

## **Title: Quotations for Specialist Will be Invited**

On behalf of the Harbour-front Enhancement Committee (HEC), the Civil Engineering and Development Department (CEDD) will invite quotations for selecting a Specialist for conducting a “Harbour-front Enhancement Review – Wan Chai and Adjoining Areas” project (hereinafter referred to as the “HER project”).

The objectives of the HER project are to engage the public for ideas on the harbour-front enhancement of Wan Chai and adjoining areas and to consolidate the relevant ideas as input to the Wan Chai Development Phase II Planning and Engineering Review (hereinafter referred to as the “WDII Review”) being conducted by CEDD, and to build consensus on the conceptual plan and master plan to be developed under the WDII Review. For details, please refer to Paper No. WD 5/2004 (copy attached) that was discussed in the HEC Sub-committee on Wan Chai Development Phase II Review meeting held on 13 October 2004.

The Specialist is to be selected from amongst the companies/institutions which are able to provide specialist services in town planning, urban design and social-economic planning/studies. Invitation for quotations will be issued to pre-selected companies/institutions on 15 October 2004. Other interested companies/institutions can provide relevant information to the Secretariat of the HEC Sub-committee on Wan Chai Development Phase II Review for further consideration.

Deadline for submitting quotations is 25 October 2004.

If you have any enquiries, please contact Mr. Bosco Chan, Secretary of the HEC Sub-committee on Wan Chai Development Phase II Review (postal address: 13<sup>th</sup> Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong, telephone number: 2231 4439, fax number: 2577 5040 and e-mail address: [bpchan@cedd.gov.hk](mailto:bpchan@cedd.gov.hk)).

Dated 15 October 2004

**HEC Sub-committee on  
Wan Chai Development Phase II Review**

**Harbour-front Enhancement Review  
Wan Chai and Adjoining Areas**

**PURPOSE**

This paper seeks Members' comments and endorsement on the proposed arrangements for the "Harbour-front Enhancement Review – Wan Chai and Adjoining Areas" (HER).

**BACKGROUND**

- 2.1 The Citizen Envisioning @ Harbour (CE@H) proposed, in their submission to the Harbour-front Enhancement Committee (HEC), to examine the economic, environmental and social implications of carrying out the Wan Chai Development Phase II (WDII) project and to engage different stakeholders, including the general public, in the review process.
- 2.2 CE@H's proposal was discussed at the HEC meeting held on 8 July 2004. The HEC supported the overall principle of enhancing public participation and directed the Sub-committee on Wan Chai Development Phase II Review (the Sub-committee) to consider CE@H's proposal further. The approach for enhanced public participation and the guiding principles for assessment of land uses and Trunk Road options was discussed in the Sub-committee meeting held on 11 August 2004 (Paper No. WD 3/2004 refers).
- 2.3 In the HEC meeting held on 9 September 2004, CE@H presented the proposed HER. After deliberations on the item, the majority view of the HEC seemed to favour commencing the proposed HER programme as quickly as possible. A copy of CE@H's Powerpoint presentation is attached at **Annex A**.

## **PROPOSED ARRANGEMENTS**

- 3.1 A Specialist will be employed for conducting the HER with funding to be provided by the Government.
- 3.2 The Specialist will be selected through a transparent tendering process in accordance with the established practice and will enter into a formal consultancy agreement with Government.
- 3.3 The works of the Specialist will be steered by the HEC through the Sub-committee. Day to day administration of the consultancy will be by the Sub-committee Secretariat.
- 3.4 Due to the close inter-relationship with the Wan Chai Development Phase II Planning and Engineering Review (WDII Review), the Specialist is required to closely liaise with the Government's consultant for the WDII Review (WDII Consultant) throughout the consultancy assignment.
- 3.5 The HER is broadly divided into three Stages with the following objectives:-
  - (a) Envisioning Stage - to engage public for ideas on the kind of harbour-front they hope to have at Wan Chai and the adjoining areas after understanding the opportunities available and the constraints that the harbour-front will be subjected to, and to consolidate the relevant ideas as input to the WDII Review and the other ideas for further consideration by the HEC for subsequent works;
  - (b) Realization Stage - to assist Government in assessing the conceptual plan and master plan of the Wan Chai Development Phase II project to be formulated by the WDII Consultant for achieving a socially, environmentally and economically sustainable waterfront that can realize ideas well supported by the public and with allowances for satisfying other needs such as planning, transport and infrastructure needs, and assist

Government in the consensus building process for the conceptual plan and master plan; and

- (c) Detailed Planning Stage - to reflect the findings of the consensus building process as further input to Government in assessing the draft Outline Zoning Plan(s) and draft Recommended Outline Development Plan(s) to be developed by the WDII Consultant.

3.6 Detailed services to be provided by the Specialist are set out in section 6 of the draft Brief of the Specialist Consultancy attached at **Annex B**.

