

## APPENDIX 3.10 REFERENCE PROCEDURES FOR ONE-STAGE CONSULTANTS SELECTION

The reference procedures for the one-stage consultants selection process are set out in this Appendix.

2. Following the requirements in Section 3.1.3.1, the managing departments may adopt a one-stage consultants selection process as described in the following procedures:

- a) The managing department shall, before inviting Technical and Fee Proposals, submit to the EACSB/DCSC (i) the marking scheme (see **Annex I to Appendix 3.10 and Appendix 3.4B**), Technical and Fee weighting, notional value for additional Services, and the **List of Consultants of EACSB<sup>(1)</sup> to be invited** for endorsement and (ii) the draft Brief & related documents for comment. The sample memo for first submission to EACSB/DCSC is given at **Appendix 3.2A**;
- b) Upon EACSB/DCSC's endorsement in principle in paragraph (a), the managing department shall invite Technical and Fee Proposals (sample invitation letter for Technical and Fee Proposals is given at **Appendix 3.4A**) from normally not fewer than 6 consulting firms<sup>(2)</sup> (based on the endorsed selection criteria) as well as through open invitation, i.e. by posting the one-stage invitation on the website of the managing department (sample notice of inviting submission of Technical and Fee Proposals to be posted on internet is given at **Appendix 3.3A**). The number of pages of Technical Proposals shall normally be limited to 12 (Option 1) or 20 (Option 2) (see **Annex I to Appendix 3.10**). The consulting firms shall be required to declare that they meet the selection criteria (with supplementary proof, as stated/required by the managing department where necessary) as in the open invitation for EOI of a conventional two-stage consultants selection process;
- c) The Assessment Panel shall assess Technical Proposals of consulting firms who meet the selection criteria. **Upon completion of the assessment of the Technical Proposals, the Assessment Panel shall obtain the Fee Proposals of those consultants that are considered technically capable of undertaking the assignment from the Secretary of EACSB to conduct the combined score assessment of the Technical and Fee Proposals in accordance with DEVB TC(W) No. 2/2016 and No. 5/2018 and its subsequent updates (if any) as in the stage 2 of a conventional two-stage consultants selection process to determine which consulting firm should be recommended for award of the consultancy.**
- d) The managing departments shall then proceed with the "Stage 2 EACSB/DCSC Submission" according to the procedures given in Section 3.12 of the EACSB Handbook to complete the consultants selection exercise.

### Note:

- (1) When determining the List of Consultants of EACSB to be invited, the Assessment Panel shall make reference to DEVB TC(W) No. 5/2018 and its subsequent updates (if any). Unless otherwise agreed with DEVB beforehand, the procuring departments shall seek comments from DEVB on the packaging of the consultancies which are to be procured by following the EACSB procurement procedures before direct invitation for T&F Proposal.
- (2) The initial list of consulting firms to be invited for submission of Technical and Fee Proposals shall be submitted together with the selection criteria in the first submission mentioned in paragraph 4(b) for the EACSB/DCSC's reference. The managing department shall provide explanation/justification in their first submission for the EACSB's consideration where less than 10 consulting firms are to be invited (For cases in which there is no appropriate Service Category of consultants under the List).
- (3) The managing department shall follow the general principles given in the EACSB Handbook. In case of discrepancies or inconsistencies between this Appendix and the Sections referred to, the provisions of this Appendix shall prevail for the one-stage consultant selection process.

## ANNEX I to APPENDIX 3.10 GUIDELINES ON PREPARATION OF MARKING SCHEME

### Guidelines on Preparation of Marking Scheme

The managing department shall follow the guidelines given below when preparing a marking scheme for Technical Proposals:

1. The marking scheme and the limit on page/number of Technical Proposals (and attached document) invited under “Option 1” and “Option 2” are given in the following tables:

| Marking Scheme                                    |          |          |
|---|----------|----------|
| Assessment Criteria                               | Option 1 | Option 2 |
| Consultant's Experience                           | 5%-10%*  | 5%-10%*  |
| Response to the Brief                             | 0%-10%   | 5%-15%   |
| Approach to Cost Effectiveness and Sustainability | 0%-20%   | 10%-25%  |
| Methodology & Work Programme                      | 0%-20%   | 20%-30%  |
| Innovation and Creativity                         | 5%-10%   | 5%-15%   |
| Staffing  | 30%-35%  | 25%-35%  |
| Past Performance                                  |          |          |
| - Past Performance of the consultant              | 10%-20%  | 10%-20%  |
| - Past Performance of sub-consultants             | 0%-10%+  | 0%-10%+  |

*\* For major tunnel projects with envisaged difficult geological and ground conditions, or major projects with high risks of scope changes and project complexities, the top mark of “10” could be adopted so as to place a greater weight for consultants' experience and knowledge on local geotechnical conditions and risk management for difficult complex conditions and changes.*

*+ Regarding the assessment of past performance of sub-consultants in Technical Proposals, the Assessment Panel shall observe the requirements given in Section 3.5.2 of the EACSB Handbook.*

| Limits on Page/Number  |               |               |
|--|---------------|---------------|
| Submissions  | Option 1      | Option 2      |
| Technical Proposals  | 12 pages      | 20 pages      |
| Appendices (excluding curriculum vitae)                          | 20 pages      | 30 pages      |
| Curriculum Vitae   | 2 pages/staff | 2 pages/staff |
| Total number of Figures/Drawings attached to Technical Proposals | 12 nos.       | 20 nos.       |

2. An officer at D2 or above level (normally, the chairperson of Assessment Panel) shall recommend which option to be adopted. For consultancies requiring intensive technical input, “Option 2” is considered more appropriate.

3. The marks to be allocated to each section of the Technical Proposal shall be within the range indicated in the above table and shall amount to 100%. The Assessment Panel shall pre-determine the marks to be allocated to each section and sub-section of the Technical Proposal.

4. The marking scheme shall be endorsed by the EACSB/DCSC prior to inviting Technical and Fee Proposals.