

# FORMS AND CALCULATIONS



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- \*Link to file on [phillywaterdesign.com](http://phillywaterdesign.com)

SELECT CELL FOR NOTES

LOCATION:		SHEET #:								
DI PIPE	EXCAVATION IN CITY STREETS	EXCAVATION IN STATE ROUTES	CITY 8" CONCRETE BASE	STATE 10" CONCRETE BASE	CITY PAVING	STATE ROUTE PAVING				
SIZE L.F.	L.F. FACTOR C.Y.	L.F. FACTOR C.Y.	L.F. FACTOR S.Y.	L.F. FACTOR S.Y.	LF FACTOR S.Y.	LF FACTOR S.Y.				
3"	0.29	0.29	0.33	0.39	0.44	0.39				
4"	0.29	0.29	0.33	0.39	0.44	0.39				
6"	0.29	0.29	0.33	0.39	0.44	0.39				
8"	0.39	0.39	0.39	0.44	0.50	0.44				
10"	0.44	0.44	0.41	0.46	0.52	0.46				
12"	0.49	0.49	0.43	0.48	0.54	0.48				
16"	0.59	0.59	0.46	0.52	0.57	0.52				
20"	0.70	0.70	0.56	0.56	0.67	0.56				
REMOVALS	# FCT	# FCT	CONCRETE FOOTWAY		TOPSOIL & SOD		CONCRETE DRIVEWAY		CURB	
FIRE HYDRANT	2	2	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	CONCRETE GRANITE	LF
CUT-IN VALVE	1	1								ADA RAMP
FRAME AND COVER	1	1								EACH
										MILLING
TOTAL CITY STREETS:	CY	TOTAL STATE ROUTES:	CY							

PAVING AT INTERSECTIONS				
PIPE SIZE	LF.	FACTOR	S.Y.	TON

TEMPORARY PAVING				
PIPE SIZE	LENGTH (L.F.)	FACTOR	S.Y.	TON

BILL OF MATERIALS				
FITTING	QUANTITY	UNIT WEIGHT	TOTAL	ANC. VOL.
Fire Hydrants				1.20
TOTALS		TON		CY

VALVES			
SIZE	QUANTITY	SIZE	QUANTITY
3"		12"	
4"		16"	
6"		20"	
8"			
10"			

FULL WIDTH RECONSTRUCTION - CITY STANDARD PAVING			
6" SUBBASE (SY)			
8" C. BASE (SY)			
CITY PAVING (SY)			
CONCRETE FTW (SY)			
CURB (LF)			
TOTAL S.Y.		WATER	SEWER

FULL WIDTH RECONSTRUCTION - POROUS PAVING			
BINDER COURSE (SY)			
WEARING COURSE (SY)			
TOTAL S.Y.		WATER	SEWER
CHOKER COURSE (CY)			
TOTAL C.Y.		WATER	SEWER

Fitting	Size	Unit Weight	Horizontal	Top	Bottom
Crosses	8x8	108			
	12x8	158			
	12x12	214			
Tees	8x4	60	0.10		
	8x6	72	0.10		
	8x8	86	0.20		
	12x4	94	0.10		
	12x8	125	0.20		
	12x12	160	0.40		
	8x6 H.A.T.	79	0.10		
12x6 H.A.T.	129	0.10			
1/4 Bends (90°)	6"	43	0.10		
	8"	64	0.20		
	12"	122	0.30		
1/8 Bends (45°)	3"	21	0.06	0.65	0.02
	4"	36	0.06	0.65	0.02
	6"	32	0.06	0.65	0.02
	8"	50	0.07	1.47	0.04
1/16 Bends (22.5°)	12"	101	0.15	2.80	0.07
	6"	34	0.03	0.40	0.02
	8"	46	0.05	0.55	0.04
Offsets	12"	84	0.10	1.38	0.07
	8x6	177	0.14		
	8x12	231	0.14		
	8x18	287	0.14		
Reducers	12x12	420	0.15		
	4x3	18			
	8x6	39			
	10x8	54			
Sleeves	12x6	64			
	12x8	60			
	3"	16			
	4"	18			
Caps	6"	28			
	8"	38			
	12"	66			
	16"	155	0.80		
	24"	345	1.70		
	36"	850	5.20		