## **SELECTION OF THE SPECIALIST**

- 4.1 The Specialist is to be selected amongst the town planning firms and relevant institutions which are able to provide specialist services in town planning, urban design and social-economic planning/studies.
- 4.2 According to Government's Stores and Procurement Regulations, not less than five written quotations will be invited.
- 4.3 A notice will also be posted onto the HEC website announcing the selection exercise. Interested firms/institutions could provide relevant information to the Sub-committee for further consideration.
- 4.4 A "two-envelope" quotation arrangement is to be adopted. Each company invited to submit a quotation will submit two envelopes: one containing a technical submission, setting out broadly approach for undertaking the consultancy, and the other containing the price for the services required. The technical submission will be marked first, according to a preset marking scheme, before the price envelope is opened. If there are reasons to conclude that a particular company fails to understand the requirements of the consultancy and/or is incompetent to take up the consultancy, its quotation will be rejected and the envelope on price will not be opened. For the rest of the quotations, the winner will be determined according to the combined results of technical abilities and price according to preset weighing factor.
- 4.5 A Quotation Assessment Committee with representatives from Planning Department and Civil Engineering Development Department

(CEDD) would be formed for assessing the quotations. Secretarial services are to be provided by CEDD. Representative(s) of the HEC Sub-committee on WDII Review will be invited to participate as observer.

- 4.6 Draft marking scheme for assessing the technical submissions and the method for determining the combined results of technical abilities and price according to preset weighing factor are attached at **Annex C**.

## **PROGRAMME**

- 5.1 The suggested key programme dates for the HER is as follows:

### Specialist selection

- September 2004 – discussion among Members of the HEC Sub-committee on WDII Review, PlanD and CEDD on details of the consultancy and to draft the consultancy brief;
- Early October 2004 – to prepare submission to the HEC Sub-committee on WDII Review on employing the Specialist;
- 13 October 2004 – HEC Sub-committee on WDII Review to endorse the selection procedures and brief for the consultancy;
- 15 October 2004 – invite quotations;
- 25 October 2004 – receipt of quotations;
- 3 November 2004 – award Specialist Consultancy;

### Envisioning Stage

- 8 December 2004 – Specialist to brief the HEC Sub-committee on WDII Review on the work plan for Envisioning Stage;
- Mid-December 2004 to mid January 2005 –conduct the recommended activities;
- 2 February 2005 –report to the HEC Sub-committee on WDII Review on outcome of the Envisioning Stage and seek endorsement of recommendations;

### Realisation Stage

- 10 March 2005 (proposed additional HEC Sub-committee on WDII Review meeting) - HEC Sub-committee on WDII Review to discuss on draft conceptual plan and master plan and work plan for consensus building process;
- End March – end May 2005 – consensus building process for conceptual plan and master plan;

- 8 June 2005 - HEC Sub-committee on WDII Review to discuss outcome of consensus building process.

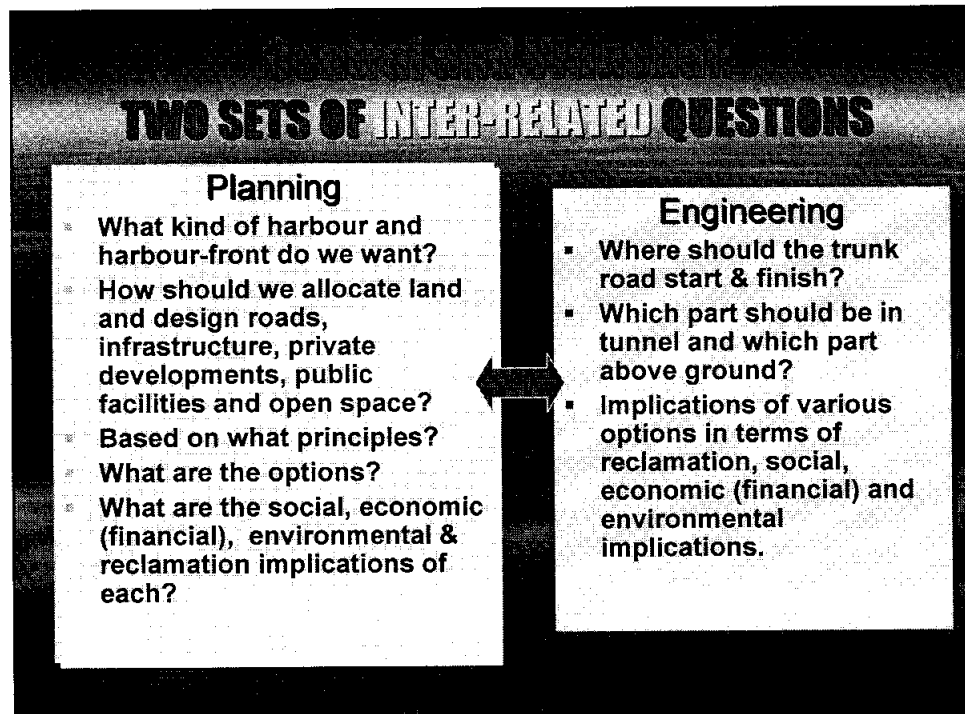
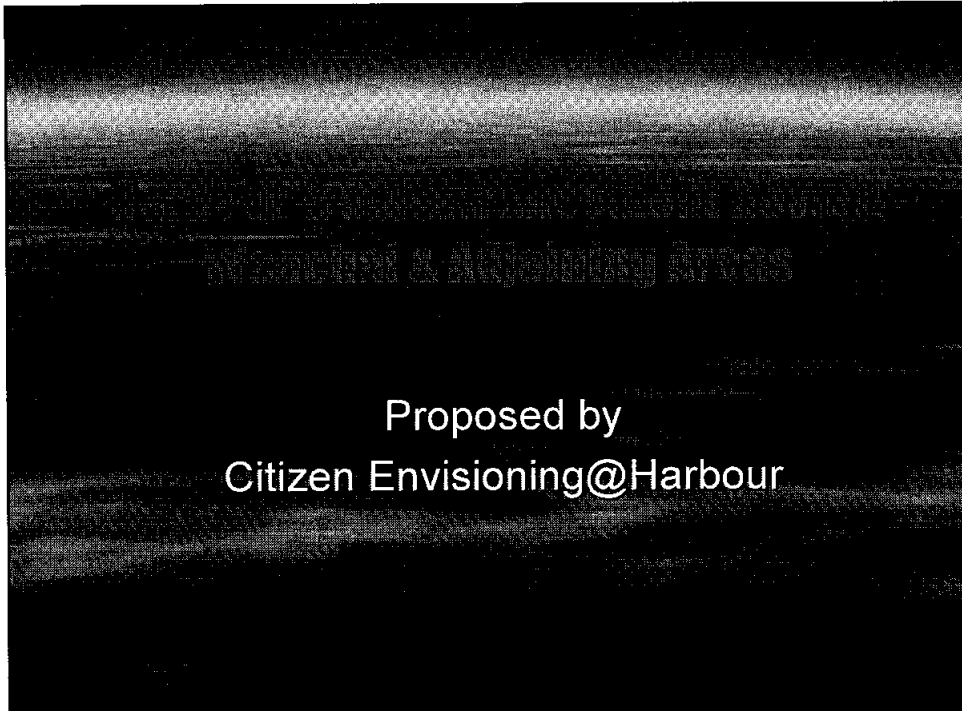
Detailed Planning Stage

