CONDITIONS OF ENGAGEMENT OF PROFESSIONAL SERVICES AND SCALE OF PROFESSIONAL FEES AND CHARGES

(Effective from 26th April, 2019)



INSTITUTE OF TOWN PLANNERS, INDIA
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INSTITUTE OF TOWN PLANNERS, INDIA

MAIN OBJECTIVES

- To advance the study of town planning, civic design and kindred subjects, and of the sciences and arts as applied to those subjects;
- To promote planned economic, scientific and artistic development of towns, cities and rural areas;
- To promote the general interests of those engaged in the practice of town and country planning;
- To foster the teaching of subjects related to town and country planning; and to assist in providing such teaching by making grants to technical schools, colleges or institutions, or by paying or assisting to pay the fees and expenses of students of any such subjects or by providing and giving scholarships, prizes and other rewards to such students, or by any or all such methods;
- To devise and impose the means for testing the qualifications of candidates for admission to membership of the Institute by examination in theory and in practice or by any other tests or to arrange with any technical school, college or institution for the imposition of any such tests;
- To consider all questions affecting the practice of town and country planning and to initiate and watch over measures affecting, or likely to affect town planning; and to procure changes of, and amendments in, the law relating to or affecting town and country planning;
- To hold conferences or meetings for the discussion of, and the exchange of views on, matters affecting or relating to town and country planning, the reading of papers and the delivery of lectures; and to hold congresses or exhibitions (either jointly with any other body or institution or not) for the exposition of any matters affecting or relating to the practice or theory of town and country planning or any allied subject; and to award medals, certificates, prizes or diplomas in connection therewith;
- To form or acquire by purchase, donation, bequest or otherwise a library and collection of maps, models, drawings, designs or other material, and to maintain, extend and improve the same;
- To ascertain and notify the law and practice relating to town and country planning, and to compile, collect, collate, revise, print and publish statistics, professional record, periodicals relating to any of the objects of the Institute;
- To do all such lawful things as are incidental or conducive to the attainment of the above objects or any of them.

Preface

Established in 1951, the Institute of Town Planners, India (ITPI) is the apex body of Town and Country Planners in the country, committed to foster town planning profession and also to advance the town and country planning education. The basic objectives of ITPI, *interalia* include: to promote planned, spatial, economic and social development of cities, towns and rural areas; to promote interest of those engaged in the practice of town and country planning and to initiate and watch over measures affecting or likely to affect the town and country planning profession and education. Keeping in view these objectives, ITPI in 1995 published the 'Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges' which were revised in 2011. However, taking into account the fast changing scope and requirements of the profession, several members of ITPI, through various forums, desired updating the 'Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges-2011' so that the same be tuned to the current and future expectations of the profession. Accordingly, a Committee was constituted by ITPI comprising of town planning professionals, educationists and researchers from public, private and corporate sectors so as to get their expert advice / views to facilitate the preparation of report to meet the requirements of planning professionals in these sectors.

The Committee reviewed the past and the current scenario of urban and regional planning practice in India, especially, in the light of various schemes / programs of the governments and engagements of public, private and corporate sectors in their planning and execution and revised the scope of professional practice having regard to the expectations of the market. The Committee also reviewed the current remunerations paid to the Consultant Planner for undertaking various services, and updated the fee structure for rendering the various types of services by Consultant Planner. The draft of the Report of the Committee on the revised 'Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges' was uploaded on the ITPI website on 30th May, 2018 for wider consultations and inviting objections and suggestions from the members of ITPI. Accordingly, the Committee after taking into consideration the comments / suggestions received in writing and orally, revised the draft in the meeting held on 30th March, 2019.The revised draft of the Committee was discussed / deliberated in the meeting of the ITPI Council held on 26th April, 2019 at ITPI HQ., New Delhi and approved the same with certain modifications.

I would like to express my deep gratitude and sincere thanks to the Chairman of the Committee Dr. S. K. Kulshrestha, Founder Editor, Spatio-economic Development Record, New Delhi; and Members of the Committee comprising Shri S. C. Gupta, Former Additional Commissioner (Planning) Delhi Development Authority, New Delhi; Shri Sunil Kumar Mehra, Former Chief Town Planner, Municipal Corporation Delhi, New Delhi; Prof. Dr. Sanjay Gupta, Head of the Transport Planning Department, School of Planning and Architecture, New Delhi; Dr. A. Panneerselvam, Executive Director, LEA Associate, South Asia (Private Limited), New Delhi; Shri R. Srinivas, Town and Country Planner, Town and Country Planning Organization, New Delhi; Shri S. B.Khodankar, Former Director (Planning) Delhi Development Authority, New Delhi; and Mrs. Usha P. Mahavir, Executive Director (Projects), Housing and Urban Development Corporation, New Delhi.

It is hoped that the document 'Conditions of Engagement of Professional Services and Scale of effective from 26th April Professional Fees and Charges 2019'would satisfy the requirements of the Consultant Planners.

Prof. Dr. D. S. Meshram
President, ITPI

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PART – I

1. INTRODUCTION

Planning for development of human settlements is a continuous strategic process which requires sound assessment of ground realities and providing options for sustainable development within the bounds of the demographic, physical, socio-economic, jurisdictional and financial considerations. However, since 1990s, in view of rapid population growth, globalization of economy and phenomenal growth of urban areas, towns and cities have become more dynamic in nature and are subject to unprecedented changes in terms of land uses, infrastructure and basic services and amenities. This has led to newly emerging concepts like inclusive planning, sustainable habitat, sustainable mobility, land use transport integration, transit oriented development, disaster management, and reforms in land use planning and urban governance. The domain of planning has expanded widely in addition to the traditional statutory urban and regional planning, it includes a large list of non-statutory urban and regional planning, transport planning and policy studies as described in details in Part-II.

The nature of assignments requires participation of domain specialists and multidisciplinary input of professional services. A paradigm shift in professional planning practice has taken place in India in recent past where the private sector consultancy is being promoted in spatial planning and development

In rendering professional services, an Urban and Regional Planner (hereinafter referred to as Consultant Planner) professionally assumes responsibilities to serve the Client. A Consultant Planner could be an individual, a firm, or an institution. The job is highly technical requiring education, knowledge, skill and competence in spatial planning as well as public dealing. Since urban and regional planning is multidisciplinary in nature, the Consultant Planner, therefore, has to be a person with capacity, ability, dynamism and leadership to lead a multidisciplinary team in discharging his professional obligation, Consultant Planner has to follow the ethics (Refer Memorandum and Articles of Association and Bye-Laws) as prescribed by the Institute of Town Planners, India, (hereinafter referred to as the Institute). These are the factors that determine the nature of professional services rendered to a Client by the Consultant Planner.

A Client may be an individual, a community, an agency, a corporate body, or a central, state or local government department. The Client, on his part, is obliged to make distinct decisions as regard to the professional services to be rendered by a Consultant Planner. These include:

- determination of the planning program which sets the type and quantity of work,
- selection of a consultant which sets the quality of works, and
- decision on the fee and cost of the work.

Keeping these in view, mutual benefit of both the Client and the Consultant Planner and to maintain the high standards of practice and conduct, the Institute has adopted the Conditions of Engagement for the professional services to be rendered by its Corporate Members.

1.1 Conditions of Engagement

The Corporate Members of the Institute shall follow the conditions of engagement as given hereunder:

i. All urban and regional plans and planning projects must be handled by a qualified planner who shall be a Corporate Member of the Institute.

ii. Corporate Members of the Institute of Town Planers, India, are governed by the Code of Conduct as prescribed in the Articles of Association and Bye-laws of the Institute for undertaking the professional assignments.

iii. Any failure in following the code of professional conduct by the Corporate Members shall be dealt with by the Council of the Institute and its decision shall be final, and binding.

iv. A Consultant Planner shall be remunerated for the professional services rendered by him as per agreement between him and the Client specifying the scope of work and amount of fee to be paid, which shall be inconformity with Part-III, however, if the scope of work is changed, the fees can be charged as mutu0ally agreed between Planning Consultant and Client.

v. Scale of professional fees and charges as described in Part - III shall be the minimum desirable payable to Consultant Planner. However, Consultant Planner shall be at liberty to charge a lump sum fees higher than that prescribed in Part-III, considering his professional standing, higher level of expertise offered, nature and complexity of the assignment, time constraints, etc.

vi. Any specific work not covered in Part – II and Part – III or otherwise any difference or disputes on the scope of work may be referred to the Institute of Town Planners, India, Head Quarters either by the Client or by the Consultant Planner in writing. The Institute shall take appropriate action within a fixed period of time. If any of the party to dispute is not satisfied with the decision of ITPI HQ, the dispute may be referred to arbitrator as mutually agreed upon between the parties (Client and Consultant Planner). However, if both the parties agree the arbitrator may be nominated by ITPI, HQ.

vii. In case of termination of the project prior to its completion, the Client shall pay to the Consultant Planner, his professional fees and charges for the professional service rendered / work done by him up to the date of the termination of assignment and in accordance with the agreement vide clauses 1.1 (iv) and (v).

viii. The scope of services and scale of professional charges provided herein, are applicable to professional services entrusted to Corporate Members of the Institute. Consultancy firms wishing to undertake planning consultancy projects and studies shall also be governed by these Conditions of Engagement and Scale of Professional Fees and Charges and shall have a Corporate Member of the Institute as a part of the consultancy firm.

1.2 Conditions of Engagement of the Regional Chapters / Centres

i. The Regional Chapters / Centres of ITPI may take up professional consultancy / research projects of any public / private / corporate agency if directly engaged / nominated, without having any Competitive Bidding / Tendering.

ii. For conducting professional consultancy / research, under (i) above, all Regional Chapters / Centres of ITPI shall follow the Terms and Conditions given in the *Guidelines for Professional Consultancy / Research by Regional Chapters / Centres of ITPI* issued by ITPI from time to time.

PART - II

2. DESCRIPTION OF CONSULTANCY SERVICES

The various types of consultancy services to be rendered by a Consultant Planner are described in the sections 2.1 and 2.2 of Part-II.

2.1 Types of Consultancy Services

The various consultancy services are grouped in the following three categories:

- Urban and Regional (including rural areas and environment) planning;
- Transport Planning; and
- Spatial Planning Policy Studies / Guidelines.

2.1.1 Urban and Regional (including rural areas and environment) Planning

Urban and Regional planning is further classified into the following eight categories:

- Statutory Plans (as per Act);
- Non-Statutory Area Development Plans;
- Infrastructure Project Planning and Studies such as Water supply, Sewerage, Drainage, Solid Waste Management, Power Supply, etc;
- Monitoring and Evaluation;
- Impact Assessment Studies;
- Technical Assistance / Advisory Services / Project Management Consultancy;
- Technological Studies and Services related to Planning; and
- Institutional / Capacity Building Studies / Training.

