

Highways Department
Research and Development Division

**List of Approved Suppliers of Materials and
Specialist Contractors for Public Works under
Supply of Bituminous Pavement Materials and Construction of Special Bituminous
Surfacing Category**

**Guidelines for Applicants in
Completing the Questionnaire for Pre-application Vetting**

1. Introduction

The questionnaire shall be completed for application for inclusion in the following category of the List of Approved Suppliers of Materials and Specialist Contractors for Public Works (Specialist List) for assessment of technical and management capability of the application by Research and Development Division of Highways Department (HyD):

- Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing

The pre-application vetting mechanism stated in Clause 3.3.4 of the Contractor Management Handbook (CMH) is applicable to the “Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing” category of the Specialist List. For application for inclusion in this category, applicants shall submit all the requirements in the concerned “Application for Inclusion in the List – Questionnaire for Pre-application Vetting” with necessary supporting documents and fulfill the minimum technical and management criteria for admission to the satisfaction of HyD prior to submitting the application formally to Development Bureau (DEVB). Upon satisfactory completion of the pre-application vetting, a letter showing the result of the “pre-application vetting” will be issued by the HyD for the applicant to proceed with submitting the formal application to DEVB.

2. Registered Name of Company

This is the name of the company appearing on the Business Registration Certificate. A photocopy of the Business Registration Certificate shall be attached.

In the case of an incorporated company, a copy of the Certificate of Incorporation and a copy of the Memorandum and Articles of Association shall be attached.

3. Staff Organization

The organization chart of the company together with name(s), qualifications, experience and length of service of all professional/technical staff assigned to the category of works applied for shall be submitted.

A copy of the curriculum vitae of each member of the Top Management, Technical Staff member and Qualified Safety Personnel, if applicable, shall be submitted. Details of local experience must be clearly stated in the curriculum vitae. For minimum number and qualification of the Top Management, Technical Staff member and Qualified Safety Personnel, please refer to “Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing” category under Appendix 3C of the CMH.

Directly employed work force by trade and number and qualifications and experience of skilled workers employed shall be given.

4. Safety

Details on the safety criteria are given in General Notes (1), Item IV in Appendix 3C of the CMH. The applicant shall employ at least one person who is qualified to be a safety supervisor and shall declare for compliance with the assessment sub-criteria on “Performance in compliance with safety legislations” as stipulated in the aforesaid General Notes. A declaration for compliance with the safety criteria shall be submitted by the applicant and supporting documents shall be provided upon request.

5. Integrity

The applicant shall maintain an integrity policy covering at least the contents set out in the Sample Integrity Management Policy at Annex 3 of Appendix 2A of the CMH.

6. Office, Works Area and Workshop

Layout plans of office(s), works area(s) and workshop(s) with principal dimensions and showing locations of major equipment and facilities shall be submitted.

7. Plant and Equipment

Details of plant and equipment owned by the company, which will be utilised in executing the category of works applied for, shall be given. Details of hire and agreement of any plant and equipment not owned by the company shall be submitted. An album of properly labelled photographs of the plant and equipment shall also be submitted.

8. Technical Information of Products or Proprietary Systems

Full details of the products or proprietary systems offered including type, manufacturer, materials, mechanical properties and proof of compliance with relevant British Standards or equivalent shall be provided. Tests shown in test reports on raw materials for production of bituminous materials shall be conducted by laboratories which have no affiliation with the applicant and the manufacturer of the raw materials. To this, declarations showing no affiliation between (1) the laboratories and the applicant & (2) the laboratories and the manufacturers of raw materials shall be submitted.

9. Method Statement

Detailed description of the method in construction of the bituminous pavement materials and/or special bituminous surfacing shall be given.

10. Relevant Projects Completed or Being Undertaken

Particulars of works/projects relevant to the category applied for completed in the past 3 years and currently being undertaken shall be given, including:

- a. Project Title and Contract Number, if any;
- b. dates of commencement and completion of works;
- c. description, value/quantity of works; and
- d. name and address of consulting engineer (architect or client if there is no consulting engineer).

Site inspections may be carried out by representatives of HyD to assess the workmanship of some relevant works currently being undertaken by the applicant.

11. References

References from consulting engineer (architect or client if there is no consulting engineer) for relevant projects completed by the applicant in the past 3 years shall be submitted. The details of the projects including a description of works, concerned dates and the value/quantity of works as described in 10(a), (b) and (c) above together with the performance of the applicant and the workmanship of the works shall be confirmed in the references.

References from contractors are not acceptable and will not be counted.

12. Manufacturing details and Quality Control Procedures

Manufacturing details of the bituminous pavement material and quality control procedures during manufacture shall be submitted.

Site inspection on the facilities where the bituminous pavement material is manufactured will be carried out by representatives of HyD. Where such facilities are not practical to carry out inspection, the applicant may be required to arrange for and provide an independent report to HyD on these aspects at his own cost.

13. Proof of Meeting Requirements of other Government Departments

The following proof shall be submitted:

- a. Proof of meeting building requirements and showing the proper land use of the bituminous materials mixing plant from Buildings Department, Lands Department and Planning Department; and
- b. Proof of meeting the environmental requirements of the bituminous materials mixing plant from Environmental Protection Department for the production of bituminous materials.

14. Site Demonstration

Site demonstrations will be required if the information and references submitted are satisfactory. For the direct entry in the “Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing” category of the Specialist List, satisfactory site demonstration in production and construction of special bituminous surfacing, i.e. 10mm polymer modified stone mastic asphalt (PMSMA10) and 10mm polymer modified friction course (PMFC) are required.