- Early July 2005 – complete Detailed Planning Stage.

**ADVICE SOUGHT**

6.1 Members are invited to comment and endorse the proposed arrangements for the HER as outlined above.

Secretariat,  
HEC Sub-committee on  
Wan Chai Development Phase II Review  
October 2004



## Harbourfront Environmental Review Wentworth & Adjoining Areas. Contents

### Envisioning:

- What kind of harbour-front do we want?
- What are the constraints and opportunities?

### How to achieve our Vision? Conceptual Plan:

- How to design a socially & environmentally sustainable world class waterfront while providing spaces for other needs such as transport infrastructure and commercial development?
  - Based on what principles?
  - What are the options?
- What are the social, economic (financial), environmental & reclamation implications of each?

### Detailed planning stage, e.g.

- Where should the bypass start & finish?
- Which part should be in tunnel and which part above ground?
- Implications of various options in terms of reclamation, social, economic (financial), environmental & reclamation

## Harbourfront Environmental Review Wentworth & Adjoining Areas. By Whom?

### Envisioning:

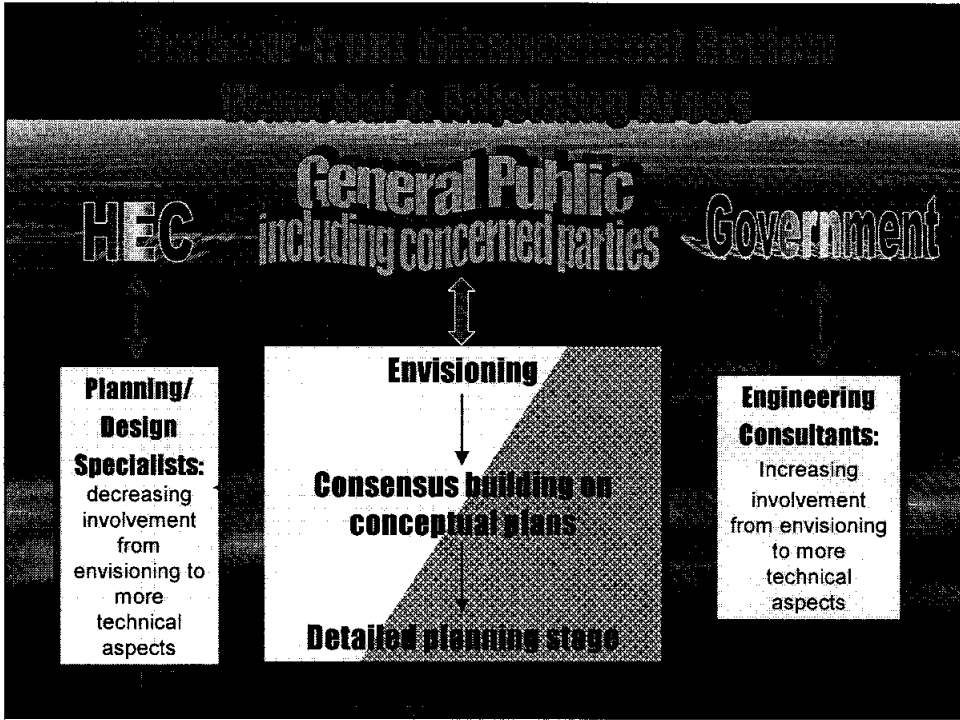
EVERYONE! Aided by professional facilitators

### How to achieve our Vision? Conceptual Plan

- Different stakeholders:
  - Professionals
  - Private sector
  - Public sector
- Community members