2.1.2 Transport Planning

Transport Planning can be further classified into the following six categories:

- City / Urban Transport Plans;
- Regional / State Level Transport Plans;

- Project Planning Studies such as BRTS, Metros, LRTS, Monorail, Tunnels, Elevated Roads, Grade Separators, Bridges, Airports, Sea Ports, Inland Water Transport, Regional Rail Rapid Transit System (RRTS), Multi-modal Logistic Hubs, etc.
- Monitoring and Evaluation / Impact Assessment Studies;
- Technical Assistance / Technical Advisory Services, and;
- Institutional / Capacity Building Studies / Training.

2.1.3 Spatial Planning Policies / Guidelines

Policies refer to evaluation of existing and / or formulation of new policies and may be related to urbanization, housing, urban land pooling, transportation, resource mobilization, rural development, etc.; and include:

- City Level Policies / Guidelines;
- State Level Policies/ Guidelines; and
- National Level Policies / Guidelines.

2.2 Further Classification of Professional Services

The various consultancy services can be further classified into types of plans as detailed in the following sections.

2.2.1 Urban and Regional (including rural area and environment) Planning

2.2.1.1 Statutory Plans, Urban

- Perspective Plan
- Comprehensive Development Plan / Development Plan (DP) / Master Plan (MP)
- Zonal Development Plan (ZDP)
- Town Planning Scheme (TPS) / Redevelopment Plan
- Local Area Plan (LAP) / Ward Plan
- Integrated Area Development Plan (Greenfield)
- Special Area Development Plans
- Layout Plan
- Any other Plan as per relevant Act

2.2.1.2 Statutory Plans, Regional (including rural and environment) Plans

- Regional Plan
- Sub-Regional Plan
- District Development Plan
- Metropolitan Regional Plan / Metropolitan Area Plans
- Sectoral / Functional Plans
- Block Plans

- *Gram Panchayat* Plan
- *Nagar Panchayat* Plan

2.2.1.3 Non-Statutory Area Development Plans (Urban)

- Perspective Plan / Vision Development / Concept Plan / Structural Plan
- Development Plan (DP) / Master Plan (MP)
- Urban Renewal Plan / Redevelopment Plan / Brown Field Development Plan / Special Area Plan / Heritage and Conservation Plan
- Greenfield City Plan
- Smart City Plan
- City Development Plan (CDPs)
- City Sanitation Plan / Drainage Plan
- City Corporate Plans / Business Plan
- Urban Disaster Mitigation and Adaptation Plan / Climate Resilient Plan
- Plans for 'Housing for All' Projects
- Facility Corridor Plan
- Environmental Management Plan
- City Corporate Plans / Business Plan

2.2.1.4 Non-Statutory Area Development Plans (Regional, including rural and environment)

- Regional Perspective Plan / Regional Concept Plan
- Sectoral Plans / Functional Plan
- Economic Development Plans / Strategies for a Region
- *Gram Panchayat* / *Nagar Panchayat* / Village Development Plan / Strategies
- Industrial Area Plans / Strategies
- Plans for Special Economic Zone (SEZ) / National Industrial Manufacturing Zone (NIMZ) / Coastal Economic Zone (CEZ) Specialized Industrial Zones / Areas
- Tourism Development / Master Plans
- Social Infrastructure Plans
- Physical Infrastructure Plans
- Industrial Corridor Plans
- Coastal Area Development / Management Plan
- Rurban Village Cluster Plans

2.2.1.5 Infrastructure Project Planning and Studies (Urban / Regional /Rural)

- Pre-Feasibility Studies

- Feasibility Studies
- Detailed Project Reports (DPRs)

2.2.1.6 Monitoring and Evaluation

- Project Evaluation of Government Programs / Schemes / Missions
- Project Monitoring

2.2.1.7 Impact Assessment Studies (Urban / Regional /Rural)

- Socio-Economic Impact Assessment Studies
- Environmental Impact Assessment Studies
- Spatial Impact Assessment Studies

2.2.2 Transport Planning

2.2.2.1 City / Urban Transport Plans

- Comprehensive Transport Plan / Comprehensive Transport Studies (CTS)
- City Mobility Plans (CMP)
- Transit Oriented Development (TOD) Plan
- Corridor Development Plan
- Transport Management Plan
- Traffic Management Plan
- Railway Station Area Redevelopment Plan
- Airport Area Development Plan

2.2.2.2 Regional / State Level Transport Plans

- National Level Strategic Studies, viz. Road Connectivity, Expressway Planning, Port Connectivity, Corridor Development Plans
- Regional Transport Plan
- State Level Strategic Option Studies (SOS)
- State Level Road Sector Master Plan
- Sea Port Master Plan
- Master Plan for Inland Water Transport
- Regional Rail Rapid Transit System (RRTS) Plan
- Multi-modal Logistic Hub Plan
- Dry Port Plan

2.2.2.3 Project Planning Studies

- Pre-Feasibility Studies

- Feasibility Studies
- Detailed Project Reports (DPRs)

2.2.2.4 Monitoring and Evaluation

- Transport Project Evaluation of government programs / Schemes / Missions
- Transport Project Monitoring

2.2.2.5 Impact Assessment Studies

- Socio-Economic Impact Assessment Studies
- Environmental Impact Assessment Studies
- Traffic Impact Assessment Studies

2.2.2.6 Technical Assistance (TA) / Technical Advisory Services

- Technical Assistance (TA) / Technical Advisory Services
- Project Management Consultancy (PMC) Services
- Infrastructure Support Services
- Lenders Technical Services

2.2.2.7 Institutional Capacity Building Studies / Training

- Institutional Strengthening and Action Plans (ISAP)
- Legal Framework / Act Review and Amendment
- Institutional Reforms
- Training Needs Assessment and Capacity Building Action Plan
- Training Services

2.2.3 Spatial Planning Policies / Guidelines

2.2.3.1 City level Policies / Guidelines

- Urban Land Policy Studies
- Housing Policy Studies
- Climate Resilient and Disaster Management Studies
- Transport Policy / Strategies / Studies
- Public Transport Policy / Strategies
- Resource Mobilization Studies
- Land Pooling / Assembly Strategies
- Urban Governance Studies
- Informal Sector
- Street Vendor

- Slum Renewal
- Barrier Free Environment

2.2.3.2 State Level Policies / Guidelines

- State Urban Development Policy / Guidelines
- State / Regional Development (all sectors) Vision / Policy
- Rural Development Policies / Strategies
- State Water Supply and Sanitation Policies
- State Policy on Climate Change
- State Policy on Disaster Mitigation
- State Urban Land policy
- State Transport Vision

2.2.3.3 National Level Policies / Guidelines

- National Urbanization Policy
- National Housing Policy
- National Transport Policy

Further details of some of these assignments may be seen from Appendix 1.1 to 1.22 which presents a tentative listing of tasks and deliverables as given in various TORs.

PART - III

3. SCALE OF PROFESSIONAL FEES AND CHARGES

For the various types of professional services, listed in Part-II, to be rendered by the Consultant Planner, the scale *of* professional fees and charges shall be in accordance with the provisions of Part-III. As mentioned under section 1.1 sub-section (iv), (v) and (iv).

3.1 Methods of Professional Fees Calculation

The total professional fees and charges include:

- **Remuneration to the Consultant Planner:** includes his professional fees and also the overhead cost in rendering the service.
- **Cost of surveys:** include all costs incurred in conducting, analyzing, presenting and documenting all the surveys as per Terms of Reference (TOR) agreed between the Consultant Planner and the Client.
- **Reimbursable costs:** cover expenses incurred by the Consultant Planner and his team on travel, full boarding and lodging, local transport for meetings, discussions, consultations, in connection with the assignment outside the city where he / she usually practice works. If it is a conditions of TOR to establish site office of Consultant Planner, then cost of furnished site office outside the city where he / she usually

practice works shall be included under reimbursable cost. The reimbursable costs also include payment of Goods and Services Tax as applicable.

To cover a variety of situations and services, the following four methods of professional fees (remuneration) calculation have been adopted:

- Based on percentage of the land development cost or total project / schemes / DPRs, cost (Table 3.2.1);
- Based on per day fee for short-term assignments such as advice, arbitration, techno-legal advice, and other services (Table 3.2.2);
- On per month basis for professional service as retainer (Table 3.2.3); and
- Based on person-month basis for different professional services (Table 3.2.4).

The person-month based method is mostly used in the field and should be applied for fees calculation.

3.2 Scale of Professional Fees

Taking into consideration, the current trends in salary structure in different consultancy firms, institutions and organizations as well as the market, the professional fees for various consultancy services shall be as given in the Tables 3.2.1 to 3.2.4.

Table - 3.2.1: Professional Fee Based on Land Development Cost

Sl. No.	Description	Fees
1	All Layouts / Projects / Schemes	1.5% of the land development cost
2	Detailed Project Reports (DPRs)	2% of the project cost for which the DPR is being prepared

Notes 3.2.1 : (a) Land development Cost includes cost of provision of water supply, sanitation, sewerage, drainage, construction of roads, electricity and street lighting, arboriculture and site leveling based on schedule of rates of CPWD / PWD.

(b) This fee does not include the preparation of Building Plans.

Table - 3.2.2: Professional Fee For Short-Term Assignments on Per Day Basis (in Rupees)

Sl. No.	No. of Years of Experience	Team Leader	Deputy Team Leader / Project Manager	Other Key Experts / Personnel
1	25+	30,000 to 35,000	25,000 to 30,000	25,000 to 30,000
2	20-25	25,000 to 30,000	20,000 to 25,000	20,000 to 25,000
3	15-20	20,000 to 25,000	15,000 to 20,000	15,000 to 20,000
4	10-15	15,000 to 20,000	10,000 to 15000	10,000 to 15000

Table - 3.2.3: Professional Fee as Retainer on Per Month Basis (Rupees in Lakh)

Designation	Range* of fees per month**
Advisor / Senior Consultant	2.0 to 2.5
Consultant Domain Expert	1.5 to 2.0

Notes 3.2.3: * Depending upon the experience, fee can be charged within this range.

** One month is defined as a period comprising 22 working days in a month and fees per month includes the professional fees of the Consultant Planner and overheads for one month.

