

# CITY AND COUNTY OF DENVER



**DENVER**  
THE MILE HIGH CITY

**Department of Public Works**  
Right-of-Way Engineering Services  
Project Control Office

201 W. Colfax Avenue, Dept. 507  
Denver, CO 80202  
720-913-4501

## Capital Project Engineering Plan (CPEP) Review Submittal Checklist

<p><b>Purpose</b></p>	<p>A Capital Project Engineering Plan (CPEP) Review is performed by the Public Works Project Controls Office (PWPCO) to ensure internal quality and regulatory review prior to City projects being released for Construction Bid. A typical CPEP Review process requires submission of complete transportation, wastewater, erosion control, utility and material design documents including Plans, Reports, and Specifications. It is intended that the approved CPEP will serve as the set of documents used for construction bidding.</p> <p>A CPEP Review must be completed and Project approved by the PWPCO via Public Works Sign Off Sheet prior to a Capital Project being released for advertisement.</p> <p>All CPEPs shall contain, at a minimum, the items listed in this Review Submittal Checklist document. Otherwise, they may be considered incomplete and the project review may be delayed. Please note that small scope/ scale projects may not qualify for all requirements.</p>													
<p><b>Questions &amp; Project Guidance</b></p>	<p>For questions regarding a specific project, these Checklist requirements, or the Plan Distribution Process, please contact your PWPCO Case Manager, who by default is the Transportation Review Engineer (<a href="\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\PCO REGION MAP\PCO Region Map.pdf">\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\PCO REGION MAP\PCO Region Map.pdf</a>) assigned to the City region where the project is located.</p>													
<p><b>CPEP Review Cycle Summary</b></p>	<p>The following is a summary of suggested CPEP Review cycles to assist the Project Manager in navigating the CPEP Plan submittal process. The Project Manager (PM) may contact the assigned PWPCO Case Manager to consult on which steps are applicable to the project.</p> <table border="1" data-bbox="358 1081 1489 1955"> <tr> <td data-bbox="358 1081 573 1255"> <p>STEP 1: Project Inception</p> <p><i>Highly Recommended</i></p> </td> <td data-bbox="573 1081 1489 1255"> <p>Prior to initiating project design, the PM should route the proposed project Scope to internal and external agency reviewers to announce the project and assist in preliminary identification of design matters that could benefit the project design scope. 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<p><b>CPEP Submittal Process</b></p>	<p>All CPEP submittals must be logged in for PCO review by the PW Electronic Plan Distribution Process. All Process documents/ instructions are located in the following shared folder location:  <a href="\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\PCO PLAN SUBMITTAL PROCEDURE">\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\PCO PLAN SUBMITTAL PROCEDURE</a></p> <ul style="list-style-type: none"> <li>➤ Instructions on how to submit a CPEP for each Review cycle can be found in the document: "<a href="#">Plan Review Distribution Procedure.pdf</a>"</li> <li>➤ The required log in Worksheet is titled "<a href="#">PILAR Distribution PM Worksheet.xls</a>"</li> <li>➤ Instructions for use of the City FTP system can be found in the "<a href="#">Plan Review Distribution Procedure.pdf</a>"</li> </ul> <p>* PUBLIC WORKS APPROVAL OF A CPEP EXPIRES 2 YEARS FROM DATE OF APPROVAL *</p> <p><b>Please note:</b> Due to technical limitations, Xcel Energy is not able to participate in the City's Electronic Review system. Therefore, to allow for Xcel Energy to review your project documents, the PM must submit an Xcel Energy Work Request form followed by hard copy of plans for each submittal directly to Xcel Energy. To coordinate this effort, contact Gia Pham (gia.pham@denvergov.org) of the PWPCO office to obtain a Work Request form. Once transmitted to Xcel, please forward an electronic copy of Work Request form to Gia Pham of PWPCO Office for recordation purposes.</p>
<p><b>CPEP Plan Requirements</b></p>	<p><b>Capital Project Engineering Plans shall include the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Applicable to all Sheets / Submittal cycles:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic plan file(s) scaled to so they can be printed to 11"x17" print format.</li> <li><input type="checkbox"/> Plan sheets signed and stamped by a Professional Engineer registered with the State of Colorado (final construction plans only) (does not apply to plans prepared in-house)</li> <li><input type="checkbox"/> Official Project name and applicable Project numbers</li> <li><input type="checkbox"/> Keymaps shall be provided on applicable plan sheets if multiple sheets are required to show the entire site</li> <li><input type="checkbox"/> Numerical and bar scales &amp; north arrow on all plan sheets</li> <li><input type="checkbox"/> Linetype legend on the first sheet of any plan sequence that contains new linetypes</li> </ul> </li> <li><b>2. Cover Sheet</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vicinity map (also showing Project Start and End stationing, if applicable)</li> <li><input type="checkbox"/> Project name</li> <li><input type="checkbox"/> Project location (legal description and address)</li> <li><input type="checkbox"/> PCO Tracking Number prominently displayed (PMP #)</li> <li><input type="checkbox"/> City PILAR Project Number when assigned</li> <li><input type="checkbox"/> Project Phase (30%, CDOT FIR, 60%, CDOT FOR, 90%, Final for Construction, etc.)</li> <li><input type="checkbox"/> Tabulation of Length &amp; Design Data</li> <li><input type="checkbox"/> ¼ Section, Section, Township &amp; Range</li> <li><input type="checkbox"/> Plan set date</li> <li><input type="checkbox"/> Sheet index</li> <li><input type="checkbox"/> <u>City and County of Denver Dept of Public Works Signature Block</u></li> </ul> </li> <li><b>3. General Notes &amp; Standard Symbol Sheets</b> <i>(as applicable – some may not required if notes are covered in the specifications or specific Plan sheets)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legend of Standard Symbols and Linetypes as shown on drawings</li> <li><input type="checkbox"/> General Notes as applicable to the respective department, recommended examples of which can be found under "Suggested Plan Notes" Section below</li> <li><input type="checkbox"/> Project Plans, Specifications, Permit Notes</li> <li><input type="checkbox"/> Survey notes as suggested by the Survey Department (may be on Survey Plans)</li> <li><input type="checkbox"/> Removals, Existing Items, Earthwork &amp; Excavation, Saw cutting Notes (may be on Demolition/ Removals Plans)</li> <li><input type="checkbox"/> Utility Notes if applicable for outside Utility agency coordination, including Utility Contact information (may be on Utility, Sanitary and Drainage Plans)</li> <li><input type="checkbox"/> Traffic Control Notes (may be on Construction Phasing Plans)</li> <li><input type="checkbox"/> Landscaping Notes and/ or Parks and Recreation Notes</li> <li><input type="checkbox"/> Erosion Control Notes (if not included on Erosion Control Plans).</li> </ul> </li> </ol>