### Detailed planning stage

- Professionals
- Public sector
- General public's choice



**Agreement No. HKI xx/2004 (TP)**

**Harbour-front Enhancement Review  
Wan Chai and Adjoining Areas  
Specialist Consultancy**

**Draft BRIEF**

Table of Contents

	<u>Page</u>
1. Introduction	1
2. Description of the Project	1
3. Objectives of the Assignment	1
4. Description of the Assignment	2
5. Deliverables	2
6. Services to be provided by the Consultants	6
7. Response to Queries	8
8. Programme of Implementation	8
9. Progress Reports	9
10. Standards and Specifications	9
11. Variations and Other Commitments	10
12. Director's Representative	10
13. Control of the Project and Assignment	10
14. Consultants' Office and Staffing	11
15. Specialist and Sub-consultant Services	11
16. Insurance	11

Appendix A    Index Page for Digital Deliverables

## **1. Introduction**

- 1.1 This Brief is to be read in conjunction with the Memorandum of Agreement, the Government of the Hong Kong Special Administrative Region General Conditions of Employment of Engineering and Associated Consultants for a Feasibility Assignment (1997 Edition) (hereinafter referred to as the “General Conditions of Employment”), the Special Conditions of Employment and the Schedule of Fees.

## **2. Description of the Project**

- 2.1 In light of the judgment of the Court of Final Appeal (CFA) related to the interpretation of the Protection of the Harbour Ordinance (PHO), the Government commissioned a consultant (the WDII Consultant) to conduct a planning and engineering review on the development and reclamation proposals for the Wan Chai Development Phase II (WDII) project (the WDII Review). The WDII Review commenced on 11 March 2004.
- 2.2 In May 2004, the Government established the Harbour-front Enhancement Committee (HEC) to advise the Government on planning, land uses and developments along the existing and new harbour-front of the Victoria Harbour.
- 2.3 The Citizen Envisioning @ Harbour (CE@H), which is represented at the HEC, proposed to examine the economic, environmental and social implications of carrying out the WDII project and to engage different stakeholders, including the general public, in the review process. The HEC supported the overall principle of enhancing public participation.
- 2.4 Government’s proposal on the approach for enhanced public participation was discussed in the first meeting of the Sub-committee on WDII Review held on 11 August 2004 and again in the HEC meeting held on 9 September 2004. The HEC concluded that a “Harbour-front Enhancement Review – Wan Chai and Adjoining Areas” should be conducted.

## **3. Objectives of the Assignment**

- 3.1 The objectives of the Assignment is to engage public for ideas on the harbour-front enhancement of Wan Chai and adjoining areas and to consolidate the relevant ideas as input to the WDII Review or for further consideration by the HEC, and to build consensus on the conceptual plan and master plan and to be developed under the WDII Review. These will form the basis in formulating the draft Outline Zoning Plan(s) and

draft Recommended Outline Development Plan(s) to be developed by the WDII Consultant.

#### **4. Description of the Assignment**

4.1 The Assignment is broadly divided into three Stages with the following specific purposes:-

- (a) the Envisioning Stage - to engage public for ideas on the kind of harbour-front that they hope to have at Wan Chai and the adjoining areas after understanding the opportunities available and the constraints that the harbour-front will be subjected to, and to consolidate the relevant ideas as input to the WDII Review and the other ideas for further consideration by the HEC for subsequent works;
- (b) the Realization Stage - to assist Government in assessing the conceptual plan and master plan of the WDII project to be formulated by the WDII Consultant for achieving a socially, environmentally and economically sustainable waterfront that can realize ideas well supported by the public and with allowances for satisfying other needs such as planning, transport and infrastructure needs, and assist Government in the consensus building process for the conceptual plan and master plan; and
- (c) the Detailed Planning Stage - to reflect the findings of the consensus building process as further input to Government in assessing the relevant draft Outline Zoning Plan(s) and draft Recommended Outline Development Plan(s) to be developed by the WD II Consultant.

4.2 Due to the close inter-relationship between the Assignment and the WDII Review, the Consultants is required to liaise closely with the WDII Consultant throughout the Assignment and to programme the services required under the Assignment to facilitate achieving the target programme of the WDII Review.

4.3 The Consultants shall study in detail the judgment of the CFA related to the interpretation of the PHO.

#### **5. Deliverables**

5.1 During the course of the Assignment, the Consultants shall prepare relevant papers/reports describing the findings and recommendations of the Assignment. The Consultants shall also prepare necessary materials

for the purposes of presenting the findings and recommendations of the Assignment.

5.2 The Consultants shall propose a schedule of reports, papers and materials to be prepared for the various tasks of the Assignment for agreement of the Director's Representative. Reports, papers and materials to be prepared by the Consultants shall include but not limited to the following:

- (a) Progress Reports - in accordance with Clause 9 of this Brief, the Consultants shall submit monthly progress reports throughout the duration of the Assignment;
- (b) Report of Envisioning Stage – the Consultants shall produce a Report and an Executive Summary describing the outcome and recommendations of the Envisioning Stage;
- (c) Report of Realization Stage – the Consultants shall produce a Report and an Executive Summary describing the outcome and recommendations of the consensus building process of the Realization Stage; and
- (d) Draft papers, PowerPoint presentation materials and the like, including submissions to HEC and/or its Sub-committee, in connection with the outcome and recommendations of the Assignment.

5.3 The Reports and Executive Summaries of the Envisioning Stage and the Realization Stage shall be in both Chinese and English.

5.4 The Consultants shall circulate the draft reports/ papers for comments before finalizing them. Sufficient time should also be allowed for comments and the Consultants shall respond to comments received.

