no curbs, thus no channeling location for storm water. There is not sufficient area for road run-off. Residents are forced to park on the sidewalk (likely reason for the sidewalk conditions). This provides added concern for pedestrian traffic. Asphalt Pavement needs to be replaced and restored. Pavement condition rating is very low. This will require surface milling, old curb removal & replacement, new curb inlets, curtain drains behind the curbs, headwall-wing wall outlet with rip rap if needed, remove and replace sidewalks, new storm manholes added. The Village has no plan records of the storm water system. This project would provide for documenting the system and assess the condition leading to necessary replacement or upsizing of drainage system components. We will be looking at OPWC funding through the Butler County OPWC subcommittee this summer as possible leverage with the ARPA funds to allow as many of these improvements to proceed.

ENGINEERING & CONSUTING SERVICES : Engineering and project management, site surveying and project layout staking, utility research, easements if needed, as needed construction observation-inspection services, as-built drawings once job is completed, responding to contractor questions, change orders, over sight of restoration during and final restoration, oversee maintenance of traffic plan to ensure it is working properly, review pay requests, verify quantities, approve payments, and provide the village with as-needed Butler County reporting assistance.

TOTAL PROJECT COST $740,450.

If selected, Consultant shall deliver to the Village, the following deliverables, in accordance with a Design Stage Checklist

1. Conceptual Plan & Technical Design Memorandum
2. Preliminary Drawings (30%, 60% and 90%) – electronic copies, design calculations, design schedule, list of required permits, geotechnical report if authorized.
3. Metes and Bounds Easement Descriptions and Maps (if necessary).
4. Easement Appraisals (if necessary).
5. Title Searches (if necessary).
6. Record of Easement Negotiations (if necessary).

7. Signed Easement Agreements and Easement Deeds (if necessary).
8. Permit-to-Install application and related materials (if necessary).
9. Detailed Construction Drawings, Supplemental Specifications, and Construction Cost Estimate.
10. As-Built Drawings - Mylars and Electronic Copy.

Preliminary Schedule

1. Consultant Services kick-off: April 2023
2. Conceptual Design Technical Memorandum: May 2023
3. 30% design complete: July 2023
4. Determine any supplemental financing to match any shortfalls& apply: August 2023
5. 60% Design complete, easements determined: TBD based on supplemental funding status.
6. 90% Design complete and ongoing acquisition of any easements in progress: TBD
7. Final design approved, all if any easements and permits secured, proceed to bidding: TBD.
8. Project complete by: 12/31/2025.

TASK I. PROJECT MANAGEMENT

The Consultant shall assign a "Project Manager" to directly oversee this project who shall be currently registered as a Professional Engineer in the State of Ohio and shall maintain registration for the duration of the project.

Work under this task shall include the following:

A. PROJECT ADMINISTRATION - Prepare and submit a project work schedule detailing each task: its duration, target dates for all submittals, and total estimated cost. Provide invoices, which shall be formatted to suit the specific needs of the Village.

B. KICKOFF MEETING - Consultant shall schedule and facilitate a project kickoff meeting within the first two (2) weeks of authorization to proceed. Kickoff meeting shall address both technical and administrative topics. Consultant shall be responsible for preparation of the kickoff meeting agenda and all other pertinent materials. Consultant shall submit a draft kickoff meeting agenda for comment and revision no later than three (3) business days prior to the scheduled kickoff meeting.

C. PROGRESS REPORTS – Consultant shall prepare and submit a monthly report which includes a narrative description of work performed, an updated work schedule, a list of issues or anticipated problems to be addressed, a copy of all relevant correspondence during the invoice period, and percentage of work completed per task on cost and expended labor hours basis.

D. CLIENT LIAISON MEETINGS

1. Produce and distribute draft minutes of all meetings held with county staff and/or agents, contractors, subcontractors, regulatory bodies, other jurisdictional entities, and personnel of any other organizations relevant to the project. Consultant shall receive

comments on draft minutes and revise and reissue accordingly.

2. Consultant shall participate in a minimum of four (4) project review meetings with Village staff. The Consultant shall prepare an agenda for each meeting. Advise and discuss with the County staff important developments and decisions needed between meetings as needed.

E. FEDERAL GRANT REPORTING

1. Consultant will provide expertise and experience to the Village Fiscal Officer, as requested, ensuring that all reporting tasks established by Butler County with regards to federal grant reporting are completed accurately and in a timely manner.