- 4. Survey Control Plans** (*specific sheets for larger project or included in Roadway Plans for small-scale project*)
- See the following link for requirements: [Land Survey Control Diagram](#)
  - Identify all range points and other survey monuments within disturbed areas that will require search, preservation and/ or re-establishment
  - Ownership and parcel data (as appropriate) (CDOT standards)
  - Benchmark (identified by name, elevation and datum) and Basis of Bearing
  - Statement of linear units
- 5. Demolition / Removals Plans**
- Limits of pavement, sidewalk, concrete & curb and gutter removals
  - Sawcut lines
  - Structures to be removed with adjacent disturbance limits
  - Limits of trenching (and pavement patch) due to utility installation (could be on Roadway Plan)
  - Clearly define existing features near demolition work to be protected/ remain
  - Show existing affected trees, species, and their approximate canopy size
  - Delineation or special notes addressing special environmental mitigation or hazardous waste removals (per CCD Dept of Environmental Health or related study)
- 6. Roadway Typical Sections**
- Provide a Typical Section for each consistent-width segment of roadway  
Show, label and dimension existing and proposed:
    - Right-of-Way lines
    - Curb and gutter
    - Sidewalks & landscaping strips
    - Travel Lanes- include turn, bike, parking, variable width lanes. Include lane marking widths on 90% set and Final set.
    - Pavement Notes including conversion factors/ application rates
    - Pavement materials, specific concrete or asphalt types, and thickness (total and suggested lifts).
    - Identify pavement design method (MGPEC, CDOT, etc.). MGPEC Pavement Design method information is located in following Shared folder location:  
[\\pwsfs00\agencies\PWPCO\Shared\PROJECT DESIGN RESOURCES\MATERIALS & PAVEMENT\Pavement Design](#)
    - Reference to pavement thickness design as applicable.
- 7. Roadway Plans**
- Show existing and proposed (label if not per standards or legend):
- Right-of-Way lines
  - Curb and gutter
  - Limits of proposed paving
  - Sidewalks
  - Control lines
  - Benchmarks
  - Basis of bearing
  - Sight triangles (including pedestrian, corner, and roadway, as applicable)
  - Street lights
  - Pedestrian lights
  - Pedestrian and vehicular traffic signals
  - Landscaping in the ROW (may be placed on a separate sheet in the CPEP)
  - Pavement markings and traffic signage (if no Signage/ Striping plans provided)
  - Parking meters
  - Nearby driveways and alleys
  - Street names
  - RTD bus stops or light rail tracks/ access points with any amenities including bench/shelter, signage, bus pad and bench pad
  - Surface utility features such as manhole lids, storm drainage inlets, traffic control boxes, fire hydrants
  - Note the existence of any special districts, landmark designations, or park designations. Provide contact information and person(s) familiar with project
  - Railroad crossings, permit numbers and methods of construction through railroad property (boring/ jacking, etc.). Provide contact information.