Table - 3.2.4: Professional Fees Based on Per Person-Month (Rupees in Lakh)

Sl. No.	Number of Years of Experience	Key planning professionals / personnel			Support personnel	
		Team Leader	Deputy Team Leader / Project Manager	**Other Key Experts / Personnel	Technical Support Professional	Administrative Staff
1	25+	8.0 to 10.0	7.0 to 8.0	7.0 to 8.0	-	-
2	20-25	7.0 to 8.0	6.0 to 7.0	6.0 to 7.0	-	-
3	15-20	6.0 to 7.0	5.0 to 6.0	5.0 to 6.0	-	-
4	10-15	5.0 to 6.0	4.5 to 5.0	4.5 to 5.0	-	-
5	5-10				2.0 to 3.5	1.0 to 1.5
6	< 5				0.5 to 2.0	0.5 to 1.0

Notes 3.2.4: * One person-month is defined as a period comprising 22 working days in a month and fees per person-month includes the professional fees of the Consultant Planner and overheads other than the reimbursable such as travel, per diem, accommodation, food and incidental expenses.

** May also include Engineers, Architects, Legal Advisor, Social Scientist, Financial Experts, etc.

3.3 Minimum Person-Months

The minimum person-months required to accomplish professional service are given in Appendix 2 which provides distribution of person-months by the following type of plans / assignments:

Appendix 2.1: Urban Area Plans

Appendix 2.2: Regional / State Level / Sectoral Plans

Appendix 2.3: Transport Plans (Urban)

Appendix 2.4: Transport Plans (Regional)

Appendix 2.5: Spatial Planning Policies / Guidelines

In order to accommodate the nature and extent of work involved in planning of different sizes of settlements / regions defined by their planning notified area in sq km, the variation in minimum person-months has been given for various services in Appendix 2.1 and Appendix 2.2. For Transport Plans (Appendix 2.3) the variation in extent of service and required minimum person-months has been on the basis of population of the city. The basis for assigning the minimum person-months is mainly based on various case studies and the field experience of consultancy firms and institutions.

3.4 Method of Fee Calculation on Person-Month Basis for all Professional Services

The steps for calculating the professional fees (remuneration) based on person-month are:

Step 1: Taking into account the type of service and extent of involvement, estimate person-months based upon Appendix 2.1 to Appendix 2.5 as the case may be.

Step 2: Estimate from the relevant Appendix 2.1 to Appendix 2.5 the share of the key professionals and technical / administrative support staff out of the total person-months estimated in Step 1.

Step 3: Based upon the requirements of the assignment distribute share of person-months as estimated at step 2, for key Planning professional / personnel (Team Leader, Deputy Team Leader, and Key Experts) and support personnel (technical support professionals and administrative staff).

Step 4: Calculate the professional fees as remuneration based upon the rates given in Table 3.2.4 for professionals and technical / administrative support staff as estimated in Step 3.

3.5 Cost of Surveys

The cost of surveys is not included in the fees specified under section 3.2. There is no generalized method of estimating cost of surveys applicable to all projects. It depends upon type of survey, scope of work involved, prevailing local rates, etc. The estimated cost of surveys, therefore, be calculated on the basis of the TOR agreed between the Client and the Consultant Planner and shown as survey charges.

3.6 Increase in Fees for Inflation

The professional fees specified in section 3.2 shall be increased depending upon the Annual Wholesale Price Index of the Ministry of Commerce, Government of India.

3.7 Schedule of Payment of Fees

The schedule of payment of fees is directly dependent upon deliverables as per TORs and shall be as specified in the Agreement.

Appendix: 1

INDICATIVE LIST OF TASKS AND DELIVERABLES AS SPECIFIED IN VARIOUS TORs

Appendix 1.1: Preparation of GIS based Master Plans

Tasks		Deliverables
1. Inception report		**Inception report** (review of existing data, confirm / propose amendments to the proposed methodology, work plan and schedule of deliverables)
Task 1.1	Review of existing reports	
Task 1.2	Description of the site	
2. Spatial attribute collection and vetting of Base Map		**Survey report + Final Base Map**
Task 2.1	land use survey	
Task 2.2	Socio-economic	
Task 2.3	Traffic and transport and other surveys	
Task 2.4	Ground verification	
3. Data Analysis		**Data Analysis Report + Projected requirements, issues and potentials report**
Task 3.1	Collate different Sectoral plan	
Task 3.2	Review of Planning Area 's present situation	
Task 3.3	Prepare an integrated geo-spatial database collecting and collating appropriate data	
Task 3.4	Hazard and Vulnerability Assessment	
Task 3.5	Undertake visioning exercises and formulate the objectives through participative mode at the scale of planning districts and at city scale	
Task 3.6	Environmental impact assessment	
Task 3.7	Social impact assessment	
Task 3.8	Projected Requirements, Issues & Potentials	
4. Master Plan Preparation		**Draft Proposals report + Draft master plan**
Task 4.1	**Draft Proposals**	
Task 4.2	Generate scenarios and alternative futures for the set objectives at the scale of planning district and at city scale	
Task 4.3	Preparation of Zoning Regulations / Development Control Guidelines and appropriate recommendations of FAR norms	
Task 4.4	Evaluate, visualize and arrive at plans and recommendations at different scales through public participation	
Task 4.5	Statutory Master Plan Review and Consultation Process	
Task 4.6	Implementation strategy	
Task 4.7	Financial feasibility assessment	
Task 4.8	Phasing plan	
Task 4.9	Financing, Institutional structure and development management	
5. Final Master Plan		**Final Report of Master Plan**

Note: Based on Ministry of Housing and Urban Affairs, 2016, Formulation of GIS based Master Plan for AMRUT Cities - Design & Standards, Town and Country Planning Organization, Government of India

Appendix 1.2: Preparation of GIS based Existing Land Use Map & Digital Register

Tasks		Deliverables
1. Inception Stage		**Inception report** (the status of available data, data gaps, detailed approach and methodology, detailed work plan and schedule, staff deployment and schedule)
2. Preparation of Existing Land Use Plan		**Draft GIS based Existing Land Use (ELU) Map**
Task 2.1	Procurement of Satellite imagery	
Task 2.2	Collection of Revenue maps and papers	
Task 2.3	Demarcation of boundaries	
Task 2.4	Conducting field surveys up to building level	
Task 2.5	Ground verification of data	
3. Preparation of Existing Land use Digital Register		**Draft GIS based Existing Land Use (ELU) Digital Register**
Task 3.1	Survey and photography of All buildings in planning area	
Task 3.2	Compilation and entering of data on web facility	
Task 3.3	preparation of hard format ELU register	
Task 3.4	Linking of Photographs to Land use register	
4. Publication of Existing Land Use Map and Digital Register		**Final GIS based Existing Land Use (ELU) Map and Digital Register**
Task 4.1	Preparation of reply/comments on objections/ suggestions	
Task 4.2	Incorporating the suggestions/objections received	
Task 4.3	Submission of Final Existing Land Use Map and Register to the Department.	

Note: Based on Town and Country Planning Department, Himachal Pradesh, 2018. Request for Proposal (RFP) For Selection of Consultants for Preparation of GIS Based Existing Land Use Map and Digital Register.

Appendix 1.3: Preparation of Perspective Plan, Master Plan and Zonal Development Plans

Tasks		Deliverables
1. Inception Stage		**Submission of inception report of perspective plan, Master plans and Zonal plans**
2. Existing Situation Assessment		**Submission of Existing Situation assessment Report**
Task 2.1	Data Collection, Surveys(Land use, Traffic, physical infrastructure, household surveys etc.)and Review and Documentation of Policies, Strategies and Plans	
Task 2.2	Base Map Preparation	
Task 2.3	Analysis and Assessment of Situation	
Task 2.4	Stakeholder Consultations	

Appendix: 1.3 Continued

Tasks		Deliverables
3. Vision - 2038 And Strategy Formulation		**Submission of Draft Perspective plan + Vision and strategy formulation report**
Task 3.1	Formulation of Development Vision	
Task 3.2	Demand assessment on key economic activities	
Task 3.3	Finalization of industries within each sector	
Task 3.4	Demographic projection up to horizon year and estimate future demand on housing and other physical and social infrastructure.	
Task 3.5	Alternative scenarios for spatial growth	
4. Spatial Strategy and Preliminary Plans		**Submission of Vision & Strategy Formulation Report of Draft Master Plan and ZDPs + Submission of Final Draft Perspective Plan to Govt. for Approval**
Task 4.1	**Spatial strategy and Land use planning** • General zoning covering the whole Project Area and defining clearly all types of land uses including open space, protected and productive areas - • Transportation Plan-structure plan for road network with hierarchy of roads and rail network • Trunk level water supply system, sewerage system • Social Infrastructure including health, education, recreation, sports, etc. • Commercial centers at the regional town and district levels. • Solid waste and waste water treatment facilities. • Major resources and distribution system of water, power, sewerage disposal system. • Heritage and conservation system • Micro level planning to promote tourism, heritage and pilgrimage • Conservation of ecosystem and water bodies and action plans for water harvesting	
Task 4.2	Strategy report • Regional Setting • Current socio-economic condition and trends • Projections based on current trends • Opportunities and challenges • Proposed development strategy • Projections based on the proposed strategy • Spatial implications of the proposed strategy	
5. Draft Master plan and Draft Zonal Development plans		**Submission of formats for Notification & Publication of Draft Master Plan and Zonal Development Plans (ZDPs) and Notification of the Plans**
Task 5.1	Transport Sector Plan	
Task 5.2	Strategic Environmental Action Plan	
Task 5.3	Strategic Real Estate and Industrial Development Plan	
Task 5.4	Development control and zoning regulations	
Task 5.5	Capital Investment action Plans for the consecutive 5-year development plans covering the period of the strategy (20 years), along with preliminary cost estimate of each proposal on priority	

Appendix: 1.3 Continued

Tasks	Deliverables
6. Consolidation of Public Objections & Suggestions on Draft Master Plan and ZDPs	**Report on Addressal of Comments & Suggestions into the final Draft Master Plans & ZDPs**
7. Final Master Plan and ZDP and their Action plans for Short Medium Term	**Submission of Final Draft Master Plan and ZDPs along with land use register (survey numbers & village numbers wise) with existing and proposed land use so as to submit the same to Government for approval (b) Action Plan for Short & Medium Term**

Note: Based on Godavari Urban Development Authority, 2018. Request for Proposal (RFP) for Preparation of Perspective, Master Plan & Zonal Development Plan for GUDA Region.

