

**Procurement of Consultancy Services for preparation of
Maintenance Manual and Maintenance Plan for Rehousing Blocks
and URA’s Self-developed Projects (“The Service”)**

To promote good practice in regular inspections and timely maintenance, the Urban Renewal Authority (“the Authority”) has engaged a consultant to prepare a comprehensive maintenance manual template (“Manual Template”) including a schedule showing the recommended frequency of regular inspections and maintenance to buildings. In order to examine the practicality of the Manual Template and cost implication on adopting the proposed maintenance frequency specified in the Manual Template before promoting it to the public, the Authority intends to conduct a trial in its rehousing blocks and self-developed projects (“the Properties”) for modifying the existing maintenance manuals of the Properties based on the Manual Template. In addition, the successful consultant/ service provider shall make necessary amendments to the Manual Template to make it more practical, user-friendly and applicable to general residential and composite buildings.

On the other hand, to encourage building owners to save up money for future maintenance works, the Authority intends to conduct a trial run in the Properties for preparing 10-year and 20-years long-term maintenance plans with estimated costs covering all maintenance works not incurred annually. It can form a basis to ascertain the financial commitment required by owners for the coming 10 or 20 years. The trial aims to formulate a maintenance plan with different options of contribution arrangement for the Owner Committees’ / owners’ consideration. By conducting the above trial, the successful consultant/ service provider shall produce a maintenance plan template (“Plan Template”) that can be adopted by building professionals in the preparation of maintenance plans in the future. Please refer to Part B of the attached reply form for the preliminary scope of services.

The Authority is shortlisting suitable tenderers for the Services. The criteria for shortlisting tenderers for the Services are as follows:

1	Job Reference	<ul style="list-style-type: none">- minimum 5 relevant local job references for consultancy services for local rehabilitation projects with contract sum or estimated contract sum more than HK\$ 2.5M and completed in the last 5 years before the Pre-qualification (“PQ”) closing date; or have at least 5 on-going or completed jobs of property management or facility management services for the residential / composite buildings with not less than 500 residential units on or before the PQ closing date; - The tenderer is not currently suspended or restricted from tendering (including voluntary suspension and restriction) under any of building surveying consultants or property services agent lists of the Government, Hong Kong Housing Authority and Hong Kong Housing Society.
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2	Key Personnel	<p>The project team shall comprise at least 2 members including 1 qualified building surveyor or qualified architect and 1 qualified professional housing manager who shall have the qualification and experience as stated below. Either the qualified building surveyor or qualified architect or qualified professional housing manager shall act as the project manager of the project team to provide the overall supervision of the Services. The project manager must be full-time employee of the consultant before the PQ closing date:</p> <ul style="list-style-type: none"> - minimum of 1 qualified building surveyor or qualified architect (corporate member of Hong Kong Institute of Surveyors (Building Surveying Division) or Hong Kong Institute of Architects) with at least 8 years post-qualification experience in the planning, project management, coordination and supervision of local rehabilitation projects before the PQ closing date; and - minimum of 1 qualified professional housing manager (corporate member of Hong Kong Institute of Housing or Chartered Institute of Housing (Asian Pacific Branch) or Hong Kong Institute of Surveyors (Property and Facility Management Division) or The Hong Kong Institute of Facility Management) with at least 8 years post-qualification experience in executing the maintenance works according to the maintenance manual, and implementing the maintenance plan of the local residential development before the PQ closing date. <p>The consultant must provide the following professionals for the Services who are preferably the full-time employees of the consultant before PQ closing date:</p> <ul style="list-style-type: none"> - minimum of 1 qualified quantity surveyor (corporate member of Hong Kong Institute of Surveyors (Quantity Surveying Division)) with at least 4 years post-qualification experience in cost estimation for building rehabilitation of local projects before the PQ closing date; and - minimum of 1 qualified building services engineer (corporate member of Chartered Institution of Building Services Engineers or Hong Kong Institution of Engineers (Building Services Division)) with at least 4 years post-qualification experience in the design, supervision and coordination of building services installations for building rehabilitation of the local projects before the PQ closing date;
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Please complete and return the attached reply form to indicate if you are interested in applying for the pre-qualification for the Services. If you are interested, please return the said form together with the completed Appendix A and required documents. Your submission shall be addressed to Mr. Stephen Li, General Manager (Acting), Building Rehabilitation Division, Urban Renewal Authority, and deposited by hand by 12:00 (noon) [29 October 2021] at the Authority's office at Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon for our consideration. Late submission shall not be considered.

