

Revision	Date	Description of Revision	Approval
0	April 2026	Initial Version	Steve Brown, P.Eng

## **PREFACE**

This document provides a comprehensive reference for the required content and expectations associated with each stage of engineering design submissions for City of Vancouver (COV) capital projects. It is intended to support consultants in preparing clear, complete, and stage appropriate proposals, and to help ensure that design deliverables submitted throughout a project's lifecycle meet the City's standards for quality, coordination, and technical rigor.

Serving as a companion to the *City of Vancouver Engineering Design Manual*, this reference outlines the drawings, technical analyses, design brief components, and supporting reports required at key design milestones—from conceptual design through detailed design, pre-tender, issued for construction (IFC), and record drawings. By consolidating expectations across all engineering disciplines, the document promotes consistent submission practices, improves coordination between consulting teams and City review groups, and enables timely- and meaningful feedback at each stage of design development.

Consultants should use this document as both a planning tool during proposal preparation and during design progression to confirm that submissions meet COV requirements. City review groups will use the same framework to verify completeness, track design evolution, and provide focused, stage appropriate review comments. These practices support efficient project delivery and help ensure that designs are safe, practical, coordinated, and aligned with City policies, technical standards, and long-term infrastructure objectives.

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Table 2-5: Design Submission Summary Table from City of Vancouver Engineering Design Manual (excerpted for convenience)

Design Level	Progress	Submission Objectives
Functional/Conceptual Design Submission	25%-30%	<ul style="list-style-type: none"> <li>Provides sufficient detail to show how functional requirements will be met, including design criteria compliance or justification and mitigation for areas of non-compliance.</li> <li>Identifies conflicts and constraints, site challenges</li> <li>Submission includes design brief, reports, identification of necessary site investigations, calculations &amp; analyses, permits, stakeholder plan, as required.</li> <li>Detailed design to be advanced upon City of Vancouver approval.</li> <li>If a project is particularly complex and / or challenging, an interdisciplinary design review process and presentations / workshops in advance of formal submissions will be required, particularly to discuss and evaluate options for the project, including practical opportunities to innovate or provide added value.</li> </ul>
Detailed Design Submission	50%-75%	<ul style="list-style-type: none"> <li>Advances the preferred functional / conceptual option to provide sufficient detail to develop comprehensive engineering drawings and specifications.</li> <li>Identifies conflicts between assets with recommendations for resolution and City approval.</li> <li>Incorporates opportunities to optimize the design, such as to share facilities or trenches and evaluate other innovative solutions to provide value.</li> <li>This submission will generate the bulk of the design comments, following which the design will be advanced to further design development to consider final detailing and construction notes.</li> <li>Submission includes detailed design drawing package, updated design brief, updated reports, summary of site investigations, updated calculations &amp; analyses, updated permits, updated stakeholder plan, as required.</li> </ul>
	90%	<ul style="list-style-type: none"> <li><b>Deliverables may be merged with previous submission for non-complex projects, at discretion of City Project Manager</b></li> <li>Detailed Design nearly complete.</li> <li>Constructability fully considered.</li> <li>Incorporates the comments from the previous submission including all details, construction notes, updated design brief and necessary reports.</li> <li>Start preparation of draft tender documents, specifications, and Project Specific Specifications (PSS).</li> </ul>
Pretender Submission	100%	<ul style="list-style-type: none"> <li>Final detailed design submission and fully coordinated design package incorporating all comments and include minor changes from the previous submission. The drawings should represent the final approved design.</li> <li>Includes quantity take-offs, bill of materials and final specifications.</li> <li>Finalized tender documents, specifications, and PSS.</li> </ul>
Issue for Tender Design Package	-	<ul style="list-style-type: none"> <li>Finalized package including signed, sealed design package used for soliciting tenders.</li> </ul>
Issue for Construction Design Package	-	<ul style="list-style-type: none"> <li>Design package approved for construction, incorporating any clarifications resulting from the procurement process.</li> </ul>
Record Drawing and Package Submission		<ul style="list-style-type: none"> <li>Submission that reflects as-constructed conditions for record keeping.</li> </ul>

