



Subject: Clarification of Roles and Responsibilities of Electrical Maintenance Contractor	
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Electrical and Traffic Engineering Technical Bulletin Distribution List. Project Managers; District Development Technicians	Electrical and Traffic Engineering Manual Electrical and Signing Materials Standards Manual

BACKGROUND:

The Ministry anticipates having a contractual agreement with an Electrical Maintenance Contractor (EMC) for the provision of electrical services in each of the Electrical Service Areas. Each contract includes guarantees of specific types of work to the EMC. It is critical that designers preparing contract documents for Ministry and external development projects understand these legal obligations. Failure to abide by the contract requirements may result in the project or development paying compensation claims.

This technical bulletin identifies the roles and responsibilities associated with each of the following types of project work:

- a) development work - this includes all development work that entails changes to existing electrical infrastructure or the addition of new electrical infrastructure on Ministry roadways.
- b) Rehabilitation work under \$50K – consists of all Ministry projects containing modification work on existing electrical infrastructure valued under \$50K (not including Ministry supplied materials)
- c) Rehabilitation work over \$50K - consists of all Ministry projects containing modification work on existing electrical infrastructure valued over \$50K (not including Ministry supplied materials)
- d) New Installation Work – consists of all new electrical installation work.

POLICY:

A) Development Work

Developers are responsible for obtaining development permits; preparing electrical designs; managing the installation of any modification to existing electrical infrastructure or installation of new electrical infrastructure; and paying all costs as per Section 200 of the Traffic & Electrical Engineering Manual, and all associated

technical bulletins including this one. The developer Installation Contractor (IC) is responsible for the installation of all new electrical infrastructure that does not include existing energized electrical infrastructure. The Ministry EMC is responsible for performing all work on energized electrical infrastructure as well as all traffic signal commissioning work as identified in Section 500 of the Traffic Controller Design Manual.

As an example, if a development project involves the addition of an advance left turn arrow, the relocation of two traffic signal poles, installation of a new traffic island and curb, the addition of four new street lights; removal of 2 street lights; and the installation of 5 new traffic loops, the areas of responsibility and recommended sequence of activities are as follows:

The installation contractor is responsible for:

- Installing two new bases only for the relocated traffic signal poles;
- Installing new bases and new street light poles and luminaires for the street lights;
- Installing new conduit and cabling between all the new bases and the nearest “energized junction box” (no connection to any energized wiring);
- Installing five new loops and coiling the loop lead-in’s at the nearest energized junction box; and
- All traffic management associated with their work.

The Electrical Maintenance Contractor is responsible for:

- Relocating the existing traffic signal poles to the new bases;
- Adding the advanced left turn arrow to the traffic signal poles;
- Adding any additional wiring in “energized conduit and equipment” and making final connections for the relocated traffic signal poles, new street lighting and new loops.
- Disconnecting old street lights, old traffic signal bases and old loops;
- Commissioning the traffic signal / controller; and
- All traffic management associated with their work.

On completion, the Installation Contractor is then responsible for:

- Removing old bases, conduit, and street lighting equipment.
- Installing the new traffic island and curb; and
- Completing all remaining civil construction work.

Procedures

1. All designers performing work for developers must clearly identify the work that will be done by the Installation Contractor and the Electrical Maintenance Contractor in the electrical drawings and contract documents.
2. The Ministry Manager Electrical Services will provide a cost estimate to the developer for the mandated Electrical Maintenance Contractor responsibilities.
3. The developer shall pay all costs incurred by the Ministry.

B) Ministry Rehabilitation and New Construction Projects

Electrical Projects Under \$50K

- a) For Ministry rehabilitation, upgrade or new construction projects where the amount of electrical *modification* work is **more** than 75% of the entire electrical work (i.e. 25% “new” work), and the total construction cost is less than \$50K (not including Ministry supplied materials), the work **shall** be performed by the Electrical Maintenance Contractor under the Additional Services Unit Prices.
- b) For Ministry rehabilitation, upgrade or new construction projects where the amount of electrical modification work is **less** than 75% of the entire electrical work (i.e. 25% “new” work), and the total construction cost is less than \$50K (not including Ministry supplied materials); the work **may** be performed by the Electrical Maintenance Contractor at the direction of the Manager Electrical Services

Electrical Projects over \$50K

- c) For Ministry rehabilitation, upgrade or new construction projects where the total construction work is more than \$50K, the work **may** be performed by the Electrical Maintenance Contractor at the direction of the Manager Electrical Services.

Procedure

1. All electrical designers shall estimate the percentage of new work vs. modification work, as well as the total estimated costs of the construction (not including materials).
2. For projects in a) above, the designer shall prepare the contract documents to indicate that the Electrical Maintenance Contractor will be doing the work using the Additional Services Unit prices
3. For projects in b) and c), the designer shall contact the Manager Electrical Services to determine the preferred direction. If required, the MES may seek alternative price quotes from the EMC and if acceptable shall provide to the designer or project manager.
4. If the MES indicates that the new installation work is NOT to be assigned to the EMC, the designer shall prepare the contract documents to clearly delineate the modification work that the EMC must perform (commissioning, energized electrical work) and the new construction work that a separate Installation Contractor must perform (similar to the development type projects described previously).

All modifications to existing controllers; installation of new controllers; commissioning of all traffic signals as per Section 500 of the Traffic Controller Design Manual; and work on existing energized electrical systems *must* be performed by the Electrical Maintenance Contractor regardless of project cost.



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For the purposes of this bulletin, the Ministry shall have the final authority in approving cost estimates. All EMC and MES costs shall be paid by the project or developer as the case may be.

FAILURE TO COMPLY:

Project Managers and developers are advised that failure to comply with these requirements may result in additional charges to the Ministry or developer. The cost of any work that should have been assigned to the Electrical Maintenance Contractor per this technical bulletin will be charged to the Ministry project or developer project as appropriate.

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