

Project Administration Handbook for Civil Engineering Works**2022 Edition****AMENDMENT NO. 7/2023****CHAPTER 1 PROJECT PLANNING****PARAGRAPH 3 PRELIMINARY STAGE**

- (a) Para. 3.1.2 **Add** “Where an approved Schedule of Accommodation (SoA) is required for the implementation of the project, a key milestone “SoA Submission and Approval” should be included in the Gantt chart. Please refer to paragraph 4.2.6 of Chapter 1 of the PAH for details of the milestone.” **at the end of item (f) of the third paragraph.**

PARAGRAPH 4 STAGES IN THE PUBLIC WORKS PROGRAMME

- (b) Para. 4.2.6 **Replace** “Schedule of Accommodation (SoA)” with “SoA” **in the first paragraph.**

PARAGRAPH 7 SOURCES OF INFORMATION

- (c) Para. 7.6.3 **Replace** “and holds the largest and most” **with** “. The GIU holds” **and add** “ The GIU comprises Public and Government Sections.” **after** “throughout the Hong Kong SAR.” **in the first paragraph.**

Replace the second paragraph with the following:

The Public Section of GIU contains factual geotechnical information, including the following:

- (a) ground investigation reports, including geophysical surveys and some groundwater monitoring data;

- (b) reports on laboratory testing of soil and rock and some reports on chemical and biological testing for soils;
- (c) landslip record cards;
- (d) an inventory of boulder fields;
- (e) an inventory of landslides on natural terrain;
- (f) location plans for government slopes and hillside catchments which have been upgraded and mitigated or which are included in current Works contracts under the Landslip Prevention and Mitigation Programme (LPMitP); and
- (g) AGS data for some ground investigation reports and soil and rock laboratory testing reports.

Add the following paragraph after the second paragraph:

The Government Section contains interpretative geotechnical documents. These documents are accessible by government staff and consultants or personnel employed on government projects.

Add the following paragraphs before the second last paragraph:

The Geotechnical Information Infrastructure System (GInfo) is a computerised geographic information system platform indexing the geotechnical information available in the GIU. The system enables users to locate documents and ground investigation field work and laboratory test data quickly. It also contains basic information on geotechnical reports and ground investigation stations.

Further details of GIU, including address, service hours and facilities can be found in CEDD's library webpage (<https://www.cedd.gov.hk/eng/public-services-forms/geotechnical/library/index.html>).

Add “’s webpage (<https://www.cedd.gov.hk/eng/publications/geo/index.html>)” after “An updated list of the GEO publications is available from the CEDD” in the second last paragraph.

CHAPTER 4 **PROJECT DESIGN AND ESTIMATES****PARAGRAPH 1** **GENERAL CONSIDERATIONS FOR DESIGN**

- (d) Para. 1.6.1 **Replace** “The Geotechnical Information Units (GIU) of the Civil Engineering Library” **with** “The Geotechnical Information Unit (GIU) of the Civil Engineering Library (CEL)”, “This contains numerous records” **with** “The GIU contains comprehensive records” **and** “DEVB TCW No. 4/2016” **with** “Chapter 1 of PAH” **in the last paragraph.**
- (e) Para. 1.6.2 **Replace** “CEDD Ground Investigation Note No. 1/2022 or its latest version” **with** “GEO Ground Investigation Note (available on CEDD website)” **in item (a) of the first paragraph.**
- (f) Para. 1.6.4 **Replace** “CEDD Ground Investigation Note No. 1/2022 or its latest version (available on CEDD website)” **with** “GEO Ground Investigation Note” **and** “CEDD Ground Investigation Note No. 1/2022 or its latest version” **with** “GEO Ground Investigation Note” **in the first paragraph.**
- (g) Para. 3.4.4 **Delete** “(Ref.: [DEVB TCW No. 4/2016](#))” **under the heading.**

PARAGRAPH 6 **REFERENCES**

- (h) **Delete** “No. 1/2022” **after** “GEO Ground Investigation Note”.

CHAPTER 5**CONTRACT DOCUMENTS****PARAGRAPH 8****DRAWINGS**

(i) Para. 8.4

Replace “26.9.2022” with “4.10.2023” under the heading.

Replace “2022” with “2023” and “26.9.2022” with “4.10.2023” in the first paragraph.