# Design Submission Checklist

## Conceptual Design



Project Name/#		Project Manager	
VanDocs File Number, if applicable		VanDocs Container, if applicable	
Engineer of Record or Coordinating Professional		Firm or Organization	Permit to Practice #
Disciplines in Scope <i>Check all that apply:</i>	<input type="checkbox"/> 3rd Party Utilities <input type="checkbox"/> Water Systems <input type="checkbox"/> Sanitary & Drainage	<input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Transportation & Streets <input type="checkbox"/> Traffic & Electrical	<input type="checkbox"/> Structures <input type="checkbox"/> Streetscape <input type="checkbox"/> Urban Forestry

Conceptual Design Submission					
(Applicable for all projects, meeting the intent of Conceptual Design level, <i>COV Engineering Design Manual</i> , Table 2-5)					
1.0	Drawings & Features	Y	N	N/A	Comments
1	Overall project key plan showing preliminary roadway geometry, all utility alignments (existing, proposed and future corridors), and tie-in points based on survey information ( <i>Engineering Design Manual Section 2.4.2</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Existing site conditions plan including: <ul style="list-style-type: none"> <li>full topographic survey, with identifying text and stationing.</li> <li>all underground utilities with size, material, and type/owner noted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Plan view overlaid on orthographic aerial imagery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	Design Brief Contents	Y	N	N/A	Comments
4	Class "D" cost estimate, inclusive of all disciplines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Updated design schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Summary of conceptual design workshop and design responses, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Traffic Counts for vehicles, pedestrians and cyclists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Associated Reports /Documents	Y	N	N/A	Comments
8	Geotechnical Investigation Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Hydrogeological Report or Groundwater Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Arborist Report / Arboricultural Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Environmental Site Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Archaeological Overview Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Traffic Management Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Structural Condition Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Other Discipline-Specific Reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Additional requirements by discipline on following page\(s\)](#)

# Design Submission Checklist

## Conceptual Design



Additional Requirements by Discipline					
4.0	<b>Third Party Utilities</b>	Y	N	N/A	Comments
16	Third Party Utilities Conceptual Design (for each utility).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	<b>Water System</b>	Y	N	N/A	Comments
17	Water System Conceptual Design including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Identification of any future water or sewer alignments or corridors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Dimensioning of edge-to-edge separation to existing water main and all adjacent infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Identification of crossings that are not perpendicular.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	<b>Green Rainwater Infrastructure</b>	Y	N	N/A	Comments
21	Green Infrastructure Conceptual Design including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Identify inlets, outflows and storm tie-ins required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	<b>Sanitary &amp; Drainage</b>	Y	N	N/A	Comments
23	Sanitary & Drainage Conceptual Design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following requirements apply for <b>forcemains</b> only (items 24 to 27):					
24	Proposed alignment (including recommendation to build new, rehabilitate existing, or trenchless alternatives).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Considers common trench (G4.4) requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Colour plans with orthophoto overlays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Preliminary profiles to identify crossing details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design Brief</b> to include:					
28	Estimated flow velocity based on proposed pipe size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	<b>Transportation and Streets</b>	Y	N	N/A	Comments
29	Transportation & Streets Conceptual Design including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Typical Cross-sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	<b>Traffic &amp; Electrical</b>	Y	N	N/A	Comments
31	Traffic Signal, Electrical & Street Lighting Conceptual Design including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Preliminary electrical infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Associated Reports / Documents</b> to include:					
33	AGi checklist and lighting file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Single line drawing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Asset verification report / site investigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Preliminary electrical calculations including single line diagram, load calculations and voltage drop calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	BC Hydro service connection information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design Brief</b> to include:					
38	Signal phasing assumptions and modeling (if required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	<b>Structures</b>	Y	N	N/A	Comments
39	Structures Conceptual Design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	<b>Streetscape</b>	Y	N	N/A	Comments
40	Streetscape Conceptual Design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	<b>Urban Forest</b>	Y	N	N/A	Comments
41	Urban Forest Conceptual Design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design Submission Checklist  
**Conceptual Design**



I certify that, to the best of my knowledge, the documents submitted have been prepared and coordinated in accordance with applicable engineering standards, municipal requirements, and good practice. All relevant disciplines have been consulted, and the submission is, in my professional judgment, complete and suitable for the intended stage of review.