NEW SERVICES				
SIZE	QUANTITY	SIDE	LENGTH	TOTAL PIPE
3/4"				
3/4"				
3/4"				
3/4"				
3/4"				
3/4"				
3/4"				
3/4"				
1"				
1"				
1"				
1"				
1 1/2"				
1 1/2"				
1 1/2"				
1 1/2"				
2"				
2"				
2"				
2"				
2"				
3/4" LEAD SERVICES REPLACEMENT				
ESTIMATED PERCENTAGE OF HOMES				15%
QUANTITY	SIDE	LENGTH (L.F.)	TOTAL PIPE	
EACH			LF	

MATERIAL LIST ORDER			
1. Hydrants (W/ CCL)	5. Tees	9. Sleeves	
2. Valve Boxes	6. Bends	10. Caps	
3. Valves	7. Offsets	11. Plugs	
4. Crosses	8. Reducers		
MISCELLANEOUS			

SELECT CELL FOR NOTES

LOCATION: SHEET #:

CITY STREET table with columns for R.C. PIPE, CITY 8" CONCRETE BASE, and CITY PAVING. Includes rows for pipe sizes 18" to 60" and V.C. PIPE.

STATE ROUTE table with columns for R.C. PIPE, STATE 10" CONCRETE BASE, and STATE ROUTE PAVING. Includes rows for pipe sizes 10" vent, 12" vent, and 15" lateral.

FULL WIDTH RECONSTRUCTION - CITY STANDARD PAVING table with columns for SUBBASE, C. BASE, CITY PAVING, CONCRETE FTW, and CURB.

FULL WIDTH RECONSTRUCTION - POROUS PAVING table with columns for BINDER COURSE, WEARING COURSE, and CHOKER COURSE.

SEWER LINING table with columns for SIZE, MATERIAL, LF, and MANHOLE REHABILITATION.

CONCRETE FOOTWAY table with columns for LENGTH, WIDTH, and S.Y.

TOPSOIL & SOD table with columns for LENGTH, WIDTH, and S.Y.

CONCRETE DRIVEWAY table with columns for LENGTH, WIDTH, and S.Y.

CURB table with columns for CONCRETE, GRANITE, ADA RAMP, MILLING, and ABANDON.

QUANTITY CURB CUTBACKS

LATERALS table with columns for 6" VCP LATERAL RECONNECTION.

LATERAL REPLACEMENT WITH 6" DUCTILE IRON PIPE table with columns for DIP, RISERS, and V. LENGTH.

MANHOLES table with columns for TYPE, QTY., and INLETS.

MISCELLANEOUS table.

? SELECT CELL FOR NOTES

LOCATION :	SHEET # :	SYSTEM TYPE :	SYSTEM ID :
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SW TRENCH EXCAVATION <span style="float:right">?</span>				EXCAVATION FOR PIPE <span style="float:right">?</span>				SW TRENCH SAND FILTER LAYER <span style="float:right">?</span>				SW TRENCH #57 STONE STORAGE <span style="float:right">?</span>				SW TRENCH BACKFILL <span style="float:right">?</span>					
LENGTH (L.F.)	WIDTH (L.F.)	DEPTH (L.F.)	C.Y.	PIPE SIZE & MATERIAL	LENGTH (L.F.)	WIDTH (L.F.)	DEPTH (L.F.)	C.Y.	LENGTH (L.F.)	WIDTH (L.F.)	DEPTH (L.F.)	C.Y.	LENGTH (L.F.)	WIDTH (L.F.)	DEPTH (L.F.)	C.Y.	LENGTH (L.F.)	WIDTH (L.F.)	DEPTH (L.F.)	C.Y.	
CY				CY				CY				CY				CY					