**CPEP Plan Requirements**  
(continued)

Show, label and dimension existing and proposed:

- Rights-of-Way width
- Easements (include type and width)
- Temporary Easements (include City Reference Number)
- Sidewalk width and cross slope\*
- Sidewalk and tree lawn cross slope
- Curb ramps\*
- Flowline to flowline width
- Flowline grades (unless shown on profile)
- Right-of-way to flowline distance
- Proposed surface impacts (trench widths, etc.) due to underground utility installations.
- Driveway or alley curb cuts, if any
- Private curb and gutter transition at property line (if project is reconstructing private accesses)
- Station and elevation of all curb returns; horizontal PC's, PT's, PCC's, etc.
- Distance between new and existing drive cuts (edge of flare to edge of flare)
- Distance between new drive cuts and the flowline of intersecting streets
- Distance between street lights and pedestrian lights
- Distance between parking meters
- Distance between street trees
- Slope of the driveway approaching the curb cut (if project is reconstructing existing accesses)
- Proposed on-street parking dimensions
- Encroachments of anything into the ROW covered by an existing or proposed revocable permit.

\*Include spot elevations and slope labels to show that all pedestrian ramps and sidewalks that are proposed (or existing to remain) meet City and County of Denver and Americans with Disabilities Act standards (ADA).

**8. Roadway Profile Plans**

*(Required if constructing or reconstructing at least 100 continuous lineal feet of alley or curb, gutter and/or sidewalk)*

- Proposed grade at centerline and/or flowline
- Existing grade (dashed) at centerline and/or flowline
- Street names on sheet title block
- Existing and Proposed contour lines, grade points clearly labeled
- Match lines and consecutive sheet numbers
- Centerline station of all new or reconstructed driveways and alleys
- Centerline station of all intersecting roadways
- Station and elevation of all vertical grade breaks
- Vertical curves, VPI, VPC, VPT, L, K, high or low point

