**Written Report #2**

**Group A**

Our project is planned to have three phases of design, these stages are: Preliminary Design, Pre-Final and Final design. The project is supposed to last between 250 to 300 days. This report consists on a brief explanation of these three phases of design.

The project would have to undergo a preliminary design phase which will consist of 130 days. This preliminary phase consists of different procedures from which the most important are the utility and agency coordination services, and different design services.

* Utility and design coordination services
* Group Utility Meetings According to Plan Phase
* Page-by-Page Plan Review at Meetings
* Determination of Reimbursement to Utilities
* Processing/Review Agreements
* Review of Utility, Relocation Plans and Estimates
* Design Adjustments to Reduce Utility Relocation and Project Construction
* Time Conflict Analysis and Constructability Review
* One-on-One Meetings with Utility Owners
* Recommendation of SUE Quality Levels
* Assistance to Client with Project Paperwork
* Review of Existing Permits or Issue New Permits for Proposed Relocations
* Final Utility Certifications Post-Design Follow-Up
* Design Services
	+ Shop Drawing Reviews
	+ As-Built Reviews
	+ Construction Meetings
	+ Claim Settlement
	+ Expert Witness
	+ Utility Placement Inspection

The pre-final design phase of our project will consist of 60 days. We are going to spend that time planning and developing different aspects such as:

* Zoning and Permitting Review with TEXDOT.
	+ A Building Permit is your formal permission from the City of Toronto to begin construction, demolition, addition or renovation on your property.
* Conceptual Design
	+ Is a process that can be formal or informal, it can be characterized by a series of actions: formulation, analysis, search, decision, specification, and modification. However, at the early stage in the development of the project.
* Conceptual Estimating
	+ Conceptual estimating represents the first attempt at defining a project’s overall scope and monetary cost.
* Scheduling of Design and Permits with TEXDOT.
	+ Value engineering also known as Value Analysis, is a systematic and function-based approach to improving the value of products, projects, or processes. VE involves a team of people following a structured process. The process helps team members communicate across boundaries, understand different perspectives, innovate, and analyze.
* Bid Packaging

Once we are done with checking and reviewing those points, we are going to have a public meeting to discuss and clarify the questions that we could have before we submit the pre-final documents.

Our final design phase will consist of thirty days. Here’s a breakdown of how those thirty days will be managed. During the first twenty days we will be reviewing the aspects previously mentioned in the pre-design phase; utility coordination, agency coordination, utility design, etc. On top of that we will submit the design for agency review. We will allocate eight days for any final comments that the agency may have. Once all of the observations from the agency have been taking into account we will proceed to provide the owner with three copies of the final design for review. Upon approval of the final design we will provide the owner thirty copies of the final design documents and specifications for the bidding process. The last two days of the design phase will be used to reproduce and to submit the construction documents.

 (526 Words)

**Group A**

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