

## APPENDIX “A” (Transmittal of Data to the City)

Appendix “A” to the Project Schedule for the Construction of Public Works by Private Contract No. \_\_\_\_\_

### 1) Overview

This Appendix “A” shall pertain to data and documents transmitted from the developer’s Contact Person (Contact) to the Project Engineer (Engineer), for the purpose of design and preparation of plans for public works improvements. The Engineer and the Contact shall be designated on the Project Schedule. The Contact shall convey all data and information requested at the scheduling meeting and all data described in Appendix “A” (unless specifically excluded at the scheduling meeting) to the Engineer, in a single transmittal (email submission is acceptable). The developer, the developer’s consultant, and the Contact Person shall understand that all documents and data transmitted to the City, becomes the property of the City of Madison, along with all rights to use, copy and distributed those documents and data, now and in the future.

**NOTE: No data or information will be accepted which has not been prepared and transmitted as described in this Appendix A.**

### 2) Transmittal of Data

- a) Data requested by the Engineer shall be transmitted directly from the Contact to the Engineer.
- b) All transmittals shall contain the project number, and a transmittal letter or summary email which summarizes what is being sent and indicates how the information may affect the design of the improvements.
- c) All data transmitted to the Engineer shall be digital and in a format which is compatible with the City Engineering Division’s computer software (Currently Civil 3D 2022). All data shall be prepared as specified below. The Engineer shall archive all digital transmittals on a common server. Data or information requested, from the Contact, to anyone other than the Engineer shall be transmitted, by the Contact, directly to the person requesting the information.

### 3) Late Submittal of Data and/or Information

All dates for the completion and delivery of services, by the City (as indicated on the “Project Schedule”) are dependent on the receipt of all information and data, from the developer or developer’s Contact, as scheduled. If any of the requested data and/or information is received later than the planned date, all of the dates for the completion and delivery of services, by the City, will be changed to a date later, by the same number of calendar days that the data and/or information was received late. Some permit and committee approvals may be delayed a greater number of days, due to State and local submittal deadlines. The developer or the Contact and the Engineer will be aware of the date of any late submittal, therefore a revised project schedule and written notice, will not be prepared and sent to the developer or Contact. **Any changes or revisions to data and/or information shall be considered late submittals.**

### 4) Required Data Files (MUST BE SEPARATE FILES)

- a) **Survey File (CAD format):** This file shall contain all survey, property, and other necessary relevant existing data. See “Survey Data Required” section.
- b) **Proposed Design File (CAD format):** This file shall contain proposed ROW improvements, proposed trees in the ROW, public and private utilities, building outlines, private site work (parking lots, driveways retaining walls, walkways, planters, other features) and proposed grading. In some cases, depending on the complexity of the project and at the discretion of the City Project Engineer, the proposed design file may be submitted in multiple files (such as grading plan, utility plan, etc.).
- c) **Ownership File (CAD format):** This file shall contain proposed and existing property information. This includes any proposed and existing Plats, Certified Survey Maps, Easements or recorded documents.
- d) **Survey shot file – for DTM (CSV file) –** This file shall contain all survey shots which are suitable for generating the project DTM or tin.
- e) **Survey shot file – not for DTM (CSV file) –** This file shall contain all survey shots which are NOT suitable for generating the project DTM or tin, such as control points or top nut of hydrants.
- f) **Existing surface (LandXML)** created from survey shots and breaklines. Triangulation of features should accurately represent existing conditions.
- g) **Proposed surface and proposed alignments & profiles (LandXML).**

## 5) Format For Submitting Data

- a) **Design File Format:** All design files shall be on the Wisconsin County Coordinate System – Dane Zone, NAD83 (1997) datum, and the North American Vertical Datum of 1988 (NAVD88) as established on City of Madison Public Land Survey Monument records. Design file shall be created at full scale, with master units of survey feet. Files shall be 3D as applicable, with features at their true elevations and everything else at elevation 0.00.
- b) For CAD files, a level (layer) schematic shall be provided, unless the contents of each level can intuitively be understood from the name of the level (layer).
- c) **Survey shot file format:** Survey shots shall be submitted in a separate ASCII text file with the format (point#,northing,easting,elevation,description) separated by commas (one line for each point). ASCII text files shall have no headers, discontinuities (blank lines), spaces or tabs in the data list. All survey shots shall have a text description (numeric codes are not allowed). A separate text file shall be included which defines all abbreviations used in the survey shot descriptions.

