

Drafting Preliminaries Procedures

- ❖ Step (1) Using standard documents (LSpedia)
- 8 Sub-sections
- ❖ e. Temporary Works
- ❖ f. Sub-contracts and Specialist Contracts, etc.
- ❖ g. Insurance and Surety
- ❖ h. General Obligations

10

Drafting Preliminaries Procedures

- ❖ Step (2) Observe the Notes, Filling Information and Make Amendment
- ❖ Category of Notes:
 - a. remind to insert information
 - e.g. 1.01 Definitions - name of Employer, Architect, Engineer, Project Manager
 - 2.01 Site of the Works - location, lot, drawing reference
 - 2.03 Scope of Contract
 - 3.01 Form of Contract - DLP period, LAD, Dates of Commencement & Completion, Surety Bond

11

Drafting Preliminaries Procedures

- ❖ Category of Notes:
 - b. remind to include special information, requirements etc
 - e.g. 2.03 Scope of Contract - works located outside site boundary
 - 2.05 Access for Specialist Contractors
 - 2.06 Special arrangement in road and access
 - 2.09 Current adjoining works
 - 3.14 Partial Possession of Site
 - 3.35 Prime Cost Rate Items
 - 4.16 Sample Area

12

Drafting Preliminaries Procedures

- ❖ Category of Notes:
 - b. remind to include special information, requirements etc
 - e.g. 5.08 Office for Architect/Resident Engineer
 - 6.01 List of Nominated Suppliers
 - 6.02 List of Nominated Sub-contractors
 - 6.03 List of Specialist Contractors
 - 6.04 List of Statutory Undertakings/Utility Companies

13

Drafting Preliminaries Procedures

- ❖ Category of Notes:
 - c. Choose of Options/Applicable Items
 - e.g. 2.10 Site investigation information
 - 2.12 Removal of Underground Obstruction - Pile cap work
 - 3.01 Form of Contract
 - 3.02 Lump Sum Contract - With quantities or Without quantities
 - 3.04 BQ/ Schedule of Rates
 - 3.16 Partial Occupation
 - 3.35 Prime Cost Rate Items
 - 4.15 Mock-Ups
 - 5.05 Contractor's Lift
 - 5.12 Buoyant Forces

14

Particular Items

- ❖ 1. DEFINITIONS & INTERPRETATION
 - ❖ 1.01 Definitions and Interpretation
 - ❖ delete the term which is not applicable e.g. Employer's Representative, Project Manager, Specialist Contractor
- ❖ 2. SITE, ACCESS & WORKS
 - ❖ 2.02 Accept Site as Found
 - ❖ specify any works/items left by the preceding contractor or Employer e.g. piling, pile cap, working platform, soil heap for backfill, site office, old furniture/equipment (factory), oil tank etc.

15

Particular Items

- ❖ 2. SITE, ACCESS & WORKS
 - ❖ 2.03 Scope of Works (Most Complicated - involved whole design team & employer)
 - ❖ request Architect and Engineer to provide scope of works or
 - ❖ we draft and ask all parties including Architect, Engineer, Project Manager/ Employer to comment
 - ❖ clearly demarcate the works outside site boundary and provide a separate section in the BQ/SOR
- requirement for CC / OP / BA Submission

16

Particular Items

- ❖ 2. SITE, ACCESS & WORKS
 - ❖ 2.04 Responsibility for Access
 - ❖ Access to Site normally shown on site location plan or hoarding plan (Site Entrance)
 - ❖ notify tenderer/contractor if there is only one site entrance or traffic restriction to the site e.g. City U AAB
 - ❖ 2.05 Access for Specialist Contractors etc.
 - ❖ normally requested by Employer for e.g. designer, estate agent, client, tenant
 - ❖ request Employer to provide information

17

Particular Items

- ❖ 2. SITE, ACCESS & WORKS
 - ❖ 2.06 Roads and Pavement
 - ❖ Main Contractor's responsibility in roads, pavement, surrounding area
 - ❖ Request Architect, Employer and Engineer to provide details of special requirements or arrangement e.g. consent, permit, time/space strain for work at the road/pavement, e.g. City U AAB
 - ❖ 2.07 Area for Work
 - ❖ Notify Main Contractor any work outside site boundary

18

Particular Items

❖ 2. SITE, ACCESS & WORKS

❖ 2.07 Area for Work

- ❖ Space limitation for fabrication e.g. reinforcement bending
- ❖ Space limitation for storage e.g. precast unit, lift machine, escalator, curtain wall glass and frame

❖ 2.08 Works outside Site Boundary

- ❖ Clearly describe the extent, construction period, restrictions and conditions for works outside site boundary

