

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

政府總部
環境運輸及工務局

香港花園道美利大廈



Environment, Transport
and Works Bureau
Government Secretariat

Murray Building, Garden Road,
Hong Kong

Ref : ETWB(PS)106/11
Group : 6

31 March 2005

Environment, Transport and Works Bureau
Technical Circular (Works) No. 23/2003A

Consultants' Fees for Additional Services

Scope

This Circular supplements ETWB TCW No. 23/2003 in respect of the determination of Consultants' fees for additional Services. It applies to consultancy agreements under the purview of the Architectural and Associated Consultants Selection Board (AACSB) and the Engineering and Associated Consultants Selection Board (EACSB).

Effective Date

2. The Circular takes immediate effect.

Effect on Existing Circulars

3. This Circular should be read in conjunction with ETWB TCW No. 23/2003, and the AACSB/EACSB Handbooks. If there are discrepancies between the provisions of this Circular and the other documents, this Circular shall prevail.

Background

4. ETWB TCW No. 23/2003 sets out the method of determining Consultants' Fees for additional Services. Included in Appendix III to the TCW is a list of suggested categories of staff for additional Services.

5. There has been feedback from consultants that they have difficulties in pricing for additional Services for specialist staff who do not possess corporate membership of an appropriate professional institution because there is no such category on the list. It is noted that in some consultancy studies, the input of these specialist staff could be quite substantial.

Policy

6. Upon review and discussion at the Consulting Engineers' Committee meeting, it is decided that for consultancies where the specialist services for a particular discipline (e.g. environmentalist) is estimated to exceed 25% of the estimated consultancy fee (lump sum or equivalent), additional categories of staff should be included in the Schedule of Fees and Fee Proposal Proforma for the consultants to price for additional Services to be undertaken by the specialist staff.

7. A list of suggested categories of staff (specialist) for additional Services is provided at **Appendix** to this Circular for reference.

(C S Wai)

**Deputy Secretary for the Environment,
Transport and Works (Works) 2**

Suggested Categories of Staff (Specialist) for Additional Services

For use in consultancies where the specialist services for a particular discipline is estimated to exceed 25% of the estimated consultancy fee (lump sum or equivalent). The type of discipline(s) (e.g. environmentalist) should be specified.

Category	Minimum Qualification Requirement	Minimum Experience Requirement
Senior Specialist	University degree or equivalent in an appropriate discipline	10 years relevant post-qualification experience
Specialist	University degree or equivalent in an appropriate discipline	5 years relevant post-qualification experience
Assistant Specialist	University degree or equivalent in an appropriate discipline	3 years relevant post-qualification experience