



## B. Highly Technical – Housing Projects

These projects consist of socialized and economic housing projects that aim to provide affordable yet adequate accommodation for the low-income constituents of Quezon City.

<b>Office or Division:</b>	City Architect Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government-to-Government (G2G) / Inter-Department			
<b>Who may avail:</b>	The Honorable Mayor, Barangay Captains and Councilors, other government agencies, other QC Government Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor's 14 Point Agenda		Endorsement from the Chairman of the Infrastructure Committee (INFRACOM)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit request letter to City Architect Department or send email to <a href="mailto:cityarchitect@quezoncity.gov.ph">cityarchitect@quezoncity.gov.ph</a>	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project and routes to PPD	N/A	1 hour	City Architect & Administrative Support Staff
2. Client will provide information regarding the project: - Transfer Certificate of Title (TCT)s - Space requirements - Others	2.1 Coordinate with the client for ocular site inspection on the actual / proposed project site	N/A	3 - 5 days	Senior and Junior Architects
	2.2 Provision of schematic design in coordination with the clienteles, requesting parties and/or end users for approval	N/A	10 days	Senior and Junior Architects
	2.3 Design development and preparation of architectural and auxiliary (engineering) plans, designs and specifications	N/A	30 – 36 days	Senior and Junior Architects, and Engineers



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4 Presentation of Project Plans for Approval	N/A	1 – 2 days	City Architect & Senior Architects
	2.5 Preparation of Plans (Plotting)	N/A	1 – 2 days	Junior Architects & CAD Operators
	2.6 Preparation of initial cost estimates and work program, technical specifications, structural analysis.	N/A	3 – 5 days	Engineers
	2.7 Signs plans and other pertinent documents	N/A	1 day	City Architect
	2.8 Packaging and Transmittal of Bid Documents and Preparation of Certificate of Compliance to INFRACOM and QC Engineering Department (QCED)	N/A	1 day	Architects/ Administrative Support Staff
	2.9 Preparation of Project Narrative for project inauguration	N/A	1 day	Senior and Junior Architects
	2.10 Implementation of project as endorsed by INFRACOM & Housing Community Development and Resettlement Department (HCDRD) & Monitoring of construction of projects	N/A	Duration varies depending on the project condition	Senior and Junior Architects
	<b>TOTAL</b>		<b>63 Days</b>	