5.5 The Consultants shall prepare sufficient copies of the reports/ papers/drawings and the like for circulation.

5.6 The Consultants shall be responsible for dispatching the deliverables.

5.7 The Consultants shall also provide the deliverables in digital format as follows:

- (a) One copy of the finalized versions of the deliverables in Clause 5.2 above to be delivered to the Director's Representative shall be accompanied with a digital copy. When requested, the Consultants shall also provide the digital copies of draft versions of the deliverables.

- (b) Unless otherwise agreed by the Director's Representative, the digital copies of the deliverables shall be in Microsoft Word 97 or 2000 format or shall be printable by Microsoft Word 97 or 2000 without loss of data and change in appearance compared with the corresponding hard copies, except that -
- drawings shall conform with the Computer-Aided-Drafting Standard for Works Projects promulgated by the Environment, Transport and Works Bureau;
  - project programmes shall be in Microsoft Project 2000; and
  - photographs, illustrations, portraits, documents provided by others and documents involving signatures shall be scanned and saved in Encapsulated PostScript Files (EPSF), Tag Image File Format (TIFF), Graphic Interchange File Format (GIF), Joint Photographic Experts Group (JPEG), or Acrobat format.
- (c) Upon completion of the Assignment, the Consultants shall submit to the Director's Representative one set of compact disc(s) in duplicate kept in rigid plastic cases and containing the digital copies of all deliverables in Clause 5.7(a) above and a digital copy of the Brief to be provided by the Director's Representative. The compact disc shall also include an index file in HTML (hypertext markup language) or equivalent format containing the salient points of the Assignment and the following information about each of the digital copies provided -
- (i) Title of the deliverable;
  - (ii) Version number and date of issue of the deliverable;
  - (iii) File name of the deliverable;
  - (iv) Software used to create the deliverable;
  - (v) Version of the software; and
  - (vi) Highlights of any intellectual property rights belonging to a third party.

A sample of the index file is included in **Appendix A**.

- (d) The compact discs submitted shall be clearly labelled on the surfaces and the protective cases with the date of production of the compact discs, the agreement number and title of the Assignment, the name and logo of the Civil Engineering and Development Department, and the name and company chop of the Consultants. In addition, the spines of the cases shall be marked with the agreement number.

- (e) When requested by the Director's Representative, the Consultants shall seek the agreement of the owners of the intellectual property rights to allow the Government to copy, distribute or amend those deliverables in respect of which there is pre-existing intellectual property right.
- 5.8 Reports and documents shall be submitted in A4 size and accompanying drawings of convenient sizes but not exceeding A3 size format unless otherwise specified in this Brief or approved in writing by the Director's Representative. The Consultants shall also in connection with the above reports and documents submit two full sets of drawings in velographs, with one set in A1 size and the other in A3 size.
- 5.9 All data gathered for the purpose of use in this Assignment, shall be compatible with the requirements of the Director's Representative and shall be submitted to the Director's Representative before the completion of the Assignment. All these together with supporting notes and data, sketches, plans display materials, photographs, charts etc. shall be properly documented and shall become the property of the Government with full copyright.
- 5.10 The Consultants shall copy all correspondence with relevant parties affected by the Assignment to the Director's Representative for information.
- 5.11 The Consultants shall adopt the following green measures in preparing the deliverables:
- (a) all reports and documents shall be of single line spacing and printed on both sides of the paper;
  - (b) recycled paper with not less than 50% recycled materials and not exceeding 80 gsm shall be used as a general rule. The logo of recycle paper shall be printed in a prominent area of the report;
  - (c) unnecessary or excessive use of plastic laminates, glossy covers or double covers shall be avoided. Use of recyclable non-glossy art board paper as document covers should be encouraged;
  - (d) excessive page margins and line spacing should be avoided. A top/bottom margin of 2 cm and left/right margin of 2.5 cm are sufficient;
  - (e) use of blank paper should be avoided as far as possible; and

- (f) suitable font type of font size 12 shall be used generally in balancing legibility and waste reduction objective.

## 6. **Services to be provided by the Consultants**

### 6.1 Envisioning Stage

- (a) To formulate a suitable work plan, setting out the approach, the time-table, the target groups and activities to be conducted, for achieving the objectives of the Envisioning Stage;
- (b) To discuss with the relevant government departments and the WDII Consultant to understand the constraints and opportunities available under the WDII project;
- (c) To discuss with the relevant government departments and the WDII Consultant on the preparation and production of materials for use in the activities to be conducted (materials to be designed by the Consultants but production of materials will be by the WDII Consultant);
- (d) To discuss with the relevant government departments and the WDII Consultant on presentation materials related to the constraints and opportunities available under the WDII project (design and production of materials will be by the WDII Consultant);
- (e) To prepare submission to the HEC Sub-committee on WDII Review for seeking endorsement of the work plan and related issues;
- (e) To liaise with and invite partners for conducting the activities;
- (f) To determine details (such as dates and venues) of the activities;
- (g) To arrange and conduct the activities, including providing the necessary facilitators;
- (h) To prepare a Report and an Executive Summary on outcome of the activities; and
- (i) To make recommendations based on the outcome of the activities and seek HEC Sub-committee on WDII Review endorsement of the recommendations.