TREE PIT WITHIN SYSTEM VOLUME <span style="float:right">?</span>	PIPE WITHIN SYSTEM VOLUME <span style="float:right">?</span>
	MODULAR TANKS VOLUME <span style="float:right">?</span>
	TREE PIT WITHIN SYSTEM VOLUME <span style="float:right">?</span>

CITY 8" CONCRETE BASE <span style="float:right">?</span>			STATE 10" CONCRETE BASE <span style="float:right">?</span>			CITY PAVING <span style="float:right">?</span>			STATE ROUTE PAVING <span style="float:right">?</span>		
LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.
SY			SY			SY			SY		

PAVING LIMITS FOR SW TRENCH SYSTEMS IN PAVING LETTER SUPERSEDE DIRECTION IN CELL NOTES

PAVING AT INTERSECTIONS <span style="float:right">?</span>				TEMPORARY PAVING <span style="float:right">?</span>			
LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	TON <span style="float:right">?</span>	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	TON
TON				TON			

CONCRETE FOOTWAY <span style="float:right">?</span>			SODDING <span style="float:right">?</span>			CONCRETE DRIVEWAY <span style="float:right">?</span>			CURB <span style="float:right">?</span>		
LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	LENGTH (L.F.)	WIDTH (L.F.)	S.Y.	CONCRETE	LF	
									GRANITE	LF	
SY			SY			SY			SY		

QUANTIFY CURB CUTBACKS

OBSERVATION WELL <span style="float:right">?</span>	INFILTRATION TEST <span style="float:right">?</span>	ANTI-SEEP COLLARS <span style="float:right">?</span>	UTILITY SLEEVE <span style="float:right">?</span>
EACH	EACH	EACH	LF

MODULAR STORAGE UNITS <span style="float:right">?</span>	
LUMP SUM	

LANDSCAPING <span style="float:right">?</span>			
GENERAL CONSTRUCTION CONTRACT		SEPARATE LANDSCAPING CONTRACT	
REMOVAL OF EXISTING TREES <span style="float:right">?</span>	EACH	MULCH <span style="float:right">?</span>	CY
PLANTING SOIL (TREES) <span style="float:right">?</span>	CY	TREE PLANTING <span style="float:right">?</span>	EACH

INLETS / STRUCTURES <span style="float:right">?</span>	
TYPE	EACH
JUNCTION BOX	
WATER LEVEL CONTROL STRUCTURE	
4' GREEN CITY	
4' GREEN HIGHWAY	
ABANDONED INLETS	
6' GREEN DUAL CATCH BASIN CITY	
6' GREEN DUAL CATCH BASIN HWY	
4' OMG WITH ORIFICE	
4' CITY WITH ORIFICE	
4' HIGHWAY WITH ORIFICE	
CONNECTION TO EXISTING	

PIPES (L.F.) <span style="float:right">?</span>								
8" SOLID HDPE	8" PERF. HDPE	12" SOLID HDPE	12" PERF. HDPE	12" SOLID PP	12" PERF. PP	8" DI	10" DI	15" VCP

MISCELLANEOUS									

POROUS PAVING <span style="float:right">?</span>																
EXCAVATION <span style="float:right">?</span>	BAY 1	BAY 2	BAY 3	BAY 4	BAY 5	BAY 6	BAY 7	BAY 8	BAY 9	BAY 10	BAY 11	BAY 12	BAY 13	BAY 14	C.Y.	CHECK DAM <span style="float:right">?</span>
#57 STONE STORAGE <span style="float:right">?</span>																EACH

<b>PWD</b>	GREEN INFRASTRUCTURE PRELIMINARY ESTIMATE	PROPOSED SW TRENCH #	Trench Construction Cost per Drainage Area Acre	50.00	Trench Construction Cost per Greened Acre	50.00
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scroll over for cost breakdown

SYSTEM FOOTPRINT (S.F.)  
DEPTH OF RUNOFF MANAGED (IN)

