

**SUBCOMMITTEE TO FOLLOW UP THE OUTSTANDING  
LEISURE AND CULTURAL SERVICES PROJECTS OF THE  
FORMER MUNICIPAL COUNCILS**

**Information on the procedures for implementing  
the 25 Leisure and Cultural Services Priority Projects and  
ways to speed up their implementation**

**Introduction**

In response to the Subcommittee's request at the meeting on 31 October 2005, this note sets out a review of the administrative and planning procedures for implementing the 25 Leisure and Cultural Services (LCS) Priority Projects (the 25 Projects) and informs the Members of the fast-tracked programme for speeding up their implementation. The procedures involve –

- 1) Preparation of Project Definition Statement;
- 2) Completion of Technical Feasibility Statement;
- 3) Consultants selection;
- 4) Design and preparation of tender documents by consultants;
- 5) Planning application to Town Planning Board for change of land use; and
- 6) Tender invitation and assessment.

Appendix 1 shows the approximate durations required under the fast-tracked programme for completing these pre-construction processes for three typical project types amongst the 25 Projects, i.e. open space, library-cum-indoor recreation centre complex, and swimming pool complex.

## **Improved administrative and planning procedures to speed up the implementation of the 25 Projects**

### Preparation of Project Definition Statement (PDS)

2. The Leisure and Cultural Services Department (LCSD) would set out clearly in the PDS the proposed scope and the justification for the project. Before submitting the draft PDS to the Home Affairs Bureau (HAB) for endorsement, the LCSD would consult the respective District Council (DC) of the proposed scope to ensure that the proposed project receives support of the local community. To speed up the process, the LCSD would commence the drafting of PDS in parallel with DC consultation. The timing needed from drawing up to finalizing the PDS is about 3 to 4 months depending on whether a timely DC meeting can be arranged. Appendix 2 shows the typical programme of the process.

### Completion of Technical Feasibility Statement (TFS)

3. Normally, works departments are required to complete and submit a TFS to the Environment, Transport and Works Bureau (ETWB) for approval within 4 months upon receipt of a PDS. For the 25 Projects, the ArchSD will expedite the preparation with a view to securing ETWB's approval within 3 months. Relevant departments will be requested to offer their comments within a compressed schedule. Appendix 3 shows a breakdown of the expedited programme.

### Consultants Selection

4. To accelerate the process for selecting consultants for the 25 Projects, D of Arch S will exercise his discretion to initiate the consultant selection process before security of funding, and compress the duration required for preparation of submissions to the Architectural and Associated Consultants Selection Board (AACSB) where possible. These measures will shorten the whole selection process from 6 to 7 months under a normal programme to 5 months for the 25 Projects, as illustrated in Appendix 4.

### Design and Preparation of Tender Documents by Consultants

5. Upon award of the consultancy, the consultants will be required to complete sketch design, detailed design, working drawings, and tender documentation before inviting tenders. We have carefully examined the process for the 3 typical types of the 25 Projects and are able to come up

with a further compressed programme for them: 10 to 15 months for open space (Appendix 5a), 15 to 19 months for library cum indoor recreation centre complex (Appendix 5b), and 17 to 19 months for swimming pool complex (Appendix 5c) depending on the scale and complexity of the individual project.

#### Planning Application to Town Planning Board (TPB) for Change of Land Use

6. When a project involves change of land use, approval from the TPB will be required. Normally, such approval can be obtained in 2 months when there is no objection or particular issues to be addressed. Otherwise, the TPB will take another 3-month statutory period to process the review application. For the 25 Projects, the ArchSD will closely liaise with the LCSD when the project scope is to be finalized and will trigger the planning application at the earliest possible stage if change of land use has been identified. Appendix 6 shows a typical programme of the process.

#### Invitation of Tender and Tender Assessment

7. To accelerate the process, authority to call for tender before funding approval will be sought from the HAB. For simple open space projects not subject to WTO GPA requirement (i.e. estimated tender price less than \$51.951M), the tender process can be completed within 3 months. For projects subject to WTO GPA requirement, since a minimum period of 40 days must be allowed for tenderers to prepare their tender submissions, the tender selection process will be completed within 4 months. Appendix 7 shows the typical programmes of the process.

#### **Advice Sought**

8. Members are invited to note the updated position of the fast-tracked procedures for implementation of the 25 Projects. This fast-tracked programme is achievable by special resources arrangement and co-ordination amongst relevant parties involved in each process.

