# 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