19

Particular Items

❖ 2. SITE, ACCESS & WORKS

❖ 2.08 Works outside Site Boundary

- ❖ Provide drawing in tender to illustrate the works
- ❖ Mark "not used" if not applicable

❖ 2.09 Concurrent Adjoining Works

- ❖ Provide the details of adjoining works e.g. MTRC tunnel or station, CLP/HKE cable or sub-station

20

Particular Items

❖ 2. SITE, ACCESS & WORKS

❖ 2.10 Site Investigation Information

- ❖ Option A: Preliminary investigation not allowed on site but S.I. report can be inspected, means of access for inspection to be specified in Conditions of Tender
- ❖ Option B: Preliminary investigation and inspection of S.I. report are allowed

21

Particular Items

❖ 2. SITE, ACCESS & WORKS

❖ 2.12 Removal of Underground Obstructions

- ❖ Mark "not used" for this clause if there is no underground work
- ❖ specify nature of obstruction e.g. existing foundation, basement e.g. demolition of Tung Ying Building (Basement filled up with debris against buoyant forces)
- ❖ Pile cap cost after breaking up or driving additional pile (Option A or B)

22

Particular Items

❖ 3. TENDER & SUB-CONTRACT

❖ 3.01 Form of Contract

- ❖ Contract Form selection
- ❖ DLP normally 12 months (6 months for Demolition), some client request 24 months
- ❖ Dates for Commencement (not sure - to be advised by Architect)
- ❖ LAD (phases, limit)
- ❖ Final measurement period 6 or 12 months (some client request 3 months for small project)

23

Particular Items

❖ 3. TENDER & SUB-CONTRACT

❖ 3.01 Form of Contract

- ❖ Period for honouring certificate 14 days (some client request 30 days)
- ❖ All the above contract information subject to Employer's approval
- ❖ 3.03 Method of Measurement
 - ❖ BQ Bill No. 2 Preambles
 - ❖ Schedule of Rates, Preambles attached to Preliminaries appendix

24

Particular Items

❖ 3. TENDER & SUB-CONTRACT

❖ 3.05 Contract Drawings

- ❖ Contract Drawings = Tender Drawings (Conditions of Tender: Appendix)
- ❖ Check carefully in revision

❖ 3.14 Partial Possession of Site

- ❖ Partial handover site due to concurrent work e.g. demolition, foundation/pile cap works
- ❖ Late acquisition of partial site e.g. redevelopment

25

Particular Items

❖ 3. TENDER & SUB-CONTRACT

❖ 3.14 Partial Possession of Site

- ❖ Request information from Employer and Architect
- ❖ EOT and Loss, set up float time for Main Contractor's acceptance

❖ 3.15 Phased Completion

- ❖ Completion for other works to proceed e.g. Fitting Out, Show Flat

26

Particular Items

❖ 3. TENDER & SUB-CONTRACT

❖ 3.15 Phased Completion

- ❖ Preliminaries provide the minimum requirements
- ❖ Request Architect and Employer to provide other requirements
- ❖ 3.16 Partial Occupation
 - ❖ Completion with TOP for occupation
 - ❖ DLP start counting from completion and retention released

27

Particular Items

❖ 3. TENDER & SUB-CONTRACT

- ❖ 3.16 Partial Occupation
 - ❖ Request Architect to provide all requirements, demarcation etc
 - ❖ E.g. Sorrento (TOP for 3 towers and car park)
- ❖ 3.17 Programme of Work
 - ❖ Handover of lift shaft and lift machine room
 - ❖ Phasing/Early completion of work e.g. OP, R.C. structure
- ❖ 3.20 Defects of Previous Works
 - ❖ provide access

28

Particular Items

❖ 3. TENDER & SUB-CONTRACT

- ❖ 3.20 Defects of Previous Works
 - ❖ work program to suit
- ❖ 3.22 Piling to Adjoining Structure
 - ❖ attention in piling, substructure and basement works
- ❖ 3.34 Provisional Items etc.
 - ❖ Early request to have information from Architect

29

Particular Items

❖ 3. TENDER & SUB-CONTRACT

- ❖ 3.35 Prime Cost Rate Items (Option A & B)
 - ❖ Based on Cost Plan or BQ drawing finishing schedule to prepare PC Rate items list for Architect's confirmation
 - ❖ Make sure to complete the PC Rate Items list for Contract Without Quantities
- ❖ 3.38 Contingencies
 - ❖ check with Architect and Employer

30

Particular Items

❖ 3. TENDER & SUB-CONTRACT

- ❖ 3.40 Guarantee
 - ❖ List out guarantee items according to the specification for Architect's confirmation
 - ❖ Request Architect/Employer to provide format and contents of guarantee (extent, duration, liability etc.) for inclusion in the tender as sample e.g. Sun Hung Kai, Cheong Kong, HK Land
 - ❖ Make sure contractor to submit approved guarantee to Employer before Practical Completion