Replace “\$1.0” with “\$1.2” and “\$1.4” with “\$1.2” in the first and second rows under “Unit Charge (HK\$)” of the table in item (b).

PARAGRAPH 9**SPECIAL TOPICS**

(j) Para. 9.31

Replace “and 1.2.2023” with “, 1.2.2023 and 6.9.2023” under the heading.

Replace “1 March 2023” with “1 October 2023” in the third paragraph.

PARAGRAPH 12**REFERENCES**

(k)

Delete the following reference:

SDEV’s memo ref. () in DEVB(W) 511/70/02 dated 26.9.2022	Fees and Charges Review - Provision of Electronic Drawings
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(l)

Add the following reference:

SDEV’s memo ref. () in DEVB(W) 510/94/02 dated 6.9.2023	Addition of “Building Maintenance” and “Interior Fitting-out” as Designated Trades under the Registered Specialist Trade Contractors Scheme of the Construction Industry Council
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SDEV's memo ref. () Fees and Charges Review -
in DEVB(W) Provision of Electronic
511/70/02 dated Drawings
4.10.2023

APPENDICES

(m) Appendix 5.1 **Replace “\$800,000” with “\$1,000,000” in the first and second paragraphs of Clause 2(1)(b) of APPENDIX TO FORM OF TENDER – P. 1.**

(n) Appendix 5.2 **Replace “\$800,000” with “\$1,000,000” after “variation in excess of” and “if such commitment is less than” in item (2).**

(o) Appendix 5.6 **Replace “and 1.2.2023” with “, 1.2.2023 and 6.9.2023” under the heading.**

Add “, “Group 1 (Advanced)”” after ““Group 1”” and “Group 1” in the second paragraph of item [(10)](a) under Special Conditions of Contract.

Delete the following third paragraph in item [(10)](a) under Special Conditions of Contract:

[“Building Drainage Installation” means the trade of “building drainage installation” under the RSTCS as promulgated by the Construction Industry Council from time to time.]⁸

Replace superscript “9” with “8” in the fifth paragraph of item [(10)](a) under Special Conditions of Contract.

Replace superscript “10” with “9” in the sixth paragraph of item [(10)](a) under Special Conditions of Contract.

Add the following paragraph after the last paragraph in item [(10)](a) under Special Conditions of Contract:

[“Building Maintenance” and “Interior Fitting-out” mean the trade of “building maintenance” and “interior fitting-out” respectively under the RSTCS as

promulgated by the Construction Industry Council from time to time.]¹⁰

Replace “[¹⁰, except [⁹ [Building Drainage Installation,]⁸ Gondola (Permanent) and Gondola (Temporary),]⁹ Levelling and Setting Out,]¹⁰” with “[¹⁰, except [⁹ [⁸ Gondola (Permanent) and Gondola (Temporary),]⁸ Levelling and Setting Out,]⁹ Building Maintenance and Interior Fitting-out,]¹⁰” in sub-item (iii) of items [(10)](b) & [(10)](c) under Special Conditions of Contract.

Add “,” after “Register of Specialist Trade Contractors”, “Group 1 (Advanced)” before “Group 2” and “, and if the value of relevant subcontract exceeds the tender limit of Group 1 (Advanced), the subcontractor has been admitted into Group 2,” after “Group 2” in sub-item (iii) of items [(10)](b) & [(10)](c) under Special Conditions of Contract.

Replace “With effect from 1 March 2023, a new trade, i.e. (16) Levelling and Setting Out” with “One more trade, i.e. (15) Levelling and Setting Out, has been included since 1 March 2023. With effect from 1 October 2023, two new trades, i.e. (16) Building Maintenance and (17) Interior Fitting-out” in item 2 of Internal Notes.

Replace “June” with “October”, “Building Drainage Installation, except Gondola (Permanent), Gondola (Temporary) and Levelling and Setting Out” with “Gondola (Permanent), Gondola (Temporary), except Levelling and Setting Out, Building Maintenance, and Interior Fitting-out” and “17.6.2022” with “1.12.2022” in item 8 of Internal Notes.

Replace “October” with “December”, “Gondola (Permanent) and Gondola (Temporary), except Levelling and Setting Out” with “Levelling and Setting Out, except Building Maintenance, and Interior Fitting-out” and “1.12.2022” with “1.2.2023” in item 9 of Internal Notes.