Appendix 1.4: Preparation of Town Planning Schemes (TPS)

Tasks		Deliverables
1. Finalization and Demarcation of Area Boundary		**Base Map with Boundary**
2. Data Collection and Physical Survey		**Physical Survey report + Survey drawings**
Task 2.1	**Total Station Survey:** Existing roads, railway lines, canals, rivers, water bodies *Bunds*, fences, compound walls, gates, bore wells. All standing/built up structures Trees, light poles, electricity lines, telephone lines Site levels in a 10 m by 10 m grid	
3. Preparation of Base Map and Area Statement		**Outcome report 2 + Base Map**
Task 3.1	Reconciling the physical survey and the available land records – 7 x 12, property cards, village maps, 1:1000 sheets, LAQ sheets, *pot-hissa* sheets, *gunthewari*, ULC, layouts etc.	
4. Frame the TPS Polices to Deal with Various Land Tenure Conditions and Prepare Conceptual Plan		**Report on the Conceptual Plan, TPS policy Statement along with drawings**
Task 4.1	Road network and schematic street sections	
Task 4.2	Plot configuration / reconstitution	
Task 4.3	Location of amenity plots	
Task 4.4	Valuation	
Task 4.5	Schematic infrastructure design	
Task 4.6	Costing of the TPS	
5. Prepare for and Conduct the Owner's Meeting		**TPS report for the Owners Meetings**
Task 5.1	Prepare the data sheet	
Task 5.2	Prepare the documents and presentation for the Owners Meeting	
Task 5.3	Assist Authority in conducting the Owners Meeting	
6. Prepare Documents for Publication Stage		**TPS Report for the Publication**
Task 6.1	Review the objections and suggestion	
Task 6.2	Provide a statement of decisions to consider or disregard the objections and suggestions	
Task 6.3	Update the TPS drawings and documents	

Appendix: 1.4 Continued

Tasks	Deliverables
7. Final Draft TPS and Documentation for Publication	**TPS report for State Government**
8. Support the State Government in the Process of Review of the Draft TPS and upon Sanction of Draft Scheme	

Note: Based on Nagpur Smart and Sustainable City Development Corporation Limited, 2016. Preparation of Town Planning Schemes under the Nagpur Smart City Project.

Appendix 1.5: Preparation of detailed Master Plan for Coastal Economic Unit (CEU)

Tasks		Deliverables
1. Inception report		**Inception report:** (review of existing data, confirm / propose amendments to the proposed methodology, work plan and schedule of deliverables)
Task 1.1	Mobilization Plan (Detailed Approach, Methodology & Manning Schedule)	
Task 1.2	Issues & Constraints identified after preliminary assessment of the site	
2. Preparation of Concept Master Plan for CEU (Coastal Economic Unit)		**Draft Concept Master Plan**
Task 2.1	Review projects proposed as part of the National Perspective Plan and the Coastal Economic zones (CEZ) Perspective Plan for the State	
Task 2.2	Analise the socio-economic base of the CEZs	
Task 2.3	Mapping of current and proposed industrial developments such as industrial estates, SEZs, industrial corridors etc	
Task 2.4	Mapping current and proposed connectivity projects	
Task 2.5	District specific study in which CEU is proposed	
Task 2.6	Prioritization of the land parcel to prepare the master plan for CEUs	
Task 2.7	Prepare Preliminary Master Plan Frameworks for the identified land parcel	
3. Preparation of Master Plan for CEU		**Draft Master plan for CEU**
Task 3.1	Prepare Master Plan for the selected conceptual alternative	
Task 3.2	Prepare a land use program	
Task 3.3	Layout plan and area tabulation	
Task 3.4	Identify and finalize area and built space requirements	
Task 3.5	Develop a detailed transportation plan	
Task 3.6	Prepare a detailed infrastructure plan	
Task 3.7	Prepare a land use plan	
Task 3.8	Prepare an illustrative site plan for CEUs	
Task 3.9	Illustrative orientation and design of major building clusters	
Task 3.10	Develop a traffic circulation framework	
Task 3.11	Finalize phase wise project cost estimates	
Task 3.12	Prepare a detailed financial model	
Task 3.13	General utility and infrastructure guidelines	
Task 3.14	3D Scale Model of CEU Master Plans	

Appendix: 1.5 Continued

Tasks		Deliverables
4. Techno – Economic Feasibility Studies		**Draft Techno – Economic Feasibility report**
Task 4.1	**Draft Proposals**	
Task 4.2	Categorization and prioritization of various industry and infrastructure projects in the CEU	
Task 4.3	Preparation of Block Cost Estimates (Capital and Maintenance) for phase wise implementation of various infrastructure project components	
Task 4.4	Designs and drawings	
Task 4.5	Preliminary cost estimates	
Task 4.6	Implementation action plan	
Task 4.7	Financing strategy	
Submission of Final Techno – Economic Feasibility report + Submission of Final Master Plan report for CEU, after incorporating comments and observations from stakeholders		

Note: Based on Indian Ports Association, 2016. Request for Proposal (RFP) for Selection of Consultant to prepare the detailed master plan for CEUs at Kuchchh Region of Gujarat with Kandla as nodal Port

Appendix 1.6: Preparation of Integrated Development Plan - Region / City

Tasks	Deliverables
Task - I Data collection, identification of and consultation with various stakeholders, and validation of suitability of region/city for holistic development • Secondary data collection and analysis • Reconnaissance Survey. • Preliminary assessment • Stakeholder consultations • Draft the Site suitability report • Presentation before the Inter-Ministerial Group (IMG)/ any other forum	Inception report
Task - II Preparation of Concept Development Plans and Detailed Master Plan/ Regional Plans • Base Mapping • Eco sensitivity analysis • Geomorphology analysis • Socio- economic assessment • Land suitability Assessment	Outcome Report-I
Task- III Assessment of Existing Scenario • Infrastructure assessment • Market and Technical Assessment for economic drivers • Infrastructure Gap assessment • Outlining the Vision and Concept Plan	Outcome Report -II

Appendix: 1.6 Continued

Tasks	Deliverables
Task- IV Proposals Implementation Strategy for development. • Broad Cost estimates • Financial feasibility • Regulatory Framework • Project Structuring • Marketing strategy	Outcome Report -III
Task- V Submission of Draft Master/Regional Plan • Stakeholder consultations • Final draft Master/Regional Plan • Notification	Final Report

Note: Based on Niti Ayog, 2018. Model ToR for preparing Integrated Development Plan- Regional/City.

Appendix 1.7: Preparation the Integrated Cluster Action Plan (ICAP) for Rurban Clusters

Tasks		Deliverables
1. Inception Stage		**Inception Report:** (Covering overall approach and methodology to the assignment, stakeholder mapping and preliminary baseline assessment of the cluster)
2. Situation Assessment Analysis		**Situation Assessment Report:** (Covering outputs of tasks under Cluster delineation, Cluster profiling, Infrastructure profiling, deficiency analysis and identification of needs)
Task 2.1	Delineation of cluster	
Task 2.2	Cluster profiling	
Task 2.3	Infrastructure profiling, deficiency analysis and identification of needs (Strengths Weakness Opportunities Threats (SWOT) assessment)	
Task 2.4	Component profiling(Fourteen desirable components listing Infrastructure and services)	
Task 2.5	Stakeholder consultations (economic profiling, needs assessment and outline components)	
Task 2.6	Detailing of the identified components (project components, costing, operation and maintenance expenditure estimates, coverage and beneficiaries)	
3. Scheme Convergence (Possible Existing Centrally Sponsored, Central Sector, State Government schemes)		**Draft ICAP by Authority:** (Draft final ICAP - covering all aspects of the ICAP in accordance with scheme guidelines and up to submission of ICAP for review by SLEC)
4. Investment and phasing		
5. Assessment of Critical Gap Funding Requirements		
6. Implementation and O&M Strategy		
Final ICAP (Revised ICAP incorporating comments of State level Empowered Committee (SLEC) and after approval of SLEC)		
Approval of ICAP by concerned Ministry		

Note: Based on Ministry of Rural Development, 2016, RURBAN Mission Guidelines, Ministry of Rural Development, Government of India.

Appendix 1.8: Preparation of District Tourism Master Plan

Tasks		Deliverables
1. Existing/Situational Analysis		**Existing/ Situational Analysis Report**
Task 1.1	Base data collection and site visits	
Task 1.2	Review of existing tourism scenario	
Task 1.3	Tourism demand and supply at various tourist sites in the district Existing Tourism Infrastructure Facilities available and their condition • Origin of Tourists • Purpose of Visit • Tour Package • Mode of Transport • Average Length of Stay • Frequency of Visit • Type of Accommodation • Problems Faced During Stay Assessment of tourism offerings	
Task 1.4	Tourism policy and regulatory framework	
Task 1.5	Assessment of Tourism supported infrastructure	
Task 1.6	Financial provisions and budgetary provisions Central Financial Assistance State Share	
2. Stakeholder consultations and analysis		**Meetings / Workshops**
Task 2.1	Tourism expectations, needs and reflection on current conditions	
Task 2.2	Hospitality conditions in and around tourism destination	
Task 2.3	Connectivity	
Task 2.4	Affordability	
Task 2.5	Promotions and awareness	
3. Tourism action plans and proposals		**Draft Master Plan Report**
Task 3.1	Prepare various development proposals to increase tourist footfall	
Task 3.2	Marketing Strategy for Tourism Promotion	
Task 3.3	Develop an in-depth aggressive marketing plan targeting National & International tourist	
4. Institutional Mechanism		
Task 4.1	Role of various authorities which can develop and promote tourism in the city	
Task 4.2	Investment plan & funds requirement	
Task 4.3	Support the District Tourism Promotion Council/ authority by the State/ Central funds	
Task 4.4	Identify, facilitate and develop action plans that will enable Public Private Partnership (PPP) investment	
5. Final Master Plan plan with suggestions from authorities at draft stage		

Note: Based on District Tourism Promotion Council, Shivpuri, 2017. Selection of Consultants for Preparation of District Tourism Master Plan for Shivpuri of Madhya Pradesh.

