



Defining the Future

Template for Preparation of Detailed Project Report (DPR) in r/o Roads for KIIFB Assistance

Guidelines for preparing Detailed project Report

A detailed Project Report is an essential component of the project. It should be prepared carefully. Before finalising the DPR, importance should be given to carry out proper surveys, investigations and designs. Sufficient details should be included to ensure proper appraisal, approval and implementation of the project in time. Considering the importance of DPR preparation, a document intended for reference is detailed along with. The guidelines provided in this document shall be adhered to strictly. In addition, SPV can incorporate specific additional relevant details to supplement the base data.

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SALIENT FEATURES

1.	Title of the project	
2.	Department	
3.	Details of project location	
	i. District	
	ii. Taluk	
	iii. Corporation/Municipality/Panchayath	
	iv. Assembly Constituency	
4.	Implementing agency/SPV	
5.	DPR prepared by	
6.	Project outlay	
7.	Budget provision	
8.	Budget speech reference	
9.	Administrative sanction	
10.	Nature of the project (New formation/ widening/ strengthening/ widening and strengthening/ new formation, widening and strengthening)	
11.	Present status of roads, if any	
12.	Need for the project	
13.	Details of proposed roads	
	i. Length of road	
	ii. Carriage way width	
	iii. Thickness of layers	

	iv. Details of cross drainage works	
	v. Other details	
14.	Details of investigations/surveys conducted	
	i. Traffic	
	ii. Geotechnical	
15.	Whether Land Acquisition involved?	
	If yes, furnish details	
16.	Total estimated cost and item wise cost break up and details of Schedule of Rates	
	Whether detailed estimate attached?	
17.	Details of revenue streams	
18.	Details of Cost Benefit Analysis (CBR value)	
19.	Details of project risks	
20.	Details of project management organisation strategy	
21.	Details of contract management strategy	
22.	Details of Project Implementation Schedule (PIS) & Work Breakdown Schedule (WBS) - Proposed duration to complete the project	
23.	Details of statutory clearances	
24.	Quality control infrastructure and mechanism	
25.	Operations & Maintenance (O&M) arrangements of the project after completion	
26.	Details of attached drawings	
27.	Other attachments	

EXECUTIVE SUMMARY:

- This section shall contain brief of all relevant details discussed in the following chapters.

1. INTRODUCTION

- This section should provide a general introduction of the project being submitted.
- General introduction shall include write up on: type of the road project, location of the project area, general description of topography, physiography and geology of the project area, historical background of the project, need for the project, etc.
- Aims and objectives of the project shall also be briefed in the section.

2. PROJECT DEFINITION, CONCEPT AND SCOPE

- The proposed project has to be clearly demarcated in terms of all its sub-components/elements including quantum of land required, whether any acquisition is needed, the design, detailed engineering and drawings of each physical infrastructure sub components, environmental compliance,/protection measures/improvement measures .

3. PROJECT BACKGROUND

- A brief description of the existing bridge, if any, in the project area, its present condition and need for the present project..

4. PROJECT DETAILS

- Description of the location and geographic features of the area and adjoining land.
- A brief description of the geometry of the approach roads, description of whether there are temples, schools, mosques along the alignment, existing cross drainage structures, existing utilities like electric & telephone poles and water lines along the proposed bridge.

5. OBJECTIVE AND SCOPE OF THE WORK

- A brief note about the necessity of the works proposed under the project and the main works to be carried out to fulfill the objective.

6. STATUS FEASIBILITY STUDIES

- Description of any feasibility study conducted earlier and their outcome shall be discussed in this section.

7. REQUIREMENT/ DEMAND ANALYSIS

- This section should present the specific problem(s) or issue(s) faced by stakeholders like citizens, businesses or governments that would be addressed by means of provision of improved services through the proposed project.
- In this section, describe the project proposed in terms of the rationale behind the project, clearly focusing on the existing condition (how it will help in improving the situation and bring benefits to the stakeholders).
- The rationale could be broad based and supplemented with facts and figures. Information based on objective research, not subjective impressions, should be provided to justify the need or problem. The rationale should be written in a way that would lead to objectives.

8. FUNCTIONAL DESIGN

- This section should present an analysis of different options available to achieve the objective and the reasons for selecting the proposed option should be substantiated.
- The functional design of the project is mainly achieved through field study and documentation using existing information and specifications from various standards
- The alignment of a new road shall be fixed with a view to serve maximum population and to achieve the maximum utility of the existing road system, if any. The alignment shall preferably be one which demands minimum land

acquisition and avoiding problematic soils, too many cross-drainage works, landslide susceptible slopes etc.

