

STAGE 4– RELEASED for CONSTRUCTION (RFC) PLAN REVIEW SUMMARY

[Chapter 3 Link](#)

Stage 4 requires submittal and review of final construction improvement documents, stamped by a Professional Engineer. Submittals that do not fully address Stage 3 [City review](#) comments will be deemed insufficient and rejected and [will be](#) required to resubmit. Sufficient plans will receive a City of Missoula Released for Construction (RFC) stamp and signature on the cover page [and stamp on all other plan sheets](#). Public infrastructure improvements shall be constructed in accordance with the Released for Construction Plans and City Standards [and Specifications and Code](#). Any changes [to RFC approved plans and specifications](#) must be approved by the City prior to being constructed. Substantial changes to the plans [and/or specifications](#), such as major alignment changes or new infrastructure design, may require construction to halt while the City reviews and approves a Stage 4 resubmittal. City Engineering shall determine if a proposed change requires a Stage 4 resubmittal.

Prior to Stage 4 Construction Permit Issuance:

1. The cover sheet of each plan set must be stamped by a Professional/Licensed Engineer (Engineer of Record), signed and dated. [-Each of these cover sheets must also be stamped “Released for Construction” and signed by the City of Missoula. -Other plan sheets must be stamped “Released for Construction” by the City of Missoula. -The developer’s/owner’s representative shall not stamp “Released for Construction” on any of the plan sheets.](#)
2. A DEQ approval letter and any approved deviation request shall be submitted as part of Stage 4 packet.
3. If a project, subdivision, or TED is outside the [City Corporate](#) limits, an email or letter from [Missoula](#) County Public Works must be included in [the submittal](#) packet that approves the plans and whether or not a County excavation permit is required within the ROW easement [or public utility easement](#). [Note: A City of Missoula excavation permit is always required for excavations installing City-owned utilities or private utility lines connecting to City-owned utilities, even if the excavation location is outside the City Limits.-](#)
4. A final plat or amended plat must be submitted with or without a security.
5. Any and all applicable public easements shall be finalized (signed/notarized) and delivered to the City prior to release of any construction permits.
6. [Quantities Sheet](#) must be submitted in required format.

Prior to Building Permit Issuance:

1. A final plat or amended plat must be submitted with or without [an Improvements Agreement and](#) security.
2. Any and all applicable public easements shall be finalized (signed/notarized) and delivered to the City prior to release of any construction permits, [unless these easements are already included on the final plat or amended plat](#).
3. [If any of the required public infrastructure has not been constructed by the contractor and accepted by the City of Missoula, then the following items are required prior to recording the final or amended plat: ~~In order to obtain a security, the following must be submitted:~~](#)
 - a. An [Estimate of Probable Cost](#) for [unconstructed and unaccepted public infrastructure shall be submitted to the City for](#) review and approval, and
 - b. An email request for an Improvements Agreement (or amendment for extending or reducing an existing Improvements Agreement). The Agreement will be issued [by the City](#) to Developer’s Representative (Engineer of Record) for client’s signature, date, and notarization.
 - c. [A security \(Letter of Credit, Cashier’s Check, Bond, Certificate of Deposit\) tenure of one year, or less if must be agreeable by the City, must be approved by the City. ~~before it can be amended, extended, or reduced~~](#)
4. [If portions of the public infrastructure are deemed substantially complete by the assigned City Engineer for Development, then the existing Improvements Agreement and security shall be amended and revised. An email request to revise the existing security for an Improvements Agreement shall be submitted to the](#)

Engineering Coordinator with an -amended Estimate of Probable Cost (EPC) of outstanding improvements before the maturity of the existing Improvements Agreement and security expires.

a. Substantially complete is defined as installed, passing tests, and backfilled (if required). A maximum 90% of the total item cost can be deducted from the original EPC. A retainage of 10% will be held until the infrastructure is accepted by the City.

4.—

5. Adequate water for fire suppression is required before permits for combustible construction can be issued.

5-6. Prior to the start of construction, the City shall be invited to a preconstruction meeting. The date, time, and location of the meeting shall be given to the City Project Lead no less than one-week prior to the meeting. At a minimum, the contractor's project manager, competent person and developer's representative shall attend this meeting. The developer's representative shall run the meeting using the City pre-construction meeting agenda in Appendix 2-E of Chapter 2 of the Public Works Standard & Specifications Manual. Comprehensive pre-construction meeting notes shall be submitted with the Stage 5 checklist.—

Proceed to Stage 5, Inspection and Testing

DRAFT



STAGE 4 - RELEASED FOR CONSTRUCTION (RFC) PLAN REVIEW CHECKLIST

This checklist is to a guide to meet *Missoula City Public Work Standards and Specifications Manual*, specific regulations (Title 12 & 17, Articles 3, 5, and 9), and other minimum requirements that will enable City Staff to adequately review and approve submitted documents required for this stage.