Item Description	Item #	Approx. Quantity	Average Unit Cost	Unit	Total
<b>Excavation and Earthwork</b>					
Excavation and disposal for green infrastructure work including sheathing and shoring (without classification)	G1001	0	\$50.00	CY	\$0.00
Tree removal	G9102	0	\$800.00	Each	\$0.00
<b>Paving</b>					
HDPE anti-seep collars	G3000	0	\$500.00	Each	\$0.00
8 inch solid HDPE pipe	G3008	0	\$75.00	LF	\$0.00
8 inch perforated HDPE pipe	G3009	0	\$75.00	LF	\$0.00
12 inch solid PP pipe	G3112	0	\$60.00	LF	\$0.00
12 inch perforated PP pipe	G3113	0	\$60.00	LF	\$0.00
8 inch DI pipe	G3708	0	\$100.00	LF	\$0.00
<b>Storage Media</b>					
Furnish and place MASH-1 TO #57 stone wrapped in jaco-ute/limpermeable liner	G4057	0	\$90.00	CY	\$0.00
Furnish and place sand filter layer	G4100	0	\$80.00	CY	\$0.00
Modular Storage Units	G4200	5		Lump Sum	\$0.00
<b>Drainage Structures</b>					
15 inch inlet connections	G7215 or G7215	0	\$200.00	LF	\$0.00
Junction Box	G8055	0	\$8,000.00	Each	\$0.00
Water Level Control Structure	G8056	0	\$10,000.00	Each	\$0.00
4 foot green city inlet	G8104	0	\$8,000.00	Each	\$0.00
4 foot green highway grate inlet	G8106	0	\$7,900.00	Each	\$0.00
Filtering abandoned inlets	G8112	0	\$740.00	Each	\$0.00
8 foot green dual catch basin city inlet	G8124	0	\$40,000.00	Each	\$0.00
8 foot green dual catch basin highway grate inlet	G8126	0	\$40,000.00	Each	\$0.00
4 foot DMG inlet with orifice	G8150 or G8150	0	\$7,400.00	Each	\$0.00
4 foot city inlet with orifice	G8154 or G8154	0	\$8,000.00	Each	\$0.00
4 foot highway grate inlet with orifice	G8156 or G8156	0	\$7,300.00	Each	\$0.00
Underdrain connection to existing inlet	G8159	0	\$1,000.00	Each	\$0.00
<b>Geotechnical Testing and Monitoring</b>					
Double ring infiltrometer tests	G1500	0	\$1,300.00	Each	\$0.00
Observation well	G8215	0	\$1,300.00	Each	\$0.00
<b>Paving</b>					
Concrete curb	G9000	0	\$50.00	LF	\$0.00
Reset stone curb	G9002	0	\$60.00	LF	\$0.00
Concrete footway paving	G9003	0	\$95.00	SY	\$0.00
Concrete driveway paving, 8in depth	G9009	0	\$100.00	SY	\$0.00
Plain cement concrete base course, 8 inch depth (including subgrading)	G9400	0	\$85.00	SY	\$0.00
High early strength concrete base course, 10 inch depth (including subgrading)	G9402	0	\$110.00	SY	\$0.00
Superpave 64-22 PG, Type A, (1-1/2 inch binder course and 1-1/2 inch wearing course)	G9447	0	\$34.00	SY	\$0.00
Allowance for PennDOT inspection fees for paving in state routes	G9498	0		Allowance	\$0.00
Construction and as-built of ADA ramps	G9811	0	\$6,610.00	Each	\$0.00
<b>Site Work</b>					
Maintenance and protection of traffic during work	G9900	0	\$5,000.00	Lump Sum	\$0.00
As-built survey and drafting	G9705	0	\$2,000.00	Lump Sum	\$0.00
<b>Landscaping and Vegetation / Backfill</b>					
Soilfill	G9302	0	\$20.00	SY	\$0.00
Mulch	G9304	0	\$80.00	CY	\$0.00
Trees, 2-2.5 inch cal. B&B	G9307	0	\$650.00	Each	\$0.00
Planting Soil	G9310	0	\$85.00	CY	\$0.00
Backfill, 2A	G4002	0	\$50.00	CY	\$0.00
<b>Total</b>					<b>\$0.00</b>