Add “, Group 1 (Advanced)” before “and Group 2” in item 10 of Internal Notes.

Replace “December 2023” with “July 2024”, “Levelling and Setting Out” with “Building Maintenance, and Interior Fitting-out” and “1.2.2023” with “6.9.2023” in item 10 of Internal Notes.

(p) Appendix 5.6A

Delete the following paragraphs from the appendix:

Appendix [y][#] to SCC [X][#]

Guidelines on Documentary Proof to Demonstrate the Compliance of the Provisions in the SMP

- i) Engineer / Supervising Officer should base on their professional judgment in selecting samples of subcontract document/report for documentary proof.
- ii) Documentary proof should be limited to relevant information for the demonstration of the compliance of the provisions in the submitted SMP i.e. information as stipulated in the Guidelines on Scope and Contents of the Subcontractor Management Plan at Appendix [x][#] to these Special Conditions of Contract.
- iii) Documentary proof should exclude sensitive commercial information such as price, payment conditions (except for purpose of proving compliance with the requirements as stipulated in the Contract (i.e. SCC for Subcontract conditions) and to demonstrate incorporation of the Mandatory Subcontract Conditions for Security of Payment at subcontract at all tiers), bills of quantity etc.

Internal Note:

[#] Insert appropriate reference

(q) Appendices 5.6A, 5.6C and 5.6E

Replace “15” with “17” and “and (14) Gondola (Temporary), and (15) Levelling and Setting Out” with “(14) Gondola (Temporary), (15) Levelling and Setting Out, (16) Building Maintenance and (17) Interior Fitting-out” after “(13) Gondola (Permanent),” in note (3) of Table 1 - Particulars of Sub-contracts.

Add “, Group 1A” after “Group 1” and replace “15” with “17” in note (5) of Table 1 - Particulars of Sub-contracts.

- (r) Appendix 5.6B **Replace “October” with “December”, delete “Gondola (Permanent) and Gondola (Temporary), except” and add “, Building Maintenance, and Interior Fitting-out” after “Levelling and Setting Out” and replace “1.12.2022” with “1.2.2023” in item 4 of Internal Notes.**
- (s) Appendices 5.6B and 5.6D **Add “, “Group 1 (Advanced)”” after ““Group 1”” and “Group 1” in the second paragraph of item (1) under Additional Conditions of Contract.**
- Delete the following paragraph in item (1) under Additional Conditions of Contract:**
- [“Building Drainage Installation” means the trade of “building drainage installation” under the RSTCS as promulgated by the Construction Industry Council from time to time.]³**
- Replace superscript “4” with “3” in the fourth paragraph of item (1) under Additional Conditions of Contract.**
- Replace superscript “5” with “4” in the fifth paragraph of item (1) under Additional Conditions of Contract.**
- Add the following paragraph after the last paragraph in item (1) under Additional Conditions of Contract:**
- [“Building Maintenance” and “Interior Fitting-out” mean the trade of “building maintenance” and “interior fitting-out” respectively under the RSTCS as promulgated by the Construction Industry Council from time to time.]⁵**
- Replace “[³ Building Drainage Installation]³ Gondola (Permanent) and Gondola (Temporary),⁴ Levelling and Setting Out,⁵” with “[³ Gondola (Permanent) and Gondola (Temporary),³ Levelling and Setting Out,⁴ Building Maintenance and Interior Fitting-out,⁵” in sub-item (iii) of items (2) & (3) under Additional Conditions of Contract.**

Replace “With effect from 1 March 2023, a new trade, i.e. (15) Levelling and Setting Out” with “ One more trade, i.e. (15) Levelling and Setting Out, has been included since 1 March 2023. With effect from 1 October 2023, two new trades, i.e. (16) Building Maintenance and (17) Interior Fitting-out” in item 1 of Internal Notes.

Replace “June” with “October”, “Building Drainage Installation, except Gondola (Permanent), Gondola (Temporary) and Levelling and Setting Out” with “Gondola (Permanent) and Gondola (Temporary), except Levelling and Setting Out, except Building Maintenance, and Interior Fitting-out” and “17.6.2022” with “1.12.2022” in item 3 of Internal Notes.