For the entry on probation in the subject category of the Specialist List, satisfactory site demonstration in production and construction of PMSMA10 and PMFC are required, as well as bituminous pavement materials, i.e. 37.5mm road base with 15% of reclaimed asphalt pavement (RAP), 28mm base course with 20% of RAP and 20mm wearing course with 20% of RAP, subject to applicant’s experience.

For detailed requirements on the technical aspects of the site demonstration, please refer to Annex A.

Maximum Number of Trials for Each Bituminous Material Type

The maximum number of trials for each bituminous material type is 5. If the applicant cannot pass the compliance tests for any bituminous material type after carrying out 5 trials, the application will be terminated. For example, if the applicant cannot pass the compliance tests for PMSMA10 after carrying out 5 trials, the application will be terminated.

Time Limit for Site Demonstration

The maximum allowable time for the applicant to carry out the site demonstration is 12 months from the date of the first site demonstration. If the applicant

cannot satisfactorily complete the site demonstration within 12 months from the date of first site demonstration, the application will be terminated.

15. Advisory Services Group, Corruption Prevention Department, ICAC

All applicants are informed that Corruption Prevention Department of Independent Commission Against Corruption (ICAC) provides an advisory service to private companies on ways to reduce potential opportunities for corruption. Recommendations made through this service do not carry the force of law and need to be implemented only insofar as they are compatible with the other aims of the company. If the applicant considers this service could prove beneficial to the company, the applicant may arrange an initial meeting by calling the Advisory Services Group of ICAC at telephone number 2526 6363.

16. Time Limit for Submission

The applicant shall satisfactorily submit all the required information / documents for the assessment within 3 months from the date of application. Otherwise, the application will be terminated.

17. Asphalt Batching Plant

When the Contractor on the subject category of the Specialist List erects an additional asphalt batching plant or re-erects an asphalt batching plant, the Contractor has to provide the proof of meeting the requirement for “Direct Entry” as specified in Appendix 3C of CMH except for items 1, 3, 4(f) to 4(l), 7.3, 7.5 and 7.8. Moreover, a satisfactory site demonstration in production of 37.5mm road base with 15% of RAP, 28mm base course with 20% of RAP, 20mm wearing course with 20% of RAP, PMSMA10 and PMFC in compliance with the specification of the bulk samples are required.

18. Further enquiries

General enquiries can be directed to Research and Development Division, Highways Department, 4/F, Homantin Government Offices, 88 Chung Hau Street, Homantin, Kowloon.

Telephone Number: 2762 4230

Facsimile Number: 2714 5290

Annex A

Detailed Requirements on Technical Aspects of Site Demonstration

In performing the site demonstration, the applicant shall comply with the following requirements:

1.1 Site Selection

The site demonstration shall be carried out at location(s) proposed by the applicant, subject to the agreement of HyD.

1.2 Location of Site for Site Demonstration

The proposed site for the site demonstration shall be safe and permitted for bituminous pavement construction. A map showing the route from asphalt mixing plants to the proposed site shall be provided.

1.3 Proposed Layout and Design Level of Site

A section of carriageway with 60m in length and 3.5m in width shall be constructed for different kinds of bituminous pavement construction in the site demonstration. Drawings showing the layout of carriageway and cross sections with design levels and thickness of different kinds of the bituminous materials to be constructed shall be provided. Proposed working sequences and time schedule are also required to submit for approval prior to the site demonstration.

1.4 Bituminous Pavement Types

Various types of bituminous pavements shall be constructed, in accordance with the latest version of HyD Standard Drawing No. 1101, to demonstrate the applicant's all-round competency in carrying out bituminous pavement works. The types of bituminous pavement shall include those listed below:

Bituminous Material	Bituminous Pavement Type
Bituminous Pavement Materials	<u>Road Base</u> <ul style="list-style-type: none">• 250mm thickness of 37.5mm road base with 15% of reclaimed asphalt pavement (RAP) <u>Base Course (BC)</u> <ul style="list-style-type: none">• 65mm thickness of 28mm base course with 20% of RAP with <u>Wearing Course (WC)</u> <ul style="list-style-type: none">• 40mm thickness of 20mm wearing course with 20% of RAP
Special bituminous Surfacing	<u>Polymer Modified Stone Mastic Asphalt</u> <ul style="list-style-type: none">• 40mm thickness of 10mm polymer modified stone mastic asphalt (PMSMA10)* <u>Polymer Modified Friction Course</u> <ul style="list-style-type: none">• 30mm thickness of 10mm polymer modified friction course (PMFC)

Remark: * PMSMA10 shall be laid on BC after the milling operations for PMFC and WC.

1.5 Compliance Test

The bituminous pavement construction works carried out by the applicant shall comply with the requirements of the current General Specification for Civil Engineering Works - Section 9 and relevant specifications published by HyD.

Any non-compliant pavement shall be milled and removed prior to the next trial of over-laying of bituminous pavement.

1.6 Plant and Equipment

Numbers and details of plant and equipment to be utilised for site demonstration of each type of bituminous pavements shall be submitted.

1.7 Staff for Production and Laying Bituminous Pavement

Name, post and experience of staff, who conversant with the procedures and competent in producing and or laying the bituminous materials, and the work force of skilled works for site demonstration should be provided.

1.8 Method Statement for Site Demonstration

Method Statements for the production and/or construction of bituminous pavement, including but not limited to work programme, work sequence, laying and compaction procedures, and safety control measures should be provided.

The above requirements are subject to change depending on the circumstances.