Should you have any queries, please contact Mr. Dicky Lau at 2588 3668.

Reply Form

Application for Pre-qualification for Consultancy Services for Preparation of Maintenance Manual and Maintenance Plan for Rehousing Blocks and URA’s Self-developed Projects

To: Urban Renewal Authority (“the Authority”)

- We are interested in applying for pre-qualification (“PQ”) for the above services and submit herewith the completed **Appendix A and required documents** for your consideration.
- We are **NOT** interested in applying for PQ for the above services.

Note: Please tick the appropriate box above.

We understand that the Authority is under no obligation to shortlist any company which has applied for PQ to submit a tender for the above services. We also acknowledge that the Authority reserves the right to cancel this PQ exercise and/or the tender exercise at any time without prior notification and without giving any reasons at the Authority’s absolute discretion. In submitting this reply form, we acknowledge and agree with all the terms contained in the invitation. The information on our company is set out below:

Part A. General Information of the Company	
Name of the Company	
Registered Address	
Contact	(Tel) _____ (Fax) _____ (email) _____
Contact Person/ Position	
Unresolved/ on-going litigation/arbitration (if any)	
Please provide the following documents for verification and put a tick in the box if the document is enclosed:-	
<input type="checkbox"/>	i) Copy of Business Registration Certificate
<input type="checkbox"/>	ii) Completed Part B of Appendix A with CVs of staff and relevant supporting documents
<input type="checkbox"/>	iii) Completed Part C, D and E of Appendix A
Please confirm the declaration below by putting a tick in the box:	
<input type="checkbox"/>	We declare that our associated companies (see Note 1 below) do not make a submission to apply for the PQ in this exercise.

Note 1- Based on the definition of associated companies in Section 2(1) of the Companies Ordinance (Cap 622)

The above information is certified true, correct and complete by:

For and on behalf of the Company : _____

Authorized Signature with Company Chop : _____

Name of Director : _____

Date : _____

Part B. Preliminary Scope of Services

(This is for reference only subject to change upon finalization for the tender document.)

The successful consultant/ service provider for the Services shall generally provide the following professional services as instructed by the Authority:-

(A) General

- a) To study the deed of mutual covenant (“DMCs”), existing maintenance manuals and technical documents including drawings, operation and maintenance manuals, material information, warranties, equipment list, etc. of the Properties and the Manual Template provided by the Authority;
- b) To obtain all necessary building information from the Authority and/or government departments, e.g. general building plans and drainage plans, etc. if necessary;

(B) Preparation of Maintenance Manuals for 4 projects, including i) No. 12 Soy Street, Mongkok; ii) Rich Building, 163-165 Kai Chi Kok Road; iii) Bedford Tower, 68-72 Bedford Board; and iv) 燦然壹居, 3 Muk Chui Street, Kai Tak

- a) To modify the existing maintenance manuals of the Properties based on the Manual Template and the technical documents and the result of the building inspection by the Qualified Building Surveyor (“QBS”) or Qualified Architect (“QA”) in the project team;
- b) To make reference to the result of the building inspection and the professional opinions of the Qualified Professional Housing Manager (“QPHM”) in the project team to review the maintenance frequency and expected life cycle of the building elements specified in the Manual Template and supplement those items not mentioned in the Manual Template, and make necessary modification taking into account the practicability;
- c) To prepare and submit 2 sets of hardcopies and softcopies of the full set of finalized maintenance manuals based on the Manual Template and Revised Guidelines for Deeds of Mutual Covenant published by the Legal Advisory and Conveyancing Office (LACO, 2006) of the Lands Department, Hong Kong SAR Government. The manuals shall be reviewed and endorsed by the project manager and QPHM; and
- d) To make any necessary amendment to the maintenance manuals based on the authority’s comment;

