

CITY OF NORFOLK DEPARTMENT OF UTILITIES
DESIGN AND CONSTRUCTION STANDARDS
Appendix F6 - Data Acquisition and Composition
Geographic Information System (GIS) Update
Geodatabase Template and Submittal Form Request

For contractors engaged by the City of Norfolk Department of Utilities, the Data Record Package (DRP) to deliver at the completion of a construction or field verification project must be accompanied by a populated Esri file geodatabase template and submission form. Contractors are required to request these materials from the City during execution of the project to prepare for submission well in advance of project completion.

For projects developed by the Virginia Department of Transportation (VDOT), the Hampton Roads Sanitation District (HRSD, other City departments, and private sector developers and franchise utilities, the drawings to deliver at the completion of a construction or field verification project must be accompanied by a populated submission form. Contractors are required to request these materials from the City prior to document submission.

These files can be requested through the City of Norfolk Department of Utilities Project Manager or the GIS Team Supervisor at the City of Norfolk Department of Utilities, 500 E. Main St., 7th Floor, Norfolk, VA 23510.

When the forms have been signed and submitted, the contractor confirms that all deliverables comply with the Geographic Information System Requirements of the City of Norfolk Department of Utilities' *Design and Construction Standards*.