



**Parks, Recreation & Libraries Department**

**Section 2:  
CONSTRUCTION DOCUMENTS**

## Standard Construction Document Preparation Checklist for Parks

### Construction Documents Review and Approval Process 99% Completion

(City – wide plan review)

- **Plans:** City-wide plan review of 99% complete Plans occurs through the Online Permitting Services (OPS) Portal and Electronic Plan Review system. Plans and other technical documents must comply with the document submittal requirements outlined by the City of Roseville Development Services Department.
  - Upon completion of the documents for submittal, Consultant to provide the Project Manager with the electronic files for upload to the OPS Portal.
- **Specifications:** Provide the redlined / strike-out version of the specifications to Project Manager for review..
- Consultant to add appendices to the Technical Specifications that should include the soils fertility, chemistry, and texture testing lab report, permits (other than City permits), geotechnical report (if necessary), and the environmental document (if mitigation is required) . City shall provide permits, geotechnical report, and environmental documents to the Consultant, as needed for the specific project.
- **Estimate:** Include an Estimate of Probable Costs for the entire project, and a separate estimate including the items pertaining to the Building (BD) permit (accessible paving, site furnishings, shade structures, restrooms, etc.)

### Construction Documents 100% Completion

- Upon receipt of City comments, Consultant to revise the plans and specifications and provide written responses to each City Department's comments indicating where the changes have been made within the contract documents.
- Consultant to resubmit plans and specifications (100%) to the Project Manager for resubmittal into the OPs Portal. Written responses to the plan check comments will be included in the City-wide resubmittal.
- Consultant to provide Utility Composite (CAD) drawing, which are required by Environmental Utilities at this stage.

**Approved Plans and Specifications**

- After all departments have approved the construction documents, Consultant to submit to the Project Manager the complete set of plans in AutoCAD 2018 or higher format.

**Park Plan Requirement Checklist for Construction Documents (For Use by Consultant prior to submitting plans to the City)**

**Date:** \_\_\_\_\_  
**To:** \_\_\_\_\_  
**CC:** \_\_\_\_\_  
**Project:** \_\_\_\_\_  
**CWJ#:** \_\_\_\_\_ **EN#** \_\_\_\_\_ **BD#** \_\_\_\_\_

Plans submitted to the City for review and approval must contain the following components. Provide checklist with plan submittals:

**COVER SHEET**

- 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
- Index of items specifically under Building Dept. review

**SCOPE 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

**EROSION 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.

**UTILITY PLAN**

- Sewer and Domestic Water Tie-ins are shown
- Domestic Water Meter and Backflow are shown.

Sewer and Domestic Water Lines are shown

**LAYOUT & REFERENCE (CONSTRUCTION) PLAN**

Plan is provided.

**CONSTRUCTION DETAILS**

- Play structure components are labeled and safety zones are shown.
- Construction details are provided.
- Standards Construction details are shown with Department Head signature or referenced.

**IRRIGATION PLAN & DETAILS**

- Recycled and/or Potable water connection, irrigation point of connection (POC), meters, backflows and types of waterlines are clearly labeled.
- 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 Development Services Standards.

**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.
- Park identification sign includes grouping of roses at base of sign.

**ELECTRICAL PLAN**

- 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 shown.

**STRUCTURAL COMPONENTS (Building, lights, fences over 6' high, walls over 4' high)**

Construction details are shown.

As an authorized representative of \_\_\_\_\_ (firm/company), I have reviewed and verified that the submitted plans contain all of the required items listed above.