Submitted by:

_____ Name, Engineer of Record or Coordinating Professional	_____ Date	_____ Received by	_____ Date
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# Design Submission Checklist

## Detailed Design



Project Name/#		Project Manager	
VanDocs File Number, if applicable		VanDocs Container, if applicable	
Engineer of Record or Coordinating Professional		Firm or Organization	Permit to Practice #
Disciplines in Scope <i>Check all that apply:</i>	<input type="checkbox"/> 3rd Party Utilities <input type="checkbox"/> Water Systems <input type="checkbox"/> Sanitary & Drainage	<input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Transportation & Streets <input type="checkbox"/> Traffic & Electrical	<input type="checkbox"/> Structures <input type="checkbox"/> Streetscape <input type="checkbox"/> Urban Forestry

Detailed Design Submission					
(Applicable for all projects, meeting the intent of Detailed Design level, COV Engineering Design Manual, Table 2-5)					
1.0	Drawings & Features	Y	N	N/A	Comments
1	Site Plan and Index.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Drawings and details, in addition to previous submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Overall Key Plan with utility crossings identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Lot Grading Plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Land Acquisition Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Legal lot lines and descriptions, street names, and civic addresses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Design Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Construction notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NOTE: All typical details to reference to the City of Vancouver Standard Detail Drawings. Deviations to be shown separately on a details sheet.					
2.0	Design Brief Contents	Y	N	N/A	Comments
10	Summary of Detailed Design Workshop and Design Responses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Class "B" Cost Estimate, including all disciplines and reserve items, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Design Schedule Update.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Record of Addressed Comments from Previous Submission, Comment Resolution Sheet, including marked up drawing set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Updated Design Brief, including: (15-19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Updated Design Inputs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Updated Design Criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Updated Project Construction Phasing Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Draft Bill of Materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Disciplining specific information or analyses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Associated Reports /Documents	Y	N	N/A	Comments
20	Any additional design studies identified as part of detailed design process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Permit applications, including crossing approvals with applications and related drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional requirements by discipline on following page(s)

# Design Submission Checklist

## Detailed Design



Additional Requirements by Discipline					
<b>4.0</b>	<b>Third Party Utilities</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
22	Detailed Design of all Third-Party Utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Design Brief</b> supported by:				
23	Individual cost estimates per utility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.0</b>	<b>Water</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
24	Detailed Design Drawing Submission Including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Waterworks Plan and Profile with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Utility tie-in and crossing schematics and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Detailed fitting labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Trench restoration details referencing City of Vancouver Standard Detail Drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Utility protection provisions, including mitigation measures if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Limits of poly bagging or joint wrapping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Joint restraint details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Areas of expected poor soil conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Locations for all service connections and profiles for water service connections =>100 mm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	All required dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Construction notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Design Brief</b> supported by:				
38	Thrust restraint calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Hydraulic modelling, if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Air Valve Analysis (requirements, locations, types, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Water Main Seismic Design considerations (design earthquake, soil testing results, anticipated ground/ pipe movement, structure/chamber connections).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Water Main Corrosion Protection Considerations (soil corrosivity results, pipe/fitting wrapping, cathodic protection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6.0</b>	<b>Sanitary &amp; Drainage</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
43	Detailed Design Drawing Submission Including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Storm / Sanitary Sewer / Forcemain Plan and Profile with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Utility crossings, tie-in schematics and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Utility protection provisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Detailed fitting labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Areas of expected poor soil conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Service connection elevations at property line shown in profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Trench restoration details referencing City of Vancouver Standard Detail Drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Forcemain Tie-in arrangement, Location and arrangement of forcemain bypass port and chambers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Sewer Arrangement for connection to pump station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Proposed wet-well isolation arrangement, flexible connection details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	All required dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Construction notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Design Submission Checklist