2. Consultant will use their knowledge and experience with regards to Federal Accounting Standards and assist the Village in determining allowable and ineligible expenses for contractors receiving funds from federal grants.

3. Consultant will assist by either entering data with QAQC performed by the Village or the Village will input data and QAQC will be performed by the Consultant.

TASK II. CONCEPTUAL DESIGN- DESIGN MEMORANDUM

Consultant shall produce a conceptual plan in AutoCAD Civil 3D, 2021 or newer in plan view only, depicting their vision of the project. Consultant will include any alternatives that they may see fit as well as technical design memorandum that will demonstrate any concerns the consultant may have with regards to the project. This design memorandum will outline the consultant's steps to achieving the final design in a buildable model.

Consultant shall prepare a draft memorandum memorializing the issues and alternatives. Consultant shall receive comments on draft Technical Memorandum and revise and reissue accordingly.

TASK III. FIELD SURVEY

Field surveying will consist of a topographic and location survey of the selected route along with courthouse research. The field survey requirements are more specifically detailed as follows:

A. SURVEY NOTIFICATION – The surveyor shall provide the Village with a listing of the name(s) and address(es) of property owners along the proposed survey route and the tentative date survey work will be performed. Consultant will also notify all affected properties by US Mail.

B. PHYSICAL FEATURES – The surveyors shall locate and properly identify all physical features including, but not limited to, property pins, trees (6" and larger), ornamental trees, bushes, pavement, curbs, drives, sidewalks, poles, manholes, valves, hydrants, catch basins, fences, walls, property corners, buildings, outbuildings, mailboxes, decks, pools, signs, etc. Physical features shall be properly labeled. (Examples are as follows: 4' chain link fence, 6" maple tree, telephone pole #6214, back of concrete curb and

gutter, sanitary manhole.)

C. UTILITY NOTIFICATION – Prior to beginning field surveying, the surveyor shall contact Ohio Underground Utilities Protection Services (OUPS) and non-subscriber utilities for field locations. The Village will locate its water upon request (48-hour notice required).

The utility field marks will be located by the surveyor. The surveyor shall coordinate with the utility owners to properly show the above and below ground utility locations, including services, on the base sheets. The size, location and invert elevation of each pipe, shall be determined and shown on the base sheet for each storm sewer and sanitary sewer manhole and storm catch basin.

D. HORIZONTAL AND VERTICAL CONTROL

1. Horizontal control shall include property line and right-of-way locations, baseline and traverse using GPS (Survey Accuracy) to determine state plane coordinates NAD 83 for project control points and provide state plane coordinates for all existing water and sewer appurtenances within survey area. The traverse shall be close to accuracy of 1:10,000. Found property corners shall be identified and described and the coordinates determined. All property and right of way lines shall be shown on the sheets based on found property corners and recorded deeds and plats. Insert notes on the base sheet that identifies, describes, and lists the coordinates of each horizontal control point. Plat and Deed records shall be obtained by the surveyor for the area along the survey route. Ownership with deed reference and address shall be shown on the base sheets.

2. Permanent benchmarks shall be provided and identified at no more than 600 feet maximum spacing. Benchmarks may be assigned to traverse points. Field monumentation for permanent benchmarks is preferred to be a 5/8" iron pin of at least 30" length, but cross notches, mag nails, or similar means durable and stable marking capable of lasting throughout the planned construction window will be allowed. Wood hubs may be used for temporary traversing by the Consultant, but will NOT be considered acceptable as a permanent benchmark. Consultant shall provide an overview (index) page of the overall project that identifies, describes, and lists the coordinates of each control point Locations for topography and contours shall be no further apart than 25 feet and shall ensure that triangulation for contours will yield an accurate representation of field conditions. (e.g., top/slope, toe/slope, flow lines and ridge lines.).

E. SOIL BORINGS

1. The Consultant shall propose if necessary any boring requests and will provide the Village the number, location, sample methodologies, and analyses for all aspects of subsurface investigation for review and agreement by the Village. Should modifications to the proposed be desired, the Consultant and Village shall work collaboratively to reach an ultimate decision. Consultant shall subsequently perform, or utilize sub-consultants to perform, all aspects of the subsurface investigation.