**9. Intersection Detail Plans** *(if intersections, ramps, or corner signals proposed)*

- Detailed horizontal design dimensions
- Intersection grading (contours and grade break spots as appropriate)
- Include spot elevations and slope labels to show that all pedestrian ramps and sidewalks that are proposed (or existing to remain) meet City and County of Denver and Americans with Disabilities Act (ADA) standards.
- Curb return profiles
- Flow direction arrows at all flowlines and grade breaks
- Signal Design per [City Signal Standards](#), including signal interconnects.
- Median Design
- Proposed bulb out design, detailed
- Detail any centerline, curb line or lane line offsets through intersection
- Proposed radii and/ or vehicle turning templates for each corner
- Roundabout Design (as applicable)

**10. Roadway Grading Plans** *(NOT REQUIRED if all grading information is shown on Profile Plans per Item 8, or Drainage Plans per Item 12)*

- Existing and Proposed grading contours
- Spot grades at points of grade change (high, low points) and/ or grade breaks
- Spot grades at corner ramps, driveways, curb returns, and other areas of interest.

## 11. Utility Plans

- ❑ Provide utility information identifying all utility features in the project area based on surveys, potholing, and information gathered from utility companies
- ❑ Include utility contact information on first page of Utility Plans
- ❑ Show results of field reviews and utility investigations with utility companies, as required, to ensure correct horizontal and vertical utility data
- ❑ The final utility plans shall include all horizontal and vertical locations of existing and proposed utilities and any other details identifying possible utility conflicts.
- ❑ Label centerline distances between existing and proposed utilities
- ❑ Show existing and proposed Denver signal interconnect lines if applicable per TES
- ❑ In utility profile, show and label existing clear distances from outside of pipe to outside of pipe
- ❑ Show Hydraulic Grade Lines (HGL) on all Utility plan profiles
- ❑ Show Soil Boring Logs in profile view (if applicable)
- ❑ Water main relocation and/ or service line relocation plans (for lead services) shall meet the criteria of Denver Water. A full plan submittal and review by Denver Water Sales shall be completed for main relocations and lead service lines
- ❑ Label water main size, type, material and date of installation (if applicable)
- ❑ Label internal or external water meters if service is affected by construction
- ❑ Identify on Utility Plans who is responsible for relocation of any existing utilities

## 12. Sanitary Plans, Drainage Plans & Drainage Study *(either integrated with, or separate from Utility Plans per Item 11 above)*

- ❑ If storm or sanitary facilities are proposed for the specific project, sanitary and/ or drainage plans must be incorporated into the overall CPEP package. Sanitary and drainage plans must conform to Section 4 of CCDs "[Sanitary Design and Technical Criteria Manual](#)" and CCDs "[Storm Drainage and Technical Criteria Manual](#)"
- ❑ Provide results from Facility Condition Review (FCR) by CCD Public Works Wastewater Management Division for all existing structures or piping within limits of project. Guidance Information: [\\pwsfs00\agencies\PWPCO\Shared\PROJECT DESIGN RESOURCES\WMD UTILITY INSPECTION PROCEDURE](#)
- ❑ If applicable to the specific project, a drainage study must be incorporated into the overall CPEP package. The drainage study must conform to the City's "[Storm Drainage and Technical Criteria Manual](#)"
- ❑ Include calculations for street depth flows using UDFCD calculation sheet for Allowable Street Capacity for the minor and major storm event. If street capacity criteria are exceeded in the minor or major storm, identify alternatives or mitigation measures
- ❑ If applicable to the specific project, permanent water quality treatment must be incorporated into the overall CPEP package. The design of this facility must be incorporated into the drainage study and must conform to the City's "[Storm Drainage and Technical Criteria Manual](#)"

## 13. Erosion Control Plans and Water Quality Plans *(design review will assist the project in reaching "Permit Ready" Erosion Control Package)*