Appendix 1.9: Feasibility Study and Preparation of Master Plan for Lakes and Canals, with Accessible Mobility Corridors

Tasks		Deliverables
1. Inception Report		**Inception report**
Task 1.1	Review of existing reports	
Task 1.2	Description of the site	
2. Surveys and Investigations		**Survey report**
Task 2.1	Survey of the lake	
Task 2.2	Bathymetry survey	
Task 2.3	Survey of Storm water outfalls and options for preventing the discharge of sewage into river	
3. Interim Stage Analysis and Additional Surveys		**Interim Analysis Report**
Task 3.1	Study of lake hydraulic feasibility	
Task 3.2	Study of various options for retaining water in lakes	
Task 3.3	Survey of land use, activities and transport network	
Task 3.4	Survey and analysis of slums/housing/encroachments along the lakes and riverbank	
Task 3.5	Ecological assessments: Bio-diversity assessment, Flora and Fauna Habitat Mapping, Environmental and social screening and analysis	
Task 3.6	Environmental impact assessment	
Task 3.7	Social impact assessment	
Task 3.8	Cost benefit analysis	
4. Master Plan Preparation		**Draft master plan**
Task 4.1	Conceptual master plan — Designs	
Task 4.2	Water Management Plan	
Task 4.3	Environmental and Resettlement and Rehabilitation (R&R) Plan	
Task 4.4	Tourism Strategy	
Task 4.5	Implementation strategy	
Task 4.6	Financial feasibility assessment	
Task 4.7	Phasing plan	
Task 4.8	Financing, Institutional structure and development management	
5. Preparation of Detailed Project Report		**Draft Detailed Project Report**
Task 5.1	Lake front development plans	
Task 5.2	Design for the NMT network	
Task 5.3	Detailed proposal for road signage, road markings, road furniture	
Task 5.4	Estimation of all the components	
Task 5.5	Prioritizing and implementation plan	
6. Preparation of Tender drawings and Tender Schedule		**Final Master plan + Detailed Project Report along with tender documents and tender drawings (structural)**
Task 6.1	Preparation of Implementation drawings	
Task 6.2	Preparation of bid documents for selection of contractor	
Task 6.3	Preparation of draft agreement and any other contract documents	

Note: Based on Coimbatore Smart City Limited, 2017. Developing Eco-Restoration Plan for Eight Lakes identified under Coimbatore Smart City Proposal.

Appendix 1.10: Preparation of Street Vending Plan

Tasks		Deliverables
1. Inception Stage		**Submission of inception report (including report of Kickoff workshop)**
2. Identification of vendors		**Outcome report 1 (Vendor Identification)**
Task 2.1	Identifying the places for time sharing basis vending zones	
Task 2.2	Identification of weekend markets zones.	
Task 2.3	Identifying the street vending markets/outlets along-with the capacity	
3. GIS Base Mapping and Surveys		**Outcome report 2 (Bio-metric survey, capturing photograph, vendor census survey and GIS mapping of the existing Vendors- Base map)**
Task 3.1	City level mapping (preparation of GIS based base maps	
Task 3.2	Vendor location level mapping (delineation of vendor zonal boundaries)	
Task 3.3	Capturing biometric identity of Street vendors	
Task 3.4	Vendor census survey	
Task 3.5	Preparing de-duplication software	
Task 3.6	Preparing biometric ID cards for Street vendors	
4. Preparation of Street Vending Plan		**Infrastructure provision/ Plan + Draft Street Vending Plan Report**
Task 4.1	Formulation of fee/license structure	
Task 4.2	Infrastructure provision/Plan (Infrastructure demand supply gap)	
Task 4.3	Street Vendor Master Plan (Future Market Plan etc.)	
Task 4.4	Management Information System	
5. Final Street Vending Plan		**Final Street Vending Plan Report**

Note: Based on Municipal Corporation of Jalandhar, 2014. Request for Proposal for the Consultancy Services for Preparation of Street Vending Plan, Jalandhar

Appendix 1.11: Preparation of City Sanitation Plan (CSP)

Tasks		Deliverables
1. Secondary Data Collection		**Secondary data collection report**
Task 1.1	Collection of secondary data (component wise) on the existing physical infrastructure,	
Task 1.2	carrying capacities of existing networks, agencies involved and other stakeholders	
2. Constitution of City Sanitation Task Force		**Draft Concept Master Plan + Workshops with stakeholders**
Task 2.1	Identification of the local key stakeholders and coordination	
Task 2.2	Consensus building workshop	
3. Need Assessment and Data Analysis		**Outcome Report**
Task 3.1	Conduct a needs assessment survey (primary data collection)	
Task 3.2	Carry out ward profiling to identify the gaps in sanitation (component wise)	
Task 3.3	Prioritization of issues and thrust areas	
Task 3.4	Available technical options, steps to be taken	
Task 3.5	Gaps and actions to fill the gaps	

Appendix: 1.11 Continued

Tasks		Deliverables
4. Draft City Sanitation Plan		**Draft City Sanitation Plan (CSP) report**
Task 4.1	Compilation of survey results and data analysed	
Validation by committee at Concerned municipal administration department/ministry		
5. Final CSP Submission		**Final CSP report**
Task 5.1	Incorporating all the suggestions and modifications specified by the Scrutiny committee at Concerned municipal administration department/ministry and the High Powered Committee (HPC) constituted under SBM	

Note: Based on Directorate of Municipal Administration, Govt of Karnataka, 2018. RFP for Selection of consultancy firms/agencies for preparation of City Sanitation Plan (CSP) for 82 Urban Local Bodies of Karnataka.

Appendix 1.12: Preparation of Traffic & Transportation Master Plan (TTMP)

Tasks		Deliverables
1: Launching of TTMP		**Inception Report:** (including approach & methodology and proposal regarding software / development of model)
2: Primary & Secondary Survey (Collection of Household, Land Use & Transport data)		**Outcome Report 1:** (on Household & other Field surveys) + Presentation Copy
Task 2.1	Household & other field surveys	
Task 2.2	Submission of Report & Presentation on the before Concerned Authority	
3: Current Situation Analysis (Review of existing transport scenario)		**Outcome Report 2:** (on Current Situation Analysis) + Presentation Copy
Task 3.1	Review of earlier reports	
Task 3.2	Review of Institutional Arrangement of Transport	
Task 3.3	Review of Transport Financing	
Task 3.4	Submission of Report & Presentation before Concerned Authority	
4: Development & Operation of Transport Model		**Outcome Report 3:** (with demonstration) + **Presentation Copy**
Task 4.1	Development of Traffic & Transport Models	
Task 4.2	Transport Network Coding	
Task 4.3	Model Calibration	
Task 4.4	Submission of Report & Presentation before Concerned Authority	

Appendix: 1.12 Continued

Tasks		Deliverables
5: Preparation of TTMP of Concerned Authority (along with CMP of the town)		**Draft TTMP & CMP of the town:** (along with Executive Summary) + **Presentation Copy** + **Presentation Materials**
Task 5.1	Intermediate Workshops: (Seminar-cum-Workshop on Issues, Process & Evaluation of TTMP)	
Task 5.2	Making of Vision statement & Objectives	
Task 5.3	Traffic Demand Analysis and Forecast	
Task 5.4	Propose the Traffic & Transportation Strategy, Policies, Plans, Projects Measures	
Task 5.5	Submission of Draft TTMP & CMP of the town and Presentation before Concerned Authority	
Task 5.6	Validation Workshops	
6: Final Presentation (Final TTMP & CMP of the town)		**Draft TTMP & CMP of the town :** (along with Executive Summary) + **Presentation Copy**

Note: Based on Siliguri-Jalpaiguri Development Authority, 2012, Traffic & Transportation Master Plan 2030 (TTMP) of Siliguri Jalpaiguri Planning Area

Appendix 1.13: Bus Rapid Transit System (BRTS)

Tasks		Deliverables
1: Collection of Data		**Preliminary Project Report**
Task 1.1	Reconnaissance Survey	**Traffic and Topographic survey analysis report** • Traffic survey results and findings • Transport demand for present and future and bus stop loads; and • Survey maps of the corridors
Task 1.2	Secondary Data Collection	
Task 1.3	**Traffic Surveys** (Speed-Delay, Road Inventory, Boarding-alighting, O-D cum Opinion, Classified TVC, Parking, Pedestrian Count, Traffic Signal Time & Saturation Flow Survey)	
Task 1.4	Topographical Survey	
Task 1.5	**Field Visit** (for Case Study of 3 countries having operational BRT system)	
2: Preparation of Conceptual Engineering Plan		**Operation and conceptual engineering plan** • Engineering feasibility report • Passenger dispersal and Integration facilities • Safety features, evacuation of passengers and meeting emergencies • Strip plan of the corridors highlighting important features and engineering works • Cross-sectional details of corridors showing all the features including passenger shelter, footpath, drains, traffic lanes etc.
Task 2.1	Preparation of Engineering Concept Plan	
Task 2.2	Detailed Planning & Design of Amenities	

Appendix: 1.13 Continued

Tasks		Deliverables
3: Detailed Engineering Design (Geometric Design)		**Detailed Project Report** • Geometrical design drawings of alignment with necessary details • Engineering design of all features associated with the project. • Traffic and utility diversion plans • Land requirement plans, if any • Construction methods and commissioning schedule • Cost Estimates and BOQs • Capital and operation and maintenance cost estimates and revenue estimates • Economic and financial viability analysis • Approvals/Clearance required from various concerned authorities with associate documentations **Drawings**
Task 3.1	Road Improvement Plans	
Task 3.2	Traffic engineering and management measures	
Task 3.2	Standards and Guidelines	
4: Operational Plan		
Task 4.1	Assessment of demand and number of buses required	
Task 4.2	Bus operation	
Task 4.2	Passenger handling	
5: Cost Estimates		
Task 5.1	Assessment of Potential of Real Estate Development	
Task 5.2	Establishment & Evaluation of Economic and Financial Viability	
6: Impact Assessment Study and Formulation of Project Implementation Strategy		**Impact Assessment Report** • Environment Impact assessment and Environment management plan • Social Impact assessment and Resettlement & Rehabilitation Plan • Plan for operation and maintenance of the corridor • Alternative implementation strategies with recommendation • R & R plan in line with ADB/WB requirements.
Task 6.1	Environmental Impact Assessment (EIA) of the Project	
Task 6.2	Social Impact Assessment (SIA) of the Project	
Task 6.3	Recommendation about project implementation framework.	
7: Bid Process Management		**Bid Documents** **Pre-qualification Documents** • Advertisement of pre-qualification • Pre-qualification/expression of interest documents • Evaluation report on the RFQ applications with recommendations **Tender Documents** • Instructions to bidders including bid evaluation criteria; • Technical and Performance specifications • Tender including concept drawings • Conditions and Contract; and • Agreement and Schedules **Pre-bid Conference** • Minutes / Assessment of operational, technical and risk issues with recommendations; • Addendum/corrigendum to the bid documents for issue the bidders.
Task 7.1	Pre-qualification of Implementation Agencies	
Task 7.2	Preparation of Bid Documents	
Task 7.3	Pre-bid Conference	
Task 7.4	Evaluation of Bid Proposals	

Appendix: 1.13 Continued

Tasks		Deliverables
Task 7.5	Negotiations/ Finalisation of Agreement	**Report on Evaluation of Bid Proposal** Evaluation of technical and financial bid with recommendations. **Negotiations / Finalization of Agreement** Final agreement and awards letter

Note: Based on Jaipur Development Authority, 2012. Preparation of Detailed Design and Engineering Report for Bus Rapid Transit System at Jaipur.