TASK IV. PROPERTY/EASEMENT IDENTIFICATION

A. LOT/PARCEL IDENTIFICATION - Each lot/parcel shall be identified on the base sheet. The identification shall include the property lines, owner's name, street address, lot/parcel number, lot/parcel deed reference, and other relevant identifying information.

B. IDENTIFICATION OF EXISTING EASEMENTS – Identify all existing sanitary sewer, water, or other utility easements granted to the Village of College Corner and platted utility and drainage easements along the route of the field survey. Provide copies of the easement deeds and plat maps.

TASK V. BASE MAPPING

A. CAD - Field surveying for this project will consist of developing plan and profile base sheets for design. The surveying consultant must be capable of providing the Village with base sheets electronically (AutoCAD Civil 3D 2021) or newer that are fully compatible with the Village's computer system.

B. PLAN SHEETS – The Village standard format shall be used in creating the Auto Cad base sheets. The base sheets shall be drawn at 1" = 20' scale and be properly oriented such that north is up or to the left on each sheet. Lettering size, standard abbreviations, line weight, etc., shall be in accordance with past Village projects and as provided by the Village.

TASK VI. EASEMENTS

A. PREPARE DETAILED EASEMENT DOCUMENTS

While easements are not anticipated, but if necessary, the consultant shall perform land boundary surveys in accordance with easement acquisition needs along the selected alignment.

Prepare detailed easement description documents that can be used in negotiating easements with the appropriate property owners. Such documents shall include the complete listing of all names and addresses of the owners of the properties involved and an 8.5" x 11" drawing of each easement, to be attached to the easement deeds and recorded.

Prepare final and revised easement documents, after negotiations have been concluded, so that they can be recorded appropriately.

Documents shall be on standard County forms or in a form acceptable to the County Prosecutor.

B. EASEMENT APPRAISALS

Perform appraisals/property valuations of all proposed easements for review by the

Village. The minimum services to be performed are as follows:

1. Provide for Easement Appraisals:
   a. Valuations as required by value.
   b. Documentation of easement appraisals sufficient for utilization by the Village should court action become necessary.
   c. Work to be done in compliance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act (URA).
   d. Complete work within 30 calendar days from approval of easement description and concurrent with title searches.
   e. Submit a one-page summary of all appraisals for Village review.

C. TITLE SEARCHES

1. Provide for Title Searches (40 years prior):
   a. Record title owner's names, all mortgages, liens, judgments, extensions, certificates of judgments and pending actions. Also list all easements, restrictive covenants, taxes and assessments.
   b. Complete work within 3 calendar days from approval of easement description by the Village.
   c. Submit all title searches to the Village with appraisals.

D. EASEMENT NEGOTIATIONS AND ACQUISITION

1. Contact and meet with the property owner to review:
   a. Description of the project, including proposed schedule.
   b. The standard forms of the easement documents
   c. Description or map of the proposed easement.
   d. Monetary offer for easement.

2. Work with the Village, and Appraiser to address property owner's questions concerning project, schedule, anticipated effects to property or services, property owner proposed special conditions or counter offers.

3. Provide weekly status reports, briefly listing the status of each easement negotiation, to include issues to be resolved.

4. At the conclusion of negotiations for each easement, provide a written record of all negotiations and discussions regarding that easement, the signed Easement Agreement, and signed Easement Deed.

TASK VII. DETAILED CONSTRUCTION PLANS AND SPECIFICATIONS

The Consultant's design task shall include the following:

A. PREPARE PRELIMINARY DESIGN DRAWINGS

Prepare preliminary design (30%, 60%, and 90%) drawings for review and approval by County staff, the local governing authority and all other necessary approving organizations or personnel. Preliminary detailed design drawings shall be to the same scale and on the same size drawings as final detailed design drawings. Prepare and provide other deliverables as listed in the Design Stage Checklist. Revisions to documents will be necessary in response to County review comments.

B. PREPARE FINAL DETAILED CONSTRUCTION PLANS, SPECIFICATIONS AND ESTIMATES OF COSTS

1. Detailed Construction Plans – Prepare detailed (final stage) construction plans. The detailed Final Construction plans are to be prepared in AutoCAD® format with X, Y, Z coordinates for all appurtenances. The Consultant shall submit them electronically in format readable by AutoCAD® Version 2021 or later approved version. Plans shall include general and supplemental notes, plan and profile sheets, details, service connection schedules, backfill tables, traffic control notes, a sequence of work to assure that service is maintained with a minimum of disruption, and any other items needed to define a complete project.

