



Preparation Checklist **For Construction Documents**

City of Sacramento
Department of Parks and Recreation
Park Planning, Design and Development

Park Master Plan

After the approval of the Park Master Plan by the Citizen's Advisory Committee for Parks and Recreation and before beginning the preparation of the construction documents for the park, please provide the following items:

1. One full size color rendering of park master plan on Landscape Architecture Section Title Block, 24"x36" size or larger if approved, laminated. (largest image possible)
2. One 8-1/2"x11" color reduction of park master plan (largest image possible),
3. One 8-1/2"x11" black and white reduction of park master plan (line image only),
4. Estimate of Probable Cost for entire park master plan
5. Written description of park master plan design and park elements (include acreage of turf, and square footage of planter area, and number of trees)
6. Proposed phase one plan for park development
7. Estimate of Probable Cost for phase one for park development.

Construction Documents

Use Landscape Architecture Section Title Block sheets, 24"x36" size only. Plan information shall be contained within a 22"x 34" framework. Larger sheets may be approved on an individual basis. Keep the number of construction sheets to a minimum (i.e.: avoid redundancy; optimize organization and layout, etc.)

The plan scale shall be no smaller than 1" = 30' or 1" = 40' on park sites 3 acres and larger, and 1" = 20' on sites smaller than 3 acres, unless approved. The plan scale shall be 1" = 10' on play equipment layout plan and other plan enlargements. All plan sheets shall be drawn at the same scale and the north arrows shall be oriented in the same direction from sheet to sheet. The font style and sheet layout should be consistent throughout the set of construction drawings.

1. Title Sheet shall include the following items:
 - a. Use Landscape Architecture Section Title Sheet
 - b. City of Sacramento, Department of Park and Recreation, Landscape Architecture Section and City of Sacramento Logo.
 - c. Park Project Name and Project Number.
 - d. Project Address and Cross Street
 - e. Vicinity Map and Project Location Map with proper scale and north arrow orientations.
 - f. Sheet Index by Title and Sheet Number (C=Title Sheet (Cover Sheet), L1=Demolition Plan, L2=Grading and Drainage Plan, E1=Electrical Plan, etc.)
 - g. Consultant/Subconsultant(s) Names, Addresses and Phone Numbers
 - h. Professional Stamp with Name, License Number and Expiration Date clearly marked.

- i. Signature Block with space for the following signatures: Director of the Department of Parks and Recreation, and the Senior Landscape Architect.
 - j. General Notes
2. Provide individual sheet for the following plans, as required for a complete set of working drawings:
- a. Existing Conditions and Demolition Plan (Use topographic survey, existing trees, wetlands, watercourses, other natural features existing utilities and stubs and other pertinent information).
 - b. Grading & Drainage Plan (These two sheets can be combined or separate depending on the amount of information which needs to be conveyed). Also include existing topographic information overlaid in a 35% halftone or CAD equivalent).
 - c. Storm Water Pollution Prevention Plan-SWPPP (Necessary if site is over 5 acres, and over 1 acre after Jan. 2002)
 - d. Layout Plan (Include roadway stationing, if applicable; and existing street improvements, including street lights, Transformers, fire hydrants, and water storm drain and sewer stubs.)
 - e. Play Equipment Layout Plan and other enlargement plans.
 - f. Irrigation Plan
 - g. Planting Plan
 - h. Construction Details
 - i. Electrical Plan, and other trades' sheets as necessary

Project Specifications

Use the Landscape Architecture Section Specifications format. Prepared and provided them in an 8-1/2" x 11" booklet format and include The City of Sacramento Standard Bidding Broiler Plate Information, General Requirements and Special Provisions.

Use the Landscape Architecture Section cover sheet to show project name, date and other project information.

Revise the Contents as needed.

Review basic sections provided; edit to reflect project specifications. (First draft submittal shall show strikeouts and italicized or redline additions.)

Insert additional sections to reflect project specific needs consistent with format provided. (Modifications shall be Microsoft Word 6.0 complete, font- Arial or similar font, 12 pt. Indicate all new sections.)

The provision of these specifications does not relieve the Consultant of his/her Responsibility to provide detailed and complete contract documents.

If an Appendix is used in the specifications, items such as soil fertility testing lab report, permits (other than City permits), geotechnical report (if necessary), 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.

Submittal Requirements

Submittals are required for City of Sacramento, Department of Parks and Recreation internal review and comment. Provide eight (8) sets of complete plans which includes, at minimum:

1. Parks Project Manager, (1 set)
2. Senior Landscape Architect (1 set)
3. Parks -Maintenance Division (1 set)
4. Parks-Recreation Division (1 set)
5. Department of Public Works, Engineering (1 set)
6. Department of Public Works, Electrical (1 set)
7. Department of Public Works, Facility Maintenance Electrical (1 set)
8. Department of Utilities (1 set)

35% Completion Submittal (3 sets of submittals only for this submittal, Parks Project Manager, Park Maintenance and return copy)

1. Base Sheet (Use City of Sacramento, Landscape Architecture Section Title Block)
2. Construction Drawings Sheet List (include a list of all proposed construction drawing sheets to be included).
3. Design Development Submittals (Submit a cut sheet of all proposed park equipment and site furniture. Also include a list of all proposed Construction Details and Materials.
4. Preliminary Project Budget and Cost Estimate

75% Completion Submittal (8 sets)

1. Construction Drawings: Title Sheet (75% complete), Demolition Plan (100% Complete), Grading and Drainage Plan (100% complete), Storm Water Pollution Prevention Plan (if necessary, 100% complete), Layout Plan (75% complete), Play Equipment Layout Plan (75% complete), Irrigation Plan (75% complete), Planting Plan (90% complete), Construction Details (75% complete), Electrical Plan and Other Trade Plans (75% complete).
2. Updated Project Cost Estimate
3. Project Specifications (50% complete)
4. Bid Sheet (75% complete, include bid items and additive alternate items)

100% Completion Submittal (8 sets)

1. Construction Drawings: Title Sheet (100% complete), Demolition Plan (100% Complete), Grading and Drainage Plan (100% complete), Storm Water Pollution Prevention Plan (if necessary, 100% complete), Layout Plan (100% complete), Play Equipment Layout Plan (100% complete), Irrigation Plan (100% complete), Planting Plan (100% complete), Construction Details (100% complete), Electrical Plan and Other Trade Plans (100% complete).
2. Final Project Cost Estimate
3. Project Specifications, City Bidding Broiler Plate, General Requirements and Special Provisions (100% complete)
4. Bid Sheet (100% complete, include bid items and additive alternate items)

Resubmittal Information

Upon receipt of City comments, revise the plans and specification 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 (quality 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 shall include written record indicating where in the documents each City comment was addressed: Each set shall be distributed to the same seven recipients listed above.

Provide the Project Manager a complete copy of all responses to each Department's comments.

Construction Documents will be signed by the Director of the Department of Parks and Recreation and the Senior Landscape Architect only after all revisions noted on the 100% Completion Submittals have been made and all the construction document sheets have been stamped and signed by the appropriate licensed Landscape Architect.

Final Completion

Upon approval of the construction document package, provide:

1. One reproducible set of plans and specifications stamped and signed on each sheet, unbound. Plans shall be on 24"x 36" Mylar sheets.
2. A final revised Estimate of Probable Costs based on the final construction document package.
3. One Compact Disk containing the complete set of plans formatted in AutoCAD 14 (.DWG) or higher.
4. One diskette of the final specifications package (MS Word).