Appendix 1.14: Preparation of Detailed Project Report for Mass Rapid Transit System (MRTS)

Tasks		Deliverables
1: General		Drawings • Plotting and preparation of survey plans to scale 1:1000. • The plans will include details of utilities. • Location of stations will be shown on the topographical plans. • Site specific layouts for stations • Traffic integration plans for all stations shall be prepared and submitted. • Assessment shall be made for land requirement for traffic integration at stations, electric substations, operational requirements, temporary Construction depots, • Maintenance Depot and other components of the Projects. Land plans shall be prepared for all such locations. Rider ship Demand Estimation Study • Projections for traffic demand for the year of commissioning and horizon years • Sectional loading and station loadings shall be worked out based on these projections. Technology Selection Studies • Traction System and power supply arrangements. • Signaling System. • Telecommunication System. • Automatic fare collection system. • Rolling Stock and the requirement based on the train operation plan. • Track. • Depot Facilities and Terminals.
Task 1.1	Reconnaissance Survey	
Task 1.2	Secondary Data Collection	
Task 1.3	Traffic Surveys (Speed-Delay, Road Inventory, Boarding-alighting, O-D cum Opinion, Classified TVC, Parking, Pedestrian Count, Traffic Signal Time & Saturation Flow Survey)	
Task 1.4	Topographic Surveys	
Task 1.5	Geotechnical Investigations	
Task 1.6	Transport Demand Modelling (Including Mode-choice modelling)	
2: Alignment		
Task 2.1	Study of different alignment options	
Task 2.2	Identify Station locations	
Task 2.3	Identify Depot locations	
Task 2.4	Identify locations of Grade separated sections	
Task 2.5	Road improvement along the alignment	
Task 2.6	Structural Designs	
Task 2.7	Emergency Evacuation routes	
3: Track Works		
Task 3.1	Track Structure, Type of Rail, etc.	
4: Stations		
Task 4.1	Site specific Layouts	
Task 4.2	Integration with other modes	
Task 4.3	Estimation of Service requirements (Water Supply, Waste Disposal, Power Supply, etc.)	
5: Maintenance Facilities		
Task 5.1	Depot Layout	
Task 5.2	Deport facilities design and estimation of service requirements	
Task 5.3	Estimation of Machinery Requirements	
6: Environment Impact Assessment (With special attention to noise pollution)		
7: Cost Estimates		

Appendix: 1.14 Continued

Tasks		Deliverables
Task 7.1	Base Cost-estimates	**Implementation Schedule** **EIA Document** **Cost Estimates** **Fare Policy, Economic and Financial Analysis** • A report shall be prepared on the fare structure to be adopted for the proposed system and the revenue collection for the projected traffic demand shall be worked out. • Economic and Financial analysis shall be carried out and details will be included in the DPR **Legal cover, Institutional Arrangement and possible Funding Plan** • Legal Cover and Institutional arrangement shall be recommended with reasons for adoption. • A financial plan shall also be prepared for arranging finances for implementations of the project.
Task 7.2	Completion Cost-estimates	
Task 7.3	Interest During Construction (IDC)	
8: Economic & Financial Analysis		
Task 8.1	carry out the economic and financial analysis and sensitivity analysis of the projects and its benefits to establish the Economic Internal Rate of Returns (EIRR) & Financial Internal Rate of Returns (FIRR).	
Task 8.2	assess realistic O&M expenditure under 3-subheads viz. staff, energy consumption and asset maintenance	
Task 8.3	Capital Expenditure	
Task 8.4	Fare box revenue	
Task 8.5	BOT / PPP option of financing	
Task 8.6	analysis and review of the financial projections	
Task 8.7	Develop flexible financial model	
Task 8.8	Preparation of financial feasibility	
Task 8.9	Review the incentives, various exemptions, concessions, operating subsidies, available under the Central Government and State Acts and under different schemes, subsidies etc.	
9: Recommend Implementation Strategy / Institutional Arrangement / Implementation Schedule		

[4]*Madhya Pradesh Metro Rail Co. Ltd., 2016. Request for Qualification cum Request for Proposal regarding Selection of General Consultant for Metro Rail Projects at Bhopal and Indore.*

Appendix 1.15: Terms of Reference for Preparation of a Comprehensive Mobility Plan

Tasks		Deliverables
1: Define project scope		**Inception Report**
Task 1.1	Identify Study Area	
Task 1.2	Fixing of Planning Horizon	
Task 1.3	Preparation of Survey Plan	
Task 1.4	Preparation of Work Plan	
2: Data Collection		**Outcome Report 1** **+** **Internal Review 1**
Task 2.1	Review of existing plans and demographic data	
Task 2.2	Secondary Data Collection	
Task 2.3	Land Use Mapping	
Task 2.4	Household Survey	
Task 2.5	Traffic Surveys	
3: Analysis of Mobility Patterns		**Outcome Report 2** (Transport System Challenges & Opportunities) + Internal Review 2
Task 3.1	Travel demand model setup	
Task 3.2	Base year scenario development and calibration	
Task 3.3	Evaluation of existing transport conditions	

Appendix: 1.15 Continued

Tasks		Deliverables
4: Prepare and evaluate CMP Strategy Plan		**Draft CMP Strategy Plan and CMP Implementation Plan + Environment Impact assessment and Environment management plan + Social Impact assessment and Resettlement & Rehabilitation Plan + Economic Plan + Internal Review 3**
Task 4.1	Visions and goals	
Task 4.2	Urban growth scenarios	
Task 4.3	Transport scenarios	
5: Evaluation of Scenarios		
6: Prepare CMP Implementation Plan		
Task 6.1	Public transport plan	
Task 6.2	Complete streets plan	
Task 6.3	Travel demand management plan	
7: Social, economic and environmental impact assessments		
Task 7.1	Environmental Impact Assessment (EIA) of the Project	
Task 7.2	Social Impact Assessment (SIA) of the Project	
Task 7.3	Economic Assessment	
8: Summary of Projects and Phasing Plan		**Draft Final CMP Strategy Plan and CMP Implementation Plan**
9: Financing Plan		
10: Stakeholder Consultations		
11. Data Management		
12. Final CMP Strategy Plan and CMP Implementation Plan		

Note: Based on Institute of Urban Transport, Tool Kit of Comprehensive Mobility Plan, https://sti-india-uttoolkit.adb.org/index.html *[Accessed 10 October 2018].*

Appendix 1.16: Preparation of Preliminary Design Report for Roads and Services / Utilities

Tasks		Deliverables
1: Define project scope		**Inception Report**
2: Scope of Services (Part A): Detailed Layout Plan & landscape Plan based on approved Master Plan		• Design Basis Report • Final detailed layout plan and urban design guidelines • Final landscape plan and guidelines
Task 2.1	Detailed layout plan	
Task 2.2	Detail landscape plan for the public areas, central parks and pedestrian streets	
3: Detailed scope of services for (Part B): Preliminary Design of roads and infrastructure within the designated area		• Draft Preliminary Design Report including detailed Economic Analysis • Final EIA clearance • Final Preliminary Design Report with 3D model and tender packages • Issuance of EPC/DB tender documents • Selection of the EPC/DB Contractor(s)
Task 3.1	Traffic Demand Assessments	
Task 3.2	Preliminary design for all roads	
Task 3.3	Preliminary Design for Global City MRTS system	
Task 3.4	Preliminary design for potable, industrial and recycled water supply network	
Task 3.5	Preliminary design for drainage network	
Task 3.6	Preliminary design for sewerage network	
Task 3.7	Preliminary design for power supply	
Task 3.8	Preparation of Waste Management Plan	
Task 3.9	Preliminary design for gas network corridor and telecom ducting network	

Appendix: 1.16 Continued

Tasks		Deliverables
4: Preparation of Cost estimates and BoQ		
Task 4.1	Quantity Estimation	
Task 4.2	Cost Estimation	
Task 4.3	Financial Analysis	
5: 3D Model and Spatial Database		
6: Detailed scope of services for (Part E): Preparation of tender documents and drawings for selection of contractor(s) and during Detailed Design stage		
7: Environmental Impact Assessment		
8: Mitigation measures & Environmental Management Plan for the existing and proposed developments		
9: Risk Assessment Study		
10: Technical support / hand holding during Detailed Design		**Hand holding period**

Note: Based on Delhi - Mumbai Industrial Corridor Development Corporation Limited (DMICDC), 2017. Request for Qualification (RFQ) cum Request for Proposal (RFP) for Selection of Consultant for Preparation of Preliminary Design Report for Roads & Services/ Utilities for Global City Project, Haryana under DMIC Project.

Appendix 1.17: Feasibility Study for construction of Skywalk

Tasks		Deliverables
1: Define project scope		**Inception Report**
2: Prepare Inventory: Existing and upcoming structure/buildings, Utilities/Services, etc.		• **Feasibility Study Report** • **Draft Preliminary Concept Plan** • **Final Concept Plan** • **Draft Project Report** • **Final Project Report** • **Detailed working Designs & Drawings**
3: Primary Data Collection		
Task 3.1	Pedestrian Flow Survey	
Task 3.2	Parking Survey	
Task 3.3	Public Transport Survey	
Task 3.4	Geotechnical Survey	
4: Preparation of preliminary concept plan		
5: Modification of plan of the selected alignment in consultation with the Authority		
6: Preparation of Utility/Service Plans		
Task 6.1	Landscaping plan	
Task 6.2	MEP plan	
7: Preparation of Schematic design		
Task 7.1	Basic Plans	
Task 7.2	Sections & Elevations	
8: Final Plans & Strategies		
Task 8.1	Strip/land plan	
Task 8.2	Re-location plan (if required)	

Appendix: 1.17 Continued

Tasks		Deliverables
Task 8.3	Pedestrian and vehicular way finding/sign design	
Task 8.4	Advertising sign strategy	
9: Preparation of BOQs and broad operational plans		
10: Preparation of Preliminary Project Report		
11: Preparation of Detailed working designs and drawings		

Note: Based on NOIDA Development Authority, 201, Request for Proposal for Feasibility Study for construction of Skywalk in and around Sector-18, Noida

Appendix 1.18: Integrated Transit Corridor Development and Street Network / Connectivity Plan