2. Supplemental Specifications – Prepare detailed supplemental technical specification sections, as needed, when not available in the Village or Butler County standard or supplemental specification library. Specification sections shall be formatted to be consistent with the Butler County Engineer specification sections. Consultant will assemble the project specification book (which will contain relevant project details and documents).

3. Construction Cost Estimate – Prepare a detailed construction cost estimate as recommended for bidding.

4. Final plans and cost estimate shall be in agreement.

C. OBTAIN APPROPRIATE APPROVALS

Coordinate and obtain approvals with all governmental, public utility, jurisdictional, or regulatory authorities prior to the detailed construction plans, specifications and cost estimates being submitted to the Village for approval, unless otherwise noted.

TASK VIII. PERMIT-TO-INSTALL

Should a Permit-to-Install application be required, or other permits, the Consultant's responsibilities shall include:

A. Preparing application forms, documents, plans and specifications suitable for submission to the Ohio Environmental Protection Agency or other agency.

B. Provide the appropriate number of copies of required materials.

C. Address any Ohio EPA review comments as necessary and revise plans, cost estimate, and application forms as necessary to obtain approval.

TASK IX. BIDDING

The Consultant's bidding phase tasks shall include the following:

A. Attend pre-bid meeting to assist the Village in addressing any questions regarding design.

B. Develop any needed written addenda. Provide revised documents and drawings as needed to fully address all questions submitted during construction bidding.

TASK X. CONSULTATION DURING CONSTRUCTION

The Consultant's construction task shall include the following:

A. HOLD PRECONSTRUCTION MEETING

Schedule and lead the preconstruction meeting and have available all appropriate design information. Prepare and distribute draft minutes of the meeting. Consultant shall receive comments on draft minutes and revise and reissue accordingly.

B. REVIEW AND APPROVE SHOP DRAWINGS, TEST REPORTS, ETC.

Review shop drawings and test reports submitted by the contractors and testing. laboratories and other such documents appropriate for the various construction contracts. Consultant shall approve, request revisions, or reject shop drawings. Consultant shall conduct up to three (3) reviews per submittal item.

TASK XI. PREPARE "CONSTRUCTION RECORD" DRAWINGS

Prepare "construction record" drawings for the Village from field data provided by the contractor, inspector, and any others. This information is to be shown on the as-built drawings and be presented in both electronic and mylar format with latitude and longitude coordinates called out for each feature.

OWNERSHIP OF DOCUMENTS

All data prepared by the Consultant under this Agreement, including but not limited to plans, drawings, as well as all material and data furnished to the Consultant by the Village under the provisions of the Agreement shall be the property of the Village, provided however that the Consultant may use the technical content of such data and materials during its business. All detailed information and mapping provided to the Consultant by the Village shall be returned to the Village upon completion of this project. Should the Village subsequently allow or use any portion of such documents for any other project, the Consultant shall have no liability for any consequence of their use. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application of copyright or patent by or on behalf of the Consultant.

Evaluation Form for Professional Design Services

Date:	**Name of Project: VILLAGE OF COLLEGE CORNER** **Project No. 2023-ARPA**
Name of Firm:	**Name of Evaluator**:

Criteria:	**Rating (1-5):**	**Weight:**	**Score:**	**Comments:**
1. Firm & Individual Qualifications ▪ Firm's number of years in business, size of firm, number of principals, number of employees, proposed project manager for this project. ▪ Firm's background and experiences on similar projects, including experience working with other firms comprising design team. ▪ Firms experience with Federal Grants, especially those part of the American recovery and Rescue Act of 2022. ▪ Identify facility operator, project manager and owner. ▪ Firms related experience to this specific project		**30%**		
2. Location of Offices ▪ Amount of work to be performed in the Village by prime consultant and sub-consultants. ▪ Distance of prime consultants nearest physical office to project site.		**10%**		
3. Liability ▪ Litigation within last 5 years ▪ Professional Liability Limits for Project- provide specimen copy. ▪ General Liability Insurance Limits for Project. - provide specimen copy ▪ Evidence of Workman's Compensation Insurance		**5%**		
4. Responsiveness to RFQ ▪ Firm's compliance with RFQ provisions. ▪ Additional factors		**5%**		
5. Project Control ▪ Project schedule: Describe current commitments and individuals within firm assigned to those commitments. ▪ Techniques to ensure schedule will be met. ▪ Cost control techniques: For a minimum of last 5 projects, provide your final estimate, bid amount, final construction costs and number of change orders. Provide name of general contractor and contact with name, title, e-mail address and phone number for all of the projects listed.		**5%**		
6. Quality of Technical Approach ▪ Innovations and project concepts (firm's grasp and understanding of project as well as ability to find funding for budget shortfalls and/or expand project with other creative financing or grants during project.		**20%**		
7. General Impressions ▪ Firm's interest and suitability for project. ▪ General Observations of SOQ ▪ Firm's approach to working with the Village Team. .		**25%**		
8. TOTAL		**100%**		

