

# Annual Consultant/CoSA Seminar

## Partnering for Success

### City of San Antonio Horizontal Projects

## Defining Project Scope

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City of San Antonio and PEPP/SACEC  
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## Design Guidance Manual

- Experienced PM (or Team) on similar project
- Initial Scoping Meeting (ISM)
  - Objective: To define and agree upon scope of work
  - PM's, Consultants, Subs, Other City Dept. and Stakeholders
  - Project Description – Limits, Desired Outcome, "Complete Street", etc.
  - Design Criteria – CoSA or TxDOT,
  - Utilities planning to Joint Bid
  - Budget & Funding Sources
  - Environmental, Historical, Project Sequencing Issues
  - Schedule

# DESIGN SUMMARY REPORT (DSR)

- Consultant to bring initial draft of DSR to ISM
- DSR defines known scope information
- DSR highlights areas that need resolution
- Becomes a “Living Document” – it evolves and is updated as project progresses
- Serves as record of this evolution
- Consultant responsible for its update

## Example Forms

- Appendix 2-C Generalized Scope of Services

Design Guidance Manual

### Appendix 2-C – City of San Antonio Capital Improvement Projects Generalized Scope of Services

#### Design Concept Conference

- 1.1. Complete DSR
- 1.2. Prepare Preliminary Engineering Report (if required)

#### 2. Right of Way Surveying and Mapping

- 2.1. Acquire Ownership information
- 2.2. Secure Right of Entry
- 2.3. Survey ROW
  - 2.3.1. Boundary
  - 2.3.2. Apparent ROW only
- 2.4. Measure ROW
- 2.5. Prepare ROW Map
- 2.6. Prepare plats and field notes of parcels to be acquired
- 2.7. Flag existing corners, set new corners, etc.

#### 3. Base Mapping

- 3.1. Establish Primary Project Control
  - 3.1.1. Horizontal
  - 3.1.2. Vertical
- 3.2. Establish Secondary Project Control
  - 3.2.1. Horizontal
  - 3.2.2. Vertical
- 3.3. Set and/or tie aerial photogrammetric control
- 3.4. Set Project centerline or baseline
  - 3.4.1. Interval \_\_\_\_\_
- 3.5. Survey topographic features
- 3.6. Survey Cross-sections / spot elevations to develop DTM/cross sections
  - 3.6.1. To ROW only
  - 3.6.2. \_\_\_\_\_ feet into adjacent property [everywhere] [where required] [only where ROW can be secured]
- 3.7. Secure utility maps
  - 3.7.1. Water
  - 3.7.2. Sanitary Sewer
  - 3.7.3. Natural Gas
  - 3.7.4. Underground Electric
  - 3.7.5. Overhead Electric
  - 3.7.6. Underground Telephone
  - 3.7.7. Overhead Telephone
  - 3.7.8. Underground Cable Television
  - 3.7.9. Overhead Cable Television
- 3.8. Secure Quality Level B locusts
  - 3.8.1. Water
  - 3.8.2. Sanitary Sewer
  - 3.8.3. Natural Gas



## How We Can Improve

- Utility Coordination
- Complete Submittal Checklist
- Change Management
  - List of Additional Work Tasks – Survey Plats, etc.
  - Scope Creep

Questions?

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