

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

**Second Meeting**

Date : 13 October 2004

Time : 9:30 a.m.

Venue: Conference Room, 15/F, North Point Government Offices,  
333 Java Road, North Point.

**Agenda**

1. Confirmation of minutes of first meeting  
[Annex A – draft minutes]
2. Matters arising
  - (a) Terms of reference and submission by the Business Environment Council on the proposed operating methodology for the work of the HEC and Sub-committees  
[Annex B – submission from BEC]
  - (b) co-opt members
3. Harbour-front Enhancement Review – Wan Chai and Adjoining Areas  
[Paper No. WD 5/2004]
4. Progress report on submissions and requests received  
[Paper No. WD 6/2004]
5. Any Other Business
  - (a) meeting schedule [Annex C – survey results]

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

**Harbour-front Enhancement Committee  
Sub-committee on Wan Chai Development Phase II Review**

**Draft Minutes of 1<sup>st</sup> Meeting**

Date : 11 August 2004  
Time : 2:30pm  
Venue : Conference Room at 15/F,  
North Point Government Offices,  
333 Java Road, North Point, Hong Kong

**Present**

Mr. Leung Kong-yui	Chairman Representing Chartered Institute of Logistics and Transport in Hong Kong
Dr. Ng Mee-kam	Representing Citizen Envisioning@Harbour
Dr. Alvin Kwok	Representing Conservancy Association
Dr. Greg Wong	Representing Hong Kong Institution of Engineers
Mr. Hardy Lok	Representing Society for Protection of the Harbour Limited
Mr. Charles Nicholas Brooke	
Mr. Chan Tak-chor	
Dr. Chan Wai-kwan	
Mr. Thomas Tso	Deputy Secretary (Planning and Lands)1, Housing, Planning and Lands Bureau
Ms Ernestina Wong	Principal Assistant Secretary (Transport)5, Environment, Transport and Works Bureau
Mr. Anthony Kwan	Assistant Director/Metro, Planning Department
Mr. L T Ma	Project Manager/Hong Kong Island and Islands, Civil Engineering and Development Department
Mr. K K Lau	Deputy Commissioner for Transport/Planning and Technical Services, Transport Department
Miss Pauline Wong	District Officer (Wan Chai), Home Affair Department
Mr. Adrian Ng	Project Manager (Major Works), Highways Department
Mr. Bosco Chan	Secretary

### **In Attendance**

Mr. S K Lam	Chief Engineer/Hong Kong (2), Civil Engineering and Development Department
Ms Christine Tse	District Planning Officer/Hong Kong, Planning Department
Mr. Andrew Cheung	Assistant Secretary (Planning)2, Housing, Planning and Lands Bureau
Ms Portia Yiu	Assistant Secretary (Planning)4, Housing, Planning and Lands Bureau
Mr. Bryan Li	Senior Executive Officer (Planning), Housing, Planning and Lands Bureau
Mr. Dickson Lo	Representing Maunsell Consultants Asia Limited

### **Absent with Apologies**

Dr. Andrew L Thomson	Representing Business Environment Council
Mr. Steve Chan	
Mr. Patrick Lau	

### **Action**

#### **Item 1 Election of Chairman**

- 1.1 **The Secretary** welcomed all Members and Government representatives to the first meeting of the Sub-committee on Wan Chai Development Phase II Review (the Sub-committee) of the Harbour-front Enhancement Committee (HEC). The updated membership list was tabled.
- 1.2 For the Chair of the Sub-committee, **Dr. Ng Mee-kam** nominated and **Dr. Alvin Kwok** seconded **Mr. Leung Kong-yui**. There being no other nomination nor objection, **Mr. Leung Kong-yui** was elected Chairman of the Sub-committee.
- 1.3 Regarding the Agenda, **Dr. Chan Wai-kwan** suggested, in view of their interrelationship, to discuss the Terms of Reference (Paper No. WD 1/2004) and the submission from the Society for Protection of the Harbour Ltd (Paper

No. WD 4/2004) together, after the House Rules (Paper No. WD 2/2004) were discussed. **The Chairman** accepted the suggestion.

## **Item 2 House Rules (Paper No. WD 2/2004)**

- 2.1 **The Chairman** pointed out that the House Rules would apply to the HEC as well as all Sub-committees. He invited Members to comment on the House Rules.
- 2.2 Members raised no comments on Rules 1 (Chairmanship), 3 (Quorum), 4 (Voting) and 7 (Frequency and mode of meetings).
- 2.3 Regarding Rule 2 (Membership), **Mr. Hardy Lok** opined that co-opted members should be appointed by the Chairman of the respective Sub-committee instead of the Chairman of the HEC.
- 2.4 **Mr. Thomas Tso** explained that as the rights of the Sub-committee Members originated from the HEC and that co-opted members would enjoy the same rights as other Sub-committee Members, there was a need for co-opted members to be appointed by the HEC Chairman. In response to the Chairman, **Mr. Hardy Lok** confirmed that he had no further comments to make.
- 2.5 On Rule 5 (Request for submission of view to the HEC), **Mr. Hardy Lok** suggested that the categories (a) and (b) should be removed such that all submissions could be considered by the HEC. He said that as the HEC encouraged public participation, and commercial parties might well carry out or be affected by developments at the harbour-front, they should also be encouraged to voice their views. He believed that the Sub-committee Members should be able to make sensible judgement and unbiased decision. **Mr. Nicholas Brooke** agreed with Mr. Lok's suggestion and considered the categories would act as an extra "gate" in addition to that provided in the

Terms of Reference.