Trench  
8" DIP  
15" VCP  
Curb/kerb

EXCAVATION		EXCAVATION FOR PIPE				
SYSTEM ELEVATION CHANGE (LF)	TOTAL (CY)	PIPE	LENGTH (LF)	TRENCH WIDTH (LF)	DEPTH (LF)	TOTAL (CY)
0	0	8" DIP		2.0		0.00
0	0	8" DIP		2.0		0.00
0	0	15" VCP		2.5		0.00
0	0					0.00

ANTI-SEEP COLLAR / ROOT COLLAR (EA)	8" SOLID HDPE PIPE (LF)	8" PERFOR. HDPE PIPE (LF)	12" SOLID PP PIPE(LF)	12" PERFOR. PP PIPE(LF)	8" DUCTILE IRON PIPE (LF)
0	0	0	0	0	0

STONE STORAGE		SAND		SYSTEM BACKFILL		MODULAR STORAGE UNITS	
DEPTH (LF)	TOTAL (CY)	DEPTH (LF)	TOTAL (CY)	SYSTEM ELEVATION CHANGE (LF)	TOTAL (CY)		
0	0	0	0	0	0		
Pipe/Modular Units Volume in Stone						0	Lump Sum

INLETS		GEOTECH & MONITORING		LANDSCAPING		SEED AND SOO	
TYPE	QTY (EA)	ITEM	QTY (EA)	ITEM	QTY (EA / CY)	LENGTH (LF)	WIDTH (LF)
JUNCTION BOX		INFILTRATION TEST		TREE REMOVAL			
WATER LEVEL CONTROL STRUCTURE		OBSERVATION WELL		TREE PLANTING			
4' GREEN CITY				PLANTING SOIL			
4' GREEN HWY				MULCH			
ABANDONED AND FILL							
8" GREEN-DUAL CATCH-BASIN-CURB							
8" GREEN-DUAL CATCH-BASIN-HWY							
4' DMG WITH ORIFICE							
4' CITY WITH ORIFICE							
4' HWY WITH ORIFICE							
CONNECTION TO EXIST.							

CONCRETE CURB (LF)		GRANITE CURB (LF)		CONCRETE FOOTWAY			CONCRETE DRIVEWAY			ADA RAMP (EA.)
LENGTH (LF)	WIDTH (LF)	LENGTH (LF)	WIDTH (LF)	LENGTH (LF)	WIDTH (LF)	TOTAL (SY)	LENGTH (LF)	WIDTH (LF)	TOTAL (SY)	
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0

8" CONCRETE BASE			PAVING			10" CONCRETE BASE		
LENGTH (LF)	WIDTH (LF)	TOTAL (SY)	LENGTH (LF)	WIDTH (LF)	TOTAL (SY)	LENGTH (LF)	WIDTH (LF)	TOTAL (SY)
0	3.5	0	0	4.5	0	0	4	0
0	4.0	0	0	5.0	0	0	4.5	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

IF STATE ROUTE, FILL OUT BELOW

ALLOWANCE FOR PENNDOT INSPECTION			
QTY.	NO. OF DAYS	\$ PER DAY	ALLOWANCE
	10	5	240.00
			\$
			\$0.00

Additional Items & Notes:



**PHILADELPHIA WATER DEPARTMENT  
DESIGN BRANCH**

**Final Design Package  
Checklist**

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

PWD Work Number and Project Description:	Date:		
<b>Information required for final submittal</b>	<b>Provided</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Memo or e-mail from Design Supervisor approving final plans & specs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 1 set of mylar drawings (signed & rolled)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy of PGW response letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy of Philadelphia Streets Department paving letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• GPIS forms completed on web application, see PWD Project Engineer for procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Submittals on CD or DVD:			
• Specifications in Microsoft Word format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Design Drawings in AutoCAD or Micro-Station format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Design Drawings in PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Engineer's Estimate of Construction Cost and PWD's Water, Sewer, and Green Quantities Spreadsheets (as needed) in Microsoft Excel format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy of each utility response letter in PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PWD GSI Design Report as a single PDF. Additionally, supporting files in the formats below shall be provided as separate attachments <ul style="list-style-type: none"> <li>○ Written Report documenting design approach and assumptions (.PDF)</li> <li>○ GreenIT Data Entry Application Metrics Report (.CSV, .PDF)</li> <li>○ "Shared" GreenIT Data Entry Application Project(s) with PWD Project Engineer</li> <li>○ Supporting design calculations and modeling files (XLSX and modeling original files)</li> <li>○ Drainage area maps (.PDF and .DWG)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Approved Roadway Grading Plans in PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Approved Curb Ramp Designs in PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Quantities Certification in PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Project Summary in Microsoft Word and PDF format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PWD Design Branch  
 Monthly Project Contract Summary Sheet

Date: May 31, 2013

Consultant: PWD Consulting  
 PWD Work Order No. P-16xx  
 Contract No. 12-202xx  
 Contract Expiration Date: 30-Sep-13  
 Contract Amount: \$1,000,000  
 Amount Encumbered: \$300,000  
 Amount Invoiced: \$200,000  
 Unbilled Amount Remaining: \$800,000

Contract P-16xx Summary

Work No.	Project Description	Total Design Budget (All Contracts)	Construction Estimate	% Des/Con	Amount Invoiced (P-15xx)	Design Budget (P-16xx)	Amount Invoiced (To Date)	MBE Payments (To Date)	WBE Payments (To Date)	Invoice No.	Invoice Date	Invoice Amount	% Invoiced (To Date)
S-XXXX-R	A Street	\$200,000.00	\$2,000,000.00	10%	\$100,000.00	\$100,000.00	\$50,000.00	\$7,500.00	\$5,000.00	No. 1	1/31/2013	\$25,000.00	50%
										No. 2	2/28/2013	\$25,000.00	
S-XXXX-R	B Street	\$150,000.00	\$1,500,000.00	10%	\$50,000.00	\$100,000.00	\$100,000.00	\$15,000.00	\$10,000.00	No. 1	1/31/2013	\$25,000.00	100%
										No. 2	2/28/2013	\$25,000.00	
										No. 3	3/31/2013	\$25,000.00	
										No. 4	4/30/2013	\$25,000.00	
S-XXXX-R	C Street	\$100,000.00	\$1,000,000.00	10%	\$0.00	\$100,000.00	\$50,000.00	\$7,500.00	\$5,000.00	No. 1	1/31/2013	\$25,000.00	50%
										No. 2	2/28/2013	\$25,000.00	
						Totals	\$300,000.00	\$200,000.00	\$30,000.00	\$20,000.00			

SAMPLE



**CITY OF PHILADELPHIA  
OFFICE OF ECONOMIC OPPORTUNITY  
INSTRUCTIONS FOR THE POST AWARD COMPLIANCE REVIEW FORM  
FOR MINORITY, WOMEN, AND DISABLED BUSINESS ENTERPRISES**

The purpose of this form is to provide the City of Philadelphia, and the Office of Economic Opportunity with a monthly update on the activities and expenditures between the prime contractors and their subcontractors including: Minority, Women, and Disabled Business Enterprises (M/W/DSBEs).

This form will be provided to the Prime contractor at the beginning of each contract and must be included with each invoice submittal and for each sub-contractor, supplier, or consultant identified as a participant on each contract. It is the responsibility of the prime contractor/vendor to keep accurate and up-to-date documentation of all invoice submittals by their subcontractors, and all payments to these subcontractors.

**The Form:**

Date, bid number, bid opening date, project name, contract number, contract amount (base bid only) are self-explanatory.

**Commitments To:**

M, W, and DS are as per your solicitation and commitment form submitted with your bid e.g., percentage of base and actual dollar amount of your commitment, which ever is greater.

**Prime Contractor:**

Name, address, phone number, and contract person are self-explanatory.