## 6) Survey Data Required

All of the data and documents specified below shall be transmitted to the City Project Engineer, unless otherwise specified, in writing, by the Engineer. Other City departments or sections may require additional copies of this data or other data. The Engineering Division may require additional survey data or information. All survey data shall be gathered and prepared by or under the direct supervision of a Wisconsin Registered Land Surveyor (RLS) and a letter certifying such, signed by the responsible RLS, shall accompany all survey data transmittals.

- a) Shots on at least two section corners, to which the plat is tied, must be provided. Benchmark elevations and horizontal control shall be obtained from the website: [http://gis.cityofmadison.com/Madison\\_PLSS/PLSS\\_TieSheets.html](http://gis.cityofmadison.com/Madison_PLSS/PLSS_TieSheets.html). See “Format for Submitting Data” above for required horizontal coordinate system and vertical datum.
- b) All property irons within the bounds of the survey.
- c) At least two site benchmarks, on or immediately adjacent to the project, must be provided for vertical and horizontal control of the project. Benchmarks must be in an area unlikely to be disturbed and must be fully described as part of the data submittal.
- d) All topographic features, which could affect the design of the improvements, including, but not limited to above and below ground utilities, trees, driveways and structures.
- e) A key, which includes a description of all symbols, break lines, and line work.
- f) Right of way lines shall be provided which indicate the limits of public ownership, wherever survey data is required.
- g) The survey shall extend as least 300 feet beyond the improvements along the street alignment, and at least 25’ beyond the right-of-way.
- h) 3D breaklines shall be provided as necessary to accurately define the existing terrain. 3D breaklines shall include but not be limited to all top of banks, bottom of banks, edge of shoulders, edge of pavements, edges of sidewalks and street centerlines. Where curb and gutter is installed, 3D breaklines shall also include back of curb, curb flow line, and edge of gutter.
- i) The survey shall also include lane lines, and points where pavement cross slope changes.
- j) Maximum survey shot spacing along the street alignment shall be twenty-five (25) feet for existing road, street, sidewalk, or path facilities, and fifty (50) feet for new construction. Closer spacing may be required to adequately define topography.
- k) The location and invert elevations of all culverts, pipes, and structures used for storm sewer or sanitary sewer five hundred (500) feet beyond the site limits and containing two or more structures.
- l) Center locations and rim elevations of all storm sewer structures and sanitary sewer structures five hundred (500) feet beyond the site limits and containing two or more structures.
- m) ULOs (Utility Line Opening) are the responsibility of the developer to obtain. In areas where proposed work is in conflict is with private or public utilities, the utilities shall be exposed and surveyed to ensure conflicts are identified. This is especially applicable when the existing utility would be impractical to move or would be particularly hazardous. Examples would include but are not limited to concrete encased duct packages, buried high voltage transmission lines, pipelines, and box culverts. All work must be coordinated with the utility owner. Failure to obtain in advance or promptly obtain as requested during design will result in delayed plan issuance.

## 7) Planning-Prints Required

The developer shall request a ticket for Planning-Prints from Diggers Hotline and shall provide the Planning-Prints and the ticket to the City Project Engineer. The Planning-Prints shall include all streets that are adjacent to the developed site, including sections that will not have proposed improvements within the Right-of-Way. The Planning-Prints and its ticket shall be sent along with the required CAD files specified above. Planning-Prints are provided by the facility owners within 10 calendar days from the date the ticket is requested to Diggers Hotline. Developers are encouraged to request the Planning-Prints 10 calendar days before submitting the CAD data to the City Project Engineer.