









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

5/6/2009

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"> <li>▪ Comment Log in Excel format.</li> <li>▪ Plan Submission Checklist in PDF format.</li> <li>▪ Right-of-Way Plans Checklist in PDF format.</li> <li>▪ ES2M Manual Checklist in PDF format.</li> </ul>
 Design Criteria & Calculations	<p>Design Criteria &amp; Calculations in PDF format. Includes, but not limited to the following items:</p> <ul style="list-style-type: none"> <li>▪ Design Exception Request (RDM, Figure 3-3).</li> <li>▪ Design Control Checklist (RDM, Figure 3-4).</li> <li>▪ Design Criteria Form (RDM, Figure 3-5).</li> <li>▪ Sight Distance Calculations (Stopping, Passing &amp; Intersection).</li> <li>▪ Length of Need Calculations.</li> <li>▪ Existing Guardrail End Treatment Evaluations.</li> <li>▪ Existing Drainage System Evaluations.</li> <li>▪ Turning Movement Evaluations.</li> <li>▪ Type, Size and Location (TS&amp;L).</li> </ul>
 Plans	<ul style="list-style-type: none"> <li>▪ Construction Plans in PDF format.</li> <li>▪ Cross Sections in PDF format.</li> <li>▪ Right-of-Way Plans in PDF format.</li> </ul>
 Quantity Calculations	<p>Quantity Calculations in PDF format. Includes, but is not limited to the following items:</p> <ul style="list-style-type: none"> <li>▪ Individual item quantity calculations.</li> <li>▪ Earthwork quantity calculations and supporting information.</li> <li>▪ Plan sheet markups and supporting information.</li> <li>▪ Project Estimate (Trns*port Estimate).</li> </ul>
 Reports	<p>Reports in PDF format. Includes, but is not limited to the following items:</p> <ul style="list-style-type: none"> <li>▪ Drainage</li> <li>▪ Foundations</li> <li>▪ Geotechnical</li> <li>▪ Stormwater Management (Includes all maps, appendices and supporting information).</li> </ul>
 Specifications	<ul style="list-style-type: none"> <li>▪ Special Provisions in PDF format.</li> <li>▪ Location and Description page from Bid Proposal Booklet.</li> </ul>