## Detailed Design



56	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	At intersections, show future MH arrangements & future sewer alignments per consultation with the city.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design Brief</b> supported by:					
58	Stormwater / Sanitary / Forcemain Catchment Plan and Calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	Sewer modelling & reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Groundwater Management Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Stormwater Management Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Forcemain and PS Operating Parameters (FM diameter, velocity, HGL, transient analysis, pump station capacity).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Forcemain Seismic Design considerations (design earthquake, soil testing results, anticipated ground/pipe movement, structure/chamber connections).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Forcemain Corrosion Protection Considerations (soil corrosivity results, pipe/fitting wrapping, cathodic protection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Forcemain material and joint type recommendation(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Sewer Arrangement Details for connection to pump station:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Proposed wet-well isolation methodology, seismic and differential movement considerations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Forcemain Air Valve Analysis (requirements, locations, types, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.0</b>	<b>Green Infrastructure</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
69	Detailed Design Drawing Submission Including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Green Infrastructure Plan and Profile with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	Utility crossings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Catch basin placement and depth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	Cleanouts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	Adjacent utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75	Maintenance holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Sewer services, inlet and overflow outlet locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77	Proposed pipes, fitting locations, crossing locations and depths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Existing and proposed curb and gutter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79	Existing and proposed trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	Edge of pavement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81	Surface treatments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Retaining walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
83	Property acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
84	Existing ground and finished grade profiles along the flow path of the GI system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85	Limits of cut and fill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86	Identification of any conflicts between electrical, street lighting, traffic signals, utilities, tree plantings, and other above and below ground infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87	Existing and proposed structure locations, dimensions, and elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88	Third-party utility relocations identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
89	Major utility crossing designs including mitigation measures between water and GI, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Design Submission Checklist

## Detailed Design



90	Gutter grades and profiles as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
91	Signage drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92	Pavement marking drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
93	Detailed cross-section drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94	Key grades finalized and labelled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95	Existing vegetation including size and type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
96	Proposed boulevard locations, offsets, widths, surface treatments and materials, root protection zones, and planting shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97	Locations of tree protection fencing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98	Cross section and details showing the relationship between GI elements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
99	Trench restoration details referring to the current City of Vancouver Standard Detail Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100	Landscape drawings including location and type of street furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
101	All required dimensions and grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
102	Plan and profile drawings with all grade changes along the flow path of the GI system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
103	Construction notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
104	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
105	Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
106	GI Landscaping Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107	GI Planting Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
108	GI Site Area and Catchment Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design Brief</b> supported by:					
109	GI Utility Coordination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
110	Rainwater Management Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
111	GI Sizing/ Performance Summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112	GI Erosion and Sediment Control Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8.0</b>	<b>Transportation and Streets</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
113	Detailed Design Drawing Submission Including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
114	Streets / Transportation Plan and Profile, in accordance with Section 2.4.5.1 with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
115	Surcharge and preload areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
116	In the plan view, add information for access details, drainage structures, roadside barriers or flares, clearing and grubbing limits, critical dimensions, utility conflicts, objects / items that are to be relocated or removed, fencing, limits of construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
117	All required dimensions and grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
118	Construction notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
119	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
120	Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
121	Signage Plan in accordance with Section 2.4.5.3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
122	Pavement Markings Plan in accordance with Section 2.4.5.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design Brief</b> supported by:					
123	Intersection phasing diagram.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
124	Network modelling to support signal timing plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
125	3D rendering for presentation, if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
126	Identification of and confirmation that no conflicts exist between high desire lines of pedestrian, bicycle, transit, trucking, motor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Design Submission Checklist

## Detailed Design



vehicle facilities through the project area and beyond the project extents.					
9.0	Traffic & Electrical	Y	N	N/A	Comments
Detailed Design Drawing Submission Including:					
127	Electrical & Street Lighting Plan and Profile with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
128	Landscape/Tree planting plan (with existing trees).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
129	Utilities key plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130	Pole locations (existing and proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
131	Signal display.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
132	Existing and proposed junction boxes, traffic controller cabinet, traffic signal devices and vault locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
133	Signal Detection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
134	Camera.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
135	Service panel, cabinet, or kiosk locations and details and specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
136	Overhead conflicts (i.e. trolley wires).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
137	Traffic Signal Management System and communication service locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
138	Directional guide sign structure location. Sign messages and type of mounting (e.g. overhead or shoulder mounted signs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139	Wire / cable termination diagram.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
140	Conduit routings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
141	Traffic controller specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
142	Pole elevations (including signage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
143	All required dimensions and grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
144	Construction notes, including any pre-emptive RPVC conduit cutovers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
145	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
146	Details, including proposed junction boxes, trench cross sections, traffic controller cabinet and vault locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
147	Traffic Signal Design Plan and Profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design Brief</b> supported by:					
148	Short Circuit Calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
149	Lighting Design Criteria Tables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
150	BC Hydro service connection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
151	Electrical power distribution Single Line Diagram, load calculations and voltage drop calculation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
152	Highlighting of outstanding issues or potential problems (e.g. Hydro conflicts, utility conflicts).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
153	Confirmation of lighting levels, uniformity ratios, and service voltages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
154	Updated Signal phasing and signal sequence diagrams and draft Traffic Signal Record (TSRs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	Structures	Y	N	N/A	Comments
155	Detailed Design of Structural Improvements (further detail typically included in scope of work of RFP or project charter).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	Streetscape	Y	N	N/A	Comments
156	Streetscape/ Landscape / Street Furniture Layout with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
157	Landscape drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
158	Proposed boulevard locations, offsets, widths, surface treatments and materials, root protection zones, and planting shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Design Submission Checklist

