



A. Highly Technical – New Vertical Projects

These projects consist of Hospitals, School Buildings, Police Stations, Barangay Halls, Multi-Purpose Buildings, Quarantine and Isolation Facilities, Crematorium and Columbarium, Public Cemeteries, Public Markets and other infrastructure projects consistent with the City Mayor's programs.

| | | | | |
|---|---|--|------------------------|---|
| Office or Division: | City Architect Department | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | Government-to-Government (G2G) / Inter-Department | | | |
| Who may avail: | The Honorable Mayor, Barangay Captains and Councilors, other government agencies, other QC Government Departments | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 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) Endorsement from the respective departments for various facilities | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Transmit request letter to City Architect Department or send email to cityarchitect@quezoncity.gov.ph | 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 |
| | 1.3 PPD Division Head reviews the request and assigns the request to Architect/s | N/A | 1 day | Senior and Junior Architects |
| 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 Preparation of Site Evaluation Report (SER) to determine project feasibility | N/A | 3 -5 days | Senior and Junior Architects |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------|---|------------------------|------------------------|---|
| | 2.3 Endorsement of project to INFRACOM for approval and prioritization | N/A | 1 day | Senior and Junior Architects |
| | 2.4 Provision of schematic design in coordination with the clientele, requesting parties and/or end users for approval | N/A | 10 days | Senior and Junior Architects |
| | 2.5 Design development and preparation of architectural and auxiliary (engineering) plans, designs and specifications | N/A | 30 – 36 days | Senior and Junior Architects, and Engineers |
| | 2.6 Presentation of Project Plans for Approval | N/A | 1 – 2 days | City Architect & Senior Architects |
| | 2.7 Preparation of Plans (Plotting) | N/A | 1 – 2 days | Junior Architects & CAD Operators |
| | 2.8 Preparation of initial cost estimates and work program, technical specifications, structural analysis. | N/A | 3 – 5 days | Engineers |
| | 2.9 Signs plans and other pertinent documents | N/A | 1 day | City Architect |
| | 2.10 Packaging and Transmittal of Bid Documents and Preparation of Certificate of Compliance to INFRACOM and QC Engineering Department (QCED) | N/A | 1 day | Architects and Administrative Support Staff |
| | 2.11 Preparation of Project Narrative for project inauguration | N/A | 1 day | Senior and Junior Architects |
| | TOTAL | | 71 Days | |