

**MEMO**

From Secretary for Development
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Revision of Project Value Limit of AACSB Consultants**Revised Appendix D of ETWB Technical Circular (Works) No. 25/2003 –
Listing and Selection of AACSB Consultants**

Technical Circular ETWB TC(W) No. 25/2003 sets out the limit on the value of projects which a AACSB consultant is eligible to undertake. We conducted a review of this limit taking into account various factors including the change in construction price in recent years.

2. Based on the review result, we decided to revise the project value limit of \$150M given in Appendix D of ETWB Technical Circular (Works) No. 25/2003 to \$185M as shown in the attached **Appendix D**.
3. The revised project value limit shall take effect on Expression of Interest (under the conventional consultant selection approach) and Technical and Fee Proposal (under the one-stage formula approach) to be invited on or after **1 June 2010**.
4. The Secretary of AACSB shall update the AACSB Handbook to incorporate the above revision.
5. Should you require further information, please feel free to contact the undersigned or Mr C F CHAN at 2848 2843.

(David TONG)
for Secretary for Development

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Encl.

Subsumed

Project Value Limit

Category	Estimated Project Value	
	Band 1 Consultants	Band 2 Consultants
Architectural Quantity Surveying Structural Engineering Building Services	Exceeding \$ 185 M	Not exceeding \$ 185 M
Landscape Architectural Building Surveying	Not Applicable	

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)106/42
Group : 6

31 December 2003

Environment, Transport and Works Bureau
Technical Circular (Works) No. 25/2003

Listing and Selection of AACSB Consultants

Scope

This Circular sets out the revised consultants listing requirements and method of selecting consultants for consultancies under the purview of the Architectural and Associated Consultants Selection Board (AACSB).

Effective Date

2. The Circular shall take effect from 5 January 2004.

Effect on Existing Circulars

3. This Circular should be read in conjunction with the Handbook on Selection, Appointment and Administration of Architectural and Associated Consultants (the AACSB Handbook). The provisions in the AACSB Handbook shall apply insofar as they are not incompatible with the provisions of this Circular.
4. ETWB TCW No. 32/2002 is hereby cancelled.

Background

5. The AACSB maintains a List of Consultants (the List) for undertaking the following categories of architectural and associated consultancy services:

- (i) Architectural
- (ii) Building Services
- (iii) Structural Engineering
- (iv) Quantity Surveying
- (v) Landscape Architectural
- (vi) Building Surveying

6. The listing requirements and method of selecting consultants for AACSB projects are guided by the following principles:

- (i) The method should be fair and transparent;
- (ii) The criteria for admission to the List should not be unduly stringent;
- (iii) The shortlisting method should encourage more competitive submissions;
- (iv) More consultancy firms should be encouraged to participate in public building projects.

Banding

7. Architectural, Building Services, Structural Engineering and Quantity Surveying consultants are each divided into two bands according to the number of qualified professional staff and years of establishment of the consultancy firm.

8. The purpose of banding is to provide more equitable business opportunities for consultants of different sizes. There are many small architectural and associated consultancy firms in Hong Kong who are capable of providing consultancy services for the smaller projects, and it is considered that they should be encouraged to undertake public building projects. These smaller firms will otherwise have little chance of winning a consultancy if they have to face direct competition with the large firms.

9. Since there are only a few Landscape Architectural consultants on the List, it is not practical to divide them into bands for shortlisting purpose, therefore banding will not be applied to these consultants. Also, Building Surveying is a newly created category so banding is also not applicable. Banding for these two categories will be considered when the number of consultants becomes sufficiently large.

10. The minimum number of qualified professional staff and years of establishment for each band of consultants are set out at **Appendices A and B** respectively.

11. Both criteria i.e. minimum number of qualified professional staff and minimum years of establishment must be met for a consultant to be placed in the appropriate band.

12. A full set of the admission criteria for consultants in different categories and bands is given at **Appendix C**.

13. A re-banding exercise will be conducted, normally on annual basis, in which all consultants on the List are required to submit returns on their staff resources as well as other documents showing compliance with the minimum admission criteria for the respective category of consultant. Based on their returns, consultants are categorized into Band 1 or Band 2 depending on the number of qualified professional staff and years of establishment of the firm.

14. A consultant should notify the Secretary, AACSB in writing within one month when his qualified professional staff resources has been reduced to below the minimum number required for the particular band. In this regard, random office checking on the staffing of the consultants may be instructed by the AACSB and the status of the consultants on the List will be reviewed as appropriate.