- 2.6 **Mr. Chan Tak-chor** suggested that the Chairman should be empowered with the discretion to decide whether or not a submission received should be considered by the Sub-committee.
- 2.7 **Mr. Thomas Tso** explained that apart from not overloading the HEC and its Sub-committees, the proposal of not accepting submissions involving private/commercial interests could also avoid private firms from using the HEC consultation to influence statutory procedures including that by the Town Planning Board. There would not be any issue of lack of transparency as the Secretariat would be screening submissions according to established criteria and the Terms of Reference and submissions not discussed would be listed for Members' information in the progress reports prepared by the Secretariat.
- 2.8 **Mr. Nicholas Brooke** opined that if developers had good ideas for enhancing the waterfront, they should be allowed to brief the Sub-committee. **Mr. Hardy Lok** added that the problem could be avoided if the Sub-committee would refrain from indicating support or otherwise to proposals made by private/commercial organizations. **Dr. Alvin Kwok** agreed.
- 2.9 **Dr. Ng Mee-kam** shared the Administration's concern but considered that submissions to the Sub-committee might be a two-edged sword for private/commercial organizations as their proposals might be turned down instead of accepted by the Sub-committee. She suggested that a well-defined set of criteria should be in place to decide whether private or commercial submissions could be presented at the meeting.
- 2.10 **Dr. Greg Wong** opined that the key issue was not whether the Sub-committee would hear submissions with private/commercial interests but that the Sub-committee should not be seen in taking a view on such submissions.

- 2.11 **The Chairman** concluded the discussion by suggesting that this matter be further discussed by the HEC considering that there was no clear consensus on the issue.
- 2.12 Regarding the “cut-off” point of not accepting submissions on projects which have completed the due process of project authorization and funding approval for construction works, **Dr. Chan Wai-kwan** expressed general agreement to it, but remarked that the Sub-committee might wish to know their progress even though works had commenced.
- 2.13 **Mr. Thomas Tso** explained that the rule was intended to give due respect to the institutional arrangement that after funding was approved for the construction works of a project, the planning of it would not be re-opened. He assured Members that Government projects under construction would still be monitored by the public such as the Legislative Council and District Councils. He said that the Administration would be pleased to brief Members on the progress of any specific project when requested.
- 2.14 For Rule 6 (Declaration of interests), **the Chairman** advised that the Sub-committee on Harbour Plan Review had requested the HEC Secretariat to prepare a briefing paper for consideration by the HEC. The meeting agreed to this approach.

### **Item 3 Terms of Reference (Paper No. WD1/2004)**

- 3.1 **The Chairman** invited Members to comment on the Terms of Reference as detailed in Paper No. WD1/2004.
- 3.2 **Dr. Chan Wai-kwan** was concerned that the Terms of Reference of the Sub-committee was too narrow. He suggested changing the name of the Sub-committee to “Wan Chai Harbour-front” and adopting a holistic approach to review the Trunk Road, access into harbour-front area and the adjoining areas.

- 3.3 **Mr. Hardy Lok** agreed that the Wan Chai waterfront should not be considered in isolation. Central Reclamation Phase III (CRIII) and Causeway Bay should be considered together.
- 3.4 **Mr. Thomas Tso** explained that as a response to the Court's judgment relating to the WDII project, the Administration had committed to conduct the WDII Review. The Administration would like to have the assistance from the HEC in conducting the Review. For that reason, the WDII Review Sub-committee was set up and the focus of the Sub-committee should be to complete the Trunk Road which was a missing link in the territory-wide network.
- 3.5 **Mr. Nicholas Brooke** agreed that priority should be given to the implementation of the WDII project, however, he considered that WDII could not be isolated from the adjoining areas as the project would have impacts on adjoining areas. He suggested that the Sub-committee could focus initially on WDII but the Terms of Reference ought to include the adjoining areas.
- 3.6 In response, **Mr. Thomas Tso** suggested adding "taking into account the implications on the associated areas along the harbour-front" to the end of the first sentence of the Terms of Reference which would then read : "To assist HEC in monitoring and giving advice on the Planning and Engineering Review of Wan Chai Development Phase II (the Review) taking into account the implications on the associated areas along the harbour-front".
- 3.7 **Mr. Hardy Lok** said that Mr. Thomas Tso's proposal had assumed that WDII had to go ahead and that reclamation would be involved. He considered that any reclamation schemes under WDII had to meet the requirements of the Court of Final Appeal (CFA) before they could proceed.
- 3.8 **Dr. Chan Wai-kwan** said that he was not concerned about

the wordings but the key point was to have a common understanding that the inter-relationship between the WDII area and the adjoining areas should be addressed holistically. **Dr. Ng Mee-kam** and **Dr. Alvin Kwok** agreed.

- 3.9 **The Chairman** said that there did not seem to be any objection to the proposal made by Mr. Thomas Tso of adding “taking into account the implications on the associated areas along the harbour- front” into the Terms of Reference. He said that any development along the harbour-front would fall within the terms of reference of a Sub-committee or the HEC itself and so there was no risk of anything being missed out. He suggested the Secretary to circulate the Terms of Reference revised as per Mr. Tso’s proposal as attachment to the minutes of the meeting for Members’ agreement.

**Secretary**

#### **Item 4 Submission from Society for Protection of the Harbour Ltd (Paper No. WD 4/2004)**

- 4.1 **The Chairman** invited **Mr. Hardy Lok** to present the paper.
- 4.2 **Mr. Hardy Lok** pointed out that the Society for Protection of the Harbour Limited (SPH) was of the view that the purpose of the WDII Review was confined to provision of transport infrastructure without sufficient regard to enhancing the harbour-front and that it had yet to demonstrate that the Trunk Road satisfied the CFA’s “overriding public need test”. He invited Members to note the conclusions at page 4 of the paper, namely that the main objective of the WDII Review must be to enhance the harbour-front for public use; the Central-Wan Chai Bypass (CWB) must be justified under the Review; the SPH did not accept the Consultant’s Inception Report; and a revised scope of the Review need to be submitted.
- 4.3 **The Chairman** pointed out that the HEC’s Chairman had said at the 1<sup>st</sup> HEC meeting that the need for the CWB had

been established. So, it would not be appropriate for the Sub-committee to open up the issue again.

4.4 **Mr. L T Ma** said that the need for the Trunk Road had been explained on several occasions including the 2<sup>nd</sup> HEC meeting held on 8 July 2004. The Further Review Report of CRIII completed after the CFA judgment provided detailed justification in that respect and the report had been endorsed by a number of independent experts. The Transport Department also confirmed that up-to-date planning and traffic data had been used in arriving at the conclusion. The WDII Review therefore followed on from that point to plan for the provision of the Trunk Road and connecting roads and the enhancement of the harbour-front from both the planning and engineering perspectives in accordance with the CFA judgment. He remarked that while the WDII Review started with a review of the Trunk Road alignments, there was no conflict with the aspiration to enhance the harbour-front, which was also the objective of the WDII Review. Mr. Ma added that any reasonable suggestions put forward by Members or the public would be considered and appropriately relayed to the Consultant for incorporation in the Review. **Dr Greg Wong** agreed to this approach.

4.5 **Mr. K K Lau** supplemented that the CRIII Further Review confirming the need of the Trunk Road applied to its whole length including the portions within CRIII and WDII. Besides, the need of the whole Trunk Road had been further reconfirmed in Transport Department's update and re-run of the Third Comprehensive Transport Study transport model carried out in mid 2004 using the latest planning and traffic data.

4.6 Agreeing that the issue on the need for the Trunk Road should not be re-opened, **Dr. Chan Wai-kwan** felt that more emphasis should therefore be given to the enhancement of the harbour-front. **Mr. Nicholas Brooke** echoed that the need to assess the impacts of the Trunk Road to the harbour-front and the minimization of such

impacts should be emphasized.

- 4.7 **Dr. Chan Wai-kwan** suggested that as long as the Sub-committee's objective and aspirations to enhance the harbour-front were recorded and be taken on board by the Government, the WDII Review should proceed with accomplishing that objective and meeting the need to provide for the Trunk Road and the connecting roads as well as observing the Protection of the Harbour Ordinance. Members had no objection.

### **Item 5 Guiding Principles and Approach for Enhanced Public Participation (Paper No. WD 3/2004)**

- 5.1 **Mr. L T Ma** presented the paper with the aid of a powerpoint presentation. He pointed out that in formulating the approach for enhanced public participation, the suggestion from the Citizen Envisioning@Harbour (CE@H) discussed in the HEC meeting held on 8 July 2004 and similar suggestions from other Members had been considered. He then invited Members' comments.
- 5.2 In response to **Mr. Nicholas Brooke's** query on the incremental traffic flows generated by potential new developments, such as extension to the Hong Kong Convention and Exhibition Centre and the Government Complex at Tamar, **Mr. L T Ma** said that under the WDII Review a baseline scenario with no new development in the WDII areas would be worked out first and any new development proposed therein should not result in additional road requirements. If additional roads were needed and reclamation was involved, the "overriding public need test" had to be satisfied.
- 5.3 **Dr. Ng Mee-kam** said that when compared to the conventional public consultation process, the suggested approach for enhanced public participation was a big improvement. However, this approach differed

fundamentally from the original CE@H proposal which asked for a comprehensive sustainability review of Central and Wan Chai harbour-front development. Public participation should start right at the beginning of the process with considerations from a wider perspective, not from the vantage point of a trunk road. The need and alignment of the trunk road should only be decided after the society had deliberated on aspirations of the Hong Kong Island harbour-front areas. **Dr. Greg Wong** suggested that Government could consider engaging the public as early as the stage when parameters of the project were being formulated.

- 5.4 **Mr. Thomas Tso** agreed that enhanced public participation in the WDII Review was important. However, he reminded Members that the alignment of the Trunk Road was in fact restricted by a number of constraints. It would be important to set these constraints out to enable better and more effective public participation and to save abortive work. The presentation of the constraints would provide a basis for better and more effective public participation. He also said that more public input might be needed on land use issues. **Mr. L T Ma** supplemented that the public should be given sufficient information for deliberation and in case the public came up with further schemes for the Trunk Road, it could be considered by the Government.
- 5.5 **Dr. Alvin Kwok** agreed that the public could have more input on land use matters. He also considered that the starting point of the WDII Review should be land uses rather than the Trunk Road. **Dr. Ng Mee-kam** remarked that transport planning and land use planning should be conducted together.
- 5.6 **Mr. L T Ma** drew Members' attention to paragraph 16 of the paper which said that possible conceptual schemes, including different Trunk Road alignment options, would be formulated for consideration during the public participation programme. Possible conceptual schemes

with different Trunk Road alignment options, at-grade road alignment options and land-use proposal options would be presented at the same time for the public to consider. A holistic approach would be adopted. The arrangement would be further discussed in workshops/charrettes to be organized by the Sub-committee. **Mr. Thomas Tso** supplemented that to enable fruitful public participation, the public would have to be informed about the constraints.

- 5.7 **Dr. Chan Wai-kwan** said that the concept of sustainable development stressed also on the process itself. It might have an educational effect if the public were to be made aware of the constraints so that they could also take these constraints into account in deliberating on the suggestions.
- 5.8 **Mr. Nicholas Brooke** said that the provision of sufficient information to assist the public in the first place would help to facilitate the process.
- 5.9 **Mr. Chan Tak-chor** said that the public should be invited to participate in the public participation in their role as end-users of the final outcome of the harbour-front enhancement programme. The work on the public participation was important and should be well planned.
- 5.10 In response to the question on whether the sustainable development approach should be adopted for enhancing the whole harbour-front, **Mr. Thomas Tso** pointed out that the Sub-committee on Harbour Plan Review had set up a task force, with Dr. Alvin Kwok as the Convener, to practise the sustainable development approach on the enhancement of the Central Piers Area which could shed further light on the approach. The Sub-committee on Harbour Plan Review would follow on that exercise. He added that the Government had no objection to adopting some of the principles of the proposed sustainable development approach.
- 5.11 **The Chairman** summarized that there was a consensus on

the need for enhanced public participation and the Sub-committee would follow up with Government on the time-table and work plan.

#### **Item 6 Any Other Business**

- 6.1 **The Chairman** invited Members to note the meeting schedule tabled at the meeting. He said that additional meetings could be arranged if required.
- 6.2 There being no other business, the meeting was adjourned at 5:15p.m. The next meeting was scheduled for 13 October 2004.

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

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

**Revised Terms of Reference  
(incorporating discussions on 11 August 2004)**

To assist HEC in monitoring and giving advice on the Planning and Engineering Review of Wan Chai Development Phase II (the Review) taking into account the implications on the associated areas along the harbour-front.

Specifically, the Sub-committee will –

- (a) Provide comments on and monitor the planning, design and development issues including land use, transport and infrastructure, landscaping and other matters relating to the implementation proposals under the Review;
- (b) Advise on the public involvement strategy at various stages of the Review; and
- (c) Report to HEC on its findings and recommendations on a regular basis.

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

**Submission by the Business Environment Council**

**PROPOSED OPERATING METHODOLOGY FOR THE WORK OF HEC AND SUB-COMMITTEES**

**The essence of this proposal** is to define the work of HEC as an ongoing strategic development process working with defined Harbour Plan Areas. The following is the recommended terminology and operating methodology for the work of HEC and its sub-committees going forward:

1. **HARBOUR PLAN:** The Harbour Plan reflects the ongoing process of formulating and visualizing integrated strategies, plans and projects, including land use, transport and infrastructure, landscaping and other matters (such as management, licensing, events, promotion, etc) for the improvement of the harbour-fronts and adjoining areas of the Protected Harbour. Advising on the Harbour Plan is the responsibility of the HEC and (all) its Sub-Committees.
2. **HARBOUR PLANNING PRINCIPLES:** Strategic principles which provide guidance to the formulation of a Harbour Plan. Developing the Harbour Planning Principles is the responsibility of the Harbour Plan Sub-Committee and will be reviewed and amended by the HEC as required.
3. **HARBOUR PLAN AREAS:** The harbour-front of the Protected Harbour is sub-divided in Harbour Plan Areas, which are defined based on status of the land use and infrastructure and the overall challenges and opportunities of the area. The list of Harbour Plan Areas will be reviewed and amended as required. The proposed Harbour Plan Areas are:
  - a. Kowloon working harbour (North west point of harbour to Yau Ma Tei typhoon shelter)
  - b. Yau Ma Tei Typhoon Shelter
  - c. West Kowloon
  - d. Tsimshatsui West (Ocean Terminals)
  - e. Tsimshatsui South
  - f. Tsimshatsui East
  - g. Hung Hom and adjoining Areas
  - h. South East Kowloon (Kowloon City Park to Eastern Harbour Tunnel Entrance)
  - i. Yau Tong, Lei Yu Mun and Adjoining Areas
  - j. Hong Kong East (Chai Wan and Shaukeiwan)
  - k. Taikooshing and Quarry Bay
  - l. North Point
  - m. Central and Wanchai (From Rumsey Street to Victoria Park)
  - n. Western (From Rumsey Street to Green Island)

Central and Wanchai Area and the South East Kowloon Area are the purview of dedicated Sub-Committees. Other areas are the purview of the Harbour Plan Sub-committee until assigned to new Sub-Committees, if so decided.

4. **HARBOUR-FRONT ENHANCEMENT REVIEWS:** For each Harbour Plan Area the relevant Sub-committee will build consensus on Harbour-front enhancement strategies, plans and projects by conducting sustainability reviews and systematically examining socio-economic, environmental and institutional implications in partnership with public, Government, NGO and commercial organizations.
5. **HARBOUR-FRONT ENHANCEMENT STRATEGIES:** For each Harbour Plan Area the relevant Sub-Committee will develop enhancement strategies and plans taking into account the specific opportunities and limitations of the area. The process for development of these strategies and plans, including the methodology and timing for enlisting public, Government, NGO and commercial participation, will vary depending on the status of each area.
6. **HARBOUR-FRONT ENHANCEMENT PROJECTS:** Within each Harbour Plan Area, the relevant Sub-Committee may identify and select specific projects and recommend a suitable approach for enhancement. The process for development of these projects, including the methodology and timing for enlisting public, Government, NGO and commercial participation, may vary depending on the

status of each project. Initial priority will be given to harbour-front enhancement projects which can be amended easily or implemented soonest ("Quick Wins").

7. **HARBOUR-FRONT ENHANCEMENT RECOMMENDATIONS:** The HEC and its Sub-Committees may, in its advice to the Secretary of Housing, Planning and Lands, make recommendations for the enhancement and management of the harbour-front and adjoining areas aimed at Government departments, Town Planning Board, private developers and others as seen fit.

#### **Updated terms of reference for the HEC Sub-Committees**

Based on the methodology outlined above, we propose the following terms of reference for HEC Sub-committees. No change is proposed for the Harbour-front Enhancement Committee itself.

##### **Harbour Plan Sub-Committee (name changed)**

To assist HEC in formulating an integrated Harbour Plan and Harbour Planning Principles and to identify, give advice on and monitor harbour-front enhancement reviews, strategies, plans and projects for the existing and new harbour-fronts and adjoining areas, excluding the Harbour Plan Areas under the purview of dedicated sub-committees.

Specifically the Sub-Committee on Harbour Plan will:

1. Advise on the review of the 'Planning Study on the Harbour and its Waterfront Areas' and other relevant harbour studies with a view to formulating integrated harbour planning principles to guide the enhancement and management of harbour-front and adjoining areas;
2. Identify and recommend harbour-front enhancement reviews, strategies, plans and projects (including "Quick Wins"), and provide comments on and monitor the planning, design, development and management, including land use, transport and infrastructure, landscaping and related matters for the Harbour Plan Areas;
3. Advise on the process and strategy for taking forward the proposed harbour-front area enhancement reviews, strategies, plans and projects, including the methodology and timing for enlisting public, Government, NGO and commercial participation (including public-private partnership); and
4. Report to HEC on its findings and recommendations on a regular basis.

##### **Central and Wanchai Sub-Committee (name changed)**

To assist HEC to identify, give advice on and monitor the enhancement reviews, strategies, plans and projects for the existing and new harbour-fronts and adjoining areas of Central and Wanchai.

Specifically the Sub-Committee will:

- a. Identify and recommend harbour-front enhancement reviews, strategies, plans and projects (including "Quick Wins"), and provide comments on and monitor the planning, design, development and management, including land use, transport and infrastructure, landscaping and related matters for Central and Wanchai;
- b. Advise on the process and strategy for taking forward the proposed harbour-front area enhancement reviews, strategies, plans and projects, including the methodology and timing for enlisting public, Government, NGO and commercial participation (including public-private partnership);
- c. Monitor and give advice on the 'Planning and Engineering Review of Wan Chai Development Phase II' in progress;
- d. Report to HEC on its findings and recommendations on a regular basis.

##### **Southeast Kowloon Sub-Committee**

To assist HEC to identify, give advice on and monitor the enhancement reviews, strategies, plans and projects for the existing and new harbour-fronts and adjoining areas of Southeast Kowloon.

Specifically the Sub-Committee will:

- a. Identify and recommend harbour-front enhancement reviews, strategies, plans and projects (including "Quick Wins"), and provide comments on and monitor the planning, design, development and management, including land use, transport and infrastructure, landscaping and related matters for South East Kowloon;
- b. Advise on the process and strategy for taking forward the proposed harbour-front area enhancement reviews, strategies, plans and projects, including the methodology and timing for enlisting public, Government, NGO and commercial participation (including public-private partnership);

- c. Monitor and give advice on the 'Planning and Engineering Review of South East Kowloon' in progress;
- d. Report to HEC on its findings and recommendations on a regular basis.

**Harbour-front Management Sub-Committee (NEW)**

To assist HEC to review the management of harbour-front and adjoining areas, including institutional, legal, financial, licensing and related issues. (Alternatively – this task is added to the responsibility of the Harbour Plan Sub-Committee).

BEC  
August 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.

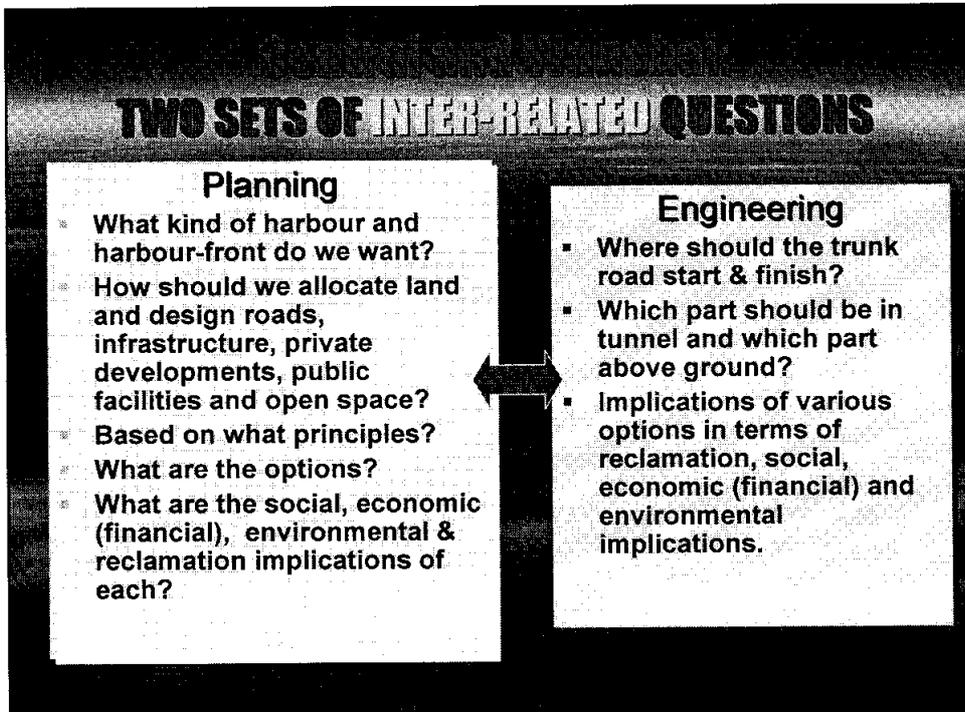
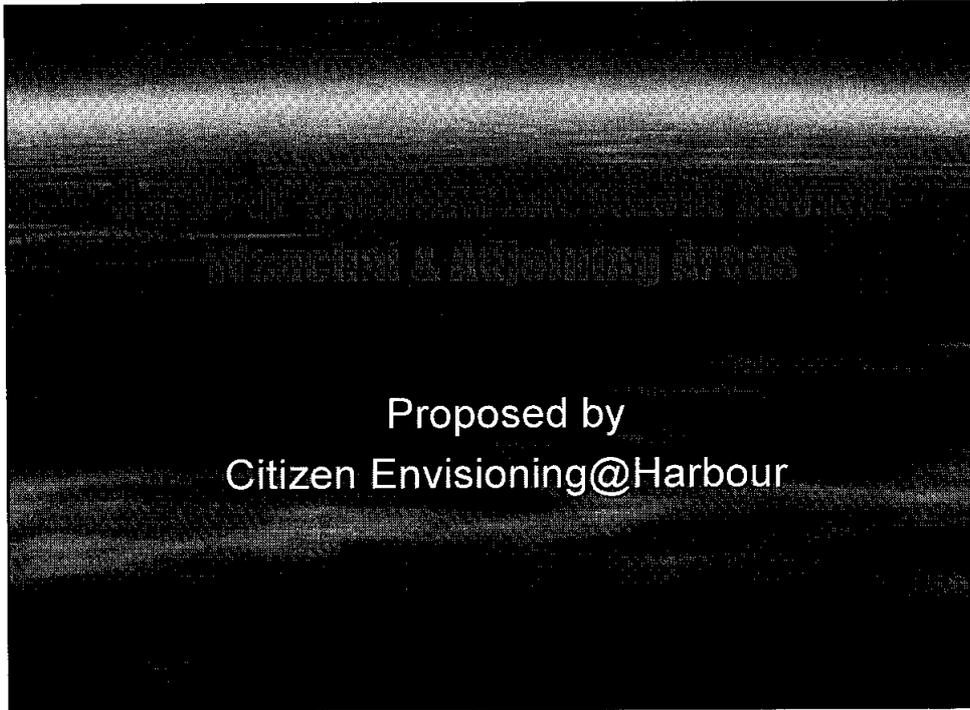
Detailed Planning Stage

- 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



## Harbour-Front Environmental Review Wetland & 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

## Harbour-Front Environmental Review Wetland & Adjoining Areas. By Whom?

### Envisioning:

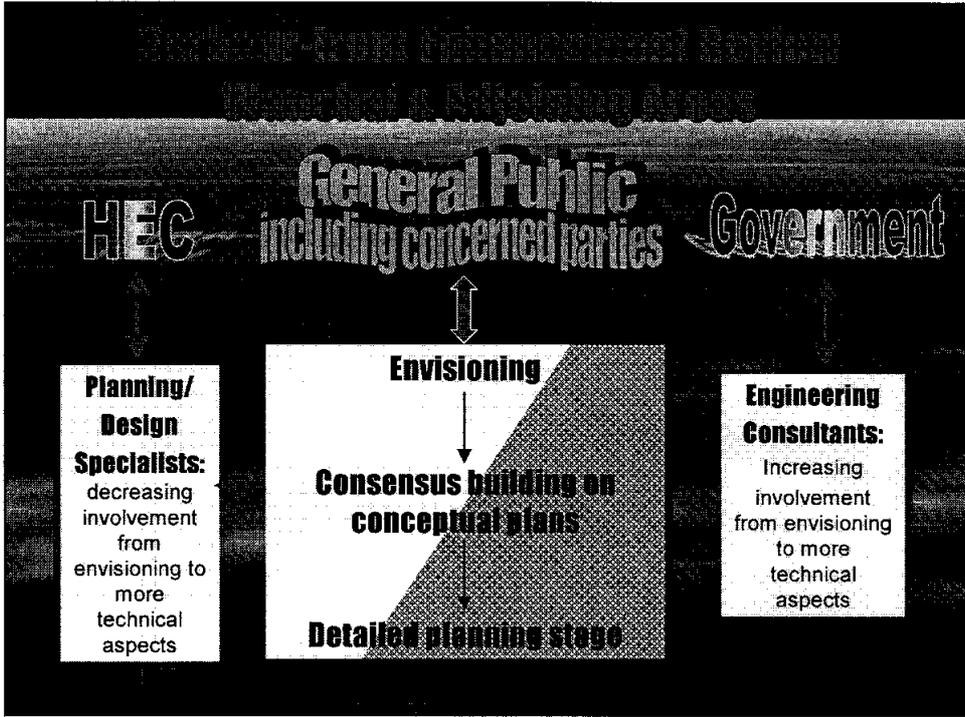
EVERYONE! Aided by professional facilitators

### 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.

**Paper No. WD 6/2004**

For discussion  
on 13 October 2004

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

**Progress Report on Submissions and Requests Received**

According to the House Rules for the HEC and its Sub-committees, the Secretariat of the Sub-committee shall give a regular progress report on all submissions and requests to the Sub-committee.

2. No submissions nor requests were received by the Sub-committee Secretariat. The submissions and requests referred to the Sub-committee by the HEC Secretariat are listed in the Register at **Annex** for Members' reference.

3. Members are requested to note the contents of the progress report and the recommended follow-up actions.

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

**Annex**

**Register of Submissions and Requests Received**

<i>Date received</i>	<i>From</i>	<i>Subject of enquiry/comments</i>	<i>Recommended follow-up action</i>
<b>Part A – addressed directly to the Sub-committee</b>			
Nil			
<b>Part B – referred to the Sub-committee by the HEC Secretariat</b>			
3 May 2004	A public	Tamar Site is ideal to make a boat basin for restaurants, bar and shopping arcades etc. for tourist such as the one in Cape Town, South Africa.	To be discussed in the meeting on 13 October 2004.
6 September 2004	Trade Development Council	Introduced the proposal to expand the Atrium Link connecting Phases I and II of the Hong Kong Convention and Exhibition Centre and expressed intention to provide a more detailed briefing. (copy of letter from HPLB dated 22 September on this topic attached)	To be discussed in the meeting on 13 October 2004.

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



Tel No : 2848 2119

Fax No : 2868 4530

Our Ref. HPLB(P) 50/02/63

22 September 2004

Harbour-front Enhancement Committee  
Members and Alternate Members

**Harbour-front Enhancement Committee**  
**Proposal to Expand the Hong Kong Convention and Exhibition Centre**

Enclosed please find two letters dated 6 and 16 September 2004 from the Hong Kong Trade Development Council (TDC) to Chairman, Harbour-front Enhancement Committee (HEC) and Mr Paul Zimmerman respectively, together with a booklet on TDC's proposal to expand the Atrium Link connecting Phases I and II the Hong Kong Convention and Exhibition Centre (CEC) for your reference.

As the CEC is located along the waterfront of Wan Chai, the HEC Sub-committee on Wan Chai Development Phase II Review will examine the proposal.

Yours sincerely,

( Miss Christine Chow )

Secretary, Harbour-front Enhancement Committee

c.c. HEC Chairman  
Secretary, HEC Sub-committee on Wan Chai Development Phase II  
Review

總裁 Executive Director

 香港貿易發展局  
Hong Kong Trade Development Council**By Hand**

September 6, 2004

Professor Lee Chack-fan  
Chairman  
Harbour-front Enhancement Committee  
c/o Housing, Planning and Lands Bureau  
9/F Murray Building  
Garden Road, Central  
Hong Kong

*Dear Professor Lee,*

The Trade Development Council (TDC) is today announcing a fresh proposal to expand the Hong Kong Convention and Exhibition Centre (CEC). We undertake to do so within the CEC's existing footprint and without reclamation. I'm writing so that your committee is among the first to have details and am pleased to enclose a booklet on this TDC initiative.

Our proposal, which requires Government policy support and Town Planning Board approval, is to expand the Atrium Link connecting Phase I and II of the CEC. We would rebuild the existing structure to create additional dedicated exhibition space. Many mega fairs held at the CEC have already outgrown all available space and have long waiting lists of exhibitors.

In terms of the harbour-front, the project's most salient features are:

- No reclamation (as noted above)

香港灣仔港灣道一號會展廣場辦公大樓三十八樓

38th Floor, Office Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong

- The new structure between Phases I and II would be within existing width and rooflines
- No impact on existing harbour views or on public access to the harbour (barring use, during construction, of an on-site staging area)
- The CEC would retain its landmark architectural features
- Increased on-site vehicle marshalling capacity and additional traffic management measures would minimise the impact of large exhibitions on public roads in the area

You may recall that TDC's previous proposal to Government, 18 months ago, for a Phase III extension of the CEC was voided by the judicial review on reclamation. While Phase III, in a format acceptable to the community, remains TDC's long-term vision, we really feel Hong Kong cannot afford to wait. There is significant unmet demand for space at Hong Kong's mega fairs and rising competition from nearby cities. The first mover advantage and critical mass we now enjoy could quickly vanish if we do not respond proactively to market challenges.

What TDC now proposes is a pragmatic solution for the medium term. It would enable Hong Kong's mega fairs to be number one in the world for their respective industries. The additional economic benefit of the expansion is estimated by consultants KPMG to be HK\$40 billion, cumulatively, in the first 15 years of operation.

TDC recognises the importance of winning community support for this project, especially among those committed to safeguarding and enhancing the harbour. We are happy to provide a more detailed briefing and our Head of Administration, Mr K.F. Chan (2584 4105) is the best point of contact to co-ordinate a future meeting. Meanwhile, if you have any comments or questions, please do not hesitate to call me at 2584-4303.

*Yours Sincerely,*  


Fred Lam

Encl.

16 September, 2004

Mr. Paul Zimmerman  
Coordinator of Design Hong Kong Harbour District  
The Experience Group Ltd.  
24<sup>th</sup> floor, Caroline Centre  
28 Yun Ping Road  
Causeway Bay  
Hong Kong

Dear Mr Zimmerman,

Thank you for your letter of 10 September and the enclosure. You anticipate that a bigger Hong Kong Convention and Exhibition Centre will generate more traffic and mean the construction of more harbour front roads. I do appreciate your concern but believe there are ways to obviate this.

The main traffic issue is the number of delivery trucks during move in and move out periods for large trade fairs at the HKCEC, which happens less than 10 times a year. It is entirely possible to manage this periodic flow so as to mitigate pressure on existing roads and minimise inconvenience to the travelling public. The Trade Development Council has done so successfully in the past year with new off-site marshalling and strict allocation of time slots for vehicles to arrive or depart.

Improved logistical arrangements are central to our traffic management plans for an expanded HKCEC. We are confident the number of delivery trucks per fair can be kept under control with a consolidated freight forwarding service made convenient and attractive for buyers. Our first trial of this new system will be at next month's Hong Kong Electronics Fair.

/Community sentiment.....

香港灣仔港灣道一號會展廣場辦公大樓三十八樓

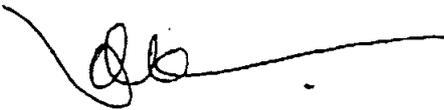
38th Floor, Office Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong

電話 Telephone: (852) 2584 4333 傳真 Facsimile: (852) 2824 0249 電子郵件 E-mail: hktcdc@tdc.org.hk 網址 Web Site: www.tdctrade.com

Community sentiment about the harbour has very much been taken to heart by the Council in our reclamation-free proposal to expand the HKCEC. I'm confident an expanded HKCEC can deliver huge additional economic gains to the community without further compromising the harbour, one of the city's greatest assets. It will do so by enabling Hong Kong's biggest trade fairs to keep growing in their downtown venue.

I enclose a booklet providing details, including traffic management measures (see page 13). If you have further questions or concerns, please do not hesitate to call me on 2584 4303.

Yours sincerely,



Fred Lam

c.c. Mr. Peter Woo  
Members of Harbour Front Enhancement Committee  
Members of Town Planning Board

**HEC Sub-committee on Wan Chai Development Phase II  
Results of Survey on Best Meeting Date**

<b>Member</b>	<b>Preference</b>	<b>Remarks</b>
Dr. Andrew Thomson	Tuesday and Thursday preferred.	
Dr. M K Ng	Not on Wednesday.	
Dr. Greg Wong	Not on Friday and Saturday and may have to leave early (at about 5pm) on some Wednesday and Thursday.	
Mr. Hardy Lok	Not on Friday.	
Mr. Patrick Lau	Not on Thursday.	
Mr. T C Chan	---	Mr. Chan is the Chairman of the Central and Western District Council and the meetings of the District Council are usually scheduled for Thursday.
Mr. Steve Chan	---	Mr. Chan is a Councillor of the Wan Chai District Council and the meetings of the District Council are usually scheduled for Tuesday.
Assistant Director (Metro), Planning Department	Monday and Friday preferred.	

Notes: Members who did not provide responses or do not have preferences are not listed.

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