



Ministry of
Transportation
and Infrastructure

ELECTRICAL AND TRAFFIC ENGINEERING MANUAL

Appendix 200.1

Generic Design Folder Template

Design Folder Template

PROJECT TITLE AND LOCATION

Engineer of Record Seal



Date: _____

Prepared for:

Prepared by:

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

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