ELECTRICAL AND TRAFFIC ENGINEERING MANUAL

Appendix 200.1

Generic Design Folder Template
Table of Contents

A. Project Information
B. Record of Key Discussions
C. Verification of Lighting Levels
D. Construction Estimate
E. Key Correspondence and General Data
F. Pictures of the site
G. Design Exceptions
H. MoTI 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: ___________________________  Email: ___________________________

Notes:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
List of Key Personnel

Design Consultant Name ____________________________________________
Phone: ___________________ Email: ________________________________

MoTI Electrical Representative ________________________________
Phone: ___________________ Email: ________________________________

MoTI Regional Traffic Engineer ________________________________
Phone: ___________________ Email: ________________________________

MoTI Regional Manager, Electrical Services ________________________
Phone: ___________________ Email: ________________________________

MoTI Road and Bridge Area Manager ______________________________
Phone: ___________________ Email: ________________________________

Power Utility Contact _________________________________________
Phone: ___________________ Email: ________________________________

Telus Contact _________________________________________
Phone: ___________________ Email: ________________________________

Prime Consultant _________________________________________
Phone: ___________________ Email: ________________________________

(List any other key individuals as required)
Contract Information

Contract for design services was obtained through:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Type of Contract and Contract Number for MoTI Projects:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

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

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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. MoTI Design Quality Review Checklist
3. Exceptions page
4. Lighting Calculations (Computer Printouts) and Lighting Warrant Spreadsheets
5. Special Provisions
6. Construction Estimate
7. 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
8. Site Photos
9. Any items of concern or liable to cause problems during construction