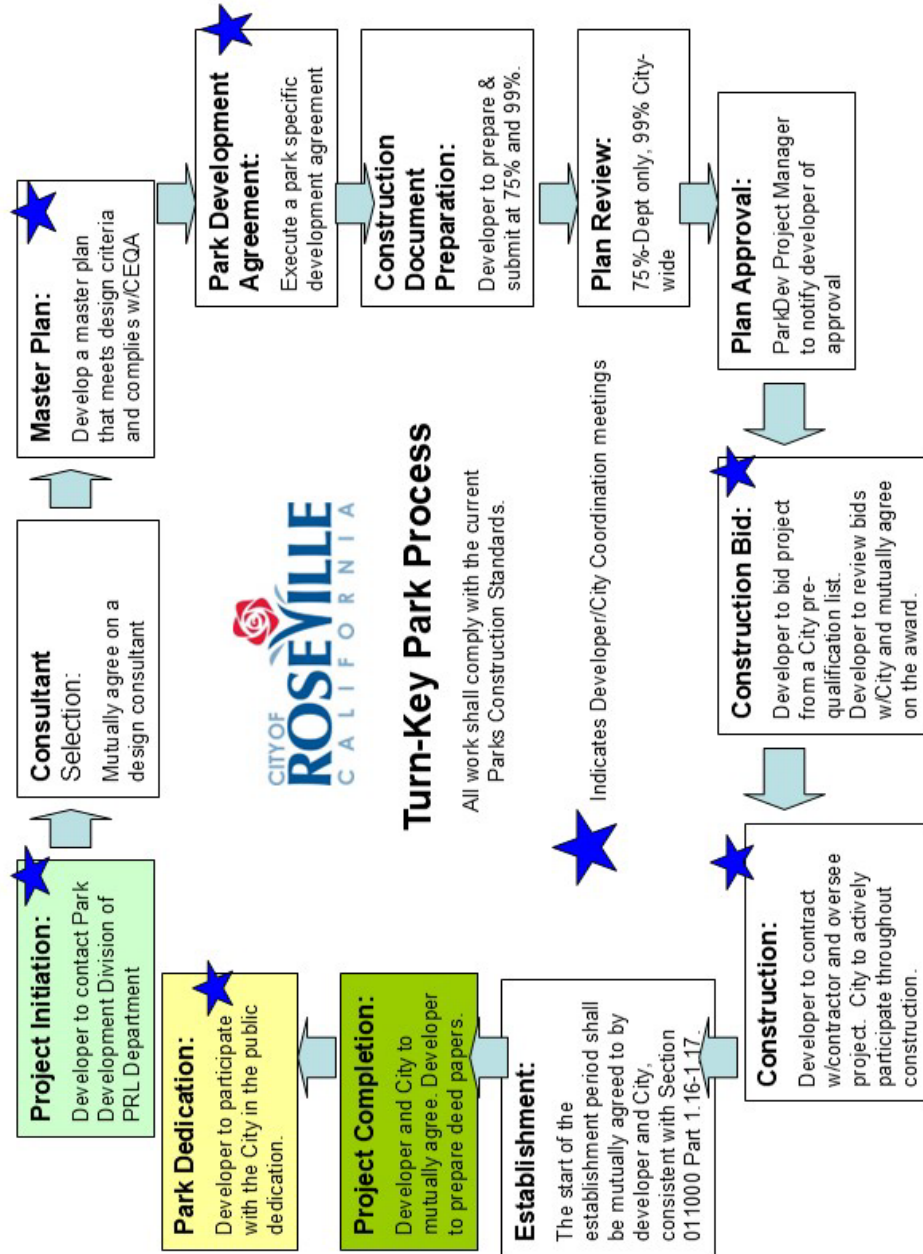
Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Firm/Company \_\_\_\_\_