- The proposed alignment should achieve the least overall cost on transportation, having regard to the costs of initial construction of the road facility, its maintenance, and road user cost, while at the same time, satisfying the social and environmental requirements.
- Where the project involves improvements to an existing road, every effort should be directed towards the inherent deficiencies with respect to: plan and profile, sight distance/visibility in horizontal as well vertical plan, carriageway, shoulder and roadway width, cross-drainage structures, road side drainage provisions as well as area drainage consideration and safety features.
- The field study shall include traffic surveys and documentation which may be done as per the latest revisions and amendments of the relevant guidelines of MoRTH, publications of Indian Roads Congress (IRC) and Bureau of Indian Standards (BIS).
- Information about traffic is indispensable for any road project since it would form the basis for the design of the pavement, fixing the number of traffic lanes, design of intersections etc. Traffic surveys required to be conducted in connection with the preparation of road project are: Classified Traffic Volume Counts, Origin-Destination Surveys, Speed and delay studies, Traffic Surveys for the Design of Road Junction, Axle Load Surveys, and Accident Records etc.

9. ENGINEERING SURVEYS AND INVESTIGATIONS

This section should contain:

- Topographic Survey/leveling survey with GPS stations and coordinates – incorporating the methods used and satisfying all standards and procedures.
- Leveling Survey with GPS stations and coordinates, a brief methodology of leveling survey, accuracy adopted, nearest bench mark etc.
- Soil and Materials Survey :

- i. Soil investigation report including CBR details
 - ii. Borrow area and quarry details ensuring the quality and quantity of materials, construction water sources
 - iii. Soil sample collection and Testing
- Traffic Survey
 - BBD survey, if the project demands

10. ENGINEERING DESIGN

- This section should elaborate the technology choices, structural aspects, pavement layer options and evaluation of the technology option, as well as the basis for the technology for the proposed project.
- Detailed description of site including topographical and geotechnical investigations adequate to design the road cross sections shall be furnished.

- Existing ROW details:
 - i. Average width of ROW, carriageway and Shoulder details.
 - ii. Height of embankment type and condition.
 - iii. Location of Cross Drainage structures and its present condition.
 - iv. Side Drain details and present condition with outlet details
 - v. Details of Retaining Walls and present condition
 - vi. Utilities and trees within the boundary
 - vii. Bus bay locations and existing road safety features, if any and its condition
 - viii. Details of approach road
 - ix. Existing sub grade condition with position of water table, HFL(High Flood Level) etc if the project demands
- The design of new pavement sections, and of strengthening measures (overlay) for the existing pavement shall be carried out in accordance with the criteria, standards and specifications given the latest publications of Indian Roads Congress (IRC) and MoRTH.
- Before strengthening treatment is prescribed, a detailed pavement condition survey and evaluation shall be carried out in accordance with IRC: 81 to determine the extent of distress and nature of deficiency in the existing pavement structure and whether any special treatments e.g. provision for remedying reflection cracking, pavement internal drainage, sub grade improvement/ reconstruction, or rectification of any other deficiencies are warranted.
- The preliminary design for a typical road shall consists of alignment of the proposed road, longitudinal and cross sections at critical locations, drawings of cross drainage structures, drains, retaining walls etc.

11. FINANCIAL ESTIMATES & COST PROJECTIONS

- This section should focus on the cost estimates, budget for the project, means of financing and phasing of expenditure.

- Cost estimates have to be worked out on the basis of detailed bill of quantities (with detailed measurements of length, breadth, and depth / height for each item), using the current Schedule of Rates of the State Government (PRICE) or relevant SOR as applicable.
- Applicable taxes, contingencies, investigation charges including any O&M cost for a specific period shall be clearly specified.
- Lump sum provisions for land acquisition etc. shall be explained in detail.

12. REVENUE STREAMS

- Options for cost recovery, if any, should be explored
- Innovative ideas for additional revenue generation, including potential for advertisements, revenue recovery options by creating commercial value oriented investments adjacent to the roads, wayside amenities etc may be indicated.

13. COST BENEFIT ANALYSIS & INVESTMENT CRITERIA

- Cost Benefit Analysis (CBA) is a technique whereby the costs of and benefits from a scheme are quantified over a selected time horizon and evaluated by a common yardstick.
- Cost Benefit Ratio (CBR - benefit to cost ratio), EIRR (Economic Internal Rate of Return) etc. shall be worked out in detail with all supporting primary and secondary data conforming to the guidelines of IRC: SP 30 - 2009.
- The project cash flow projections for the life cycle along with underlying assumptions have to be presented.

