

## Notice of Inviting Technical and Fee Proposals through Internet

20 June 2011

### Agreement No. CE 35/2011 (EP)

#### **Baseline Environmental Monitoring for Hong Kong-Zhuhai-Macao Bridge Hong Kong Projects - Investigation**

#### **Invitation for Technical and Fee Proposals**

Interested consultants are invited to submit Technical and Fee Proposals for undertaking the above consultancy. Please note that submissions are being invited on a non-commitment basis.

Consultants should fulfill and declare that they have met the following longlisting criteria for their submissions to be considered further: -

- (i) The consultants should have 10 or less professional staff members resident in Hong Kong; and
- (ii) The consultants should have at least 3 professional staff members resident in Hong Kong with relevant expertise in the professional service category under Environmental Studies (S11).

Interested consultants may obtain an Electronic Invitation Package (EIP) in the context of WBTC No. 17/2001 for the Assignment by contacting the following officers of Highway Department:

<u>Name</u>	<u>Post</u>	<u>Telephone</u>	<u>Fax</u>
Mr. Matthew FUNG	Senior Engineer	2762 3589	3188 5228
Ms. Kei PONG	Engineer	2762 3424	3188 5228

The following documents are enclosed in the EIP for the Consultants' information:-

- Licence Conditions for Electronic Invitation Packages (EIP)
- Memorandum of Agreement (**Annex 1** of the EIP)
- General Conditions of Employment of Engineering and Associated Consultants for an Investigation Assignment (1997 Edition) (**Annex 2** of the EIP)
- Special Conditions of Employment (**Annex 3** of the EIP)
- Draft Brief (**Annex 4** of the EIP)
- Draft Schedule of Fees (**Annex 5** of the EIP)
- Requirements for Submission of Proposal in Electronic Format (**Annex 6** of the EIP)
- Guidelines on Preparation of Technical Proposal (**Annex 7** of the EIP)
- Fee Proposal Proforma (**Annex 8** of the EIP)
- Initial List of Consultants Invited to Submit Technical and Fee Proposals (**Annex 9** of the EIP)

- Requirements of Quality Management System Certification of Consultants (**Annex 10** of the EIP)
- Sample Declaration Letter for Resident Status (**Annex 11** of the EIP)
- Sample Confirmation Letter for Validity Period for Technical and Fee Proposals (**Annex 12** of the EIP)

If you wish to be considered for possible appointment, you should submit your Technical and Fee Proposals by **12:00 noon on 15 July 2011 (Friday)**. You should submit **seven** sets of the Technical Proposal in sealed envelope(s) and place in the **Highways Department Tender Box**, and submit **two** copies of your Fee Proposal in a sealed envelope clearly indicating the consultants' name and project reference to the **Chairman of EACSB** at Civil Engineering and Development Department, 15/F., Civil Engineering and Development Building, 101, Princess Margaret Road, Homantin, Kowloon. Late submissions or submissions with Technical Proposals that do not conform to the requirement in respect of the number of pages shall not be considered.

Your Technical Proposal submission should be addressed to the Senior Treasury Accountant of Highways Department and deposited to the Highways Department Tender Box situated at the Headquarters of Highways Department on 5/F Homantin Government Offices, 88 Chung Hau Street, Homantin, Kowloon. The maximum size of submission which can be deposited into the Highways Department Tender Box is 740mm x 640mm x 100mm.

If a black rainstorm warning or typhoon signal No. 8 or above is hoisted between 9:00 a.m. and 12:00 noon on the closing date for receipt of Technical and Fee Proposals, the closing date shall be extended to 12:00 noon on the following working day (excluding Saturday). Late submissions shall not be considered.

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 6** of the EIP – “Requirements for Submission of Proposal in Electronic Format”. All proposals, whether submitted in electronic format or in hard copy format, will be evaluated on an equal basis. Notwithstanding paragraph 16 in WBTC No. 31/2001, the Technical Proposal in either format shall be submitted directly to the Highways Department Tender Box and the Fee Proposal in either format shall be submitted to the Chairman of EACSB.

The electronic documents for preparing your submission are included in the EIP and are listed in Schedule 2 to the Licence Conditions for Electronic Invitation Packages. You will be deemed to have accepted these conditions if you use these documents listed in the Schedule 2.

A pre-submission meeting will be held at **2:30 p.m. on 30 June 2011 (Thursday)** at Room 223, 2/F, Homantin Government Offices, 88 Chung Hau Street, Homantin, Kowloon. The purposes of the meeting are to answer queries and to ensure that you are fully aware of the requirements of the consultancy, and of the requirements for the Technical and Fee Proposals. I should be grateful if you would submit to me your queries, if any, **on or before 27 June 2011 (Monday)** and the names of your representatives who will attend the pre-submission meeting.

Your submission should be concise and accurate and should comply with the following conditions:

- (i) Each consultant must provide information in the Technical Proposal on the manpower input for the Assignment. You are therefore required to state your proposed total professional and technical manpower input in terms of man-weeks. However, you should not provide any information in the Technical Proposal on charge rate or fees.
- (ii) In addition, you are required to give a manning schedule (with charge rates and fees), in a bar-chart form, to show the time input of key staff such as Project Directors, Managers and Team Leaders of the relevant disciplines. The manning schedule (with charge rates and fees) should be included in the Fee Proposal only and not in the Technical Proposal.
- (iii) The proposed lump sum fee on the first page of the Fee Proposal shall be equal to the total fee for staff and non-staff charges for all stages in the summary breakdown of lump sum fee. The information/data, in particular, the manpower input in the Fee Proposal, shall tally with the Technical Proposal.
- (iv) The proposed all-inclusive time charge rates for additional services could be different from the staff charge rates indicated in the manning schedule at sub-paragraph (ii) of this paragraph.

We shall not accept Fee Proposals where:

- (i) the lump sum fee on the first page of the Fee Proposal is different from the total fee for the staff and non-staff charges for all stages in the summary breakdown of lump sum fee; or
- (ii) the percentage difference between the “staff rates for additional services” and the “staff rates in lump sum fee” exceeds the “Specified Percentage Range” given in DEVB TCW No. 2/2010.

Where the lump sum fee on the first page of the Fee Proposal is different from the total fee for the staff and non-staff charges for all stages in the summary breakdown of lump sum fee or the information/data, in particular, the manpower input in the Fee Proposal, does not tally with the Technical Proposal, you will be asked to rectify the discrepancy by correcting arithmetic errors or making adjustments to the unit charge rate or amending any information/data in the Fee Proposal to bring it in line with the Technical Proposal, where appropriate. If you fail to rectify the discrepancy **within three days** of the date of the request for rectification, your submission shall be disqualified and shall not be considered. You are not, however, allowed to make any adjustment to the lump sum fee, all-inclusive time charge rates and on-cost rates on the first page of the Fee Proposal.

In respect of each category of staff specified in the prescribed Fee Proforma for “additional services”, irrespective of the number of sub-consultancies that may be involved, only ONE time charge rate shall be inserted as specified. Submissions which do not comply with this requirement shall not be considered.

Your attention is drawn to the requirement to insert the all-inclusive time charge rates in respect of each category of staff specified in the prescribed Fee Proforma for “additional services”, which information is essential for bid comparison purpose and for payment/management of the Consultants upon award of the Assignment. If a zero rate is inserted for any or all of these rates, we will seek confirmation from you to abide by the bid with the zero rate(s) so proposed for bid comparison purpose and for payment/management of the Consultants upon award of the Assignment. If you fail to put in any or all of these rates, the relevant rate(s) shall be corrected by deeming the

rate(s) as zero and we will seek confirmation from you to abide by the bid with the relevant rate(s) so corrected for bid comparison purpose and for payment/management of the Consultants upon award of the Assignment. If you confirm your agreement to abide by the bid with the rate(s) so proposed and/or corrected, the comparative assessment of Technical and Fee Proposals would then be completed in the usual prescribed manner in accordance with Appendix 3.16 of the EACSB Handbook on the basis of the proposed fee and/or rates with such rate(s) so corrected and confirmed. If you fail to confirm your agreement to abide by the bid with the rate(s) so proposed and/or corrected in writing by a specified deadline, your bid shall not be considered further for this consultants selection exercise.

Your attention is drawn to the units of the rates as specified in the prescribed Fee Proforma attached to this letter. Where any of the units of the rates as presented on the first page of the Fee Proposal you have submitted differs from the unit(s) of the respective rate(s) specified in the prescribed Fee Proforma, such discrepancy shall be corrected by regarding the former as an inadvertent typographical error and the unit(s) concerned in the Fee Proposal submitted shall be automatically corrected to the corresponding unit(s) as per the prescribed Fee Proforma. For such corrections, only the units are to be so corrected, but not the numerical figures as filled in by you in the Fee Proposal submitted. We will then seek confirmation from you to abide by the bid with units so corrected. If you confirm your agreement to abide by the bid with units corrected, the comparative assessment of Technical and Fee Proposals would then be completed in the usual prescribed manner in accordance with Appendix 3.16 of the EACSB Handbook on the basis of the proposed fee and/or rates with units so corrected and confirmed. If you fail to confirm your agreement to abide by the bid with units so corrected in writing by a specified deadline, your bid shall not be considered further for this consultants selection exercise.

You are required to confirm that you agree to abide by your Technical and Fee Proposals for a period of **one hundred and fifty (150) days** from the due date for submission of Technical and Fee Proposals and it shall remain binding upon you and may be accepted at any time before the expiration of that period. A sample confirmation letter is at **Annex 12**. The letter shall be submitted together with the Technical Proposal.

The initial list of consultants approached for this Assignment is attached for your information. Based on the assessment of Technical Proposals, normally four suitable firms will be selected for combined technical and fee assessments.

The Technical Proposals will be assessed by an Assessment Panel, which comprises one marking member from Agricultural, Fisheries and Conservation Department, and three marking members from Highways Department.

The Assessment Panel has agreed that for this consultancy, the past performance of sub-consultants will NOT be one of the assessment criteria in the assessment of Technical Proposals.

Your attention is also drawn to the following:

(i) Fee Proposal Proforma

You are reminded not to alter the format or text of the Fee Proforma. You are also reminded to exercise extreme care in completing the Fee Proforma to ensure consistency throughout the Technical and Fee Proposals; and

(ii) 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 engaged such a consultant as sub-consultant would not be considered.

You are required to comply with the requirements as described in the “Requirements of Quality Management System Certification of Consultants” in **Annex 10** of the EIP, and submit all necessary documents.

The names of the selected consultants, the total mark awarded to each for technical merit, together with the lump sum fee, time-charge rates and manpower input proposed by each, will be made known to those, and only those, consultants making submissions and of which the Technical and Fee Proposals have been completely assessed in the combined assessment. I would also like to draw your particular attention to the requirements stipulated in Clause SCE1 of the Special Conditions of Employment at **Annex 3** of the EIP regarding the disclosure of fees payable to the selected consultant.

In the case of a submission in the joint name of two or more consultants, documentary proof of formal association for the purpose of undertaking this consultancy should be provided at the same time. Similar proof of agreement with firms, organisations or individuals who will act as your sub-consultants should also be submitted.

If you are a limited liability company, then you are required to submit documentary proof that 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).

You are also required to declare any involvement of interest if it is considered by you to be in real, potential 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.

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 Technical and Fee Proposals 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 Section 2(4) to (8) of the Companies Ordinance, Cap 32, “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 Technical and Fee Proposals.

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 set of Technical and Fee Proposals 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.

Failure to observe this requirement shall render all related Technical and Fee Proposals submitted null and void and any such submission shall not be considered.

You are reminded of the Government's policy on competitive selection. The Fee Proposal submitted should be your best price determined without reference to any other consultants invited to submit Technical and Fee Proposals for this Assignment. Failure to observe this condition may cause the Proposal to be disqualified.

Subject to the Government's right to reject bids which are considered to have been priced unreasonably low, the selection of consultants will be determined on the basis of a combined assessment of technical merit and cost. Your Fee Proposal will be construed as a bid for this consultancy and, unless under very special circumstances, there will be no fee negotiations.

The Government is not bound to accept any proposal it may receive. In addition, the Government will reject bids which are considered to have been priced unreasonably low.

You are also reminded that, as a general policy, importation of labour from outside Hong Kong is not allowed by the Immigration Department, save that in some circumstances, the Director of Immigration may permit the importation of key management and technical personnel on a temporary basis.

You should indicate in your staffing proposal which of the proposed staff are core personnel and the employment status (i.e. fulltime or not) at the time of bidding of each and every core personnel to be deployed by you or your sub-consultants in this Assignment. You should produce undertaking signed by all non-fulltime core personnel (of yourself or your sub-consultants) to confirm their involvement in the event that you are awarded the consultancy.

Documents of the unsuccessful consultants will be destroyed three months after the date of the consultancy has been awarded and the agreement signed.

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.

Please note that where the Consultants are a non-resident corporation or, where the Consultants are an unincorporated joint venture or a partnership or a 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 2010/2011) 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.

Where the Consultants are a non-resident corporation or, where the Consultants are an unincorporated joint venture or a partnership or a 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.

“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.

You shall declare your resident status or the sole proprietor’s resident status in your consultancy proposals. If you are an unincorporated joint venture or a partnership, you must declare the resident status of each and every participant or partner thereof. A sample declaration letter is given at **Annex 11** of the EIP.

Your attention is drawn to Clause **SCE13** of the Special Conditions of Employment at **Annex 3** of the EIP regarding the professional indemnity insurance requirement under the agreement. Please also refer to DEVB TCW No. 9/2007 for details of the above. Please also note Clauses SCE4, SCE5, **SCE12**, **SCE15**, **SCE16**, **SCE17** and **SCE18** of the Special Conditions of Employment at **Annex 3** of the EIP regarding confidentiality, retention of documents and audit inspection, prevention of bribery, declaration of ethical commitment, acknowledgement of being notified of the ethical requirements, tax withholding as well as conflict of interest and debarring. For details please refer to ETWB TCW Nos. 3/2004, 3/2004A, 30/2004, 34/2004 and 18/2005.

The documents and reports as listed in Clause 15.1 of the draft Brief are available for inspection by appointment with our engineer, Ms. Kei PONG, at telephone no. 2762 3424 or at e-mail address: [e15.hzmb@hyd.gov.hk](mailto:e15.hzmb@hyd.gov.hk).

If you have any queries, please contact our Senior Engineer, Mr. Matthew FUNG at 2762 3589 or our Engineer, Ms. Kei PONG at 2762 3424.