

# Texas Water Development Board

TWDB-0101  
10/22

## Instructions for use:

1. For all environmental and engineering requests, complete this Document Submittal Intake form. Accuracy of responses will help reduce any potential delays in processing.
2. For any of the following types of review requests, use the applicable link below for the related checklist, which **must also be included with your submittal**:
  - a. [Executed Construction Submittal Form](#)
  - b. [Alternative Delivery Work Package Award Submittal Form](#)
  - c. [Construction Award Submittal Form](#)
  - d. [Plans and Specifications Submittal Form](#)
  - e. [Engineering Planning Submittal Form](#)
3. Assemble any accompanying documentation associated with the request.
4. **Submit the Intake form and your documentation to [RWPd@twdb.texas.gov](mailto:RWPd@twdb.texas.gov). DO NOT INCLUDE ANY OTHER RECIPIENTS.** In the subject line, please include "Review Request – Entity Name" and enter your entity's name.
5. If the size of these electronic documents is greater than 25mb, please indicate this in the body of the email so that TWDB staff can issue a one-time OneDrive link for submittal. Anything less than 25mb should be submitted via email. Do not send a link as it will be returned to sender.
6. Only one request per email.

## Document Intake Form

Please email all submissions to [rwpd@twdb.texas.gov](mailto:rwpd@twdb.texas.gov).

Name of Entity: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Email of Submitter: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### PROJECT DETAILS

Project Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Item to be Reviewed: \_\_\_\_\_

Submittal Type: \_\_\_\_\_

Change Order Number(s): \_\_\_\_\_

Comments About Submittal: \_\_\_\_\_