## 6.2 Realization Stage

- (a) To assist the relevant government departments in assessing the draft conceptual plan and draft master plan formulated by the WDII Consultant;
- (b) To formulate a suitable work plan, setting out the approach, the time-table, the target groups and activities to be conducted, for achieving consensus building on the conceptual plan and draft master plan;
- (c) To discuss with the relevant government departments and the WDII Consultant on the preparation of presentation materials for the consensus building process (design and production of materials will be by WDII Consultant);
- (d) To prepare submission to the HEC Sub-committee on WDII Review for seeking endorsement of the work plan and related issues;
- (e) To liaise with and invite partners for conducting the activities;
- (f) To determine details (such as dates and venues) of the activities;
- (g) To arrange and conduct the activities, including providing the necessary facilitators;
- (h) To prepare a Report and an Executive Summary on outcome of the activities;
- (i) To make recommendations based on the outcome of the activities and seek HEC Sub-committee on WDII Review endorsement of the recommendations.

## 6.3 Detailed Planning Stage

- (a) To provide input on specific issues for assisting the relevant government departments in assessing the draft Outline Zoning Plan(s) and draft Recommended Outline Development Plan(s) to be prepared by the WDII Consultant (the relevant government departments will brief the public on the final recommendations of the detailed planning and will conduct the necessary statutory consultations).

7. **Response to Queries**

7.1 The Consultants shall respond to queries under Clause 20 of the General Conditions of Employment raised within three months after submission of the draft Outline Zoning Plan(s) and draft Recommended Outline Development Plan(s) to Town Planning Board by the Government.

8. **Programme of Implementation**

8.1 The date of commencement of this Agreement shall be the date of the Agreement.

8.2 Pursuant to Clause 26 of the General Conditions of Employment, the Consultants shall submit the draft Programme and revised draft Programmes to the Director's Representative for comments and agreement according to the following schedule:

- (a) submission of the draft Programme within 1 week from the commencement of the Agreement;
- (b) submission of the revised draft Programme within 1 week from receipt of the comments on the draft Programme until acceptance by the Director's Representative; and
- (c) submission of the Programme and subsequent revised versions within 1 week from instructions of the Director's Representative.

8.3 The Programme shall contain the activities to be carried out, target/key dates for particular tasks and any decision dates that may be required for the uninterrupted progress of the Assignment. The Consultants shall discuss and agree with the Director's Representative the timing of submission of working papers, reports, plans and other deliverables for inclusion in the Programme.

8.4 The key dates of the milestone events of this Assignment shall be completed in accordance with the following schedule:

<b>Milestone events</b>	<b>Key date (from commencement of Agreement)</b>
<b>Envisioning Stage</b>	
1. seek HEC Sub-committee on WDII Review endorsement of work plan	within week 5

2. commence recommended activities	within week 6
3. completion of Envisioning Stage	within week 13
<b>Realization Stage</b>	
4. seek HEC Sub-committee on WDII Review endorsement of work plan	within week 18
5. commence recommended activities	within week 21
6. completion of Realization Stage	within week 31
<b>Detailed Planning Stage</b>	
7. completion of Detailed Planning Stage	within week 35

9. **Progress Reports**

9.1 On or before the 5<sup>th</sup> working day of each month after the commencement of this Agreement, the Consultants shall submit to the Director's Representative 5 copies of the progress reports (with soft copy) at monthly intervals on all aspects of the services required under this Agreement, and also the structure of their consultancy team. The reports shall include a list of those parts of the services the execution of which are behind the Programme, with explanations for the delay and proposals to expedite progress so as to complete the services on time. The reports shall also highlight any changes to the team members with justifications for the changes.

10. **Financial Management**

10.1 At bi-monthly intervals or at such other intervals as the Director's Representative may require, the Consultants shall submit a report on the current and forecast expenditure on the Assignment and the fees due to the Consultants, in a form to be agreed by the Director's Representative.

11. **Standards and Specifications**

11.1 The Consultants shall adopt such technical & planning standards and specifications as are in current use by the relevant government departments. Should instances arise for which suitable standards or specifications do not exist or for which the current standards of specifications appear to require modifications or if by the adoption of

current standards the Consultants would incur additional expenses not within reasonable contemplation, the Consultants shall submit recommendations on appropriate alternatives to the Director's Representative for agreement.

12. **Director's Representative**

12.1 The Director's Representative as defined in the General Conditions of Employment shall be the Project Manager (Hong Kong Island and Islands) of Civil Engineering and Development Department or any other person as may be authorized by the Director in writing and notified to the Consultants. The Director's Representative may delegate any of the powers and functions vested in him to other officers. If the Consultants are dissatisfied with a decision or instruction of any such officer the matter shall be referred to the Director's Representative for a ruling.

13. **Control of the Project and Assignment**

13.1 On commencement of the Assignment, the Consultants shall notify the Director's Representative the names of the Project Director and key members of their consultancy team.

13.2 During the course of the Assignment, the works of the Consultants shall be steered by HEC Sub-committee on WDII Review. Consultant Liaison Meeting shall be held at monthly intervals to discuss issues relevant to the Assignment, and whenever necessary, provide guidance to the Consultants.

13.3 The Consultants shall maintain necessary liaison and consultation with the relevant Government departments and other relevant parties throughout the course of the Assignment. The Director's Representative shall be involved in such discussions whenever necessary. Correspondence recording decisions reached in discussions with Government departments and other parties shall be copied to the Director's Representative and to other departments that are likely to be affected.

13.4 Further to Clause 13 of the General Conditions of Employment, the Consultants will also be required to attend external meetings, conferences, forums and activities as required by the Director's Representative. The estimated maximum number of the above meetings/activities is 80 for external meeting/activities only.