- ❑ At or before the 60% CPEP submittal cycle, a Stormwater Management Plan (SWMP) shall be submitted that includes both Erosion Control Plans and Narrative document
- ❑ The Erosion Control Plans shall include existing/ proposed grading, proposed erosion control and water quality measures with applicable general notes & details
- ❑ Address all phases of work to prepare site for construction (i.e utility work) in SWMP
- ❑ The Plans and Narrative submittal must address the requirements of the City's "[Construction Activities Stormwater Manual](#)"
- ❑ Apply "Required Standard Notes" to the submitted Erosion Control Plans per Section 5 of the [Construction Activities Stormwater Manual](#).
- ❑ Additional documentation may be requested as stated in the Stormwater Manual, if appropriate due to site conditions (for example- Geotechnical study).
- ❑ Language indicating status of Erosion Control Plan (For information only, Suggested Plan, Approved for Permit, etc.)

## 14. Concrete Jointing Plans *(if concrete roadway pavement is being constructed)*

- ❑ Show, label and dimension all concrete joints, including spacing. Show typical and non-typical joint spacing both longitudinal and transverse
- ❑ Show joint type legend, whether CCD (Std. Dwg 5.1), or CDOT (M&S M-412)
- ❑ Show pavement markings in background as a reference for lane lines.

**15. Signage and Striping Plans**

- Existing and proposed signage w/ dimensions from Point of Curve Return (PCR) if outside of standards
- Label MUTCD sign designation and panel size
- Existing and proposed pavement markings w/ dimensions
- Verify pavement marking materials are specified either on plans or specifications
- Lane designation pavement markings
- Lane widths
- Flowline to flowline dimension
- Station and offset information for all tapers
- Proposed dimensions for pavement marking symbols including bike lanes
- Proposed dimensions for crosswalk markings, stop bars at all signalized intersections
- Detail for any special non-standard signs, overhead sign structures, etc.

**16. Lighting Plans** *(if more than five street lights are proposed)*

- Show all existing and proposed street and pedestrian lights, power sources, conduit, and/ or light control center locations
- Note the type of street light and lamp on plan
- Provide dimensions between each street light
- Provide enough detail to locate the street light in the field
- Notes should be added to indicate if the contractor or Xcel will do the install
- Verify whether project is within "Special Lighting District Boundaries" (TES)

**17. Landscaping Plans** *(required if project proposes street tree or streetscaping features that must be maintained – may be combined with Lighting Plans in Item 16 above)*

- Show all existing and proposed trees, tree lawn, mulch areas, or supporting irrigation systems.
- Detail unique or non-standard streetscaping elements (planters, walls, etc.)
- Provide project specific notes indicating permanent maintenance responsibility agreements for all installed vegetation or streetscaping features.

**18. Cross Sections** *(Required if constructing at least 500 continuous lineal feet of alley, curb, gutter and/or sidewalk; OR if requested)*

- Required every 50 feet. For new roadway, cross sections may only be required at tie in areas (at the discretion of the PWPCO Transportation Reviewer)
- Show tie in to ROW line
- Include sidewalk, curb and gutter, and roadway surfaces
- Cross slopes labeled
- Label elevations and offsets at the flowline, top of curb, crown, face of sidewalk, back of sidewalk, ROW line, and grade breaks
- Vertical and horizontal plot scale of cross sections

**19. Construction Phasing Plans** *(projects with required lane closures, detours, etc)*

- Schematic phasing plan with proposed construction cross sections for each phase.
- Note proposed detours on plan (not required to depict- this is done on MHTs)
- Note specific TES requirements for intersection work or other short term closures
- Add work time and other access requirements on plan and/ or Project Specifications
- Phasing plan matches concrete jointing detail (if applicable)

**20. Detail Sheets**

- Do not include CCD Standard Drawings/ Details in the plans. Rather, reference same by the current [Public Works Transportation Standards and Details](#) or [Wastewater Management Division Standard Details](#) drawing number(s) on the appropriate plan sheet(s)
- Provide detail for any special, custom, or non-standard detail construction item

