

**Pre-qualification of Consultants for  
Investigation / Inspection / Survey / Supervision for Removal of Unauthorized  
Building Works and Dilapidation / Drainage Repairs in Private Buildings  
(Building Law Enforcement Consultancy 2008 and Services of Related Nature)**

**INVITATION TO SUBMIT APPLICATIONS FOR PRE-QUALIFICATION**

**BD Reference:** CM003/08/CS

**Department:** BUILDINGS DEPARTMENT

**Subject:** Consultancy Service Agreement

**Description:** This notice invites firms of consultants to submit applications to the Buildings Department for being pre-qualified for appointment as consultants to carry out investigation / inspection / survey / supervision for the removal of unauthorized building works and dilapidation/drainage repair (building law enforcement) and other associated work and services of related nature in private buildings for the year 2008.

**Scope of Work**

The scope of work will include the following:-

(i) to carry out full survey and inspection to target buildings and/or other buildings to identify unauthorized building works and/or danger/dilapidation in buildings as instructed by the Buildings Department and to submit the full survey / inspection reports to the Buildings Department for follow-up action;

and/or

(ii) to assist the Buildings Department in preparing, serving, monitoring and processing advisory/warning notices & statutory orders under the Buildings Ordinance and to follow through the liaison with owners/occupiers until compliance of such notices / orders, including supervision of any rectification works as may be instructed;

and/or

(iii) to assist in any other work/services of building law enforcement and related nature.

**Term of Consultancy**

Pre-qualified consultant(s) will be invited to submit applications for appointment as consultant(s) on assignment or term basis for

any combination of the above services as and when opportunity arises in the remaining months of Year 2008. Fees shall be payable on lump sum or other modes as appropriate.

#### Pre-qualification

All Architectural, Structural Engineering and Building Surveying consulting firms interested in providing the services are invited to submit formal pre-qualification applications in the manner stated below. The minimum pre-qualification requirements will be as follows:-

- (i) Staff resources: minimum one Authorized Person supported by a team of at least two (2) professional staff of Registered Professionals in the relevant disciplines (Architects / Building, Civil or Structural Engineers / Building Surveyors) and four (4) Technical Staff having suitable qualifications/experience in building works. Authorized Person not registered in the list of engineers is to be supported by a Registered Structural Engineer (who may be a sub-consultant) to deal with related structural engineering issues.
- (ii) History of establishment: established locally for at least five years.
- (iii) Experience: local experience in carrying out similar consulting work and/or other general building maintenance consulting work.
- (iv) An appropriate office Quality Management System.
- (v) Satisfactory record of past performance.

#### **Application for Registration:**

Firms wishing to submit pre-qualification applications may download the necessary documents ([www.bd.gov.hk](http://www.bd.gov.hk)) and submit to the Senior Building Surveyor/ Contract Management for consideration. The Buildings Department will keep the list of pre-qualified consulting firms for a period expiring on 31 March 2009 for consideration of inviting tenders. These consulting firms may be considered to be invited to submit tenders if and when applicable.

Consulting firms which have already submitted prior applications during the year of 2008 need not make any further submissions.

#### **Enquiry:**

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