

## **Appendix 200.1**

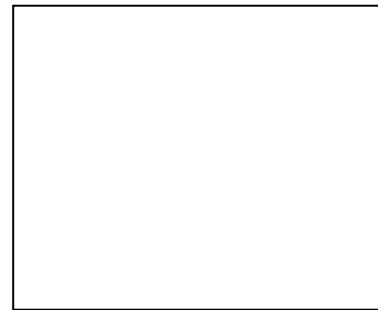
# **Generic Design Folder Template**

**(Refer to Template Section for  
Word Format Document)**

# Design Folder Template

**PROJECT TITLE  
AND LOCATION**

**Engineer of Record Seal**



**Date:** \_\_\_\_\_

**Prepared for:**

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**Prepared by:**

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# Table of Contents

- A. Project Information
- B. Record of Key Discussions
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- I. MoT Design Quality Review Checklist

*Note: The purpose of this design folder is to provide all relevant data and information to aid in the Ministry Design Acceptance. This data may also be useful where field changes are made during construction and will be used in the event of litigation arising from deficiencies in the design.*

## A) Project Information

Project Title: \_\_\_\_\_

\_\_\_\_\_

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

Project Location: \_\_\_\_\_

\_\_\_\_\_

### Scope of Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Designer and Company

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Special Notes and Outstanding Issues:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## List of Key Personnel

Design Consultant Name \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

MOT Electrical Representative \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

MOT Regional Traffic Engineer \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

MOT Regional Manager, Electrical Services \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

MOT Road and Bridge Area Manager \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Electrical Service Provider Contact \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telus Contact \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Prime Consultant \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*(List any other key individuals as required)*

## **Contract Information**

**Contract for design services was obtained through:**

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**Type of Contract and Contract Number for MoT Projects:**

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*Name the type of contract (e.g. hourly rate, lump sum, Local Minor Works, etc.)  
and who it is with (e.g. MOT Region, Headquarters, District, Prime Consultant, etc.)*

## **B) Record of Discussions**

Discussion Between \_\_\_\_\_ and \_\_\_\_\_

Topic: \_\_\_\_\_

Summary of Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Discussion Between \_\_\_\_\_ and \_\_\_\_\_

Topic: \_\_\_\_\_

Summary of Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Discussion Between \_\_\_\_\_ and \_\_\_\_\_

Topic: \_\_\_\_\_

Summary of Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **B) Other Design Folder Sections**

Add other sections to the Design folder per Section 200 of the Traffic and Electrical Engineering Design Manual. Some relevant sections would include (among others):

1. *Traffic Engineering Checklist*
2. *MoT Design Quality Review Checklist*
3. Electrical Criteria Exceptions page
4. Lighting Calculations (Computer Printouts) and Lighting Warrant Spreadsheets
5. Materials List
6. Special Provisions
7. Construction Estimate
8. Key Correspondence and General Data including:
  - Cost Sharing Breakdown
  - Written Confirmation of hydro and telephone service locations
  - Confirmation of any potential underground or overhead conflicts
9. Site Photos
10. Any items of concern or liable to cause problems during construction