Tasks		Deliverables
1: Define project scope		**1: Inception Report** • Context Plans (1:5000 or 1:10,000) • Base Map & Data • Existing Vehicular Circulation Plan • Existing Pedestrian, Cycle Plan and Public Transport Plan • Existing Services Layout Plan • Existing Street Sections • Project Statement • Evaluation Criteria
2: Primary Data Collection		2: Pre-Feasibility Study and Conceptual Design Options • Three Design Options – All Drawings must be to Scale (1:1000 for layout plans and 1:500 for junction designs) • Three Comparative Micro Simulation Transport Models
Task 2.1	Classified Traffic Volume Count survey	
Task 2.2	Origin-Destination survey	
Task 2.3	Speed and Delay survey	
Task 2.4	Signal System/ Cycle Time Survey	
Task 2.5	Detailed road inventory study	
Task 2.6	Existing Infrastructure	
3: Secondary Data Collection		
Task 3.1	Infrastructure existing on the ground, below & above the ground and levels	
Task 3.2	Locations of trees with girth more than 30 cm	
Task 3.3	Study the Site Management Plans/ Integrated Management Plans (IMP)/Comprehensive Conservation Management Plans (CCMP) of ASI and other agencies for the Heritage Sites of the Area and prepare proposals in conformity of these plans	
4: Analysis of Mobility Patters		
5: Environmental Impact Assessment (EIA)		
6: Traffic impact assessment (TIA)		

Appendix: 1.18 Continued

Tasks		Deliverables
7: Heritage Impact Assessment (HIA)		
8: Preparation of Integrated Transit Corridor Development Plan showing the geometric details of corridor.		3: Detailed Design Proposal • Integrated Proposal Plan [1:1000] • Proposed Vehicular Circulation Plan [1:1000] • Proposed Pedestrian, Cycle Plan and Public Transport Plan [1:500] • Proposed Services Layout Plan [1:500 & 1:1000] • Proposed Street Sections [1:500 or 1:1000] • Street scape Plans, Elevations, Sections, Details [1:1000 or 1:500, as appropriate] • Phasing Plan • Feasibility Report • Detailed Project Report (DPR)
Task 8.1	Circulation Plan for MRTS influence zones	
Task 8.2	Network Connectivity Plan for MRTS influence zones	
Task 8.3	Metro station plans	
Task 8.4	On street' & 'off street' parking	
Task 8.5	Rationalizing service road in relation to intersection improvement scheme	
Task 8.6	Location Plan & Design of signage, pavement markings etc.	
9: Getting approvals for Proposed Integrated Transit Corridor Development from various organizations		
10: Preparation of Detailed designs after mandatory approvals		
Task 10.1	Design of cross section/ longitudinal section	
Task 10.2	Preparation of artistic views/photomontage	
Task 10.3	Preparation of animated walk through	
Task 10.4	Micro simulation	
Task 10.5	Detailed drawings	
Task 10.6	Preparation of ventilation plan for the proposed tunnel	
Task 10.7	Benchmarking of proposals of corridor development against similar corridor development proposals implemented at other World Heritage sites.	
11: Cost-Benefit Study for the Project		
12: Incorporation of General Arrangement Drawing (GAD) of complete corridor		
13: Preparation of the model of the corridor including bridge and connected grade separators, approaches and intersections etc.		
14: Detailed land acquisition plan		

Note: Based on Public Works Department, Delhi, 2018. Integrated Transit Corridor Development and Street Network Connectivity Plan for the corridor influence zone along with detailed design of all intersections and midsections based on traffic and feasibility studies for the corridor network

Appendix 1.19: Detailed Project Report for City Bus Service

Tasks		Deliverables
1: Identification of Primary and Secondary Data Sources and Demand Assessment		• **Project Inception Report and Work Plan** • **Submission of all primary and secondary data collected with its analysis.** • **Draft DPR** • **Final DPR**
Task 1.1	Establishing a baseline for current IPT and PT	
Task 1.2	Evaluation of current plans and policies for IPT, PT and identification of potential constraints and opportunities	

Appendix: 1.19 Continued

Tasks		Deliverables
Task 1.3	Identification and finalizing the types of data collection requirements	
Task 1.4	Analysis of the Primary and Secondary Data collated from various sources	
Task 1.5	Identification of potential areas and road network for PT network	
Task 1.6	Identification of areas which require special interventions for Public Transportation such as the lanes where only PT would be allowed	
Task 1.7	Evaluation of proposed projects and prioritization into short term, medium term and long term projects with justification and possible financing options and cost estimates.	
2: Preparation of Draft DPR for City Bus Services		
Task 2.1	Primary & Secondary Data Collection	
Task 2.2	Generating travel pattern	
Task 2.3	Identification of Bus network structure	
Task 2.4	Demand Calculation and its variation	
Task 2.5	Road Inventory details	
Task 2.6	Assess the Traffic load	
Task 2.7	Preparation of Operational plan	
Task 2.8	Identification of bus terminals, depots and stops with the required capacity	
Task 2.9	Optimization of routes and services	
Task 2.10	Identification of feeder routes	
Task 2.11	Improvement proposals for existing bus services	
Task 2.12	Examine Alternatives and Estimate Cost	
Task 2.13	Suggestions for alternate revenue models	
3: Preparation of Final DPR for City Bus Services		
Task 3.1	Stakeholder Consultation	
Task 3.2	DPR Finalization	

Note: Based on Jabalpur City Transport Services Ltd., 2018. Request for Proposal (RFP) for Preparation DPR of city bus services for Jabalpur city

Appendix 1.20: Preparation of DPR and Project Monitoring Consultancy for Multi-Level Parking Complex

Tasks		Deliverables
1: DPR Preparation		
Task 1.1	Review of previous reports/drawing/data and verify the available drawings of the site.	
Task 1.2	Parking Demand Assessment	
Task 1.3	Traffic Integration Plan	
Task 1.4	Technology specification	
Task 1.5	Studies, Surveys and Investigations	
Task 1.6	Geotechnical Survey	
Task 1.7	Assessment of Development control norms	• **Submission and approval of Inception Report**
Task 1.8	Development of Concept Plans of the project	• **Submission of Parking Demand Assessment Report**
Task 1.9	Preliminary designs and prepare design criteria/ outline specifications	• **Submission and approval of Concept Plan Report**
Task 1.10	Project cost and Preparation of indicative BOQ, Cost Estimates and Estimated time for completion of Project	• **Submission and approval of Business Plan and Feasibility Report (including topography survey, Financial Assessment and suggested project structure)**
Task 1.11	Assessment of commercial potential for the project (market assessment)	• **Submission and acceptance of draft bid documents**
Task 1.12	Tariff Assessment	• **Submission and acceptance of Final bid documents**
Task 1.13	Financial Analysis	• **Submission and approval of bid Evaluation Report**
Task 1.14	Selection of Business Development Model	• **Signing of Agreement with selected developer**
Task 1.15	Operation and maintenance strategy	
Task 1.16	Risk Assessment of the project	
Task 1.17	Preparation of Strategic Business Plan	
2: Bid Process Management and selection of Turn Key contractor		
Task 2.1	Preparation of Bid Documents (Request for Proposal)	
Task 2.2	Determining the Pre-qualification, technical & financial evaluation criteria	
Task 2.3	Preparation of various Technical Schedules of the Development Agreement	
Task 2.4	Preparation of legally vetted bidding documents	
Task 2.5	Marketing of the Project	
Task 2.6	Assisting the AAI in the entire bidding process (technical inputs) up to the signing of the concession agreement	

Note: Based on Airports Authority of India, 2018. Consultancy Services for Preparation of Feasibility Report and Transaction Advisory Services for Development of Multi Level Car Parking (MLCP) at various Airports.

Appendix 1.21: Preparation of Transit Oriented Development Plan for MRTS corridors

Tasks		Deliverables
1: Delineation of Study Area and Assessment of Existing Situation: Base maps and data collection		• Inception Report • Delineation of Study Area and assessment of Existing Situation
Task 1.1	Development of a detailed base map	
Task 1.2	Primary & Secondary Data Collection	
Task 1.3	Preparation an assessment statement for the existing situation	
2: Multi-criteria analysis and prioritization using the 3V Framework		• Prioritization using the 3V Framework
Task 2.1	3V analysis for all stations along the Lines/corridors	
Task 2.2	Clustering of both station locations to recommend the broad strategies	
3: Planning approach along Corridors: Safe Multi-functional Space Approach		• Guidelines on TOD • Report on Consultation (Initial)
Task 3.1	Propose how to apply to the three lines the key dimensions of TOD such as diversity of uses, density, connectivity, walk-ability, compactness and shift in urban-scape from automobiles to people and activities	
Task 3.2	Propose how to design multi-functional spaces for the safe, convenient and efficient mobility of all users considering existing models of safe access to mass transit developed in India.	
4: Preparation of Corridor Transit Oriented Development Plan		• Corridor Transit Oriented Development Plan
Task 4.1	Assessment of the carrying capacity of existing infrastructure	
Task 4.2	Identification of mechanisms of development, infill, re-development, and re densification applicable to Mumbai and TOD area incorporating inputs from the best TOD practices	
Task 4.3	Development of strategies of transit-oriented development	
Task 4.4	Initial vision	
Task 4.5	Development of conceptual station area plan	
Task 4.6	Quantified evaluation of infrastructure needs	
Task 4.7	Recommendations to revise Development Control Regulations	
Task 4.8	Preparation of template for the progressive development of different types of station and their surrounding precincts	
Task 4.9	Provision of a development framework for the area within 500 m	
5: Estimation of Revenue Generation from TOD initiatives and Preparation of Strategic Implementation Plan		• Report on Revenue Generation and Strategic Implementation Plan
Task 5.1	Identification and review of alternative finance mechanisms	

Appendix: 1.21 Continued

Tasks		Deliverables
Task 5.2	Estimation of built-up area and opportunities for further built-up based on proposed land use mix and development control regulations	
Task 5.3	Market Analysis	
Task 5.4	Estimation of revenue potential, detailed cost and impacts	
Task 5.5	Quantification and attribution of the cost and sources of funding	
Task 5.6	Update of the TOD Corridor vision	
Task 5.7	Preparation of an Implementation Strategy and TOD Plans to maximize revenue returns and benefits	
Task 5.8	Preparation of draft legislative documents	
6: Public Interactions		• Report on Consultation • Draft Final Report with Maps/ Drawings • Final Report with Maps/Drawings and Executive Summary
Task 6.1	Public consultations	

Note: Based on Mumbai Metropolitan Region Development Authority, 2018. Consultancy service for Transit Oriented Development study and Plan for Mumbai Metro Corridors

Appendix 1.22: Preparation of DPR for setting up of Transport Nagar

Tasks	Deliverables
1: Preparation, Submission and obtaining approval over tender documents, BOQ, Structural and architectural drawings etc. based on current SOR	• Preparation and Submission of Inception report • Preparation and Submission of feasibility report • Preparation and Submission of draft DPR to Development authority • Preparation and Submission of Final DPR to Development authority & Govt. of Jharkhand
2: Initiation of Tendering process, Evaluation of tender documents in Coordination with Development authority, Selection of Contractor/Developer/Retainer based on the terms and condition as specified in the Tender document	
3: Monitoring, Supervision and construction works up to plinth height	
4: Monitoring, Supervision and Construction works up to 50% height of superstructure	
5: Monitoring, Supervision and Construction works up to 100% height of superstructure	
6: Monitoring, Supervision, Construction (Finishing works such as plastering, flooring, painting, door and window fittings etc.), Installation (elevators, escalators, required pump, motors, Luminous, computers and other electronic equipment etc.) Laying(Water supply pipes, sewer pipes, electric cables etc.) of all Civil, Electrical, Mechanical and electronics works completely	

Note: Based on Jharkhand Urban Infrastructure Development Company Limited, 2018. Selection of Consultant for Preparation of Detail Project Report and Project Management Consultancy Services for Development of Transport Nagar at 3 locations in Jharkhand (Ranchi, Jamshedpur & Dhanbad).

