

Ref.: WB(PS)106/28
Group: 6

26 January 1999

Works Bureau Technical Circular No. 16/95A

**Selection and Remuneration of
Engineering and Associated Consultants
Revisions to Works Bureau Technical Circular No. 16/95**

Introduction

The system for the selection and remuneration of consultants promulgated in WBTC No. 16/95 has been implemented since August 1995. The system has been reviewed by the Engineering and Associated Consultants Selection Board (EACSB). It is agreed that revisions to WBTC No. 16/95 as stipulated in paragraph 4 below should be made.

2. This Circular should be read in conjunction with WBTC No. 16/95.
3. Upon the introduction of the revisions, the provisions promulgated in Public Works Departmental Technical Circulars PWDTC No. 68/73 and PWDTC No. 15/80 are no longer applicable and the Technical Circulars are hereby cancelled.

Revisions

4. Paragraphs 18, 32, 44 and 54 in WBTC No. 16/95 should be replaced by those at Appendix A.

Implementation

5. With immediate effect, the provisions of this circular shall be applied to all Engineering and Associated Consultancy Agreements for which shortlisting stage submission to EACSB has not been made.

Enquiries

6. Please address enquiries concerning this Circular to Chief Assistant Secretary (Professional Services) on 2848 2106 or Assistant Secretary (Professional Services)1 on 2848 2843.

(W S CHAN)
Deputy Secretary (Works Policy)

Appendix A

18. For an Investigation stage consultancy, where a separate consultancy for the subsequent Design and Construction stage may be awarded to another consultant, provision shall be made in the Brief requiring the Investigation stage consultant to answer queries raised during the Design & Construction stage. These services, after completion of the Investigation stage, shall be paid on a time charge basis in addition to the lump sum fee for completion of the Investigation stage service.

32. An invitation letter shall normally be sent to those consultants on the Longlist requesting them to express an interest in being considered for the consultancy. This should include a draft Brief giving a description of the consultancy. Consultants should be requested to limit their replies to a maximum of four A4 pages. No attachments whatever should be included, except for the curriculum vitae of the key staff likely to be employed for the consultancy. In addition, each consultant shall be asked to declare any involvement or interest if it is considered by the consultant to be in real or apparent conflict with the duties to be performed upon appointment for the consultancy. An involvement or interest declared should be carefully considered but should not automatically bar the consultant from being further considered in the selection process.

44. A single formal pre-submission meeting with all shortlisted consultants shall be held to resolve queries and to ensure that the consultants are fully aware of the requirements of the project, the Technical Proposal and Fee Proposal. During the pre-submission meeting, the consultants should also be invited to comment on other documentation relating to the submissions, such as the payment schedule, marking system and the technical fee weighting. The EACSB may agree to waive the requirement of a pre-submission meeting if the project is very simple and straightforward. Other meetings with individual consultants, if requested by them, are permitted, provided all shortlisted consultants are informed of any matters of general applicability arising from the meetings, except those matters related to the confidentiality of individual consultants.

54. Standard technical/fee weightings have been established for three categories of project. These will be kept under review by the EACSB. The categories of projects and their appropriate weightings, are:-

- (a) Multi-disciplinary projects that require special emphasis on technical input, including Feasibility Studies and Investigation-stage consultancies and Design & Construction consultancies of above average complexity:-
80% technical : 20% fee.
- (b) Less complex Feasibility Studies and Investigation-stage consultancies, and Design & Construction consultancies of average complexity :-
70% technical : 30% fee.
- (c) Technically straightforward Design & Construction consultancies :-
60% technical : 40% fee.