ELECTRICAL AND TRAFFIC ENGINEERING MANUAL

Appendix 200.1

Generic Design Folder Template
Design Folder Template

PROJECT TITLE
AND LOCATION

Date: ________________________________

Prepared for: ________________________________

Prepared by: ________________________________

Engineer of Record Seal
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

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. *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