
*Sanitary Sewer Overflow (SSO) Control
and Wastewater Facilities Program*

Design Deliverables Checklist

**City of Baton Rouge/Parish of East Baton Rouge
Department of Public Works**



Submitted by

CH2MHILL

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Revision 1

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Purpose

Attached is a checklist that lists the major deliverables required for designs prepared for the City of Baton Rouge/Parish of East Baton Rouge (C-P) Sanitary Sewer Overflow (SSO) Control and Wastewater Facilities Program (Program). The checklist may be used as a tool by Program staff to confirm that design deliverables on a specific project meet minimum Program Requirements. It may also be given to Engineers performing designs for their use in preparing design deliverables.

The items listed in the checklist are described in detail in the following Program documents:

- *Exhibit A – Standard Scope of Engineering Services, which is included as Attachment C to the Requirements for Engineers.*
- *Geotechnical Investigation Requirements*
- *Topographic Survey Requirements*
- *Conveyance Design Requirements*
- *Pump Station Design Requirements*
- *Right of Way Map/Real Estate Requirements*

Note that the checklist only summarizes general requirements from the above listed Program Requirements and is not intended to define all required submittals. Also, the checklist includes deliverables that are not required for all projects. Both Program staff and Engineers shall review the Program Requirements as well as project-specific requirements including those listed in the Project Definition to clearly define the requirements for deliverables on each project.

Baton Rouge SSO Program Design Project Deliverable Requirements¹

Deliverable	Project Type	Where Specified	No. of Copies - Format²	When Submitted	Always Required? Yes/No	Comments
Work plan	Design	Standard Scope of Engineering Services	Not specified	Within 30 days of NTP & updated with major changes	Yes	Includes detailed project-specific Quality Plan (including geotechnical) and schedule.
Progress Reports	Design	Standard Scope of Engineering Services	Not specified	Monthly with invoice	Yes	
Request for Deviation from Program Requirements	Design	Requirements for Engineers	On standard form	As required	Yes	Must be submitted for all significant deviations from Program Requirements
15% Pipeline Route Analysis	Conveyance Design	Standard Scope of Engineering Services	6 - hard copies 1 - pdf	15% Design Completion	Yes	
15% Pump Station Design	Pump Station Design	Standard Scope of Engineering Services	6 - hard copies 1 - pdf	15% Design Completion	No	If required in Project Definition.
Copy of all survey notes and field roll	Design	Topographic Survey Requirements	Not specified	By 30% Design Completion	Yes	
Plan and profiles	Conveyance Design	Topographic Survey Requirements	Hard copies, AutoCAD files, and pdf files	By 30% Design Completion	Yes	Plan and profiles broken into 24 x 36-inch sheets with station and offset to all utility poles, fire hydrants, building corners, headwalls, and drainage structures. Vertical profiles showing the existing centerline ground surface above the proposed pipe or structure, drainage pipes, pipeline crossings, utilities, ditch centerlines, and other critical information. AutoCAD files to show all collected data in three dimensional coordinates along with required pen setting files.
Survey Drawings	PS, Storage, & WWTP Design	Topographic Survey Requirements	Hard copies, AutoCAD files, and pdf files	By 30% Design Completion	Yes	AutoCAD files to show all collected data in three dimensional coordinates along with required pen setting files.
30% Design Report	Design	Standard Scope of Engineering Services	5 - hard copies 1 - pdf	30% Design Completion	Yes	
30% estimate of construction quantities and equipment vendor quotes	Design	Standard Scope of Engineering Services	1 - Excel	30% Design Completion	Yes	
Major Utility Crossing Information Sheet for each major utility crossing	Design	Standard Scope of Engineering Services/Conveyance Design Requirements	1- pdf	30% Design Completion	No	Needed for each major utility crossing.
Draft Phase I Environmental Assessment	Design	Standard Scope of Engineering Services	3 - hard copies 1 - pdf	30% Design Completion	Yes	
Final Phase I Environmental Assessment	Design	Standard Scope of Engineering Services	3 - hard copies 1 - pdf	Per the work plan	Yes	

