

Design Submittal Packet Checklist

Instructions

- * All information must arrive in one packet. **Incomplete packets may delay project.**
- * All packets must be **submitted at least 3-weeks prior to Review Meeting.**
- * **Complete the checklist below and submit with your completed packet.**
- * All ELR's and Final Specifications and Plans must be bound.
- * Do not accept Track Changes until confirmed by PM.

Company Name: _____

Designer's Name: _____

Acronyms	
ELR:	Engineering Letter Report (Design Memorandum)
OPCC:	Engineer's Opinion of Probable Construction Cost
NOA:	Notice of Advertisement

Description of Transmittal (Select from both Column A and Column B)

COLUMN A	COLUMN B				
Draft 30%	Draft ELR	OPCC			
<input type="checkbox"/> Final 30%	ELR Signed and Sealed	OPCC	30% Comment Responses		
<input type="checkbox"/> 60% Other ___%	OPCC	Executive Summary	Drawing Review Checklist and Project Submittal Checklist		
	Drawings	Draft Table of Contents (TOC-In Track Changes)			
<input type="checkbox"/> 90%	OPCC	<input type="checkbox"/> Executive Summary	Drawing Review Checklist and Project Submittal Checklist		<input type="checkbox"/> Comment Responses to Previous Review (Indicate Actions Taken)
	Drawings	<input type="checkbox"/> Specifications	<input type="checkbox"/> Front End Documents (In Track Changes)		Bid Form
100% (Pre-NOA)	OPCC	<input type="checkbox"/> Executive Summary	<input type="checkbox"/> Drawing Review Checklist and Project Submittal Checklist		Comment Responses to Previous Review
	Drawings	<input type="checkbox"/> Specifications	<input type="checkbox"/> Front End Documents (in Track Changes Until Confirmed by PM)		Bid Form
Final (Bid Set) Sealed and Signed	OPCC	Executive Summary	Comment Responses to Previous Review		
	Drawings	<input type="checkbox"/> Specifications/Front End Docs-Combined	Agreement (Word)	Bid Form (Excel and PDF)	CIVCAST Bid Form

Your package must contain both of the following: (Digital and Hard Copies) **Initial what your package contains:** USB,CD,Email Copy: _____
 Hard Copy: _____

 Signature of Responsible Person Submitting Packet Date Packet Submitted

*For City Engineering Services Project Manager Use Only	
Project Manager: _____	Project Name: _____ Project #: _____
Meeting Request * Date/Time/Location: _____	Required Attendance: _____
Task * Date/Time _____	
Email: _____	<input type="checkbox"/> No Further Action Required _____