Home Affairs Bureau  
Architectural Services Department  
November 2005

### Procedures and lead-time for implementing the 25 LCS Priority Projects

Procedures <sup>(Note 1)</sup>		Open Space		Library cum Indoor Recreation Centre Complex		Swimming Pool Complex	
		Approximate time (month)					
<b>Project Scope Definition</b>							
(1)	LCSD to prepare Project Definition Statement and obtain HAB's approval. <sup>(Note 2)</sup>	3-4		3-4		3-4	
(2)	LCSD to consult District Council on the project scope.	To implement in parallel with (1)		To implement in parallel with (1)		To implement in parallel with (1)	
<b>Pre-construction Planning and Design</b>							
(3)	ArchSD to prepare the Technical Feasibility Statement and submit to ETWB for approval.	3		3		3	
(4)	To select and appoint consultants	5		5		5	
(5)	Upon inclusion in RAE <sup>(Note 3)</sup> , consultants to prepare sketch design, detailed design, working drawings and tender documents.	10 – 15 (depending on the scale and complexity)		15 – 19 (depending on the scale and complexity)		17 – 19 (depending on the scale and complexity)	
(6)	To submit planning application to Town Planning Board for change of land use, if required.	0 (if not required)	2 – 6 (if required)	0 (if not required)	2 – 6 (if required)	0 (if not required)	2 – 6 (if required)
(7)	LCSD to consult District Council on the preliminary design of the project.	To implement in parallel with (5)		To implement in parallel with (5)		To implement in parallel with (5)	
(8)	To consult LegCo's HA Panel, then submit to PWSC and FC for funding approval.	To implement in parallel with (5)		To implement in parallel with (5)		To implement in parallel with (5)	
(9)	ArchSD to invite tenders and conduct tender assessment.	3 – 4		4		4	
	Lead time required for pre-construction planning and design (i.e. from (3) to (9)) <sup>(Note 4)</sup>	21 – 27 (if (6) is not required)	23 – 33 (if (6) is required)	27 – 31 (if (6) is not required)	29 – 37 (if (6) is required)	29 – 31 (if (6) is not required)	31 – 37 (if (6) is required)
<b>Construction</b> <sup>(Note 5)</sup>		18 – 30 (depending on the scale and complexity)		24 – 36 (depending on the scale and complexity)		33 – 36 (depending on the scale and complexity)	

<sup>(Note 1)</sup> The above procedures and lead time only apply to normal priority projects. It has not included additional time required for special processes such as land resumption, environmental impact assessment, statutory gazettal, slope stabilisation works, etc.

<sup>(Note 2)</sup> For building projects, it is necessary to optimize site utilization by seeking joint users. Otherwise, approval from the Property Strategy Group is required, which will take additional lead time varying from 6 to 18 months.

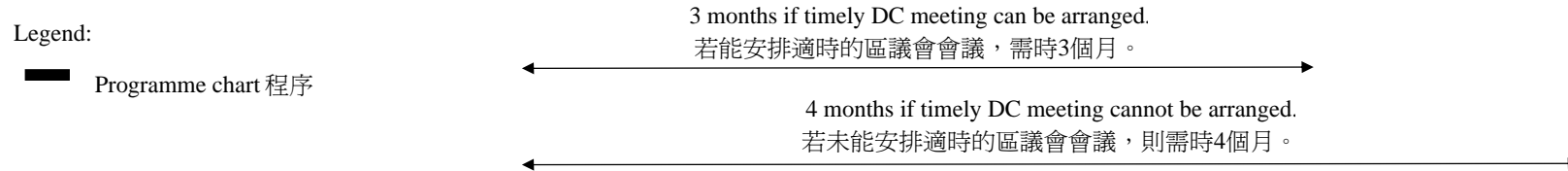
<sup>(Note 3)</sup> LCSD to submit application for inclusion in the Resource Allocation Exercise (RAE).

<sup>(Note 4)</sup> Time required for RAE process has been absorbed by assuming that it will be implemented in parallel with (4) and be completed before (5).

<sup>(Note 5)</sup> Time includes allowance for slippage due to inclement weather and unforeseen circumstances.