31

Particular Items

❖ 4. LABOUR, MATERIALS & WORKMANSHIP

- ❖ 4.11 Material Samples, Specimen Finishes, etc.
 - ❖ follow Architect's requirements
- ❖ 4.14 Cost-Saving Proposals of Alternative Materials or Goods
 - ❖ always happen when the economy at the down turn
- ❖ 4.15 Mock-Ups
 - ❖ provide mock-up details if available at tendering for pricing

32

Particular Items

❖ 4. LABOUR, MATERIALS & WORKMANSHIP

- ❖ 4.15 Mock-Ups
 - ❖ if not, allow Provisional Sum
- ❖ 4.17 Tests
 - ❖ specify if any special test or measure in BQ
- ❖ 4.21 Main Contractor's Guarantees & Sub-contractors' Warranties
 - ❖ check Architect/Employer's requirements e.g. guarantee period, extent and contents

33

Particular Items

❖ 4. LABOUR, MATERIALS & WORKMANSHIP

- ❖ 4.21 Main Contractor's Guarantees & Sub-contractors' Warranties
 - ❖ submission date, action for late submission e.g. retention/surety bond not released
- ❖ 4.22 Off-site Fabrication, Manufacture & Storage
 - ❖ e.g. Precast concrete unit/facade, steel structure, lift machine, E&M plant (Genset, AHU, UPS)
 - ❖ consider off-site material/product payment, insurance, security, damage during transportation

34

Particular Items

❖ 5. TEMPORARY WORKS

- ❖ 5.02 Shoring
 - ❖ take over existing shoring system and adopt
 - ❖ design and construct new shoring system
- ❖ 5.08 Office for Architect & Resident Engineer/ Clerk of Works
 - ❖ request all parties concerned to give comments
 - ❖ allow for relocation
 - ❖ some Architect/Employer require off-site office (contractor allow for rental etc. in tender)

35

Particular Items

❖ 5. TEMPORARY WORKS

- ❖ 5.10 Accommodation for Suppliers & Sub-contractors
 - ❖ allow for any special requirements e.g. large storage area, watertight storage, expensive material/fittings/equipment with high security
- ❖ 5.12 Buoyant Forces
 - ❖ Option A, B & C

36

Particular Items

❖ 5. TEMPORARY WORKS

- ❖ 5.13 Sheet Piling & Hoarding on or Adjacent to Adjoining Building
- ❖ 5.15 Temporary Drainage
 - ❖ attention to site where is at rural, protect slope and prevent slope slide

37

Particular Items

❖ 5. TEMPORARY WORKS

- ❖ 5.18 & 5.19 Temporary Water Supply & Lighting and Power
 - ❖ ask contractor to check the sufficiency of the supply e.g. HSBC Data Centre TKO , HK Movie City - High demand for testing
- ❖ 5.20 Hoarding, Walkway, etc.
 - ❖ relocation, change of exit/entrance location, time restriction

38

Particular Items

❖ 6. SUB-CONTRACTS & SPECIALIST CONTRACTS ETC

- ❖ 6.06 Special Attendance on NSC, Specialist Contractors, Statutory Undertakers & Utility Companies
 - ❖ check any special attendance e.g. hoisting/lifting for genset (at upper floor), lifting of large advertising board/ TV/LCD, power supply for testing (data centre)

39

Particular Items

❖ 8. GENERAL OBLIGATIONS

- ❖ 8.07 Protection and Maintenance of Existing Features, Services, etc.
 - ❖ attention to MTR's properties (tunnel & station)
- ❖ Landlord/Management Office requirements for Fitting Out Works
- ❖ public utilities e.g. town gas main, elect. cable, tram overhead cable, water main, drainage etc.

40

Particular Items

❖ 8. GENERAL OBLIGATIONS

- ❖ 8.09 Protective Measures for Walls etc. Built Against Adjoining Properties.
 - ❖ allow protection, special care, monitoring,
- ❖ BQ (left in formwork, waterproofing work, expansion joint)
- ❖ 8.14 Disturbance to Occupants of Neighbouring Properties, etc.
 - ❖ e.g City U AAB (no site work is allowed during exam.)

41

Particular Items

❖ 8. GENERAL OBLIGATIONS

- ❖ 8.22 Special Cleaning for Phased Completion
 - ❖ request Architect/ Employer to comment
- ❖ Special Requirements
 - ❖ Compliance with BEAM requirements - grade silver, gold and platinum
 - ❖ Site safety & environmental management

42

Q & A Session



43