

WATER SYSTEM MODIFICATION PLAN REVIEW CHECKLIST

PLAN SUBMITTAL INSTRUCTIONS

A	Each plan submittal shall include a Project Transmittal Letter and a completed copy of the Water System Modification Plan Review checklist.
B	<p>Definitions for this document:</p> <p>The term “Designer” shall mean the Consultant Firm Engineer preparing the Project Plans.</p> <p>The term “Tucson Water” shall mean the City of Tucson Water Department Distribution Design Section’s Modifications Unit, the reviewer of the Project Plan submittals.</p> <p>The term “Plan Checklist”, or “Checklist”, shall mean the Water System Modification Plan Review Checklist.</p> <p>The acronym, “SMD & DSI” refers to the water System Modification Design and Drafting Guidelines issued by Tucson Water. Copies of the SMD & DSI are available from the Modifications Unit of the City of Tucson Water Department.</p>
C	For each plan submittal, the Designer shall fill in the boxes in the Plan Checklist to indicate that work item is completed and ready for review. Boxes not checked will not be reviewed. Each plan submittal shall have its own completed Plan Checklist. The Designer shall make a new copy of the Plan Checklist for each plan submittal.
D	For each plan submittal, Tucson Water will review the plan submittal, prepare a letter of response, and return the Plan Checklist. Tucson Water will fill in the appropriate circles in the Plan Checklist to indicate their concurrence that the work items are complete.
E	For each plan submittal, after the initial plan submittal, the Designer shall comment in the Project Transmittal Letter on which Plan Checklist items were revised and are now shown as completed in the new Plan Checklist.
F	The first plan submittal for water system modification review shall include a copy of the contract scope of services for water system modification design, and anticipated project schedules.
G	After the first plan submittal the plans shall be revised in accordance with the plan comment letter from Tucson Water. The Project Transmittal letter forwarding the next plan submittal shall include an explanation of items not addressed and a new completed Plan Checklist.
H	Plan submittals after the initial plan review shall include comments on how water conflicts were determined and if pothole work was used. If potholes were used, a copy of the pothole information used to locate water facilities shall be attached to the Project Transmittal Letter.
I	A cost estimate of water system modification related items shall be included with the final plan submittal. The Designer shall prepare the cost estimate for Water System Modifications. The cost estimate bid item numbers shall conform to the specification numbers listed in the SMD&DG.
J	After approval of the final plan submittal, Tucson Water will return the plans with a draft set of the final Water System Modification Specifications edited for the project. Tucson water will prepare this draft set of the final Water System Modification Specifications. The Designer shall review these final Water System Modification Specifications, and include them as part of the Project Bid Documents. If the Designer finds discrepancies in the Specifications, the Designer shall contact Tucson Water in writing and Tucson water will assist in resolving any discrepancies. The Designer shall provide Tucson Water with one copy of the final set of the Water System Modification Specifications and Bid Proposal documents.
K	All drafting shall conform to the requirements of the Pima County/City of Tucson Standard Details for Public Improvements, the SMD&DG, and the City of Tucson Water Department Standard Details 2003 Edition as revised.
L	New water system modifications design shall conform to the SMD&DG and directions from

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	Tucson Water. Tucson Water shall resolve any questions on design or drafting lay outs.
M	Unless otherwise directed by the controlling agency, all Project correspondence shall be addressed to the attention of: Edward Lopez, P.E., Distribution Design Supervisor City of Tucson Water Department 310 W. Alameda Street P.O. Box 27210 Tucson, Arizona 85726-7210 Copies of all correspondence shall be sent to the controlling agency's project manager/engineer.