**25 LCS Priority Projects**  
**Fast-tracked Programme for Preparation of Project Definition Statement (PDS)**  
**25項優先推行的文康工程**  
**編定工程界定書的加快程序**

Item 項目	Activity 工作	Month-1 月份 - 1				Month-2 月份 - 2				Month-3 月份 - 3				Month-4 月份 - 4								
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4					
1	Drawing up of project scope 釐定工程範圍	█																				
2	Drafting and fine-tuning of PDS 草擬及修飾工程界定書			█																		
3	Preparation and Consultation with DC <sup>Note</sup> 事前準備及諮詢區議會 <sup>註</sup>					█						▬										
4	Submission of PDS for HAB's endorsement 呈交工程界定書給民政事務局批核									█				▬								
5	Finalization of PDS 完成工程界定書																					▬



Note : The time for consultation with DC is about 1 to 2 months depending on whether a timely DC meeting can be arranged.  
 註 : 諮詢區議會所需時間約為1至2個月，視乎能否安排適時的區議會會議。

## 25 LCS Priority Projects 25項優先推行的文康工程 Fast-tracked Programme for Preparation of Technical Feasibility Statement (TFS) 編寫技術可行性說明書的加快程序

Item	Activity	Month-1 月份 - 1				Month-2 月份 - 2				Month-3 月份 - 3				Month-4 月份 - 4					
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
1	Receipt of approved PDS 收妥批准的工程界定書	▼																	
2	Topographical Survey 地形測量	■																	
3	Tree Survey 樹木測量	■																	
4	Collection of utilities drawings/information 蒐集公用設施記錄圖則/資料	■																	
5	Conceptual Layout Plan Preparation & finalization with Client 概念規劃圖則準備及與業主共商最後修訂			■															
6	Cost Estimation 估價工作					■													
7	Consultation with EPD on environmental issues 就環境事宜諮詢環保署					■													
8	Consultation with GPA on site utilisation issues 就土地運用事宜諮詢產業署					■													
9	Consultation with DLO on land issues 就土地需求事宜諮詢地政署					■													
10	Preliminary Environmental Review (if required) 初步環評報告(如需要)			■		■		■											
11	TFS preparation 編寫技術可行性說明書									■		■							
12	Internal Vetting & Finalization 內部審閱及最後修訂											■							
13	ETWB's Vetting and Approval 環境運輸及工務局審閱及批核											■							

Legends: ▼ Milestone  
■ Programme chart 程序

## 25 LCS Priority Projects 25項優先推行的文康工程 Fast-tracked Programme for Consultant Selection 聘請顧問公司的加快程序

ITEM	ACTIVITY	Month-1				Month-2				Month-3				Month-4				Month-5			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Preparation of documents for EOI invitation 擬備招標意向書文件	▼ Authority to start consultant selection process 准許邀請聘請顧問公司																			
2	Invitation and Return of EOI submissions 邀請及遞交招標意向書	▼ Return of EOI submission 遞交招標意向書																			
3	Assessment of EOI submissions 評核呈交的招標意向書	CAP*/AACSB** 批准建議報告 CAP*/AACSB** Approval																			
4	Vetting EOI submissions by CAP <sup>(Note 1)</sup> & AACSB <sup>(Note 2)</sup> CAP <sup>(註一)</sup> /AACSB <sup>(註二)</sup> 審閱建議報告	▼																			
5	Preparation of documents for invitation of Technical and Fee (T&F) Proposals (Note 3) 擬備顧問招標文件(註三)	▼																			
6	Invitation and return of Technical and Fee Proposals 邀請招標及顧問遞交技術及收費建議書	▼ Invitation of Technical and Fee Proposal Technical Submission to CAP*																			
7	Assessment of Technical Proposals and preparation of report for submission to CAP <sup>(Note 1)</sup> 評核技術建議並向CAP <sup>(註一)</sup> 呈交報告	▼																			
8	Vetting report by CAP <sup>(Note 1)</sup> for release of Fee proposals CAP <sup>(註一)</sup> 審閱報告及准許開閱顧問遞交之收費建議書	▼																			
9	Consolidated assessment of Technical & Fee Proposals and submission of the assessment report to CAP <sup>(Note 1)</sup> & AACSB <sup>(Note 2)</sup> 綜合評核技術及收費建議，並向CAP <sup>(註一)</sup> 及AACSB <sup>(註二)</sup> 呈交評核報告	▼																			
10	Vetting consolidated assessment report by CAP <sup>(Note 1)</sup> & AACSB <sup>(Note 2)</sup> CAP <sup>(註一)</sup> & AACSB <sup>(註二)</sup> 審閱評核報告	▼																			
11	Award of consultancy agreement 聘請顧問公司	◆																			

Note 1 / 註一：CAP\* - Consultancy Assessment Panel 顧問委任小組

Note 2 / 註二：AACSB\*\* - Architectural and Associated Consultants Selection Board 建築及有關顧問遴選委員會

Note 3：The documents will be prepared during Month 2 and be finalised in the 1st week of Month 3