Signature of Evaluator:_____**Date:**_____

Signature of Committee Chairman:_____**Date:**_____

VILLAGE Design Stage Checklist

Project Name:_____ **Project Number:**_____

Design Engineer:_____

30% Stage

Plans and Specifications	
	Title Sheet with Site Map
	Site Survey Information (existing utilities, topography, surface features, floodplain limits, etc.)
	Preliminary Alignment (Plan View) of Proposed Improvements (Horizontal Construction)
	Preliminary Elevations / Sections / Floor Plans / Utility Connections / Location and Layout of Major Equipment Items (Vertical Construction)
	Preliminary Site Access and Drives (material delivery, construction access, maintenance access)
Other	
	Design Calculations Reviewed
	Project Hydraulics Checked
	Pipe Sizing – Design or Master Plan
	Updates / Edits to BODR (if necessary)
	Engineer's Comments on Pros / Cons of Current Design
	Recommended Location of Soil Borings

Reviewed By: _____ **Review Date:**_____

60% Stage

Plans and Specifications *(New Content in Bold Italics)*	
	Title Sheet with Site Map ***and Sheet Index***
	General Notes
	Site Survey Information (existing utilities, topography, surface features, property owner ID floodplain limits, etc.) – 60% Complete
	• ***Site Grading Plan***
	• ***Existing Elevations Shown***
	• ***New Contours Connect to Existing***
	• ***Check Cut/Fill Volumes***
	• ***All Utilities Shown (Water, Sewer, Gas, Electric, Storm, Fiber, Tel., Cable, etc.)***
	Locations of Soil Borings
	Plan and Profile of Proposed Improvement (Horizontal Construction), including:
	• ***Locations of Service Connections (All Properties Served) and Hydrants (Including Preliminary Tables for Relocations)***
	• ***Profile aligns with Plan View***
	• ***Match lines Correctly Shown Between Sheets***
	• ***Check Horizontal and Vertical Scales***
	• ***Water Mains – Check Valve and Hydrant Spacing, Review High Pts and low pts for Hydrants or blow offs, double polywrap gas main crossings, review for testing***
	• ***Sewer Mains – Check Slopes, Elevations, Manhole Spacing, Manholes at Changes in Direction***
	Updated Elevations / Sections / Floor Plans / Utility Connections / Location and Layout of Equipment Items (Vertical Construction)
	• ***Check Typical Section***
	• ***Check Scales***
	• ***Check for Conflicts***
	Updated Site Access and Drives (material delivery, construction access, maintenance access)
	Preliminary HVAC / Plumbing / Access Drives / Fire Suppression Plans (Vertical Construction)
	Preliminary Construction Details (piping, valves, structures, etc.)
	Preliminary Easement Limits
	Table of Contents for Specifications
	Preliminary Supplemental Specifications
	Geotechnical Investigation Report
Other	
	Disposition of 30% Review Comments
	Opinion of Probable Construction Cost
	Draft Construction Schedule
	Description of Controls (Electrical / SCADA / Alarms / Standby Power) (Vertical Construction)
	List of Required Permits
	List of Local Jurisdictions / Utilities to Receive Drawings for Review