Baton Rouge SSO Program Design Project Deliverable Requirements¹

Deliverable	Project Type	Where Specified	No. of Copies - Format²	When Submitted	Always Required? Yes/No	Comments
Draft Geotechnical Report	Design	Standard Scope of Engineering Services & Geotechnical Investigation Requirements	3 - hard copies 1 - pdf	30% Design Completion	Yes	If Geotechnical Report cannot be completed by 30%, the specific schedule will be included in the Project Work Plan.
Final Geotechnical Report	Design	Standard Scope of Engineering Services & Geotechnical Investigation Requirements	3 - hard copies 1 - pdf	Per the work plan	Yes	If Geotechnical Report cannot be completed by 30%, the specific schedule will be included in the Project Work Plan.
30% Design Checklists	Pump Station Design	Pump Station Design Requirements	Electronic scanned copy in pdf format	30% Design Completion	Yes	Signed by responsible engineer and QC reviewer
30% Design Checklists	Conveyance Design	Conveyance Design Requirements	Electronic scanned copy in pdf format	30% Design Completion	Yes	Signed by responsible engineer and QC reviewer
Responses to 30% Comments	Design	Standard Scope of Engineering Services	1 - Excel	30% Design Completion	Yes	Submit within two weeks of design milestone meeting
60% Design Documents	Design	Standard Scope of Engineering Services	5 - 11x17 hard copies of drawings 5 - hard copies of specification and special provisions table of contents and draft special conditions 1 - pdf of drawings 1 - electronic copy of specification and special provisions table of contents and draft special conditions in Microsoft Word format	60% Design Completion	Yes	Submittal includes drawings, specifications table of contents, and draft special provisions
60% updated estimate of construction quantities and equipment vendor quotes	Design	Standard Scope of Engineering Services	1 - Excel	60% Design Completion	Yes	
Major Utility Crossing Information Sheet for each major utility crossing	Design	Standard Scope of Engineering Services/Conveyance Design Requirements	1- pdf	60% Design Completion	No	Needed for each major utility crossing.
Draft Phase II Environmental Assessment	Design	Standard Scope of Engineering Services	3 - hard copies 1 - pdf	Per the work plan	No	May be required by Project Definition or authorized after Phase I ESA (change order)
Final Phase II Environmental Assessment	Design	Standard Scope of Engineering Services	3 - hard copies 1 - pdf	60% Design Completion	No	May be required by Project Definition or authorized after Phase I ESA (change order)
60% Design Checklists	Pump Station Design	Pump Station Design Requirements	Electronic scanned copy in pdf format	60% Design Completion	Yes	Signed by responsible engineer and QC reviewer
60% Design Checklists	Conveyance Design	Conveyance Design Requirements	Electronic scanned copy in pdf format	60% Design Completion	Yes	Signed by responsible engineer and QC reviewer