Appendix 2

Appendix 2.1: Urban Area Plans: Estimated Minimum Person-Months by Category of Plans

Sl. No.	Category of Plans	Planning Area/Notified Area, > 100* to 500 sq.km				Planning Area/Notified Area, > 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	**Urban Areas: Statutory Plans**												
1	Perspective Plan prepared as per Act	12	100	45	55	12	150	45	55	12	200	45	55
2	Comprehensive Development Plan / Development Plan (DP) / Master Plan (MP) prepared as per Act	18	175	40	60	18	262.5	40	60	18	350	40	60
3	Zonal Development Plan (ZDP) prepared as per Act	12	120	35	65	12	180	35	65	12	240	35	65
4	Town Planning Scheme (TPS) / Redevelopment Plan prepared as per Act	9-12	100	30	70	9-12	150	30	70	9-12	200	30	70
5	Local Area Plan /Ward Plan prepared as per Act	12	80	30	70	12	120	30	70	12	160	30	70

Appendix: 2.1 Continued

Sl. No.	Category of Plans	Planning Area/Notified Area, > 100* to 500 sq.km				Planning Area/Notified Area, > 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	2	3	4	5	6	7	8	9	10	11	12	13	14
6	Integrated Area Development Plan Green field) prepared as per Act	6	50	40	60	6	75	40	60	6	100	40	60
7	Special Area Development Plans prepared as per Act	9	60	40	60	9	90	40	60	9	120	40	60
8	Layout Plan prepared as per Act	6	30	30	70	6	45	30	70	6	60	30	70
2	URBAN AREAS: NON- STATUTORY AREA DEVELOPMENT PLANS												
1	Perspective Plan / Vision Development / Concept Plan / Structural Plan	9	100	45	55	9	150	45	55	9	200	45	55
2	Development Plan (DP) / Master Plan (MP)	12	120	40	60	12	180	40	60	12	240	40	60
3	Urban Renewal Plan / Redevelopment Plan / Special Area Plan / Heritage and Conservation Plan	12	100	35	65	12	150	35	65	12	200	35	65

Appendix: 2.1 Continued

Sl. No.	Category of Plans	Planning Area/Notified Area, > 100* to 500 sq.km				Planning Area/Notified Area, > 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	2	3	4	5	6	7	8	9	10	11	12	13	14
4	Greenfield City Plans	6	80	30	70	6	120	30	70	6	160	30	70
5	Smart City Plan	6	80	45	55	6	120	45	55	6	160	45	55
6	City Development Plan (CDPs)	6	80	45	55	6	120	45	55	6	160	45	55
7	City Sanitation Plan (CSPs)	9	80	45	55	9	120	45	55	9	160	45	55
8	City Corporate Plans (CCPs) / Business Plan	3	40	45	55	3	60	45	55	3	80	45	55
9	Urban Disaster Mitigation and Adaptation Plan / Climate Resilient Plan	12	80	45	55	12	120	45	55	12	160	45	55
10	Plans for Housing for All Projects	6	40	30	70	6	60	30	70	6	80	30	70
11	Facility Corridor Plan	6	60	30	70	6	90	30	70	6	120	30	70

* *For Urban Center having planning area / notified area upto 100 sq. km., the person months given in Column 4 shall be as follows:*

Area (Sq. km.)	Man-month
91 - 100	90%
81 - 90	80%
71 - 80	70%
61 - 70	60%
Less than 60	50%

Appendix 2.2: Regional / State Level / Sectoral Plans: Estimated Minimum Person-Months by Category of Plans

Sl. No	Category of Plans	Planning Area/Notified Area, up to 1000 sq km				Planning Area/Notified Area, 1000 - 6000 sq.km				Planning Area/Notified Area, >6000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	**Regional Plans Including Rural Areas: Statutory Plans**												
1	Regional Plan	24	200	40	60	24	250	40	60	24	300	40	60
2	Sub-Regional Plans	12	150	40	60	12	200	40	60	12	250	40	60
3	District Development Plan	12	150	40	60	12	200	40	60	12	250	40	60
4	Metropolitan Regional Plan / Metropolitan Area Plans	24	250	40	60	24	300	40	60	24	400	40	60
5	Sectoral / Functional Plans	6	100	30	70	6	125	30	70	6	175	30	70
6	Block Plans	6	100	30	70	6	125	30	70	6	175	30	70
7	*Gram Panchayat* Plan	6	80	30	70	6	100	30	70	6	140	30	70
8	*Nagar Panchayat* Plan	6	80	30	70	6	100	30	70	6	140	30	70
2	**Regional Plans Including Rural Areas: Non Statutory Plans**												
1	Regional Perspective Plan/ Regional Concept Plan	9	120	40	60	9	150	40	60	9	200	40	60
2	Sectoral Plans / Functional Plan	9	100	40	60	9	125	40	60	9	175	40	60

Appendix: 2.2 Continued

Sl. No	Category of Plans	Planning Area/Notified Area, up to 1000 sq km				Planning Area/Notified Area, 1000 - 6000 sq.km				Planning Area/Notified Area, >6000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
3	Economic Development Plans / Strategies for a Region	12	120	40	60	12	150	40	60	12	200	40	60
4	*Gram Panchayat / Nagar Panchayat* / Village Development Plan / Strategies	12	100	35	65	12	125	35	65	12	175	35	65
5	Industrial Area Plans / Strategies	6	100	30	70	6	125	30	70	6	175	30	70
6	Plans for Special Economic Zone (SEZ) / National Industrial Manufacturing Zone (NIMZ) / Coastal Economic Zone (CEZ) Specialized Industrial Zones / Areas	6	120	40	60	6	150	40	60	6	200	40	60
7	Tourism Master Plans	6	100	40	60	6	125	40	60	6	175	40	60
8	Social Infrastructure Plans	9	100	40	60	9	125	40	60	9	175	40	60
9	Physical Infrastructure Plans	3	150	40	60	3	180	40	60	3	250	40	60
10	Industrial Corridor Plans	12	150	40	60	12	180	40	60	12	250	40	60
11	Coastal Area Development / Management Plan	6	120	40	60	6	150	40	60	6	200	40	60
12	Rurban Village Cluster Plans	6	120	30	70	6	150	30	70	6	200	30	70

Appendix 2.3 Transport Plan (Urban): Estimated Minimum Person-Months by Category of Plans

Sl. No.	Category of Plans	Planning Area/Notified Area, up to 1 million population				Planning Area/Notified Area, 1 -5 million population				Planning Area/Notified Area >5 million population			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	**City / Urban Transportation Plans**												
1	Comprehensive Transport Plan / Comprehensive Transport Studies (CTS)	18	100	45	55	12	200	45	55	12	275	45	55
2	City Mobility Plans (CMP)	9	80	40	60	18	160	40	60	18	220	40	60
3	Transit Oriented Development (TOD) Plan	6	60	35	65	12	120	35	65	12	150	35	65
4	Corridor Development Plan	6	50	30	70	9-12	100	30	70	9-12	125	30	70
5	Transport Management Plan	6	50	30	70	12	100	30	70	12	125	30	70
6	Traffic Management Plan	6	50	40	60	6	100	40	60	6	125	40	60
7	Railway Station Area Redevelopment Plan	6	50	40	60	9	100	40	60	9	125	40	60
8	Airport Area Development Plan	6	50	30	70	6	100	30	70	6	125	30	70

Appendix 2.4: Transport Plans (Regional): Estimated Minimum Person-Months by Category of Plans

Sl. No	Category of Plans	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	**Regional / State Level Transport Plans**				
1	National Level Strategic Studies, viz. Road Connectivity, Expressway Planning, Port Connectivity, Corridor Development Plans	12	200	45	55
2	Regional Transport Plan	18	200	40	60
3	State Level Strategic Option Studies (SOS)	6	150	35	65
4	State Level Road Sector Master Plan	18	200	30	70
5	Sea Port Master Plan	12	150	45	55
6	Master Plan for Inland Water Transport	6	150	45	55
7	Regional Rail Rapid Transit System (RRTS) Plan	12	150	45	55
8	Multi-modal Logistic Hub Plan	6	120	45	55
9	Dry Port Plan	6	100	45	55

Appendix 2.5: Spatial Planning Policies / Guidelines: Estimated Minimum Person-Months by Various Policies

Sl No	Category	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
A	**City Level Policies**				
1	Urban Land Policy Studies	6	100	40	60
2	Housing Policy Studies	6	80	40	60
3	Climate Resilient and Disaster Management Studies	6	100	40	60
4	Transportation Policy Studies	6	100	40	60
5	Public Transport Policy	6	80	40	60
6	Resource Mobilization Studies	6	100	40	60
7	Land Pooling / Assembly Strategies	6	80	40	60
8	Urban Governance Studies	6	80	40	60

Appendix: 2.5 Continued

Sl No	Category	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
9	Informal Sector Policy	6	100	40	60
10	Street Vendors policy	6	80	40	60
11	Slum Renewal Policy	6	80	40	60
12	Barrier-free Environment Policy	6	80	40	60
B	**State Level Policies**				
1	State Urban Development Policy	12	150	45	55
2	State / Regional Development (all sectors) Vision / Policy	12	150	45	55
3	Rural Development Policies	12	150	45	55
4	State Water Supply and Sanitation Policy	12	150	45	55
5	State Policy on Climate Change	12	150	45	55
6	State Policy on Disaster Mitigation	12	150	45	55
6	State Urban Land Policy	12	150	45	55
6	State Transport Vision	12	150	45	55
C	National Level Policies				
1	National Urbanization Policy	12	200	45	55
2	National Housing Policy	12	200	45	55
3	National Transport Policy	12	200	45	55

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