15. A consultant who does not meet the minimum admission criteria for a category on the List, for example the minimum number of qualified professional staff, will immediately be suspended from tendering for AACSB consultancies in the category until such time he meets the minimum requirement. If a suspended consultant still does not meet the minimum admission requirement twelve months after the date of suspension, he will be removed from the List. Applications for reinstatement onto the List will only be considered within twelve months of the date of suspension.

16. Other than the provisions in paragraphs 14 and 15 above, once the AACSB has endorsed the result of the re-banding exercise, all consultants will remain in the same band until the next re-banding exercise. After the completion of the re-banding exercise, all consultants will be advised of their updated status on the List and their obligations.

17. To maintain a level playing field, normally consultants will only be allowed to bid for consultancies with estimated project values falling within the range set out at **Appendix D**. The approval of the AACSB shall be required for any deviation

from this rule, whose approval will only be granted under very exceptional circumstances.

Shortlisting of Consultants

18. To encourage more competitive submissions, the AACSB adopts the "Expression of Interest" method.

19. Under this method, all consultants in the appropriate band, other than those under suspension, will be invited to submit Expression of Interest proposals. Consultants who have submitted Expression of Interest proposals will be assessed, based on a set of pre-determined criteria, set out at **Appendix E**, to arrive at a shortlist of normally four suitable consultants. The shortlisted consultants will then be invited to submit technical and fee proposals for further evaluation and selection of a successful consultant. If prior to invitation of Expression of Interest proposals, the assessment panel has decided that more than four consultants should be shortlisted, then the consultants invited to submit Expression of Interest proposals should be advised of the number of the consultants to be shortlisted. The number of consultants to be shortlisted should not normally exceed six.

20. For a consultancy requiring the engagement of sub-consultants, the lead consultant will be allowed to choose freely sub-consultants from the relevant band in the appropriate categories. The lead consultant should identify his proposed sub-consultants during the Expression of Interest stage. The lead consultant should not be allowed to change his sub-consultants in the subsequent technical proposal submission without acceptable justifications.

21. Normally, there should be no limit on the number and value of AACSB consultancies that may be awarded to a consultant.

Direct Selection of Consultant

22. Direct selection of consultants should only be adopted in exceptional circumstances with the prior approval of the AACSB. Circumstances which warrant direct selection of a consultant without recourse to normal invitation of Expression of Interest and shortlisting procedures may include:

- (i) Upon a detailed preliminary assessment, there is only one consultant possessing the necessary knowledge and expertise for the assignment;
- (ii) Where the work required is so urgent that a serious problem would arise if normal selection procedures were used, and where a suitable consultant is clearly available.

23. All fee packages shall be negotiated, if possible as a lump sum fee independent of the cost of the works. If it is considered that the negotiation of a lump sum is not feasible, the fee could be based on time charges capped by a ceiling, to be approved by the AACSB.

Future Development

24. Since most architectural and associated consultancy services are procured using the lead consultancy arrangement and the lead consultants are required to select their own sub-consultants from the List of Consultants, it is considered that separate reporting on the sub-consultants' performance should be made by the procuring department.

25. The performance records on sub-consultants maintained by the procuring department shall be used for assessing consultants' Expression of Interest and technical proposals. Notwithstanding ETWB TCW No. 20/2003, regulating action such as suspension from bidding or removal from the List can be taken against consultants on the List if their performance as sub-consultant is considered poor.

26. Separate announcement on the details of the report form and reporting procedures will be made in due course.

(W S Chan)
Deputy Secretary for the Environment,
Transport and Works (Works) 2

Minimum Number of Qualified Professional Staff

Category	Minimum Number of Qualified Professional Staff	
	Band 1 Consultants	Band 2 Consultants
Architectural	10 qualified architects, at least 3 of whom must be an Authorised Person (List of Architects)	2 qualified architects who must also be an Authorised Person (List of Architects)
Building Services	10 qualified engineers	2 qualified engineers
Structural Engineering	10 qualified engineers, at least 2 of whom must be a Registered Structural Engineer	2 qualified engineers who must also be a Registered Structural Engineer.
Quantity Surveying	10 qualified quantity surveyors	2 qualified quantity surveyors
Landscape Architectural	2 qualified landscape architects	
Building Surveying	2 qualified building surveyors	