註三：擬備顧問招標文件可在第2個月開始進行並於第3個月首星期完成

**Legends:** ▼ Milestone  
 Programme chart 程序

## 25 LCS Priority Projects 25項優先推行的文康工程 Fast-tracked Programme for Consultant's Design and Preparation of Tender Documents (Open Space) 顧問設計及擬備招標文件的加快程序 (休憩用地)

ITEM	ACTIVITY	Year 1 第一年												Year 2 第二年											
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	Award of Consultancy 批出顧問合約	▼																							
1	Sketch Design 初步設計	■																							
2	D.C. Consultation by LCSD 康文署諮詢區議會			■																					
3	Revision and Approval 修改及批核					■																			
4	Detailed Design 深化設計							■																	
5	Preparation of Working Drawings 繪畫施工圖									■															
6	Tender Documentation 制定招標文件											■													
7	Consult LegCo Panel/Funding application(Upgrade to Cat. A) 諮詢立法會民政事務委員會/申請撥款 (提升至甲級工程)																								
8	Tendering 招標																								

10 months for simple projects 較簡易項目預計需時10個月  
 15 months for more complex projects 較複雜項目預計需時15個月

**Note 1: Design programme subject to availability of approved Engineering Condition and Schedule of Accommodation.**

註1: 此設計時間表的可行性是基於該項目已具有政府撥地工程方面的條款及該項目設施細明表

**Note 2: Consultant's design process could range from 10 months for simple projects to 15 months depending on project complexity;**

Tso Kung Tam Ecological Park (32 hectare/\$274 M) & DOS Development at Po Kong Village Road (9.46 hectare/\$405 M) would take even longer period.

註2: 基於項目的複雜性，顧問設計過程需時由10個月至15個月不等。曹公潭生態公園 (32公頃/2.74億)及蒲崗村道地區休憩用地 (9.46 公頃/4.05億) 所需時間將會更長。

- Project of simple nature 較簡易項目
- Project of more complex nature 較複雜項目



## 25 LCS Priority Projects 25項優先推行的文康工程 Fast-tracked Programme for Consultant's Design and Preparation of Tender Documents (Library-cum-IRC) 顧問設計及擬備招標文件的加快程序(圖書館兼室內康樂中心)

ITEM	ACTIVITY	Year 1 第一年												Year 2 第二年																		
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12							
	Award of Consultancy 批出顧問合約	▼																														
1	Sketch Design 初步設計	■																														
2	D.C. Consultation by LCSD 康文署諮詢區議會				■																											
3	Revision and Approval 修改及批核				■																											
4	Detailed Design 深化設計						■																									
5	Preparation of Working Drawings 繪畫施工圖									■																						
6	Tender Documentation 制定招標文件												■																			
7	Consult LegCo Panel/Funding application (Upgrade to Cat. A) 諮詢立法會民政事務委員會/申請撥款 (提升至甲級工程)													工務小組委員會 PWSC			▼			FC 財務委員會			▼			PWSC ▼			▼ FC			
8	Tendering 招標															■																

15 months for simple projects 較簡易項目預計需時15個月  
 19 months for more complex projects 較複雜項目預計需時19個月

**Note 1: Design programme subject to availability of approved of Engineering Condition and Schedule of Accommodation.**

註1: 此設計時間表的可行性是基於該項目已具有'政府撥地工程方面的條款及該項目設施細明表

**Note 2: Consultant's design process could range from 15 to 19 months depending on project complexity.**

註2: 基於項目的複雜性，顧問設計過程需時由15個月至19個月不等。

- Project of simple nature 較簡易項目
- Project of more complex nature 較複雜項目

## 25 LCS Priority Projects 25項優先推行的文康工程 Fast-tracked Programme for Consultant's Design and Preparation of Tender Documents (Swimming Pool Complex) 顧問設計及擬備招標文件的加快程序(游泳池場館)

ITEM	ACTIVITY	Year 1 第一年												Year 2 第二年											
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
	Award of Consultancy 批出顧問合約	▼																							
1	Sketch Design 初步設計	■																							
2	D.C. Consultation by LCSD 康文署諮詢區議會				■																				
3	Revision and Approval 修改及批核						■																		
4	Detailed Design 深化設計							■																	
5	Preparation of Working Drawings 繪畫施工圖										■														
6	Tender Documentation 制定招標文件													■											
7	Consult LegCo Panel/Funding application (Upgrade to Cat. A) 諮詢立法會民政事務委員會/申請撥款 (提升至甲級工程)													PWSC 工務小組委員會 FC 財務委員會 ▼ PWSC ▼ FC											
8	Tendering 招標													■ ■											