(B) Preparation of Maintenance Plans and Budget Estimates for 6 projects, including i) No. 12 Soy Street, Mongkok; ii) Rich Building, 163-165 Kai Chi Kok Road; iii) Bedford Tower, 68-72 Bedford Board; iv) Shun Sing Mansion, 466 Des Voeux Road West, v) 燦然壹居, 3 Muk Chui Street, Kai Tak; and vi) e-Residence, 8 Hok Yuen Street in Hung Hom

- a) To carry out independent building inspection for common facilities and common areas of the Properties, and identify a list of future replacements and maintenance works which will not be incurred annually included but not limited to building structure, external envelope, roof covering, windows, plumbing and drainage system, fire protective system, fire-rated doors and electrical distribution system by QBS or QA in the project team according to their current condition and life expectancy;

- b) To advise (i) the ballpark figures for each of the works identified in (a) above and (ii) the expected life cycle of each proposed item in order to facilitate the preparation of the maintenance plan and the budget estimate of the overall expenditure calculated by the Qualified Quantity Surveyor (“QQS”) in the project team;
 - c) To prepare and submit 2 sets of hardcopies and softcopies of maintenance plans covering all replacement and maintenance works not incurred annually for the period of 10 years and 20 years respectively together with a budget estimate which shall be reviewed and endorsed by QQS;
 - d) To prepare and submit 2 sets of hardcopies and softcopies of fund contribution schedule with options of 20% and 50% of the existing management fees. The fund contribution schedule shall be calculated for all units with a detailed breakdown based on the estimate for the period of 10 years and 20 years according to the provisions in the respective Deed of Mutual Covenant (DMCs), relevant legislations and/or gross floor areas of the Properties; and
 - e) To make any necessary amendment to maintenance plans, budget estimates and fund contribution tables based on the Authority’s comment;
- (C) Preparation of Manual Template and Plan Template
- a) To modify the Manual Template after the trial of the preparation of maintenance manuals in section (B) and enrichment of the maintenance frequency of the Properties and submit 2 sets of hardcopies and softcopies of modified Manual Template (including English and Chinese Version) which is more practical to use;
 - b) To compile and submit 2 sets of hardcopies and softcopies of the Plan Template (including English and Chinese Version);

Part C. Proposed Team Members of the Company

Qualified Building Surveyor or Qualified Architect							
Name:							
In-house full-time employee	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Professional qualification(s), discipline/ division, type of membership	<table border="1"> <tr> <th><u>Type of Membership</u> ^{Remarks}</th> <th><u>Year of Admission</u></th> </tr> <tr> <td> <input type="checkbox"/> HKIS (Building Surveying Division) </td> <td>_____</td> </tr> <tr> <td> <input type="checkbox"/> HKIA </td> <td>_____</td> </tr> </table>	<u>Type of Membership</u> ^{Remarks}	<u>Year of Admission</u>	<input type="checkbox"/> HKIS (Building Surveying Division)	_____	<input type="checkbox"/> HKIA	_____
	<u>Type of Membership</u> ^{Remarks}	<u>Year of Admission</u>					
<input type="checkbox"/> HKIS (Building Surveying Division)	_____						
<input type="checkbox"/> HKIA	_____						
Description of experience (Please list out all relevant projects and attach additional sheets if necessary)	<p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 8 years post-qualification experience in the planning, project management, coordination and supervision of local rehabilitation projects):</u></p> <p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 8 years post-qualification experience in the planning, project management, coordination and supervision of local rehabilitation projects):</u></p>						

Part C. Proposed Team Members of the Company (cont'd)