(This checklist is not all inclusive, other information may also be required)

Project Name: _____

City Project # (MUST be provided): _____

Developer's Representative Name/Contact Info: _____

Developers/Owner Name/Contact Info: _____

Date Submitted: _____

Plans Submitted ("x" as applicable): _____ Surface _____ Sewer _____ Water _____ Storm

Other (specify) _____

Stage 4 Released for Construction plan sets must correct and/or address all stage 3 redlines or comments. Refusal to do so may result in multiple resubmittals. All applicable draft easements are reviewed and approved by the City. The grantor needs to sign/have notarized and return applicable easements to the City. Easements will be held until it is verified that the improvements are located within easement(s). Final easement(s) are required for filing purposes with the Clerk and Recorder.

All submitted construction drawings shall include and reference the current version or latest revision of any and all applicable City of Missoula Standard Drawings. Prior to submittal, review the City of Missoula website for current version of standard drawings.

[Standard Drawings](#) may be revised at the discretion of City Engineering, usually during the latter part of a calendar year.

STAGE NUMBER	STAGE PROCESS
1	Project/Development/Initiation
2	Conceptual Design Review
3	Preliminary Construction Plan Review
4	Released for Construction (RFC) Plan Review
5	Inspection and Testing
6	Final Inspection and Acceptance
7	Warranty Inspection

REQUIRED SUBMITTAL DOCUMENTATION

Do not leave boxes blank; ALL MUST BE EITHER CHECKED (X or ✓) or N/A as appropriate
All documents shall be submitted as a single bookmarked pdf, using the formatting and file-naming

STAGE 4 - RELEASED FOR CONSTRUCTION PLAN REVIEW

conventions described below. Any submittals that have not been properly organized will be returned for resubmittal.

Stage 4

- _____ Completed Stage 4 Checklist signed by developer's representative (this document)
- _____ COMPLETE SET .pdf of Released for Construction (RFC) Plans. Include utility service location information on all plans, in RFC plan submittal(s) (e.g., water, sewer, ~~storm water~~stormwater, and dry utilities such as gas, power, telephone, fiber optic cable, etc.)
Include the overall dry utility plan, if revised from what was submitted with Stage 3 (e.g., gas, power, telephone, fiber optic cable, etc.) This information shall also be shown on all infrastructure plans
- _____ A written document providing detailed correspondence as to how the Engineer of Record addressed the redlined comments or why the redlined comment was not addressed
- _____ Engineer's Estimate of Probable Cost – for all project construction of public infrastructure ([Use this format](#))
- _____ Quantities List – for quantities include sewer or water main lineal footage, number of stubs, and location of stubs (Address or Lot # Required ([Use this form](#)))
- _____ Developer representative's letter and submittal documents to DEQ, as applicable
- _____ MT DEQ Water and/or Sanitary Sewer Approval letter(s) is (are) required before [Stage 4 approval can be granted](#)~~permits can be issued~~ (development and water and/or sewer project).
- _____ MT DEQ letter approving any and all deviation requests.
- _____ Final Specifications
- _____ Final Reports (if not submitted in Stage 3)
 - _____ Final ~~Storm Water~~Stormwater Drainage Report as required by Chapter 6 of the Missoula Public Works Standards and Specifications Manual
 - _____ For projects with dry wells – Copy of Class V Underground Injection Well Inventory submitted to EPA Region 8
- _____ Any and all public easements necessary prior to construction
- _____ Developer's choice for subdivision project/development – as [per flow chart](#) named “123 Subdivision/TED Completion Guide”
 - _____ 1) – Scenario 1
 - _____ 2) – Scenario 2
 - _____ 3) – Scenario 3

DIGITAL / ELECTRONIC GIS REQUIREMENTS

1. Lot / Parcel Layout / Easements and Streets
2. Sanitary Sewer Construction Plan
3. Water Utilities Construction Plan
4. Storm Drainage Construction Plan
5. Combined Overview

File Formats Include:

- One (1) bookmarked Adobe Acrobat®*.PDF format CD containing ALL RFC Plans
- AND One (1) copy of:
- Autodesk® AutoCAD™ *.DWG format
 - Or ESRI® ArcMap™-compatible format file

File Names:

File names should contain the prefix associated with the utility type followed by the suffix containing the city file number. **Utility Prefix + Project Number = Filename**

1. Lot / Parcel Layout / Easements and Streets: *"surface-city file number"*
2. Sanitary Sewer: *"ss-2020-036"*
3. Water Utilities: *"w-2020-036"*
4. Storm Drainage: *"sw-2020-036"* or *"sd-2020-036"*
5. Combined Overview: *"combined-2020-036"*

Deliverables: All digital files shall be compressed together in .zip or .rar format using the city project file number followed by the stage number (ex., 2020-036_Stage4) and uploaded to: <https://tinyurl.com/mslastageprocess>

Coordinate System

AutoCAD® and ArcMap™ files shall be georeferenced and projected.