## Detailed Design



159	Open space (plaza, greenspace) design, plantings, street furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
160	Streetscape materials plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
161	Existing vegetation including size and type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
162	Location and type of street furniture and shared micromobility stations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
163	Cross section and details showing the relationship between landscape elements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
164	All required dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
165	Construction notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
166	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
167	Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12.0</b>	<b>Urban Forestry</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
168	Detailed Design Drawing Submission Including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
169	Urban Forest Detailed Design Layout with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
170	General planting areas including tree planting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
171	Plant list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
172	Soil volume.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
173	Accompanying Streetscape/Street furniture Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
174	Location of tree protection fencing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
175	Construction notes, including requirements for air-vac excavation, identification of tree protection zones, root conflicts, and tree assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
176	All required dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
177	General notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
178	Details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
179	Materials Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Design Brief</b> supported by:				
180	Arborist report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design Submission Checklist  
**Detailed Design**



I certify that, to the best of my knowledge, the documents submitted have been prepared and coordinated in accordance with applicable engineering standards, municipal requirements, and good practice. All relevant disciplines have been consulted, and the submission is, in my professional judgment, complete and suitable for the intended stage of review.

Submitted by:

_____	_____	_____	_____
Name, Engineer of Record or Coordinating Professional	Date	Received by	Date

# Design Submission Checklist

## 100% Pre-Tender Design



Project Name/#		Project Manager	
VanDocs File Number, if applicable		VanDocs Container, if applicable	
Engineer of Record or Coordinating Professional		Firm or Organization	Permit to Practice #
Disciplines in Scope <i>Check all that apply:</i>	<input type="checkbox"/> 3rd Party Utilities <input type="checkbox"/> Water Systems <input type="checkbox"/> Sanitary & Drainage	<input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Transportation & Streets <input type="checkbox"/> Traffic & Electrical	<input type="checkbox"/> Structures <input type="checkbox"/> Streetscape <input type="checkbox"/> Urban Forestry

100% Design Pre-tender Submission					
(Applicable for all projects, meeting the intent of 100% Pre-tender Design level, COV Engineering Design Manual, Table 2-5)					
1.0	Drawings & Features	Y	N	N/A	Comments
1	Same as in Detailed Design Submission				
2.0	Design Brief Contents	Y	N	N/A	Comments
2	Class "A" Cost Estimate, including all disciplines and provisional sums, reserve items, complete with a brief explanation for each.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Record of Addressed Comments from Previous Submission, Comment Resolution Sheet, including marked up drawing set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Final design brief that includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Project Phasing Plan Update.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Construction Schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Bill of Materials Update.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Record of Addressed Comments from Previous Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Coordination Letter Update	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	All final notes and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	100% Design complete" note in revision box.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Date, initials, and seal of Engineer of Record, following COV review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Significant features of the design that could require special attention from the field inspection staff or the City Engineer during construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	All utility contacts, potential conflicts, and required relocations and the status of all environmental agency contacts and concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Critical construction staging and traffic control considerations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	All unresolved design issues, all agreements, and any other special conditions and considerations that may impact on the construction of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Variances in design criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Associated Reports /Documents	Y	N	N/A	Comments
18	Final Permit Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Final Reports, signed and sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Final permit approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Updated draft tender documents and specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Identification of any regulatory permits that may be required prior to construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional requirements by discipline on following page(s)

Design Submission Checklist  
**100% Pre-Tender Design**



Additional Requirements by Discipline					
4.0	Third Party Utilities	Y	N	N/A	Comments
24	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	Water	Y	N	N/A	Comments
25	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	Sanitary & Drainage	Y	N	N/A	Comments
26	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	Green Infrastructure	Y	N	N/A	Comments
27	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	Transportation and Streets	Y	N	N/A	Comments
28	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	Traffic & Electrical	Y	N	N/A	Comments
29	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	Structures	Y	N	N/A	Comments
30	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	Streetscape	Y	N	N/A	Comments
31	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	Urban Forestry	Y	N	N/A	Comments
32	100% Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that, to the best of my knowledge, the documents submitted have been prepared and coordinated in accordance with applicable engineering standards, municipal requirements, and good practice. All relevant disciplines have been consulted, and the submission is, in my professional judgment, complete and suitable for the intended stage of review.