Reviewed By:_____ **Review Date:**_____

90% Stage

Design Drawings *(New Content in Bold Italics)*	
	Title Sheet with Site Map and Sheet Index
	General and ***Supplemental Notes***
	All Site Survey Information (existing utilities, topography, surface features, floodplain limits, etc.)
	• Site Grading Plan
	• Existing Elevations Shown
	• New Contours Connect to Existing
	• Check Cut/Fill Volumes
	• All Utilities Shown (Water, Sewer, Gas, Electric, Storm, Fiber, Tel., Cable, etc.)
	Locations of Soil Borings
	Final Plan and Profile of Proposed Improvements (Horizontal Construction)
	• Locations of Service Connections and Hydrants
	• ***Pavement Restoration Limits***
	• ***Final*** Tables for Service Reconnections, Restrained Joints, Backfill/Restorations, etc.
	• Profile aligns with Plan View
	• Match lines Correctly Shown Between Sheets
	• Check Horizontal and Vertical Scales
	• Water Mains – Check Valve and Hydrant Spacing, Review High Pts and low pts for Hydrants or blow offs, double polywrap gas main crossings, review for testing
	• Sewer Mains – Check Slopes, Elevations, Manhole Spacing, Manholes at Changes in Direction
	Final Elevations / Sections / Floor Plans / Utility Connections / Location and Layout of All Equipment Items (Vertical Construction)
	• Check Typical Section
	• Check Scales
	• Check for Conflicts
	Final Site Access and Drives (material delivery, construction access, maintenance access)
	Updated HVAC / Plumbing / Access Drives / Fire Suppression Plans, ***including all notes and details*** (Vertical Construction)
	Maintenance of Traffic ***notes and details***
	Primary Construction Details (piping, valves, structures, etc.)
	All Additional Construction Details
	Erosion and Sediment Control Notes and Details
	Final Easement Limits
	Bid Form
	Updated Supplemental Specifications
	Geotechnical Investigation Report
Other	
	Disposition of 60% Review Comments (including Local Jurisdictions / Utilities)
	Updated Opinion of Probable Construction Cost
	Updated Draft Construction Schedule
	Completed Permit Application Documents
	Easement Acquisition Documents (Plats, Deeds, Legal Descriptions)

Reviewed By:_____ **Review Date:**_____

Final Stage

Design Drawings *(New Content in Bold Italics)*	
	Title Sheet with Site Map and Sheet Index ***– Signed by Jurisdictions and Mayor***
	General Notes and Supplemental Notes
	All Site Survey Information (existing utilities, topography, surface features, floodplain limits, etc.)
	• Site Grading Plan
	• Existing Elevations Shown
	• New Contours Connect to Existing
	• Check Cut/Fill Volumes
	• All Utilities Shown (Water, Sewer, Gas, Electric, Storm, Fiber, Tel., Cable, etc.)
	Locations of Soil Borings
	Final Plan and Profile of Proposed Improvements (Horizontal Construction)
	• Locations of Service Connections and Hydrants
	• Pavement Restoration Limits
	• Final Tables for Service Reconnections, Restrained Joints, Backfill/Restorations, etc.
	• Profile aligns with Plan View
	• Match lines Correctly Shown Between Sheets
	• Check Horizontal and Vertical Scales
	• Water Mains – Check Valve and Hydrant Spacing, Review High Pts and low pts for Hydrants or blow offs, double polywrap gas main crossings, review for testing
	• Sewer Mains – Check Slopes, Elevations, Manhole Spacing, Manholes at Changes in Direction
	Final Elevations / Sections / Floor Plans / Utility Connections / Location and Layout of All Equipment Items (Vertical Construction)
	• Check Typical Section
	• Check Scales
	• Check for Conflicts
	Final Site Access and Drives (material delivery, construction access, maintenance access)
	Final HVAC / Plumbing / Access Drives / Fire Suppression Plans, *including all notes and details* (Vertical Construction)
	Final Maintenance of Traffic notes and details
	Primary Construction Details (piping, valves, structures, etc.)
	All Additional Construction Details
	Final Erosion and Sediment Control Notes and Details
	Final Easement Limits
	Final Bid Form and Measurement and Payment
	Final Supplemental Specifications
	Geotechnical Investigation Report
Other	
	Disposition of 90% Review Comments
	Final Opinion of Probable Construction Cost
	Bid Items Match Measurement and Payment
	Quantities Checked
	Unit Prices Checked
	Final Construction Schedule
	Documentation of Acquired Easements – Add instrument IDs to Drawings
	Permit Approvals

Reviewed By:_____ **Review Date:**_____