**21. Bridge Plans** *(projects with bridge elements to be maintained by City and County of Denver)*

- Capital Projects inclusive of Bridge elements to be maintained by the City and County of Denver shall provide necessary plan details per checklist supplied by CPM Structural group, per following Shared network folder location : <\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\CPEP CHECKLIST\CPM BRIDGE DRAWING STANDARDS.pdf>

	<p><b>22. Engineering Geology Plans</b> (<i>Applicable to projects requiring roadway replacement</i>) (<i>Not required if information is presented on Profile Sheets or other Plans, or on a separate Geotechnical and pavement design report</i>)</p> <ul style="list-style-type: none"> <li>❑ Show field investigation results (boring and test hole locations, depths, stratum soil type symbol with legend (or info in table form). Summary of soil classifications, strength or property tests usually in Geotech report</li> <li>❑ Reference pavement design and geotechnical reports</li> <li>❑ In table form, identify soil types, any remedial soil treatments required, design traffic volumes, basis of and the design lane ESALs for each proposed pavement section/ thickness</li> <li>❑ Foundation or retaining wall design, if applicable, or summarize criteria from Geotech report if Contractor is responsible for design</li> </ul> <p><b>23. Project Technical Specifications</b> (<i>Standard Special Provisions, Project Special Provisions, CSI or AIA Division 1, Division 2, or other Project specific technical text</i>)</p> <ul style="list-style-type: none"> <li>❑ Provide separate Word or PDF document including Project Technical Specifications</li> <li>❑ Provide link in Bid documents to standard technical specifications if available online</li> </ul> <p><b>24. Responses to previous reviewer Comments</b></p> <ul style="list-style-type: none"> <li>❑ Include a separate document in each plan Submittal package that identifies in writing how comments from the previous review cycle were addressed. Examples of response document/ matrices can be found in the following Shared network folder: <a href="\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\COMMENT RESPONSE EXAMPLES">\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\COMMENT RESPONSE EXAMPLES</a></li> </ul> <p>** Additional supplemental studies may be required by the PWPCO as appropriate, including but not limited to separate traffic, pavement/geotechnical, drainage, or erosion control assessments. **</p>
<p><b>Required Design Criteria</b></p>	<p>CPEPs should be designed per all current City and County of Denver PW Standards and Details, standard construction specifications, and ADA access requirements.</p> <p><u>In addition, the following Transportation design criteria will be required:</u></p> <ul style="list-style-type: none"> <li>a) Maximum longitudinal roadway grade = 7.0% (Steeper grades may be accepted at the discretion of PWPCO)</li> <li>b) Minimum longitudinal roadway grade = 0.7% (Flatter grades of no less than 0.5% may be accepted at the discretion of PWPCO)</li> <li>c) Maximum grade change without a vertical curve = Per AASHTO Chapter 3</li> <li>d) Maximum flowline grade change without a vertical curve = 1.0% (up to 3.0% in extreme curb return circumstances).</li> <li>e) Length of vertical curve shall be designed to allow adequate sight distances (see AASHTO designation for stopping distance) and good delineation</li> <li>f) Streets shall intersect at a 90 degree angle and provide 50 feet of tangency (from ROW)</li> <li>g) Cul-de-sacs shall not exceed 400 feet in length and shall have a minimum ROW radius of 50 feet and a minimum flowline radius of 45 feet</li> <li>h) Maximum Desirable difference in elevation across street = 0.5' at flowline <ul style="list-style-type: none"> <li>• Minimum street cross slope: 1.50%</li> <li>• Maximum street cross slope: 4.00%</li> </ul> </li> <li>i) Proposed sidewalk should have a 2% cross slope towards the street</li> </ul> <p>PCO may include project-specific design criteria not included above after initial review.</p>
<p><b>Suggested Plan Notes</b></p>	<p>Suggested Capital Project Plan Notes have been assembled for the convenience of Project Managers, available as "<a href="#">Suggested CPEP Plan Notes.doc</a>" document in the following location: <a href="\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\CPEP CHECKLIST">\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\CPEP CHECKLIST</a></p> <p>It is not required to use this entire package of notes at this time, however, they may be used in entirety, and <u>the PW Survey Department strongly recommends to apply the Survey notes portion of this document to each Project Plan Set, to ensure that PW Survey requirements are being addressed with each Capital Project.</u> PW Survey may require to have these notes added as part of individual Project Design Review.</p>

