

Notice of Inviting Expression of Interest through Internet

Agreement No. CE 47/2011 (WS) Seventh Safety Review of Small Service Reservoirs - Investigation

Interested consultants are invited to express interest in undertaking the above consultancy.

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

Longlisting Criteria

The consultant shall have at least the following total number of professional staff and number of professional staff based in Hong Kong, serving in the respective field.

	Field	Total number of professional staff (Number of professional staff based in Hong Kong)
(i)	General civil engineering	2(2)
(ii)	Geotechnical engineering/geology	6(6)
(iii)	Water supply, hydraulics and hydrology	6(1)

(A person may serve in more than one field if he/she is suitably qualified and experienced.)

The scope of this Assignment, which is currently expected to commence in July 2012, is indicated in the draft Brief (09 December 2011). Please note that the draft Brief is subject to addition, deletion and alteration.

If you are interested in this Assignment, would you please submit 5 sets of documents containing the following information in a maximum of **four A4 pages** with a minimum font size of 10:

- (a) your broad approach to the problem;
- (b) previous relevant commissions;
- (c) an indication of key staff likely to be employed for the Assignment (together with attachments showing their curriculum vitae and an organisation chart of the project team as necessary). Please nominate one member of the staff as the Advisor and one as the Alternative Advisor;
- (d) an indication of sub-consultants to be employed; and
- (e) your comments on the draft Brief and the draft Schedule of Fees.

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 the “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.

The submission must be delivered in a sealed envelope marked “Restricted (Contract)” to the following address before **4:00 p.m. on Friday, 30 December 2011** :

**Chief Engineer/Development(2)
Water Supplies Department
Room 4603D, 46/F., Immigration Tower
7 Gloucester Road
Hong Kong**

If a black rainstorm warning or typhoon signal No. 8 or above is hoisted between 1:00 p.m. and 4:00 p.m. on 30 December 2011, the deadline for submission will be extended to 12:00 noon on the following working day.

Please note that no attachments, except attachments for the curriculum vitae of the key staff likely to be employed on the consultancy and the organisation chart of the 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.

For the purpose of paragraphs 36 to 39 of DEVB TCW No. 2/2009, please be informed that the past performance of the consultants and past performance of the sub-consultants would be assessed at the Expression of Interest stage and in Technical Proposals.

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).

You are required to comply with the “Requirements for ISO 9001 Certification”, and submit all necessary documents together with your Expression of Interest.

Regarding the qualification of the Advisor as mentioned in Clause 4.1 (a) of the draft Brief, Clause 6(A) of the Special Conditions of Employment is attached for your information.

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. In particular, you are required to request your Advisor and Alternative Advisor to be nominated for this consultancy to complete the attached respective declaration forms. Please submit the two declaration forms together with the Expression of Interest submission. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process.

The initial list of qualified consultants approached for this Assignment is attached for your information. Based on the response received, normally 4 suitable firms/consortia will be shortlisted for submission of Technical and Fee proposals.

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-subsidary 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 any Expression of Interest.

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.

Failure to observe this requirement shall render all related Expression of Interest submitted null and void and any such submission will not be considered.

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

Please also 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.

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

The record drawings of the service reservoirs and other relevant information as referred to in the draft Brief (09 December 2011), where available, can be inspected with prior arrangement at Chief Engineer/Development(2)'s office during normal office hours.

Should you have any enquiry, you may contact Mr. TSE Kam Kwan of this office at telephone no. 2829 4777.

Yours faithfully,

(Bobby M T NG)
Assistant Director/Development
Water Supplies Department

9 December 2011