14. ENVIRONMENTAL & SUSTAINABILITY ASPECTS

- An Environmental Management Plan (EMP) is to be developed explaining the possible environmental issues which may arise during the construction and operation of the infrastructure and associated facilities depending upon the size of the project.

- Environmental impact assessment study if mandatory and measures identified to mitigate the adverse impact, if any shall be conducted and documented in detail.
- Issues relating to land acquisition, diversion of forest land, wildlife clearances, rehabilitation and resettlement should be addressed in this section.
- Inclusion of international best practices in sustainable infrastructure management including potential low carbon emission, low energy, zero pollution etc. is desirable.

15. RISK ASSESSMENT AND MITIGATION MEASURES

- For those projects which involve large capital outlay and various issues relating to land acquisition, environmental aspects, a detailed and systematic risk analysis may be resorted.
- Identification and assessment of implementations risks which can lead to time overrun, cost escalation, scope reduction etc. is the primary stage in risk assessment.
- Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks etc.
- The mitigation plans including risk avoidance, risk transfer, and risk elimination are to be well analysed and documented.
- For complex projects with multiple risk profiles, numerical modeling and simulation may be adopted.

16. PROJECT MANAGEMENT ORGANISATION

- Responsibilities of different agencies for project management of the said project should be elaborated. The organization structure at various levels, human resource requirements, as well as monitoring arrangements should be clearly spelt out.
- Management arrangements refer to the institutional structures and mechanisms that would be set up for ensuring effective project management.
- The involvement of external consultant if any shall be documented

17. CONTRACT MANAGEMENT STRATEGY

- Contracting methodology for the execution of the project should be specified in detail. (item rate, lump sum, design and execute , EPC etc.)
- The system followed in the bidding document and manuals of reference etc. shall be explained (PWD/CPWD/ FIDIC) etc.
- Any variation proposed from the current practices acceptable under Govt. of Kerala (Arbitration, escalation etc.) in the system due to any specific technical aspects associated with the project need to be explained with justification.
- Any contract clause which may likely to lead to additional financial liability shall be identified and reported with suggestions to overcome such issues.

18. IMPLEMENTATION SCHEDULE & WBS

- The time bound work schedule is an important part of every project because it helps in better handling of projects in planning, implementation etc.
- This section should indicate the propose zero date of commencement and also provide a Bar chart / Project Schedule, wherever relevant.
- Phasing of project activities, proposed contract packages and schedule of implementation for each phase.
- Identify critical dependencies in the project and expected timelines for completion of key milestones and associated process indicators for the same.
- The DPR should provide a time-bound action plan including tendering, appointment of contractors, construction schedule,, quality assurance & quality control and post-construction activities, including project delivery

19. STATUTORY CLEARANCES

- This section should elaborate the statutory clearances to be obtained from the various authorities.
- Statutory approvals as per bye laws, master plan, fire safety norms, environmental clearance etc. as applicable for the project are to be taken.

20. QUALITY MANAGEMENT PLAN

- The DPR shall include information relating to the institution to be engaged in the quality assurance & quality control of the project execution.
- Methodology to be adopted to ensure the quality of construction should be clearly mentioned in the report.
- Quality management plan including the internal inspection and testing procedure shall be documented.
- Third party quality control mechanism is adopted its structure and plan shall be specified in detail.

21. OPERATIONS & MAINTENANCE PLAN

- The DPR shall incorporate/include information relating to the institution to be engaged in the O&M of the created infrastructure asset/enhanced infrastructure assets.
- Brief description/analysis of the key issues and obstacles in regard to O&M (including billing/collection issues) and proposed countermeasures to overcome them for the project should be contained.
- Requirement of funds for operation and maintenance of assets should also be included in the report.

ANNEXURES

- I. KEY MAP OF THE PROJECT LOCATION
- II. APPROVED ALIGNMENT DRAWINGS
- III. LONGITUDINAL AND CROSS SECTION DRAWINGS
- IV. DRAWINGS (GAD & STRUCTURAL) OF CROSS DRAINAGE WORKS AND DRAINS
- V. DETAILED ESTIMATE
- VI. GEO-TECHNICAL INVESTIGATION REPORT
- VII. COPIES OF STATUTORY APPROVALS
- VIII. INDEX MAP

- IX. PROPOSED CULVERT DRAWINGS
- X. ROAD SAFETY STRIP PLAN