

Appendix 23

Sample of "Invitation Letter for Submission of Fee Proposal for Acting as a Project Consultant for Maintenance and Improvement Works"

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The suggested formats of letters and documents for building maintenance works in this Appendix have been prepared by private consultants. They are for reference only. Advice should be sought from Project Consultants, if employed by the building owners for the proposed works, on whether such formats should be modified to suit the special circumstances of each case. If no Project Consultant has been employed for the works, the building owners should at least appoint an experienced member from the Project Steering Committee or appropriate person with backgrounds in contract administration to give similar advice.

By Fax & By Post (Fax# _____)

[Name and Address of Project Manager]

[Date]

Our ref.:

Dear Sir/Madam,

**Re : Invitation for Fee Proposal for
Maintenance and Improvement Works at
[Name and Address of Building/Estate]**

We write on behalf of _____ [Name of OC] to invite you to submit a fee proposal in relation to the maintenance and improvement works at the subject premises.

1 Scope of Services

The scope of services covered by the fee proposal shall include the following (See Drafting Note):

Stage I: Preliminary Proposal and Cost Estimate

- 1.1 Assist the OC to develop the design brief.
- 1.2 Submit preliminary renovation and repair proposal with sketches and program.
- 1.3 Conduct evening Meetings with owners on preliminary design proposal.
- 1.4 Submit scheme design and preliminary cost estimate for client's consideration.
- 1.5 Provide recommendations and guidance for Client to select repair options, use of materials, equipment/installation options, etc.

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Stage II: Preparation of Detailed Design, Cost Estimate and Tendering Arrangement

- 2.1 Review and study relevant drawings and regulations.
- 2.2 Prepare detailed design (repair details, layout plan, colour schemes, elevations, material samples) for the Client’s consideration.
- 2.3 Prepare master programme for Client’s consideration.
- 2.4 Prepare budget estimate for Client’s consideration.
- 2.5 Prepare of tender document including the schedule of works, form of tender, tender drawings, specification and particulars for tender for Client’s consideration.
- 2.6 Conduct pre-qualification of contractors, invite tenders & conduct tender analysis.

Stage III: Contract Administration, Site Supervision and Construction Management

- 3.1 Prepare contract documents.
- 3.2 Conduct site inspections to monitor the progress and quality of works.
- 3.3 Liaison with the Management Office for necessary arrangement of site works.
- 3.4 Provide advice to Client on necessary variation works, if any.
- 3.5 Provide advice on payments to contractor(s).
- 3.6 Issue Certification of Practical Completion of the work.
- 3.7 Monitor the contractor(s) on rectifying defects.
- 3.8 Conduct Final inspection upon expiry of Defects Liability Period and preparation of Final Accounts.

Enclosed herewith a copy of condition survey report prepared by _____ [Name of Consultant] for your reference.

2 Professional Fee

Separate fee should be quoted for each stage of works as follow:

Stage I: Preliminary Design

Stage II: Detailed Design & Tendering

Stage III: Contract Administration & Construction Management

You may propose the terms of payment in each stage of works.

3 Right of the OC

The OC has the liberty to engage partial services for any one of the stages.

4 Validity of the Proposal

The proposal shall be valid for at least 6 months from the date of the fee proposal.

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5 Termination of Services

The professional service may be terminated by either party upon a 14-day prior written notice to the last known address of the other party. The consultant shall be remunerated based upon the services rendered up to the date of termination of the appointment.

6 Delivery

Please submit your fee proposal together with your job reference in a sealed envelope marked conspicuously “Confidential – Tender Document for Fee Proposal for Repair and Renovation Work at _____ [Name of Building/Estate] and send to the tender box at _____ [Address for Return of Tender] on or before _____ [Time and Date for Return of Tender]. LATE SUBMISSION WILL NOT BE CONSIDERED.

Please return the Condition Survey Report as mentioned above with your fee proposal submission.

Should you require a site visit, please contact _____ [Name] at _____ [Telephone Number]. For any queries, please contact _____ [Name] at _____ [Telephone Number].

Yours faithfully,
For and on behalf of _____ [Name of OC]

Drafting Note: Where necessary, the scope of services shall include liaison with the relevant Government Departments (e.g. if the repair works is a requirement of a statutory order).

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