



Streamlining Procedures for Major Repairs with Non-recurrent Grant exceeding \$2 Million Conducted by Direct Subsidy Scheme (DSS) Schools


16 October 2014

1. Workflow for Major Repairs (MR) with Non-recurrent Grant exceeding \$2M for DSS schools



Part 1: Application for non-recurrent grant exceeding \$2M for carrying out MR (1)

Tasks	Action Parties	Remarks
A. Application Process		
 To consider employing a qualified technical advisor	School	Preferably <u>before</u> receiving EDB's call circular letter.
 To issue a call circular letter	EDB	Normally issued in April / May each year.


Part 1: Application for non-recurrent grant exceeding \$2M for carrying out MR (2)

	Tasks	Action Parties	Remarks
	<p>(i) To complete <u>the application form</u>;</p> <p>(ii) <u>To submit the required documents stated in the call circular letter,</u></p> <ul style="list-style-type: none"> • e.g. layout plans with dimensions and locations; and <p>(iii) To provide copy of previous approval letters (together with lists of the approved items) of all applications approved within the past 5 years</p>	<p>School (preferably with the help of Technical Advisor)</p>	

Part 1: Application for non-recurrent grant exceeding \$2M for carrying out MR (4)

	Tasks	Action Parties	Remarks
	Joint Site Inspection	EDB, ArchSD & School (together with Technical Advisor)	
	To inform schools of the application results.	EDB	March / April of the following year

Part 2: Procedure for conducting the MR after applications have been approved (1)

Tasks	Action Parties	Remarks
A. Appointment of Architectural / Quantity Surveying Consultants		
 To prepare 2 tender documents for appointing: (i) an Architectural Consultant; and (ii) a Quantity Surveying (QS) Consultant	School	<ul style="list-style-type: none">• To prepare separately <u>at the same time</u>• To consider employing a suitably qualified technical advisor under the school-based procurement procedures

Part 2: Procedure for conducting the MR after applications have been approved (2)

	Tasks	Action Parties	Remarks
◆	<p>To submit to REO (copied to ArchSD) the following documents for comments / advice:</p> <p>(i) the 2 tender documents; and (ii) the 2 tenderer lists</p>	School and EDB	<ul style="list-style-type: none"> The <u>draft</u> tender documents to ArchSD must be in <u>hardcopy</u>.
◆	<p>To incorporate the comments of ArchSD</p> <p>REO to approve:</p> <p>(i) the 2 tender documents; and (ii) the 2 tenderer lists</p>	School EDB and ArchSD	

Part 2: Procedure for conducting the MR after applications have been approved (3)

	Tasks	Action Parties	Remarks
◆	To issue <u>separate</u> “Expression of Interest” (Eoi) to invite tenderers for: (i) Architectural Consultant; and (ii) QS Consultant	School	
◆	To issue tender documents to those potential tenderers who have expressed interest.	School	

Part 2: Procedure for conducting the MR after applications have been approved (4)

	Tasks	Action Parties	Remarks
◆	To open tender to assess the proposals returned by potential tenderers.	School	
◆	To propose the conforming (i) Architectural Consultant and (ii) QS Consultant with recommended fees for REO's approval.	School	
◆	To appoint (i) an Architectural Consultant and (ii) a QS Consultant after obtaining REO's approval.	School EDB ArchSD	

Part 2: Procedure for conducting the MR after applications have been approved (5)

Tasks	Action Parties	Remarks	
B. Appointment of the Works Contractor			
◆	To prepare the works tender documents. (Basically repeat the steps in Part 2(A).)	School	Prepared by Architectural Consultant & QS Consultant
◆	To appoint a contractor.	School	

Part 2: Procedure for conducting the MR after applications have been approved (6)

Tasks	Action Parties	Remarks
C. Making Payment Claims for Approved MR Works		
◆ To carry out the MR.	Contractor	
◆ To arrange with REO on the cashflow requirement for payment.	School and EDB	

2. Communication Enhancement among DSS Schools, ArchSD and EDB (1)

Existing Communication

- Communication between DSS schools and ArchSD should be in correspondence via REO.

2. Communication Enhancement among DSS Schools, ArchSD and EDB (2)

Enhanced Communication

- To speed up the process:
 - Correspondence* **from schools to REO** can be copied to ArchSD as necessary.
 - Correspondence **from ArchSD to REO** would be copied to DSS schools as necessary.

* The draft tender documents intended for ArchSD's vetting must be in hardcopy.

- For schools' subsequent minor revisions, **email** communication between DSS schools and ArchSD might be used. (emails c.c. to REO)

2. Communication Enhancement among DSS schools, ArchSD and EDB (3)

- Provision of contact officer of ArchSD to DSS schools for informal contact / advice.
- Revised version (if any) of tender document template will be provided to DSS schools via REO immediately.*

* In case the process is almost complete, schools may negotiate with REO to continue to use the existing version of the tender document template.

3. Non-recurrent Grants for Approved MR Projects

Within budget (but with under-expenditure and over-expenditure of individual items):

- Expenditure of each item would still be covered within the approved budget.

THANK YOU !