Submitted by:

\_\_\_\_\_  
 Name, Engineer of Record or  
 Coordinating Professional

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Received by

\_\_\_\_\_  
 Date

# Design Submission Checklist

## Issued for Tender (IFT) Design



Project Name/#		Project Manager	
VanDocs File Number, if applicable		VanDocs Container, if applicable	
Engineer of Record or Coordinating Professional		Firm or Organization	Permit to Practice #
Disciplines in Scope <i>Check all that apply:</i>	<input type="checkbox"/> 3rd Party Utilities <input type="checkbox"/> Water Systems <input type="checkbox"/> Sanitary & Drainage	<input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Transportation & Streets <input type="checkbox"/> Traffic & Electrical	<input type="checkbox"/> Structures <input type="checkbox"/> Streetscape <input type="checkbox"/> Urban Forestry

Issued for Tender Submission					
(Applicable for all projects, meeting the intent of the Issued for Tender Design level, COV Engineering Design Manual, Table 2-5)					
1.0	Drawings & Features	Y	N	N/A	Comments
1	Same as in detailed and 100% Design Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Submit drawings in PDF and in an editable AutoCAD electronic format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	Design Brief Contents	Y	N	N/A	Comments
3	IFT Bill of Materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Record of Addressed Comments from Previous Submission, Comment Resolution Sheet, including marked up drawing set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Associated Reports /Documents	Y	N	N/A	Comments
5	IFT Contract Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	IFT Updated Reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	IFT Schedule of pay items to include design-driven temporary works, provisional sums, and reserve items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Requirements by Discipline					
4.0	Third Party Utilities	Y	N	N/A	Comments
8	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	Water	Y	N	N/A	Comments
9	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	Sanitary & Drainage	Y	N	N/A	Comments
10	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	Green Infrastructure	Y	N	N/A	Comments
11	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	Transportation and Streets	Y	N	N/A	Comments
12	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	Traffic & Electrical	Y	N	N/A	Comments
13	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	Structures	Y	N	N/A	Comments
14	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	Streetscape	Y	N	N/A	Comments
15	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	Urban Forestry	Y	N	N/A	Comments
16	IFT Drawing Submission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\*PM includes Inspection and Testing Plan as part of tender schedule of priced items.

\*\*PM includes identification of any regulatory permits required, like Vancouver Coastal Health, prior to construction.

Design Submission Checklist  
**Issued for Tender (IFT) Design**



I certify that, to the best of my knowledge, the documents submitted have been prepared and coordinated in accordance with applicable engineering standards, municipal requirements, and good practice. All relevant disciplines have been consulted, and the submission is, in my professional judgment, complete and suitable for the intended stage of review.

Submitted by:

_____	_____	_____	_____
Name, Engineer of Record or Coordinating Professional	Date	Received by	Date

# Design Submission Checklist

## Issued for Construction (IFC) Design



Project Name/#		Project Manager	
VanDocs File Number, if applicable		VanDocs Container, if applicable	
Engineer of Record or Coordinating Professional		Firm or Organization	Permit to Practice #
Disciplines in Scope <i>Check all that apply:</i>	<input type="checkbox"/> 3rd Party Utilities <input type="checkbox"/> Water Systems <input type="checkbox"/> Sanitary & Drainage	<input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Transportation & Streets <input type="checkbox"/> Traffic & Electrical	<input type="checkbox"/> Structures <input type="checkbox"/> Streetscape <input type="checkbox"/> Urban Forestry