**Subcontractor name:**

A separate form must be prepared for each certified vendor for each monthly invoice on a given contract.

**COMPLIANCE REVIEW FORM**

*Check the Appropriate Selection:*

M, W, or DS. Then put the complete address, phone number and contact person of the subvendor.

*Type of Service or Purchase:*

Specify scope of work and/or materials and supplies to be provided by the subvendor.

**Payments to Firm:**

Invoices from the subvendor to the prime contractor must reference this project only. Payments from the prime to the subvendor must reference the project only, e.g., one invoice, one check. Fill in the \_\_\_\_ information in the appropriate box for that month.

Only indicate a payment(s) in the month that the check is actually written and given, to the subvendor. Note: These reports are cumulative.

Example:

A subvendor invoices you for work done on January 19, 2000. The City pays the prime contractor on March 19, 2000. Five calendar days after the prime has been paid, the subvendor should be issued a check for the work completed in January, 2000.

Estimate total (service or purchase) subcontract value is the total of payments to date.

For example, work was performed and invoiced on January 19, 2000, payment is made in March, 2000, then February, 2000, work is invoiced and paid in April, 2000. Post Award Compliance Review for May, will indicate the March and April 2000, payments. June's report will indicate the sum of March, April and May payments.

All Post Award Compliance Review forms are to be submitted no later than ten (10) calendar days after the billing period to the City.





**OFFICE OF ECONOMIC OPPORTUNITY  
POST AWARD COMPLIANCE REVIEW  
FOR M/W/DSBE PARTICIPATION ON  
CITY OF PHILADELPHIA BIDS AND CONTRACTS**

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DATE: __/__/____	BID#	BID OPENING DATE:	REPORT NO. _____ (i.e. 1,2 or 3)
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PROJECT NAME:		CONTRACT#	CONTRACT AMOUNT
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COMMITMENT TO MBE	COMMITMENT TO WBE	COMMITMENT TO DSBE	
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PRIME CONTRACTOR NAME:	DATE WORK BEGINS __/__/____
ADDRESS:	

PHONE#	CONTACT:
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SUBCONTRACTOR NAME:	DATE WORK COMPLETED
____/____/____	

MBE _____	WBE _____	DSBE _____	(PLEASE SPECIFY)
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ADDRESS:	
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PHONE#	CONTACT:
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SCOPE OF WORK:
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M/Y	PAYMENTS TO FIRM	% OF TOTAL PAYMENT	Year to Date Amount Paid
JAN	\$	%	
FEB	\$	%	
MAR	\$	%	
APR	\$	%	
MAY	\$	%	
JUN	\$	%	
JUL	\$	%	
AUG	\$	%	
SEP	\$	%	
OCT	\$	%	
NOV	\$	%	
DEC	\$	%	
ESTIMATE TOTAL (SERVICE OR PURCHASE) SUBCONTRACT VALUE IS:		\$ _____	

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Attach copies of:  
1. Invoices, 2. Cancelled checks, 3. Copy of PO  
Use one sheet per subcontractor (copy as needed)

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**Project Status Summary Sheet**

**Consultant:**

**Contract No. P-xxxx**

**Date:**

**Design Submittals**

Work No.	Project Description	Start Date	Base Plans (30% Design)		PWD Review (70% Design)		Utility Review (75% Design)		Pre-Final (90% Design)		Final (100% Design)		To PC Date	Comments
			Target Date	Actual Date	Target Date	Actual Date	Target Date	Actual Date	Target Date	Actual Date	Target Date	Actual Date		
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														
S-XXXXX-R														

Work No. \_\_\_\_\_

Date \_\_\_\_\_

Sheet Nos. \_\_\_\_\_

If all sheets, write all. If specific sheets, write sheet numbers.

## Independent Quantity Verification

I hereby certify that I have calculated the initial set of quantities for the sheets indicated.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

I hereby certify that I have calculated an additional independent set of quantities for the sheets indicated and that any discrepancies between the two (2) sets of quantities have been resolved. Both sets of calculations will be supplied to the Water Department if requested.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature