

## Notice of Inviting Expression of Interested through Internet

26 February 2016

### Agreement No. HMW 2/2016 (TT) Traffic Review and Improvement Schemes at Tsuen Wan Road and Associated Junctions

1. Interested consultants are invited to express interest in undertaking the above consultancy.
2. Consultants should fulfil and declare that they have met the following longlisting criteria for their submissions to be considered further:
  - (a) The total number of works-related professional staff of the consulting firm does not exceed 10. At least half of the professional staff must be Hong Kong-registered professionals or corporate members of Hong Kong professional institutions in the appropriate disciplines. For a joint venture, the total number of works-related professional staff in the joint venture does not exceed 10 and the number of works-related professional staff in each of its individual participants/shareholders does not exceed 10.
  - (b) The consulting firm shall be registered and maintain an active office in Hong Kong.
  - (c) The consulting firm shall have at least one professional staff resident in Hong Kong with sufficient knowledge and experience in the service category of "S8. Traffic Engineering/Transportation".
3. This consultancy is invited as a small consultancy assignment as defined in Development Bureau Technical Circular (Works) ("DEVB TCW") No. 3/2013. In accordance with paragraph 23 below, consultants should include in their submission a written statement confirming that they meet the requirements as stipulated in Part 1 of **Annex G** of the Electronic Invitation Package ("EIP"), together with a list of current assignments being handled by their small consultancy firms.
4. Interested consultants may obtain an EIP in the context of Works Bureau Technical Circular ("WBTC") No. 17/2001 for the consultancy by contacting the following officers of Highways Department:

| <u>Name</u>     | <u>Post</u>     | <u>Telephone No.</u> | <u>Fax. No.</u> |
|-----------------|-----------------|----------------------|-----------------|
| Mr Ian C K WAN  | Senior Engineer | 2762 3422            | 3572 0327       |
| Ms Kitty M Y NG | Engineer        | 2762 3575            | 3572 0327       |

5. The scope of this consultancy, which is currently expected to commence in May 2016 tentatively, is indicated in the draft Brief in **Annex A** of the EIP. The draft Schedule of Fees is given in **Annex B** of the EIP.

6. If you are interested in this assignment, please reply to Project Manager/Major Works, Highways Department at 3/F, Homantin Government Offices, 88 Chung Hau Street, Homantin, Kowloon for the attention of Chief Engineer 5/Major Works before **12:00 noon on 11 March 2016 (Friday)** by submitting **six** sets of documents containing the following information in a maximum of **six** A4 size pages with a minimum font size of 12 in “Times New Roman” font type:

- (a) your appreciation of the key requirements and constraints/risks;
- (b) your approach and strategy to meet the requirements of the assignment;
- (c) previous relevant experience both in Hong Kong and elsewhere;
- (d) an indication of key staff likely to be employed for the assignment (together with attachments showing their curriculum vitae and an organization chart of the study/project team as necessary);
- (e) an indication of sub-consultants to be employed (which should include all individual academic institutions, specialists, advisors, experts and the like proposed to be externally engaged to provide the Services under the Agreement, and all references to “sub-consultants” in this notice should be construed accordingly); and
- (f) your comments, if any, on the draft Brief and the draft Schedule of Fees.

7. Please note that no attachments, except attachments for the curriculum vitae of the key staff likely to be employed on the consultancy and the organization chart of the study/project team as mentioned above, should be included in your submission. Late submissions or submissions that do not conform to the requirements in respect of the number of pages, the page size, the font size or the attachments shall not be considered.

8. You may make your submission in either electronic format or hard copy format. If part of the submission is made in both electronic and hard copy formats, the electronic format shall prevail over the corresponding hard copy format. If you elect to make your submission in electronic format, the documents for your proposal shall be prepared and submitted in accordance with **Annex C** of the EIP - Requirements for Submission of Proposal in Electronic Format. All proposals, whether submitted in electronic format or hard copy format, will be evaluated on an equal basis. Notwithstanding paragraph no. 16 in WBTC No. 31/2001, the Expression of Interest in either format shall be submitted directly to this Office at the address given in this notice.

9. The electronic documents for preparing your submission are included in the EIP and listed in Schedule 2 to the Licence Conditions for using these documents (the Licence Conditions are given in **Annex D** of the EIP). You will be deemed to have accepted these conditions if you use the documents listed in Schedule 2.

10. If a black rainstorm warning signal or tropical cyclone signal No. 8 or above is hoisted between 9:00 am and 12:00 noon on the above deadline, the deadline will be extended to 12:00 noon on the following working day. Saturday is not counted as a working day.

11. The assessment criteria and weightings for marking the Expression of Interest submitted by consultants and the composition of the Assessment Panel are given in **Annex E** of the EIP.

12. If you are a limited liability company, then you are required to submit documentary proof that the majority of the voting power in meetings of the company shall be held by directors who are consulting engineers (or equivalent professionals of associated professions).

13. Your attention is drawn to Environment, Transport and Works Bureau Technical Circular (Works) (“ETWB TCW”) No. 18/2005 regarding the requirements on the avoidance of conflicts of interests and debarring. You are also required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this consultancy. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process.

14. For information, the Assessment Panel has agreed that for this consultancy, the past performance of sub-consultants will not be assessed in the Technical and Fee Proposal stage.

15. The initial list of qualified consultants approached for this assignment is given in **Annex F** of the EIP for your information. Based on the response received, normally four suitable firms will be shortlisted for submission of technical and fee proposals. However, you should note that the Government is not bound to invite technical and fee proposals from any of these consultants expressing an interest.

16. No consultants are permitted to submit more than one bid for the same agreement. For the avoidance of doubt, consultants who submit a bid in their own name and a bid in the name of an un-incorporated joint venture/partnership (with the consultants concerned as a participant/partner) will be considered as having submitted two bids. Consultants (these must be consulting firms to be eligible for being considered for this consultant selection exercise) having linkages to each other, e.g. subsidiaries, parent or sister companies are not allowed to bid on the same agreement. Only one firm among such consultants, as the case may be, should be allowed to submit expression of interest for a consultancy agreement. You are thus required to declare any linkage with other consultants on the above list. The existence of a holding-subsidiary relationship shall be determined in accordance with the provisions in Sections 13 to 15 of the Companies Ordinance (Cap 622), “Sister companies” shall mean all companies which are subsidiaries of or otherwise belonging to the same holding company. Consultants having linkages should sort out among themselves before submitting any expression of interest.

17. For the purpose of this “no linkage” requirement, an academic institution and any separate entities/companies formed by the same academic institution or any of its current staff, or any two of such entities/companies (whether formed by the same staff or not), shall be regarded as “linked”. An academic institution, and all such

entities/companies formed by it or any of its current staff (whether by the same staff or not), shall be allowed to submit only one expression of interest for the same consultancy agreement. You are also required to declare any such linkage with other consultants on the above list, if applicable. An entity/company is regarded as formed by the academic institution or its staff if the latter is a partner/shareholder or a director of the former, whether or not the latter is a founding partner/subscriber when the entity/company was formed.

18. Failure to observe this requirement shall render all related expression of interest submitted null and void and any such submission shall not be considered.

19. Please note that where the consultants are non-resident corporation or, where the consultants are unincorporated joint venture or partnership or sole proprietorship, any one of the participants or partners or the sole proprietor is a non-resident, the Government shall withhold a percentage equivalent to the prevailing Hong Kong Special Administrative Region (hereinafter referred to as Hong Kong) profits tax rate applicable to unincorporated and incorporated business at the time the Services are rendered (the current rates being 15% for unincorporated business and 16.5% for incorporated business for the year of assessment of 2015/2016) of any fee payable to the consultants, whether by way of lump sum, installments or discounted payments, but exclusive of any reimbursement of expenses, if any, in respect of the Services performed/provided in Hong Kong for the settlement of Hong Kong profits tax chargeable on the fee. Any balance representing the excess of fees so withheld in the basis period of the year of assessment over the consultants' tax liability for that year will be returned to the consultants without interest within a reasonable time upon final determination and settlement of their tax liabilities.

20. Where the consultants are non-resident corporation or, where the consultants are unincorporated joint venture or partnership or sole proprietorship, any one of the participants or partners or the sole proprietor is a non-resident, should they be awarded the consultancy, such data (including but not limited to their names, nature of engagement, consultancy period, consultancy fee, correspondence address (both local and overseas) and the amount of tax withheld) will be notified/provided to the Inland Revenue Department for tax assessment and collection purposes.

21. "Non-resident" means in the case of an individual, one who maintains a place of abode outside Hong Kong; and in the case of a corporation, one which is not incorporated in Hong Kong. Consultants shall declare their resident status or the sole proprietor's resident status in their consultancy proposals. If the consultants are unincorporated joint venture or partnership, the consultants must declare the resident status of each and every participant or partner thereof. A sample declaration letter is given in ETWB TCW No. 34/2004.

22. Your attention is also drawn to ETWB TCW No. 3/2005 regarding the novation of consultancy agreement. A consultant who has requested for novation of consultancy agreements pursuant to the provision in the circular would not be invited to bid for or be awarded any further consultancies. Similarly, bids submitted by consultants who engage such a consultant as a sub-consultant would not be considered.

23. This assignment falls within the criteria for inviting Expression of Interest as a small consultancy assignment as laid down in DEVB TCW No. 3/2013. Accordingly, longlisting will be confined to consulting firms or joint ventures meeting the requirements as stipulated in Part 1 of **Annex G** of the EIP. As a prerequisite for your submission to be considered, you (hereunder including all the consulting firms in your joint venture) must satisfy the same requirements. Also you are required to declare the amount of outstanding works in hand by providing a list of all current assignments with the Government and other clients. For each assignment, please provide details on the scope of assignment, name of client, consultancy fees, and percentage of work outstanding. Please complete Part 2 of **Annex G** of the EIP and return it to me together with your submission. Failure to do so will result in your submission not being considered.

24. For the avoidance of doubt, the following submissions shall not be counted against the limit of six A4 size pages as described in paragraph 6 of this notice:

| <b>Submissions to be returned to this Office</b> |   | <b>Relevant paragraphs in this notice</b> |
|--|---|---|
| (a)  | Declaration of meeting the longlisting criteria and the requirements of “Small Consulting Firms”, and the details and amount of outstanding works in hand | 2 and 23                                  |
| (b)  | Documentary proof in relation to voting power if you are a limited liability company  | 12  |
| (c)  | Declaration of any involvement or interest in real or apparent conflict with the duties to be performed for this consultancy                              | 13  |
| (d)  | Declaration of any linkage with other consultants on the initial list of qualified consultants approached   | 16 and 17                                 |
| (e)  | Declaration of resident status  | 21  |

25. Please note that documents of unsuccessful consulting firms will be destroyed three months after the date the Agreement has been awarded and signed.

26. Please note that this invitation is made before the necessary funds for the consultancy have been approved. The Government reserves the right to cancel this selection exercise for not having the necessary funds approved or for any other reason, in which case you will accordingly be notified. It should be noted that the Government will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.

**END OF NOTICE**