Qualified Professional Housing Manager											
Name:											
In-house full-time employee	<input type="checkbox"/> Yes <input type="checkbox"/> No										
Professional qualification(s), discipline/ division, type of membership	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"><u>Type of Membership</u> <small>Remarks</small></th> <th style="width: 50%;"><u>Year of Admission</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> HKIH</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> HKIS (Property and Facility Management Division)</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> HKIFM</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> CIH (Asian Pacific Branch)</td> <td>_____</td> </tr> </tbody> </table>	<u>Type of Membership</u> <small>Remarks</small>	<u>Year of Admission</u>	<input type="checkbox"/> HKIH	_____	<input type="checkbox"/> HKIS (Property and Facility Management Division)	_____	<input type="checkbox"/> HKIFM	_____	<input type="checkbox"/> CIH (Asian Pacific Branch)	_____
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<input type="checkbox"/> HKIFM	_____										
<input type="checkbox"/> CIH (Asian Pacific Branch)	_____										
Description of experience (Please list out all relevant projects and attach additional sheets if necessary)	<p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 8 years post-qualification experience in executing the maintenance works according to the maintenance manual, and implementing the maintenance plan of the local residential development):</u></p> <p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 8 years post-qualification experience in executing the maintenance works according to the maintenance manual, and implementing the maintenance plan of the local residential development):</u></p>										

Part C. Proposed Team Members of the Company (cont'd)

Qualified Quantity Surveyor (min. one)					
Name:					
In-house full-time employee	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Professional qualification(s), discipline/ division, type of membership	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"><u>Type of Membership</u> <small>Remarks</small></th> <th style="width: 40%;"><u>Year of Admission</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> HKIS (Quantity Surveying Division)</td> <td>_____</td> </tr> </tbody> </table>	<u>Type of Membership</u> <small>Remarks</small>	<u>Year of Admission</u>	<input type="checkbox"/> HKIS (Quantity Surveying Division)	_____
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<input type="checkbox"/> HKIS (Quantity Surveying Division)	_____				
Description of experience (Please list out all relevant projects and attach additional sheets if necessary)	Company : _____ Project : _____ Project Period : _____ Role : _____ <u>Job description (at least 4 years post-qualification experience in cost estimation for building rehabilitation of local projects):</u> Company : _____ Project : _____ Project Period : _____ Role : _____ <u>Job description (at least 4 years post-qualification experience in cost estimation for building rehabilitation of local projects):</u> 				

	<p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 4 years post-qualification experience in cost estimation for building rehabilitation of local projects):</u></p> <p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 4 years post-qualification experience in cost estimation for building rehabilitation of local projects):</u></p>
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Part C. Proposed Team Members of the Company (cont'd)

Qualified Building Services Engineer (min. one)							
Name:							
In-house full-time employee	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Professional qualification(s), discipline/ division, type of membership	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"><u>Type of Membership</u> <small>Remarks</small></th> <th style="width: 50%;"><u>Year of Admission</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> HKIE (Building Services Division)</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> CIBSE</td> <td>_____</td> </tr> </tbody> </table>	<u>Type of Membership</u> <small>Remarks</small>	<u>Year of Admission</u>	<input type="checkbox"/> HKIE (Building Services Division)	_____	<input type="checkbox"/> CIBSE	_____
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<input type="checkbox"/> HKIE (Building Services Division)	_____						
<input type="checkbox"/> CIBSE	_____						
Description of experience (Please list out all relevant projects and attach additional sheets if necessary)	<p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 4 years post-qualification experience in the design, supervision and coordination of building services installations for building rehabilitation of the local projects)</u></p>						
	<p>Company : _____</p> <p>Project : _____</p> <p>Project Period : _____ Role : _____</p> <p><u>Job description (at least 4 years post-qualification experience in the design, supervision and coordination of building services installations for building rehabilitation of the local projects)</u></p>						

	Company : _____
	Project : _____
	Project Period : _____ Role : _____
	<u>Job description (at least 4 years post-qualification experience in the design, supervision and coordination of building services installations for building rehabilitation of the local projects)</u>
	Company : _____
	Project : _____
	Project Period : _____ Role : _____

Remarks: HKIS - Hong Kong Institute of Surveyors
HKIE - Hong Kong Institution of Engineers
CIBSE - Chartered Institution of Building Services Engineers
HKIA - Hong Kong Institute of Architects
HKIH - Hong Kong Institute of Housing
CIH - Chartered Institute of Housing (Asian Pacific Branch)
HKIFM - The Hong Kong Institute of Facility Management

*The CVs of the above-mentioned employees shall be provided and their academic qualification, professional qualifications and years of post-qualification experience shall be clearly stated in the CVs. Except that project manager must be the **full-time employee** of the company in accordance with the Employment Ordinance (Chapter 57) of the Company, sub-consultant arrangement is acceptable if no in-house staff is available. Provision of relevant supporting documents such as copies of the employment contracts or mandatory provident fund records of the project manager(s) for the past 12 calendar months is required to prove that the project manager(s) is in-house full-time employee(s) of the Company.