Process for Developer Generated “Turn-Key” Park Projects



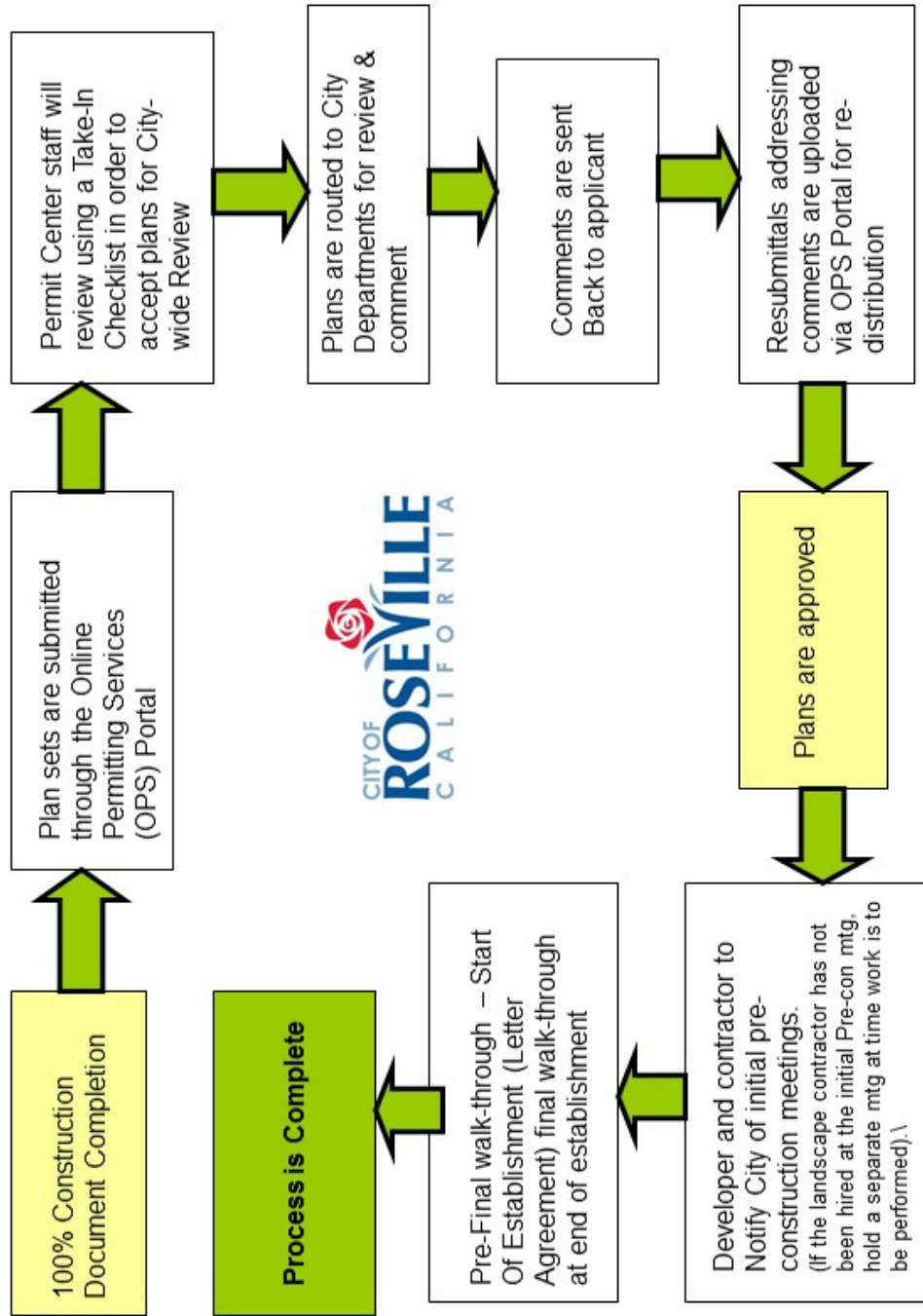
Step	The Developer shall.....	The City shall....
1	Contact Parks, Recreation & Libraries, Park Development Division Manager to set up a meeting to review project and process. Include the proposed construction budget and schedule for design, construction document preparation, and construction.	Meet with the Developer to review the project including: process, design criteria, construction budget and schedule.
2	Execute Park Development Agreement between the City and the Developer(s). (Template available upon request.)	Facilitate 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. 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	Download a copy or provide a link of the Parks Construction Standards, which include park design guidelines for use by the Consultant and City Improvement Construction Standards through Development Services.	Provide a link to 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 and budget, for review and input.	Review and provide input on the <u>submitted</u> plan.
7	Revise the submitted plan, based on City input, for completion of the Final Master Plan. Submit a digital file of the color rendering and a revised estimate of probable costs.	Upon receipt of the final master plan, take proposed plan to Parks and Recreation Commission.

Step	The Developer shall.....	The City shall....
8	Developer is responsible for any required permits, and additional environmental clearances (if needed) 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, if the park design is consistent with the specific plan concept, no additional environmental work is required. The Environmental Coordinator will make the final determination of required CEQA documentation.)	
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 (30% and 75%) and 99% completion. At Design Development completion, provide electronic plan files as outlined in the Design Development Section of these Standards. At 99% completion and prior to citywide review, submit complete sets of plans, permit applications, draft specifications consistent with the Construction Document Section of these Standards to the Project Manager for submittal to the Online Portal Services system. An estimate of fees will be calculated by Development Services and will need to be paid by the Developer in order to cover City plan review, GIS/mapping and inspection costs. Unspent balances of the deposit will be returned to the Developer upon completion of the warrantee period.	Review the construction documents at Design Development and 99% completion. At 99% completion, coordinate plan review with other City departments through the city-wide review process.

