

Appendix 21

Sample Cases of The Scope of Services of Building Professionals in Carrying out Building Inspections, Assessment and Supervision of Maintenance Works and the Fee Scale

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The following samples quoted are based on real cases supplied by private consultants for reference only. Fee scale varies according to the standard of services and the qualification and experience of the personnel designated by the Consultant to attend to the job.

Case 1 – Renovation of a Commercial Building with Project Sum of Approximately HK\$25 Million

1.1 Project Description

The building professionals were appointed as Project Consultant for the co-owners of a commercial building on Nathan Road, Kowloon. The proposed works included repair and upgrading of external and internal finishes, as well as building services and equipment. The scope also covered clearance of unauthorized building works and replacement of plumbing and drainage facilities to each individual rental units.

1.2 Scope of Professional Services

The scope of services required Authorized Person/Registered Structural Engineer, designers and building services engineering consultancy. The duties included a detailed condition survey and technical assessment of the building fabric as well as the building services installations and equipment under the current condition with a view to improve the safety standards and upgrading of the environmental and equipment provisions. The services also covered detailed on-site study, testing and design work. At contract stage, the building professionals undertook supervision, control of programme, cost and workmanship through to completion and handover. The scope also included all necessary building/structural submissions to the government departments such as Buildings Department for approval and subsequent liaison.

1.3 Professional Fees

The overall consultancy services covered a period of approximately 18 months. Including out-of-pocket expenses like specialist testings, printing, photos and traveling, etc., the all-in fee was 5% of the final contract sum. The fees included the provision of a full-time Clerk-of-Works and a full-time Building Services Inspector, resident on site.

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Case 2 – Renovation of a Residential Building with Project Sum of Approximately HK\$2.5 Million

2.1 Project Description

The building professionals were appointed as the Principal Consultant for a renovation project to a high-rise residential building located in Homantin, Kowloon. The project required the consultant team to review the dilapidated conditions of various building elements and facilities including the plumbing and drainage pipeworks, roofing system, carpark controlling system, security system, landscaping, etc. and to enhance the image of the property with new design and finishes. Contents of the overall repair and renovation also included new external wall treatment and a new colour scheme, redesign of the building's main vehicular entrance and ground floor lift lobby.

2.2 Scope of Professional Services

The scope of services included detailed survey to the building and its surrounds. This also included issuing questionnaires to all the existing owners and tenants to collect preliminary opinions. At design stage, various alternative designs were provided for selection. The Project Consultant provided technical specification and working drawings sufficient to the issue of tender documents; gave advice on the selection of contractor; carried out periodic inspections to monitor the progress of the works until satisfactory completion by the contractor; and advised on the budget and certified payments to the contractor.

2.3 Professional Fees

The project lasted for about 9 months. The professional fee was a lump sum total of HK\$120,000. The fees included consultant's input on weekly cost and progress report, holding of bi-weekly site meetings with the joint owners representatives and contractors. Consultant's presentation and views on design and materials selection were given and required to attend the co-owners' evening meetings.

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Case 3 – Alteration and Addition Works Involving Construction of a New Staircase with Project Sum of Approximately HK\$1 Million

3.1 Project Description

The building professionals were appointed as the Authorized Person/Registered Structural Engineer for a minor structural repair work (concrete spalling and crackings) and consultants for construction of a link staircase between two interior floors of a commercial building. The works needed to be completed in a short duration and due to its structural alteration nature, required the approval of the Building Authority.

3.2 Scope of Professional Services

The first part of the scope of services included the specification and control of concrete repair work whilst in the second part involves the design and checking of proposed alteration work against the Buildings Ordinance's regulatory control requirements, fire services provisions and drainage diversion.

3.3 Professional Fees

The contract took a total of approximately 4 months and the all-in consultancy fee was a lump sum of HK\$80,000. The fees included the attendance of weekly site meetings, the site inspections prescribed by the Buildings Department under the current Site Safety Supervision Plan by providing suitable Technical Competent Persons and achieving the level of site supervision.

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