14. **Consultants' Office and Staffing**

- 14.1 The Consultants shall maintain for the duration of this Assignment an Office in Hong Kong under the control of the Project Director of the Consultants who shall be responsible for the Assignment. He shall have adequate authority and sufficient professional, technical and administrative support staff in all relevant disciplines to ensure progress to the satisfaction of the Director's Representative. The Project Director shall be resident in Hong Kong during the entire period of the Assignment. To facilitate carrying out the activities of the Assignment, particularly with the majority Cantonese-speaking public, the Project Director or Project Manager of the Consultants shall be proficient in both written Chinese and spoken Cantonese.

15. **Specialist and Sub-consultant Services**

- 15.1 The Consultants shall provide at their own expense all specialist and sub-consultant services required for the satisfactory completion of the Assignment. No additional fees or expenses for provision of such services rendered locally or overseas shall be payable by the Employer except as otherwise provided for the Schedule of Fees.

16. **Insurance**

- 16.1 The amount of insurance cover to be maintained in accordance with sub-clause (A) of Clause 47 of the General Conditions of Employment shall be equal to the lump sum fee.

**Civil Engineering and Development Department**  
**Index Page for Deliverables**

**Details of Agreement**

Agreement No.	
Title of Agreement	
Brief	<a href="#">Brief.htm</a> <sup>[1],[3]</sup>

**Details of Consultants** <sup>[2]</sup>

Name of Consultants	
Address	
Telephone No	
Fax No	
E-mail Address	

**Details of Sub-Consultants** <sup>[2]</sup>

Name of Sub-consultants	
Address	
Telephone No	
Fax No	
E-mail Address	

## Deliverables

Title of deliverables	Version no.	Date of issue	Hyperlink <sup>[3]</sup> to constituent files	Software used to create the constituent files (with version)	Highlights of any pre-existing intellectual property right
<i>Report No. 1 – Inception Report</i>	3.1	3 September 1999	<a href="#">Main Text.doc</a>	Microsoft Word 97	Nil
			<a href="#">Table 1.xls</a>	Microsoft Excel 97	Nil
			<a href="#">Appendix 1.doc</a>	Microsoft Word 2000	Nil
			<a href="#">Appendix 2.doc</a>	Microsoft Word 2000	Nil
			<a href="#">Photo 1.gif</a>	Microsoft Photo Editor 3.01	Company X owns the copyright of this file. Their agreement for the Government to copy, distribute and amend this file has been obtained.

[1] A hyperlink to the finalised version of the Brief of the Assignment should be included. In case the Brief comprises several documents, hyperlinks to all such documents should be included.

[2] In case there are more than one consultant firm or sub-consultant, additional tables should be inserted and their information should be provided in the tables.

[3] The hyperlink should be set relative to the file location of this index file.

### Submission and Assessment of Quotations

1. A “two-envelope” quotation arrangement is to be adopted. Each company/institution invited to submit a quotation will have to submit two envelopes: one containing a technical submission and the other containing the fees for the services required.
2. The technical submission will be marked according to a preset marking scheme as shown in Table 1 below. It should therefore contain sub-sections to cover those matters listed in sections A, B and C of Table 1 as well as other relevant information. Including all appendices except for staff CVs and job references, the technical submission should be limited to not more than eight A4 pages in length.

Table 1 - Marking Scheme for Technical Submission

<b>Section</b>	<b>Assessment Criteria</b>	<b>Max Mark for Sub-section</b>	<b>Max Mark for Main Section</b>
<b>A</b>	Approach to the assignment and appreciation of the requirements		<b>40</b>
	(a) Understanding of objectives	10	
	(b) Approach to the assignment	25	
	(c) Work programme and budget for conducting activities	5	
<b>B</b>	Previous relevant experience		<b>15</b>
	(a) Number of years the company/institution having been engaged in relevant services	5	
	(b) Number of projects the company/institution having been employed by Government and major organizations in relevant services	10	
<b>C</b>	Knowledge, experience and capability of key staff		<b>30</b>
	(a) Project team organization structure	5	

<b>Section</b>	<b>Assessment Criteria</b>	<b>Max Mark for Sub-section</b>	<b>Max Mark for Main Section</b>
C	(b) Relevant experience and qualifications of key staff of project team	15	
	(c) Responsibilities and degree of involvement of key staff of project team	10	
D	Past performance in government consultancy services		<b>15</b>
	<b>Total :</b>		<b>100</b>

3. A Quotation Assessment Committee with representatives from Civil Engineering and Development Department and Planning Department will be formed for assessing the quotations. Representative(s) of the HEC Sub-committee on WDII Review will be invited to participate as observer.
4. The technical submissions will be marked first, before the fees envelopes are opened. If there are reasons to conclude that a particular company/institution fails to understand the requirements of the consultancy and/or is incompetent to take up the consultancy, its quotation will be rejected and the envelope on fees will not be opened. For the rest of the quotations, the winner will be determined according to the combined results of the marks for the technical submissions and the fees according to a preset weighing factor. For this quotation exercise, the weighing factor will be in a ratio of 70% technical : 30% fees.
5. Each Panel member shall grade each sub-section of the technical submissions on those matters listed in sections A, B and C of Table 1 as either 'very good', 'good', 'fair' or 'poor'. The marks that shall correspond to these grades are:

<b>Grade</b>	<b>Marks</b>
Very good	1.0 x Y
Good	0.8 x Y
Fair	0.6 x Y
Poor	0.3 x Y

where Y is the mark allocated to the section or sub-section under consideration.