Issued for Construction Submission					
(Applicable for all projects, meeting the intent of the Issued for Construction level, COV Engineering Design Manual, Table 2-5)					
1.0	Drawings & Features	Y	N	N/A	Comments
1	Same as in detailed, 100%, IFT Design Submissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Submit drawings PDF and in an editable AutoCAD electronic format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	Design Brief Contents	Y	N	N/A	Comments
3	Final Bill of Materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Final Record of Addressed Comments from Previous Submission, Comment Resolution Sheet, including marked up drawing set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Associated Reports /Documents	Y	N	N/A	Comments
5	Final Contract Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Final Updated Reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Requirements by Discipline					
4.0	Third Party Utilities	Y	N	N/A	Comments
7	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	Water	Y	N	N/A	Comments
8	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	Sanitary & Drainage	Y	N	N/A	Comments
9	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	Green Infrastructure	Y	N	N/A	Comments
10	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	Transportation and Streets	Y	N	N/A	Comments
11	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	Traffic & Electrical	Y	N	N/A	Comments
12	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	Structures	Y	N	N/A	Comments
13	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	Streetscape	Y	N	N/A	Comments
14	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	Urban Forestry	Y	N	N/A	Comments
15	IFC Drawing Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design Submission Checklist  
**Issued for Construction (IFC) Design**



I certify that, to the best of my knowledge, the documents submitted have been prepared and coordinated in accordance with applicable engineering standards, municipal requirements, and good practice. All relevant disciplines have been consulted, and the submission is, in my professional judgment, complete and suitable for the intended stage of review.

Submitted by:

_____	_____	_____	_____
Name, Engineer of Record or Coordinating Professional	Date	Received by	Date

# Design Submission Checklist

## Records Drawing Submission



Project Name/#		Project Manager	
VanDocs File Number, if applicable		VanDocs Container, if applicable	
Engineer of Record or Coordinating Professional		Firm or Organization	Permit to Practice #
Disciplines in Scope <i>Check all that apply:</i>	<input type="checkbox"/> 3rd Party Utilities <input type="checkbox"/> Water Systems <input type="checkbox"/> Sanitary & Drainage	<input type="checkbox"/> Green Infrastructure <input type="checkbox"/> Transportation & Streets <input type="checkbox"/> Traffic & Electrical	<input type="checkbox"/> Structures <input type="checkbox"/> Streetscape <input type="checkbox"/> Urban Forestry

Record Drawings Submission					
(Applicable for all projects, meeting the intent of the Record Drawings level, COV Engineering Design Manual, Table 2-5)					
1.0	Drawings & Features	Y	N	N/A	Comments
1	Record Drawing Set (signed & sealed by EoR or Coordinating Professional), including all design changes during construction. Submit drawings in PDF and in an editable AutoCAD electronic format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	Design Brief Contents	Y	N	N/A	Comments
2	Updated Sealed Design Brief to reflect any changes to assumptions or design criteria or calculations for the as built condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Closeout Reporting for External Stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	Associated Reports /Documents	Y	N	N/A	Comments
4	Planting Record Documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Service Cards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Statutory Right of Way Drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Test Results and Summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Maintenance manuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Builders Lien and Deficiency Holdback Payment Requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	As-constructed survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Certificate of Substantial Completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Certificate of Total Performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Letter Report Summarizing Maintenance Inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Forcemain survey monitoring points coordinates and elevation, if installed (by BCLS surveyor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Quality Control Documents detailed in the contractor's ITP (Inspection and Testing Plan), including EOR Inspection Reports, Site Instructions, and records of all backfill compaction tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Project Wrap-up Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Requirements by Discipline					
4.0	Third Party Utilities	Y	N	N/A	Comments
17	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	Water	Y	N	N/A	Comments
18	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	Sanitary & Drainage	Y	N	N/A	Comments
19	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	Green Infrastructure	Y	N	N/A	Comments
20	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	Transportation and Streets	Y	N	N/A	Comments
21	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	Traffic & Electrical	Y	N	N/A	Comments

Design Submission Checklist

**Records Drawing Submission**



22	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	Structures	Y	N	N/A	Comments
23	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	Streetscape	Y	N	N/A	Comments
24	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	Urban Forestry	Y	N	N/A	Comments
25	Record Drawing Set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that, to the best of my knowledge, the documents submitted have been prepared and coordinated in accordance with applicable engineering standards, municipal requirements, and good practice. All relevant disciplines have been consulted, and the submission is, in my professional judgment, complete and suitable for the intended stage of submission.

Submitted by:

Name, Engineer of Record or Coordinating Professional	Date	Received by	Date
---	------	-------------	------