

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

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

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

Initial what your package contains: CD 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: _____ No Further Action Required _____