Minimum Years of Establishment

Category	Minimum Years of Establishment	
	Band 1 Consultants	Band 2 Consultants
Architectural Building Services Structural Engineering Quantity Surveying	5 years	2 years
Landscape Architectural Building Surveying	2 years	

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
Architectural Consultants

STAFF (Including Principals)

Members :	Band 1 - Minimum of 10 qualified architects, at least 3 of whom must be an Authorised Person (List of Architects). Band 2 - Minimum of 2 qualified architects who must also be an Authorised Person (List of Architects). At least one of the resident principals of the firm is a qualified architect. A consultant to a firm is not counted as staff. Only full time employees are counted as staff of a consultant.
Qualifications :	Qualified architect means corporate member of the Hong Kong Institute of Architects or a Registered Architect (Hong Kong) or an Authorised Person (List of Architects).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	Band 1 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 5 continuous years. Band 2 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	Demonstration of satisfactory standard of work on at least one completed local building project of HKIA Group II Type or above with total building cost over \$100M, covering mainly new works construction, within the past 5 years. Building renovation projects or interior design projects are not counted.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2000 certification as detailed in the current Environment, Transport and Works Bureau Technical Circular or equivalent.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS

Building Services Consultants

STAFF (Including Principals)

Members :	<p>Band 1 - Minimum of 10 qualified engineers including principal(s).</p> <p>Band 2 - Minimum of 2 qualified engineers including principal(s).</p> <p>At least one of the resident principals of the firm must be a qualified engineer. A consultant to a firm is not counted as staff. Only full time employees are counted as staff of a consultant.</p>
Qualifications :	<p>Qualified engineer means a person who satisfy the following requirements:</p> <ol style="list-style-type: none"> having either one of the following qualifications: <ul style="list-style-type: none"> corporate member of the Hong Kong Institution of Engineers (Electrical, Mechanical or Building Services discipline) elected after 5 December 1975 or equivalent, or Registered Professional Engineer (Electrical, Mechanical or Building Services discipline); having relevant post corporate membership of a professional institution) experience in at least two of the following: Air Conditioning, Electrical, Fire Services and Lift Installations.
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or works visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	<p>Band 1 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 5 continuous years.</p> <p>Band 2 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 2 continuous years.</p>
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	Demonstration of satisfactory standard of work on at least two completed local building projects, covering the full scope of building services, within the past 5 years. The total building cost of one of the projects must be over \$100M. It would be necessary for the firm to provide necessary facilities for detailed inspection, to be undertaken by way of presentation drawings, assisted access to buildings, client and/or building contractors references etc.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2000 certification as detailed in the current Environment, Transport and Works Bureau Technical Circular or equivalent.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS

Structural Engineering Consultants

STAFF (*Including Principals*)

Members :	<p>Band 1 - Minimum of 10 qualified engineers, at least 2 of whom must be a Registered Structural Engineer.</p> <p>Band 2 - Minimum of 2 qualified engineers who must also be a Registered Structural Engineer.</p> <p>At least one of the resident principals of the firm must be a qualified engineer. A consultant to a firm is not counted as staff. Only full time employees are counted as staff of a consultant.</p>
Qualifications :	<p>Qualified engineer means corporate member of a professional institution recognised for corporate membership of the Hong Kong Institution of Engineers (Civil or Structural Engineering discipline) elected after 5 December 1975. For holders of qualifications in the field of civil engineering, appropriate experience in structural engineering design and practice is required.</p>
Resident Status :	<p>To count as staff, individuals must be resident Hong Kong ID Card holders or works visa holders and the practice must constitute their principal source of employment.</p>

HISTORY

Time Established :	<p>Band 1 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 5 continuous years.</p> <p>Band 2 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 2 continuous years.</p>
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OFFICE

Size/Equipment :	<p>Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.</p>
No. of Supporting Staff :	<p>Employing a reasonable number of technical and clerical supporting staff locally.</p>

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	<p>Projects shall be generally similar in scale and complexity with Arch SD projects. The applicant should demonstrate satisfactory design and supervision work standards on at least two completed local building projects, covering the full scope of structural engineering services, within the past 5 years. The total building cost of one of the projects must be over \$100M.</p>
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2000 certification as detailed in the current Environment, Transport and Works Bureau Technical Circular or equivalent.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS

Quantity Surveying Consultants

STAFF (Including Principals)	
Members :	<p>Band 1 - Minimum of 10 qualified quantity surveyors.</p> <p>Band 2 - Minimum of 2 qualified quantity surveyors.</p> <p>At least one of the resident principals of the firm must be a qualified quantity surveyor. A consultant to a firm is not counted as staff. Only full time employees are counted as staff of a consultant.</p>
Qualifications :	Qualified quantity surveyor means corporate member of a professional institution recognised for corporate membership of the Hong Kong Institute of Surveyors (Quantity Surveying Division) who is also a Registered Professional Surveyor (Quantity Surveying).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.
HISTORY	
Time Established :	<p>Band 1 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 5 continuous years.</p> <p>Band 2 - The firm must have practised in the relevant profession in Hong Kong for a minimum of 2 continuous years.</p>
OFFICE	
Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.
STANDARD OF WORK	
Standards (Quality/Cost) and Nature of work carried out :	An acceptable range of Quantity Surveying Services, the execution of which should be the firm's principal form of employment. The applicant should demonstrate satisfactory standard of work on at least one completed local building project with total building cost over 100M, covering the full range of Quantity Surveying Services on projects broadly equivalent to those services listed in Clause 1.3 of the HKIS Inclusive Fee Scale, within the past 5 years.
ISO 9000 CERTIFICATION	
	The firm must have obtained the ISO 9001:2000 certification as detailed in the current Environment, Transport and Works Bureau Technical Circular or equivalent.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
Landscape Architectural Consultants

STAFF (Including Principals)

Members :	Minimum of 2 qualified landscape architects. At least one of the resident principals of the firm must be a qualified landscape architect. A consultant to a firm is not counted as staff. Only full time employees are counted as staff of a consultant.
Qualifications :	Qualified landscape architect means corporate member of UKLI (Design stream), HKILA (after January 1997) or qualification recognised for corporate membership of the Hong Kong Institute of Landscape Architects after 1 January 1997.
Resident Status :	To count as staff, individuals must be resident Hong Kong ID card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	The firm must have practised in the role and discipline in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	Demonstration of satisfactory design and work standards on at least two completed local projects, one of which must be over \$25M, covering the full range of landscape architectural services, within the past 5 years. Experience as sub-consultants will only be considered if full service has been provided at all work stages and included both hard and soft landscape works.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2000 certification as detailed in the current Environment, Transport and Works Bureau Technical Circular or equivalent.

MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS
Building Surveying Consultants

STAFF (Including Principals)

Members :	Minimum of 2 qualified building surveyors. At least one of the resident principals of the firm must be a qualified building surveyor. A consultant to a firm is not counted as staff. Only full time employees are counted as staff of a consultant.
Qualifications :	Qualified building surveyor means corporate member of a professional institution recognised for corporate membership of the Hong Kong Institute of Surveyors (Building Surveying Division) who is also a Registered Professional Surveyor (Building Surveying).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

HISTORY

Time Established :	The firm must have practised in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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OFFICE

Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

STANDARD OF WORK

Standards (Quality/Cost) and Nature of work carried out :	An acceptable range of Building Surveying Services, the execution of which should be the firm's principal form of employment. The applicant should demonstrate satisfactory standard of work on at least two completed local projects, covering the full scope of building surveying services broadly equivalent to those services listed in Section BSS1, BSS2, BSS4, BSS6 & BSS7 of HKIS Professional Charges for Building Surveying, within the past 5 years.
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ISO 9000 CERTIFICATION

The firm must have obtained the ISO 9001:2000 certification as detailed in the current Environment, Transport and Works Bureau Technical Circular or equivalent.

Project Value Limit

Category	Estimated Project Value	
	Band 1 Consultants	Band 2 Consultants
Architectural Quantity Surveying Structural Engineering Building Services	Exceeding \$ 185 M	Not exceeding \$ 185 M
Landscape Architectural Building Surveying	Not Applicable	

Criteria for Shortlisting of Consultants

Item	Shortlisting Assessment Criterion	Mark Range
1	Approach to the assignment and appreciation of the requirements	10 – 20%
2	Previous relevant experience both in Hong Kong and elsewhere*	20 – 30%
3	Knowledge, experience and capability of key staff	30 – 40%
4	Past performance of the consultant	10 – 20%
5	Past performance of the sub-consultant	5 – 15%

* Professional achievements such as international and local awards will also be taken into consideration.

Note. The total percentage mark should add up to 100%.