



Title: Electronic File Structure on the Shared Drive (G-Drive)

11/5/2015

To maintain consistency and uniformity when placing electronic project documentation, for review purposes, on the shared drive (G-Drive), it is recommended that the following folder system be utilized within the contract directory milestone folder on the G-Drive.

Folder Name	Folder Contents
 Checklists & Comment Log	<ul style="list-style-type: none"> ▪ Comment Log in Excel format. ▪ Plan Submission Checklist in PDF format. ▪ Right-of-Way Plans Checklist in PDF format. ▪ ES2M Manual Checklist in PDF format.
 Right-of-Way Verification	<ul style="list-style-type: none"> ▪ Property Deeds in PDF or TIFF format. ▪ Subdivision Plans in PDF or TIFF format. ▪ Plat Plans in PDF or TIFF format. ▪ Property Easements in PDF or TIFF format. ▪ Utility Easements in PDF or TIFF format. ▪ Survey Phase Design Files (FS, AL, RW files ONLY) ▪ Survey Phase InRoads Files (FS.alg, AL.dat, RW.dat)
 Design Criteria & Calculations	<p>Design Criteria & Calculations in PDF format. Includes, but not limited to the following items:</p> <ul style="list-style-type: none"> ▪ Design Exception Request (RDM, Figure 3-3). ▪ Design Control Checklist (RDM, Figure 3-4). ▪ Design Criteria Form (RDM, Figure 3-5). ▪ Sight Distance Calculations (Stopping, Passing & Intersection). ▪ Length of Need Calculations. ▪ Existing Guardrail End Treatment Evaluations. ▪ Existing Drainage System Evaluations. ▪ Turning Movement Evaluations. ▪ Type, Size and Location (TS&L).
 Plans	<ul style="list-style-type: none"> ▪ Construction Plans in PDF format. ▪ Cross Sections in PDF format. ▪ Right-of-Way Plans in PDF format.
 Quantity Calculations	<p>Quantity Calculations in PDF format. Includes, but is not limited to the following items:</p> <ul style="list-style-type: none"> ▪ Individual item quantity calculations. ▪ Earthwork quantity calculations and supporting information. ▪ Plan sheet markups and supporting information. ▪ Project Estimate (Trns*port Estimate).



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 Reports	<p>Reports in PDF format. Includes, but is not limited to the following items:</p> <ul style="list-style-type: none">▪ Drainage▪ Foundations▪ Geotechnical▪ Stormwater Management (Includes all maps, appendices and supporting information).
 Specifications	<ul style="list-style-type: none">▪ Special Provisions in PDF format.▪ Location and Description page from Bid Proposal Booklet.