



Planning and Design Division External Services



A. PREPARATION OF DETAILED ENGINEERING DOCUMENTS

Preparation of detailed engineering document (DED) includes but not limited to the following:

- Ocular inspection on the actual/ proposed project site;
- Preparation of the Site Inspection Report and Certificate of Inspection;
- Preparation of the Plans and specifications;
- Preparation of the Approved Budget for the Contract;
- Preparation of the Program of Works (POW);
- Preparation of the Detailed Unit Price Analysis (DUPA);
- Preparation of the Project Schedule and Cash Flow;
- Preparation of the List of Minimum Manpower and Equipment Requirement; and
- Preparation of the General and special conditions of the contract and technical specifications

Office/Division		Planning & Design Division		
Classification		Highly Technical		
Type of Transaction		G2C (Government to Citizen)		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Telephone Request 3. E-mail Request		Applicant/Client		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or e-mail	1.1 Conduct ocular inspection to identify proposed project based on the request(s). Prepare Project Identification Report (B-1).	None	Six (6) Days	<i>City Government Department Head III Quezon City Department of Engineering</i>
	1.2 Forward the B-1 to the Infrastructure Committee Secretariat.	None	One (1) Day	Infrastructure Committee – Secretariat and TWG
	1.3 Upon the receipt of the B-2, conduct a comprehensive site inspection to secure information/data that will be used for the preparation of Detailed Engineering Documents (B-3). End-user to sign	None	Three (3) Days	<i>Engineer V Planning and Design Division</i>



	the certificate of inspection, conceptual plans and initial project brief.			
	1.4 Prepare complete B-3 which includes but not limited to certificate of inspection, plans and details, approved budget for the contract, program of works, project schedule and cash-flow, list of manpower and equipment, and technical specifications. The B-3 will undergo several checking to ensure the correctness and cost efficiency of the project	None	Twenty-One (21) Days	<i>Engineer V</i> Planning and Design Division
	1.5 Transmit the B-3 to the City Engineer for comment(s) and/or approval.	None	Two (2) Days	<i>Engineer V</i> Planning and Design Division
	1.6 Transmit the signed and approved B-3 to Infrastructure Committee-Secretariat.	None	One (1) Day	<i>Administrative Officer V (Records Officer III)</i> Quezon City Department of Engineering
	TOTAL:	None	34 Days	

Note:

After the transmittal of B-1 from Infracomm to the City Planning and Development Division (CPDD), CPDD will conduct a comprehensive site inspection to validate the ownership of the lot and/or structure and determine the feasibility of the project. The entire process, including the preparation of the validation report (B-2), will take 14 days.