6. The criterion of past performance in government consultancy services shall be assessed using the current past performance rating (PPR) of the company/institution on government projects maintained by the Environment, Transport and Works Bureau according to the following rules:

- (i) For those companies/institutions having 4 or more past performance scores in the past three years, the formula for translating their current PPRs into marks for the criterion of past performance shall be:

$$\text{Mark for Company/ Institution "i"} = \text{Max. mark allocated for the criterion of past performance} \times \frac{R_i}{R_{\text{highest}}}$$

- where: (a)  $R_i$  is the current PPR of Company/Institution "i"  
 (b)  $R_{\text{highest}}$  is the highest current PPR among all of the companies/institutions having submitted quotations in the exercise which have not been rejected as mentioned in paragraph 4 above.

- (ii) For a company/institution which has less than 4 or no past performance score in the past three years, the mark for the criterion of past performance shall be assessed based on the percentage of the maximum mark that the company/institution scored in the remaining sections as follows.

$$\text{Mark for Company/ Institution "i"} = \text{Max. mark allocated for the criterion of past performance} \times \frac{\text{Total mark scored by Company/ Institution "i" for Sections A, B and C}}{\text{Max. total mark for Sections A, B and C}}$$

7. Worked examples on assessing marks for the criterion of past performance in government consultancy services and on calculating the combined results of the marks for the technical submissions and the fees are given at Appendix 1 and Appendix 2 respectively.

**Worked example on assessing the marks for the criterion of past performance in government consultancy services**

1. For those companies/institutions invited to submit quotations, their current past performance ratings (PPRs) maintained by the Environment, Transport and Work Bureau are extracted and listed below:

Company/ Institution	No of past performance reports with scores for Year			Current PPR
	2002	2003	2004	
A	0	0	4	74.5
B	0	36	36	62.3
C	0	55	52	64.5
D	0	0	2	66.7
E	0	0	0	0

2. Marks for Companies/Institutions A, B and C are assessed according to the formula set out in paragraph 6(i) of Annex C and the results are as follows:

The highest PPR for Companies/Institutions A, B and C is 74.5  
 Maximum mark for the criterion of past performance is 15

Mark for Company/Institution A is  $15 \times 74.5/74.5 = 15.00$

Mark for Company/Institution B is  $15 \times 62.3/74.5 = 12.54$

Mark for Company/Institution C is  $15 \times 64.5/74.5 = 12.98$

3. As Companies/Institutions D and E have less than 4 performance scores in the past three years, their marks for the criterion of past performance are assessed based on the percentage of the maximum mark that the company/institution scored in the remaining sections as follows:

Company/ Institution	Total mark for sections A, B and C (maximum 85)	Mark for the criterion of past performance
D	70	$15 \times 70/85 = 12.35$
E	65	$15 \times 65/85 = 11.47$

## Appendix 2

### Worked example on calculating the combined results of the marks for the technical submissions and the fees

1. Given : the preset weighing factor is in a ratio of 70% technical : 30% fees.
2. Besides submitting their lump sum fees for the consultancy, the companies/institutions will also submit their time-charge rates for additional services. Allowances for additional services are calculated based on the time-charge rates submitted by the companies/institutions multiplied by pre-determined number of man-hours allowed for additional services, which are kept confidential from the companies/institutions.

3. The total fees are calculated as follows:

Company/ Institution	Mark for technical submission	Lump sum fee (L) submitted (\$)	Allowances for additional services (AS) calculated (\$)	Total Fees for Comparison = (L) + (AS) (\$)
A	82.3	4,680,000.00	460,000.00	5,140,000.00
B	81.1	4,050,000.00	490,000.00	4,540,000.00
C	76.3	3,650,000.00	350,000.00	4,000,000.00

4. The company/institution first-ranked in mark for technical submission is compared with the second-ranked company/ institution as follows:

Company/ Institution	Mark for technical submission	Total Fees	Comparison	
			Technical	Fee
A	82.3	5,140,000.00	$\frac{(82.3 - 81.1)}{81.1}$ $= 1.48\%$	$\frac{(5,140,000.00 - 4,540,000.00)}{4,540,000.00}$ $= 13.22\%$
B	81.1	4,540,000.00		

5. It is seen that A is technically 1.48% better than B, but 13.22% less advantageous than B on fees. The weighted technical advantage of A over B is  $0.7 \times 1.48\%$ , i.e. 1.04%. The weighted fees disadvantage of A compared to B is  $0.3 \times 13.22\%$ , i.e. 3.97%. The winner is therefore B.
6. The winner is then compared with the third-ranked company/institution in a similar manner, thus:

Company/ Institution	Mark for technical submission	Total Fees	Comparison	
			Technical	Fee
B	81.1	4,540,000.00	$\frac{(81.1 - 76.3)}{76.3}$ $= 6.29\%$	$\frac{(4,540,000.00 - 4,000,000.00)}{4,000,000.00}$ $= 13.50\%$
C	76.3	4,000,000.00		

7. It is seen that B is technically 6.29% better than C, but 13.50% less advantageous than C on fees. The weighted technical advantage of B over C is  $0.7 \times 6.29\%$  i.e. 4.40%. The weighted fees disadvantage of B compared to C is  $0.3 \times 13.50\%$ , i.e. 4.05%. The winner is therefore B.