Horizontal (X/Y):

NAD 1983 (2011) State Plane Montana FIPS 2500 (Intl Feet) WKID Code: 6515
Otherwise commonly referred to NSRS2011 Montana State Plane, EPSG Code: 6515

Vertical (Z):

Digital files are not required to be projected vertically. However, inverts and other vertical information conveyed must be reported using NAVD88 (ft.).

Un-projected files or files with incorrectly applied projections will be rejected.

Note: The City only requires that digital data be submitted in state plane grid. It is unnecessary to submit at ground.

Accuracy Requirements

Please note that in Stage 6 accuracy requirements will be as follows:

- Submission must be accurate to **1/10th of a foot**. These items include all utilities and property corners within the project area or effected in the project.
- All submissions must be referenced to the National Spatial Reference System (NSRS) and comply with Montana Code Annotated, Title 70, Chapter 22, Part 2.

For local control, points tied to the NSRS contact the Missoula County Surveyors Office.

- If derived from GNSS measurements, the submission must use and note the geoid model used. Valid models for our areas include:
 - GEOID18
 - GEOID12A
 - GEOID12B

1) Lot / Parcel Layout / Easements and Streets

- | | |
|--|--|
| <input type="checkbox"/> Lot / Parcel Lines | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Lot Numbers | <input type="checkbox"/> Curbs |
| <input type="checkbox"/> Street Centerlines (New & Existing) | <input type="checkbox"/> All easements related to the project, new and existing. |
| <input type="checkbox"/> Street Names (New & Existing) | |

2) Sanitary Sewer Utilities

- | | |
|--|--|
| <input type="checkbox"/> Sanitary Sewer Utilities (New and existing) | <input type="checkbox"/> Street names on new and existing streets; |
| <input type="checkbox"/> Lot lines; | <input type="checkbox"/> All utility easements related to the project, new and existing. |
| <input type="checkbox"/> Lot numbers; | |

3) Water Utilities

- | | |
|---|--|
| <input type="checkbox"/> Water Utilities (New and existing) | <input type="checkbox"/> Street names on new and existing streets; |
| <input type="checkbox"/> Lot lines; | <input type="checkbox"/> All utility easements related to the project, new and existing. |
| <input type="checkbox"/> Lot numbers; | |

4) ~~Storm Water~~Stormwater Utilities

- | | |
|---|--|
| <input type="checkbox"/> Storm Water Stormwater Utilities (New and existing) | <input type="checkbox"/> Street names on new and existing streets; |
| <input type="checkbox"/> Lot lines; | <input type="checkbox"/> All utility easements related to the project, new and existing. |
| <input type="checkbox"/> Lot numbers; | |

5) Project Overview

- | | |
|--|--|
| <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Street Centerlines (New & Existing) |
| <input type="checkbox"/> Water Utilities | <input type="checkbox"/> Street Names (New & Existing) |
| <input type="checkbox"/> Storm Water Stormwater Utilities | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Lot / Parcel Lines | <input type="checkbox"/> Curbs |
| <input type="checkbox"/> Lot Numbers | <input type="checkbox"/> All easements related to the project, new and existing. |

SURFACE INFRASTRUCTURE

Do not leave boxes blank; ALL BOXES MUST BE EITHER CHECKED (X or ✓) or N/A

_____ Topography/Geotechnical – Hillside/Site Grading average developed area slope 5% or more

_____ Blocks

_____ Lots

_____ Easements, Agreements for Maintenance, HOA, Private Roads, etc.

_____ Streets & Alleys – Paving (including Private Roads, Short Courts, Cul-de-sacs)

_____ Traffic Management (must fully conform to MUTCD, FHWA, MDOT, and UVC)

_____ Traffic Signals – Traffic Control Devices

_____ Curbing

_____ Signing & Striping (must fully conform to MUTCD, FHWA, MDOT, UVC)

_____ Driveways – Access/Approaches

_____ Pedestrian Access – Non-Motorized Circulation: Sidewalks, Trails, Bicycles

_____ Parking – Overflow

_____ Boulevards & Landscaping

_____ Bus Stops

_____ Cluster Mail Box Facilities (U.S.P.S Postmaster approval required)

_____ Street Lights

_____ Surface Drainage

_____ Erosion Control (must fully conform to US EPA and MT DEQ)

_____ Curbing

_____ OTHER (identify)

Comments

UTILITY INFRASTRUCTURE

Do not leave boxes blank; ALL BOXES MUST BE EITHER CHECKED (X or ✓) or N/A

_____ **WATER** (reviewed by Missoula Water and City Fire Department)

Comments:

_____ **SANITARY SEWER**

Comments:

_____ ~~**STORM WATER**~~ **STORMWATER**

Comments:

_____ **UTILITIES**

Comments:

APPLICANTS CERTIFICATION:

I have reviewed all information and this submittal is true and accurate. To the best of my knowledge, all requirements as specified in Titles 12 & 17, Articles 3, 5 and 9 and other minimum requirements have been satisfied.

Developer Representative's Signature

Date