Baton Rouge SSO Program Design Project Deliverable Requirements¹

Deliverable	Project Type	Where Specified	No. of Copies - Format ²	When Submitted	Always Required? Yes/No	Comments
Responses to 60% Comments	Design	Standard Scope of Engineering Services	1 - Excel	60% Design Completion	Yes	Submit within two weeks of design milestone meeting
Base Right of Way Maps	Design	Right of Way Map/Real Estate Requirements	As defined in the Supplemental Agreement ³	After 60% Design Completion and no later than 90% Design Completion	No	Required when project requires land acquisition. Engineer's Contract will be amended by Supplemental Agreement.
Base Right of Way Maps Checklist	Design	Right of Way Map/Real Estate Requirements	On standard checklist form	Submit with Base Right of Way Maps	No	
90% Design Documents	Design	Standard Scope of Engineering Services	5 - 11x17 hard copies of drawings 5 - hard copies of specification and special provisions table of contents and draft special conditions 1 - pdf of drawings 1 - electronic copy of specification and special provisions table of contents and draft special conditions in Microsoft Word format	90% Design Completion	Yes	Design is 100% complete. Only final PM and DPW comments to be addressed to produce Final Contract Documents. Submittal includes drawings, specifications table of contents, and special provisions
90% updated estimate of construction quantities and equipment vendor quotes	Design	Standard Scope of Engineering Services	1 - Excel	90% Design Completion	Yes	
Major Utility Crossing Information Sheet for each major utility crossing	Design	Standard Scope of Engineering Services/Conveyance Design Requirements	1- pdf	90% Design Completion	No	Needed for each major utility crossing.
90% Design Checklists	Pump Station Design	Pump Station Design Requirements	Electronic scanned copy in pdf format	90% Design Completion	Yes	Signed by responsible engineer and QC reviewer
90% Design Checklists	Conveyance Design	Conveyance Design Requirements	Electronic scanned copy in pdf format	90% Design Completion	Yes	Signed by responsible engineer and QC reviewer
Responses to 90% Comments	Design	Standard Scope of Engineering Services	1 - Excel	90% Design Completion	Yes	Submit within two weeks of design milestone meeting
Draft Acquisition Set Right of Way Maps	Design	Right of Way Map/Real Estate Requirements	As defined in the Supplemental Agreement ³	90% Design Completion	No	Acquisition Set Right of Way Maps required if specified in Supplemental Agreement
Final Acquisition Set Right of Way Maps	Design	Right of Way Map/Real Estate Requirements	As defined in the Supplemental Agreement ³	After PM review of draft submittal	No	
Acquisition Set Right of Way Maps Checklist	Design	Right of Way Map/Real Estate Requirements	On standard checklist form	Submit with Acquisition Set Right of Way Maps submittals	No	Include cogowin (or equivalent) input and output files

Baton Rouge SSO Program Design Project Deliverable Requirements¹

Deliverable	Project Type	Where Specified	No. of Copies - Format ²	When Submitted	Always Required? Yes/No	Comments
Final Contract Documents	Design	Standard Scope of Engineering Services	1 - full-size mylar of cover sheet 1 - full-size mylar set of right-of-way drawings, if applicable 1 - full-size bond copy of drawings 1 - unbound copy of special provisions 1 - AutoCAD files for drawings 1 - pdf files for drawings 1 - Microsoft Word files for special provisions	100% Design Completion	Yes	Submittal includes responses to final review comments, drawings, special provisions and, if applicable, right-of-way drawings
100% updated estimate of construction quantities and equipment vendor quotes	Design	Standard Scope of Engineering Services	1 - Excel	100% Design Completion	Yes	Update for any changes from 90%, if applicable
Major Utility Crossing Information Sheet for each major utility crossing	Design	Standard Scope of Engineering Services/Conveyance Design Requirements	1- pdf	100% Design Completion	No	Needed for each major utility crossing.
Permit Applications	Design	Standard Scope of Engineering Services	1 - original 3 - hard copies 1 - pdf	When required	Yes	
Draft Recordation Set Right of Way Maps and Temporary Construction Servitude Maps	Design	Right of Way Map/Real Estate Requirements	As defined in the Supplemental Agreement ³	No later than submittal of Final Contract Documents.	No	Required when project requires land acquisition. Engineer's Contract will be amended by Supplemental Agreement.
Final Recordation Set Right of Way Maps and Temporary Construction Servitude Maps	Design	Right of Way Map/Real Estate Requirements	As defined in the Supplemental Agreement ³	After PM review of draft submittal	No	
Recordation Set Right of Way Maps Checklist	Design	Right of Way Map/Real Estate Requirements	On standard checklist form	Submit with Recordation Set Right of Way Maps submittals	No	Include cogowin (or equivalent) input and output files
Conformed documents	Design	Standard Scope of Engineering Services	6 - full-size hard copies of drawings 1 - pdf files for drawings 1 - AutoCAD files for drawings 1 - Microsoft Word files for special provisions	After bid completion	Yes	

¹ Based on Standard Scope of Engineering Services and Program Requirements. Deliverable requirements may be modified for each project by Project Definition.

² See *CAD Requirements* for specific requirements for drawing file submittals

³ See *Right of Way Map/Real Estate Requirements* for additional requirements for submittals