Replace “December 2023” with “July 2024”, add “Group 1 (Advanced)” before “and Group 2”, replace “Levelling and Setting Out” with “Building Maintenance, and Interior Fitting-out” and “1.2.2023” with “6.9.2023” in item 5 of Internal Notes.

(t) Appendix 5.6C

Delete the following paragraphs from the appendix:

[Appendix \[v\]# to ACC \[C5\]#](#)

Guidelines on Documentary Proof to Demonstrate the Compliance of the Provisions in the SMP

- i) *Project Manager* should base on their professional judgment in selecting samples of subcontract document/report for documentary proof.
- ii) Documentary proof should be limited to relevant information for the demonstration of the compliance of the provisions in the submitted SMP i.e. information as stipulated in the Guidelines on Scope and Contents of the Subcontractor Management Plan at Appendix [x]# to these *additional conditions of contract*.
- iii) Documentary proof should exclude sensitive commercial information such as price, payment conditions (except for purpose of proving compliance with the requirements as stipulated in this contract (i.e. ACC for Subcontract conditions) and to demonstrate incorporation of the Mandatory

Subcontract Conditions for Security of Payment at subcontract at all tiers), bills of quantity etc.

Internal Note:

Insert appropriate reference

(u) Appendix 5.6D

Add “Group 1 (Advanced) or” before “Group 2” and add “, and if the value of relevant subcontract exceeds the tender limit of Group 1 (Advanced), the Subcontractor has been admitted into Group 2,” after “Group 2” in sub-item (iii) of item (2) and item (3) under Additional Conditions of Contract.

Replace “October” with “December”, “Gondola (Permanent) and Gondola (Temporary)” with “Levelling and Setting Out, except Building Maintenance, and Interior Fitting-out” and “1.12.2022” with “1.2.2023” in item 4 of Internal Notes.

(v) Appendix 5.6E

Delete the following paragraphs from the appendix:

Appendix [y][#] to ACC [X][#]

Guidelines on Documentary Proof to Demonstrate the Compliance of the Provisions in the SMP

- i) *Service Manager* should base on their professional judgment in selecting samples of subcontract document/report for documentary proof.
- ii) Documentary proof should be limited to relevant information for the demonstration of the compliance of the provisions in the submitted SMP i.e. information as stipulated in the Guidelines on Scope and Contents of the Subcontractor Management Plan at Appendix [x][#] to these *additional conditions of contract*.
- iii) Documentary proof should exclude sensitive commercial information such as price, payment conditions (except for purpose of proving compliance with the requirements as stipulated in this contract (i.e. ACC for Subcontract conditions) and to demonstrate incorporation of the Mandatory Subcontract Conditions for Security of Payment at subcontract at all tiers), bills of quantity etc.

Internal Note:

Insert appropriate reference

CHAPTER 7 **CONTRACT MANAGEMENT**

PARAGRAPH 13 **VARIATIONS**

- (w) Para. 13.1 **Replace “27.7.2020” with “22.9.2023” under the heading.**

Replace “\$800,000” with “\$1,000,000”, “10 August 2020” with “16 October 2023” and “27 July 2020” with “22 September 2023 in the fourth paragraph.

PARAGRAPH 21 **MISCELLANEOUS**

- (x) Para. 21.14.3 **Add the following paragraphs after the last paragraph:**

Addition of “Building Maintenance” and “Interior Fitting-out” as Designated Trades under the RSTCS of the CIC

“Building Maintenance” and “Interior Fitting-out” has been included as one of the designated trades under the RSTCS starting from 1 October 2023.

To cater for the above change, the whole set of NTT, SCC, ACC, as well as the appendices to SCC and ACC, have been updated (at Annex A of SDEV’s memos ref. () in DEVB(W) 510/94/02 dated 6.9.2023). This set of updated tender documents shall be adopted for tenders to be invited on or after 1 October 2023.

Same as the earlier arrangement for other designated trades, a grace period of 9 months has been allowed for those larger “Building Maintenance” and “Interior Fitting-out” subcontractors to be admitted to Group 1 (Advanced) and Group 2. As such, the requirement to engage Group 1 (Advanced) or Group 2 subcontractors when the tender limit of Group 1 is exceeded, and Group 2 subcontractors when the tender limit of Group 1 (Advanced) is exceeded, shall be adopted for tenders to be invited on or after 1 July 2024 (the “full implementation date”). In other words, no tender limit in respect of the engagement of Building Maintenance” and “Interior Fitting-out” subcontractors under RSTCS will be imposed on

tenders to be invited prior to the full implementation date.