The above information is certified true, correct and complete by:

For and on behalf of the Company : _____

Authorized Signature with Company Chop : _____

Name of Director : _____

Date : _____

Part D. The Company's Job Reference

1	Name of Client	
	Project Name	
	Nature of Works	
	Location	
	Year of Completion of the works	
	Nature of service provided	<input type="checkbox"/> Consultancy service for local rehabilitation projects with contract sum or estimated contract sum not less than HK\$2,500,000 in the past five years; <input type="checkbox"/> Property management or facility management services for the residential / composite buildings with not less than 500 residential units.
	Consultancy Fee (HK\$)	
	Contract Value of the works (HK\$)	
	Details of services provided	

Part D. The Company's Job Reference (con't)

2	Name of Client	
	Project Name	
	Nature of Works	
	Location	
	Year of Completion of the works	
	Nature of services provided	<input type="checkbox"/> Consultancy service for local rehabilitation projects with contract sum or estimated contract sum not less than HK\$2,500,000 in the past five years; <input type="checkbox"/> Property management or facility management services for the residential / composite buildings with not less than 500 residential units.
	Consultancy Fee (HK\$)	
	Contract Value of the works (HK\$)	
	Details of services provided	

Part D. The Company's Job Reference (con't)

3	Name of Client	
	Project Name	
	Nature of Works	
	Location	
	Year of Completion of the works	
	Nature of service provided	<input type="checkbox"/> Consultancy service for local rehabilitation projects with contract sum or estimated contract sum not less than HK\$2,500,000 in the past five years; <input type="checkbox"/> Property management or facility management services for the residential / composite buildings with not less than 500 residential units.
	Consultancy Fee (HK\$)	
	Contract Value of the works (HK\$)	
	Details of services provided	

Part D. The Company's Job Reference (con't)

4	Name of Client	
	Project Name	
	Nature of Works	
	Location	
	Year of Completion of the works	
	Nature of services provided	<input type="checkbox"/> Consultancy service for local rehabilitation projects with contract sum or estimated contract sum not less than HK\$2,500,000 in the past five years; <input type="checkbox"/> Property management or facility management services for the residential / composite buildings with not less than 500 residential units.
	Consultancy Fee (HK\$)	
	Contract Value of the works (HK\$)	
	Details of services provided	

Part D. The Company's Job Reference (con't)

5	Name of Client	
	Project Name	
	Nature of Works	
	Location	
	Year of Completion of the works	
	Nature of services provided	<input type="checkbox"/> Consultancy service for local rehabilitation projects with contract sum or estimated contract sum not less than HK\$2,500,000 in the past five years; <input type="checkbox"/> Property management or facility management services for the residential / composite buildings with not less than 500 residential units.
	Consultancy Fee (HK\$)	
	Contract Value of the works (HK\$)	
	Details of services provided	

Please make copies of this part of the form if you need more space for entries

The above information is certified true, correct and complete by:

For and on behalf of the Company : _____

Authorized Signature with Company Chop : _____

Name of Director : _____

Date : _____

Part E.

We declare that we are currently included in the following lists:

- Building Surveying Consultant List of the Authority
- Property Services Agents (Group PS2) List of Hong Kong Housing Authority
- Others: _____

- Please tick the appropriate box(es) above.

Part F.

Declaration of any current suspension or restriction under any of the lists mentioned in Part D. Please state "Nil" for no current suspension or restriction or otherwise provide details below

The above information is certified true, correct and complete by:

For and on behalf of the Company : _____

Authorized Signature with Company Chop : _____

Name of Director : _____

Date : _____