# PWDLOGOPHILADELPHIA WATER DEPARTMENT

# DESIGN BRANCH

#### Final Design Package

#### Checklist

**Note: This form must accompany final design package.**

|  |  |  |  |
| --- | --- | --- | --- |
| PWD Work Number and Project Description: | Date: | | |
| **Information required for final submittal** | **Provided** | | |
| **Yes** | **No** | **N/A** |
| * Memo or e-mail from Design Supervisor approving final plans & specs |  |  |  |
| * 1 set of mylar drawings (signed & rolled) |  |  |  |
| * 1 copy of PGW response letter |  |  |  |
| * 1 copy of Philadelphia Streets Department paving letter |  |  |  |
| * GPIS forms completed on web application, see PWD Project Engineer for procedure |  |  |  |
| Electronic Submittals on CD or DVD: |  | |  |
| * Specifications in Microsoft Word format |  |  |  |
| * Design Drawings in AutoCAD or Micro-Station format |  |  |  |
| * Design Drawings in PDF format |  |  |  |
| * Engineer’s Estimate of Construction Cost and PWD’s Water, Sewer, and Green Quantities Spreadsheets (as needed) in Microsoft Excel format |  |  |  |
| * 1 copy of each utility response letter in PDF format |  |  |  |
| * PWD GSI Design Report as a single PDF. Additionally, supporting files in the formats below shall be provided as separate attachments   + Written Report documenting design approach and assumptions (.PDF)   + GreenIT Data Entry Application Metrics Report (.CSV, .PDF)   + “Shared” GreenIT Data Entry Application Project(s) with PWD Project Engineer   + Supporting design calculations and modeling files (XLSX and modeling original files)   + Drainage area maps (.PDF and .DWG) |  |  |  |
| * Approved Roadway Grading Plans in PDF format |  |  |  |
| * Approved Curb Ramp Designs in PDF format |  |  |  |
| * Quantities Certification in PDF format |  |  |  |
| * Project Summary in Microsoft Word and PDF format |  |  |  |

Appendix IIIf: Final Design Package Checklist - Page 1 of 1