Step	The Developer shall.....	The City shall....
11	Revise and resubmit to the Parks, Recreation & Libraries Department contact the construction documents to reflect City comments. At 100% 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 next page)	Assist in obtaining City approvals of the bid package.
12	Upon receipt of approved plans, obtain list of pre-qualified contractors from City. Certain subcontractor trades are included in pre-qualifications.	Provide pre-qualified contractors/subcontractors' list.
13	Solicit bids for the construction of the project utilizing the pre-qualified contractors list.	
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	Upon City approval, register selected contractor with the Department of Industrial Relations, outlining scope of work included in the contract, and 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.
16	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.
17	Submit electronic versions of project submittals for review and approval by the City.	Review and stamp submittals. Distribute to applicable City staff

Step	The Developer shall.....	The City shall....
17 (cont.)		and return electronic copy to developer.
18	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.
19	Conduct on-site reviews on a weekly basis. Complete establishment period. 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.
20	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.
21	Coordinate a meeting with the City to provide turn-over documents as outlined in the Parks Standards.	Facilitate a meeting and collect all turn-in items, including meter numbers for transfer to City.
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.	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 as-builts. Utility Bills will be transferred to the City upon acceptance.
22	Celebrate with a dedication - Work with City to plan.	Work with Developer to plan dedication of park.
23	Respond on a timely basis to any repairs under the one-year warranty.	Monitor warranty period and request any repairs.
24		At end of warranty period, provide balance remaining of deposit to Developer.

**Streetscape Plan Review Process**



May 2019

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## Streetscape Construction Documents and Plan Processing

### Streetscape Construction Document

#### Streetscapes General

Consultants must:

- ❑ List the square footages of turf areas and landscape areas individually (by valve number) within the irrigation sheets.
- ❑ Redwood header boards are not permitted. Utilize the 12" wide concrete mow bands per Parks Construction Standards.
- ❑ Include required notes on all plan sets:
  - "All improvements shall comply with City of Roseville Parks Construction Standards, latest edition".
  - "Contact USA Alert (800) 642-2444 at least 48 hours prior to start of work."
  - "A preconstruction meeting must be scheduled prior to construction commencement of any irrigation and/or landscaping."
- ❑ Show accent lighting including model # and type on the plans. In-ground fixtures are not permitted. Lighting located within a turf area is not permitted. Use LED fixtures.
- ❑ Subdivision names on entry monuments shall be cast in place or monolithic and bolted. Epoxy placed lettering or logos are not permitted.
- ❑ Seat/Planter walls and handrails shall be designed with skate deterrents as an integral part of the design. Third party add-on products such as "Skate Block" are prohibited.

#### Grading

- ❑ All plans shall include grading contours and drainage systems to show how site water is being surface and subsurface drained.
- ❑ All berms shall not exceed 30 inches in height; this shall include the height of plant material on the berm at maturity.
- ❑ Slopes of any landscaped areas greater than 2% shall locate the toe of slope two feet away from back of walk. The remaining two feet shall be a bench sloped at 2% away from the back of walk.

#### Irrigation

- ❑ Provide water/irrigation schedule on each irrigation plan consistent with requirements outlined in the City's Water Efficient Landscape Ordinance.
- ❑ The gallons per minute shall be included for all irrigation nozzles on the irrigation legend.
- ❑ Location and size of back flow preventer shall be shown. Provide a detail enlargement of the point of connection.
- ❑ Size of the meter, backflow and all valves shall be consistent with the size of the irrigation main line.
- ❑ #12 copper tracing wire is required along entire length of irrigation main line.

- ❑ Reclaimed water notes shall state compliance with City of Roseville Development Services Design and Construction Standards. If utilizing an existing controller, specify its location and how many stations are available for use. Landscape architect shall verify existing controller conditions.
- ❑ All irrigation designs must comply with the City of Roseville Water Efficient Landscape (WELO) Ordinance.
- ❑ Do not design streetscapes using booster pumps.

### **Planting**

- ❑ Planting and irrigation must be integrated so that like-water use plants are placed together in the same irrigation zone.
- ❑ Do not use “No Mow” fescue.
- ❑ Large trees shall not be used where planter or median strip widths are less than ten feet wide. Either remove the tree or replace with smaller variety. See Design Guidelines Section for trees specific to planter widths.
- ❑ All plans shall include vehicle site distance triangles at all intersections and turn pockets. Site distance triangles shall be verified by the project engineer. No plantings which will grow taller than 12” in height at maturity shall be planted within the site distance triangles.
- ❑ All plan sets shall show fire hydrants, streets signs, street lights and underground utility easements. Planting shall avoid conflicts with these improvements.
- ❑ Do not plant trees or shrubs in front of irrigation heads.

