

# 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 \_\_\_\_\_