← 17 months for simple projects 較簡易項目預計需時17個月 →

← 19 months for more complex projects 較複雜項目預計需時19個月 →

**Note 1: Design programme subject to availability of approved Engineering Condition and Schedule of Accommodation.**

註1: 此設計時間表的可行性是基於該項目已具有政府撥地工程方面的條款及該項目設施細明表

**Note 2: Consultant's design process could range from 17 to 19 months depending on project complexity.**

註2: 基於項目的複雜性，顧問設計過程需時由17個月至19個月不等。

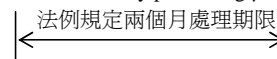
- Project of simple nature 較簡易項目
- Project of more complex nature 較複雜項目

**25 LCS Priority Projects 25項優先推行的文康工程**  
**Fast-tracked Programme of Planning Application to Town Planning Board**  
**for Change of Land Use**

向城市規劃委員會提交申請更改土地用途規劃的加快程序

ITEM	ACTIVITY					Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7						
		4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	LCSD's Confirmation of Change of Land Use 康文署確認需要更改土地用途	■																
2	Liaison with end-users 與最終用家商討有關資料	■	■															
3	Preparation of Master Layout Plan & supporting details 準備整體配置圖及輔助文件			■	■													
4	TPB to publish application for public consultation & comment 城規會印制申請文件以供公眾諮詢及評論				■	■	■	■										
5	TPB to hold a meeting & advise the outcome 城規會舉行會議及公佈結果							■										
6	Preparation of Review Application to TPB (in case the 1st submission is not approved) 準備申請覆核文件呈交城規 (若第一次申請未予批核)									▼								
7	TPB to arrange the Review Application for public consultation 城規會安排覆核申請予公眾諮詢									■	■	■	■					
8	TPB to hold a meeting & advise the outcome 城規會舉行會議及公佈結果											■	■	■	■			

2-Month statutory processing period\*



\* TPB approval could be obtained in 2 months assuming no public objection or particular issues to be addressed; otherwise another 3-month process should be allowed for the review application & resolution of any further public objection / particular issues.

\* 若公眾對該項目沒有反對或其他特別問題，城規會的批核可於二個月內完成；否則，程序內需額外預留三個月作為覆核申請，以解決公眾反對及其他特別問題。

## 25 LCSD Priority Projects 25項優先推行的文康工程 Fast-tracked Programme of Tender Selection 招標加快程序

工程項目需須依據世貿採購協議定規限的招標時間表 (即工程項目不少於5,195萬1千元)

**Programme for Projects subject to WTO GPA requirements, (i.e. project cost not less than \$51.951M)**

ITEM	ACTIVITY	Month-1 月份-1				Month-2 月份-2				Month-3 月份-3				Month-4 月份-4				Month-5 月份-5			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Invitation of Tender 招標	招標				Return of Tender Submissions 返標															
2	Preparation of tender submissions by tenderers 投標者準備標書呈報					Invitation of Tender								投標評估報告呈交中央投標委員會 Submission of Tender Report to CTB							
3	Tender Assessment (Note) 標書審核 (註)									Return of Tender Submissions 返標				投標委員會批准 Tender Board Approval							
4	Vetting Tender Report by Central Tender Board 中央投標委員會審查標書評估報告													投標委員會批准 Tender Board Approval							
5	Award of Contract 批予工程													批予工程 Award of Contract							

較簡易工程項目的招標時間表(即無須依據世貿採購協定條例規限)

**Programme for Simple Project (i.e. not subject to WTO GPA requirements)**

ITEM	ACTIVITY	Month-1 月份-1				Month-2 月份-2				Month-3 月份-3				Month-4 月份-4				Month-5 月份-5			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Invitation for Tender 招標	招標																			
2	Preparation of tender submissions by tenderers 投標者準備標書呈報	Invitation of Tender				Return of Tender Submission 返標				投標評估報告呈交中央投標委員會 Submission of Tender Report to TB											
3	Tender Assessment (Note) 標書審核 (註)					Return of Tender Submission 返標				投標委員會批准 Tender Board Approval											
4	Vetting Tender Report by Tender Board 中央投標委員會審查標書評估報告									投標委員會批准 Tender Board Approval											
5	Award of Contract 批予工程													批予工程 Award of Contract							

**Note:** Tender assessment includes obtaining all the supporting information for the tender report, such as contractors' conviction records, past performance reports and financial vetting.

註: 標書審核過程包括蒐集編寫標書評估報告所需的相關資料, 如承建商過往判罪記錄、過去工作往績報告及財政審查。