## Streetscapes Plant Species Concern

Botanical Name	Common Name	Concerns	Alternate Suggestion
Agapanthus	African Lily	Limit use, heat and frost sensitive	dwarf variety
Aquilegia formosa	Western Columbine	Short lived species, sun and heat sensitive	Phygelius x rectus 'Winchester Fanfare' or 'Pink Elf' or 'African Queen' or 'Trewidden Pink'
Artemesia californica 'Canyon Gray'	Trailing Sagebrush	Prohibited in the specific plan	Artemisia stellerana 'Silver Brocade' or Lessingia filaginifolia 'Silver Carpet'
Crataegus laevigata	English Hawthorn	Disease prone, do not use	Acer buergeranum 'Streetwise'
Hypericum calycinum	Creeping St. Johnswort	Do not use, this species is invasive	Teucrium chamaedrys 'Prostratum' or Gazania or Erigeron 'Wayne Roderick'
Imperata cylindrical 'Rubra'	Japanese Blood Grass	Winter dormancy, with high water requirements	Pennisetum setaceum 'rubrum'
Lupinus albifrons	Silver Bush Lupine	Short lived	Teucrium fruticans 'Compactum'
Mimulus aurantiacus	Sticky Monkey Flower	Brittle stems and summer dormant	Agastache 'Apricot Sunrise' or 'Tangerine Dreams' or 'Tutti-frutti' (These require good drainage)
Platanus x acerifolia	London Plane Tree	Limit use, do not use in planters less than 10' wide	
Pinus spp	Pines	Structurally unsound	
Rosmarinus officinalis	Rosemary	Collects trash too rangy	

### **Plan Approvals and Construction**

- ❑ Plans approved more than two years prior to the start of construction shall comply with the current Parks Construction Standards and may require a new review at the time of construction.
- ❑ Contractor shall include Parks, Recreation & Libraries Department in the initial pre-construction meeting.
- ❑ Due to the delay in time between the initial pre-construction meeting and landscape work, the Contractor shall call for a second pre-construction meeting with Parks, Recreation & Libraries prior to start of irrigation work. This includes any proposed impacts to existing irrigation systems already under City operations. The landscape subcontractor shall be in attendance.
- ❑ All streetscapes are required to be inspected by the City of Roseville Park Inspector at key milestones of the project. A construction inspection card specific to streetscapes will be presented at the preconstruction meeting and must be kept at the construction site at all times. The Inspector must approve and sign each construction milestone listed on the inspection card at the time of inspection. Signing off of all phases/milestones at the end of the project is not permitted.

**Street Landscape Plan Requirement Checklist** (For use by the Consultant prior to submitting plans)

**Date:** \_\_\_\_\_  
**To:** \_\_\_\_\_  
**CC:** \_\_\_\_\_  
**Project:** \_\_\_\_\_  
**CWJ#:** \_\_\_\_\_ **EN#** \_\_\_\_\_ **BD#** \_\_\_\_\_

Plans submitted to the City for review and approval must contain the following components:

**COVER SHEET**

- Project Name and Address
- CWJ# is noted on the top right-hand corner of the plan sheet
- Architect or Engineer Seal
- Vicinity Map (Context of the property is shown with adjacent land uses labeled.)
- Signature Block
- Sheet Index
- Reference to date specific Parks Construction Standards
- Individual square footage of turf areas and landscape areas are listed.
- Each sheet is clearly labeled

**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.

**LAYOUT & REFERENCE (CONSTRUCTION) PLAN**

- Plan is provided.
- Street lights and roadways are shown.
- Limit of work line is shown
- Match lines are shown
- Proposed driveways, sidewalks, access points/ramps and right-of-way improvements are shown
- Major sewer, water and storm drain lines are shown.
- Fire hydrants are shown

**IRRIGATION PLAN & DETAILS**

- A master irrigation plan showing points of connections/sizes, sleeves/sizes, valves/sizes, mainline/sizes and controller locations shall be included in all phased plans sets.
- Areas that are to be City maintained and privately maintained are clearly labeled.
- Irrigation water point of connection (POC), meters, backflows and types of waterlines are clearly labeled.
- 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.

**LANDSCAPE PLAN & DETAILS**

- Areas that are to be City maintained and privately maintained are clearly labeled.
- Plant list/legend is provided and is consistent with the specific plan design guidelines and Parks Construction Standards.
- Tree and shrub locations are shown and turf/groundcover areas are delineated.
- Site distance triangles are shown.
- Standard Planting details are shown with Department Head signature or referenced.

**ELECTRICAL PLAN**

- Electrical point of connection is shown.
- Available amperage is \_\_\_\_\_ and is shown.
- Light locations and types are located and labeled.
- Load calculations, voltage, phase, size of main service and location of metered pedestal are shown.

**STRUCTURAL COMPONENTS (Building, lights, fences over 6' high, walls over 4' high)**

- Construction details are shown.

As an authorized representative of \_\_\_\_\_ (firm/company), I have reviewed and verified that the submitted plans contain all of the required items listed above.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Firm/Company