<b>Erosion Control Permit Process</b>	<p>For each project, the PCO office will assist the PM in the first plan review cycle in determining whether an erosion Control Permit (CASDP) is required. Regardless of Permit requirements, technical specifications for Erosion Control have been prepared for use with all Capital Projects, located in the following location:  <a href="\\pwsfs00\agencies\PWPCO\Shared\PROJECT DESIGN RESOURCES\SPECIFICATIONS\SECTION 208 - 070111.doc">\\pwsfs00\agencies\PWPCO\Shared\PROJECT DESIGN RESOURCES\SPECIFICATIONS\SECTION 208 - 070111.doc</a></p>
<b>Required Final Documents to begin Construction Bid</b>	<p>Once all CPEP Review cycles are complete, the project will be eligible to enter the Construction Bid Phase. To prepare for Construction Bidding with the Public Works Contract Administration office, the Project Manager shall submit the following documents to the applicable Public Works Project Controls Office (PCO) Case Manager. The PCO Case Manager assignment map is located in the following location:  <a href="\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\PCO REGION MAP\PCO Region Map.pdf">\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\PCO REGION MAP\PCO Region Map.pdf</a>  See the "Final Documents Required for Public Works Construction Bid.pdf" document in the following location: <a href="\\PWSFS00\Agencies\PWPCO\Shared\PCO PROCEDURES\PCO PLAN SUBMITTAL PROCEDURE\FINAL DOCUMENTS REQUIRED FOR CONSTRUCTION BID.pdf">\\PWSFS00\Agencies\PWPCO\Shared\PCO PROCEDURES\PCO PLAN SUBMITTAL PROCEDURE\FINAL DOCUMENTS REQUIRED FOR CONSTRUCTION BID.pdf</a>, for additional information.</p> <ol style="list-style-type: none"> <li>1. Completed Public Works sign off sheet (PDF format) <i>Named "01 - PW SIGN OFF SHEET.pdf"</i></li> <li>2. Copy of the Approved PMP Form (PDF format) <i>Named "02 - APPROVED PMP FORM.pdf"</i></li> <li>3. Project Data Entry form/ boilerplate construction bid info form* (Word format) <i>Named "03 - BID BOILERPLATE FORM.doc"</i></li> <li>4. Approved GOALS form (PDF or Word format) <i>Named "04 - APPROVED GOALS LETTER.pdf"</i></li> <li>5. Original GOALS request form, containing project data and %'s (Word or PDF format) <i>Named "05 - GOALS PROJECT INFO FORM.doc"</i></li> <li>6. Final signed Construction plans, <u>one file only</u> including signed cover sheet (PDF format) <i>Named "06 - CONSTRUCTION PLAN SET.pdf"</i></li> <li>7. Final Engineers const cost estimate (Excel format) (<u>special format</u> PDF file also possible**) <i>Named "07 - ENGINEERS ESTIMATE.xls"</i></li> <li>8. Final project technical specifications with any technical Appendix at end (PDF format) <i>Named "08 - TECHNICAL SPECIFICATIONS.pdf"</i></li> <li>9. Utility Clearance Record Form (PDF format) <i>Named "09 - UTILITY CLEARANCE RECORD.pdf"</i></li> </ol>
<b>Checklist Location</b>	<a href="\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\CPEP CHECKLIST">\\pwsfs00\agencies\PWPCO\Shared\PCO PROCEDURES\CPEP CHECKLIST</a>