PARAGRAPH 22 REFERENCES

(y)

Delete the following reference:

SDEV's memo ref. () in DEVB(W) 546/83/01 dated 27.7.2020	Threshold of the Constraints on the Power of the Contract Administrator to Order Variation and the Related Matters
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(z)

Add the following references:

SDEV's memo ref. () in DEVB(W) 510/94/02 dated 6.9.2023	Addition of "Building Maintenance" and "Interior Fitting-out" as Designated Trades under the Registered Specialist Trade Contractors Scheme of the Construction Industry Council
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SDEV's memo ref. () in DEVB(W) 546/83/01 dated 22.9.2023	Threshold of the Constraints on the Power of the Contract Administrator to Order Variation and the Related Matters
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Mandatory Provident Fund Schemes Authority's letter dated 31.10.2023	Provision of Contractor Information to MPFA
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APPENDICES

(aa) Appendix 7.41

Replace the following paragraph

To: Senior Manager, Industry Schemes
Mandatory Provident Fund Schemes Authority
(Fax No. 2259 8821)

with

To: General Manager, Member Protection and Services
Division
Mandatory Provident Fund Schemes Authority
(Email: contactMPSD@MPFA.org.hk)

- (ab) Appendix 7.47
Table 7.2.1 **Replace Table 7.2.1 with the new table given in Annex A to this Amendment.**
- (ac) Appendix 7.80 **Replace “27.7.2020” with “22.9.2023” under the heading.**
- Replace “\$300,000” with “\$800,000” and “\$800,000” with “\$1,000,000” in paragraph 2(a).**
- (ad) Appendix 7.81 **Replace “27.7.2020” with “22.9.2023” under the heading.**
- Replace “Employer” with “Client” after the heading.**
- Replace “Employer” with “Client” in paragraphs 1, 2 and 4.**
- Replace “\$300,000” with “\$800,000” and “\$800,000” with “\$1,000,000” in paragraph 2(a).**

Table 7.2.1 - Recommended Minimum Geotechnical Supervision Requirements for Public Works Projects

CATEGORIES	GEOTECHNICAL WORKS	REMARKS
I + II + III I + III I + III	Foundations : deep foundations for buildings in Scheduled Area Nos. 2 & 4 and the Designated Area of Northshore Lantau, sensitive sites deep foundations for buildings in Scheduled Area Nos. 2 & 4 and the Designated Area of Northshore Lantau caisson foundations	See requirements of ETWB TCW No. 4/2004
I + II + III I + III	Deep Excavation : depth > 7.5m, sensitive sites depth > 4.5m	-
I + II + III I + III	Blasting Works : blasting for rock excavation, sensitive sites blasting for rock excavation	See requirements of PAH Chapter 7 Section 21.6
I + II + III I + III I + III I + III III I + III I + III III I + III	Slope Works and Landslide Hazard Mitigation Works : prestressed ground anchors, sensitive sites prestressed ground anchors soil nails cut slopes (in rock or soil) (height > 3m) cut slopes (in rock or soil) (height ≤ 3m) rock slope stabilisation works fill slope (height > 5m) fill slope (height ≤ 5m) landslide hazard mitigation works	-
I + III I + II + III I + III I + III III I + II + III I + III	Retaining Structures : caisson wall reinforced fill structure (height > 15m) or sensitive sites reinforced fill structure cantilever/gravity retaining wall (height > 5m) cantilever/gravity retaining wall (height ≤ 5m) soldier pile wall, bored-pile wall or diaphragm wall, sensitive sites soldier pile wall, bored-pile wall or diaphragm wall	-
I + II + III I + III	Tunnel Works : tunnel works, with significant risk to public life or property tunnel works	See PAH Chapter 7 Section 4.3 regarding the additional requirements on geologist.
I + III I + III	Ground Treatment : vertical drains, horizontal drains grouting and dewatering for deep excavations	-
I + III	Ground Investigation : Land and marine ground investigation	See requirements of ETWB TCW Nos.

		29/2002A and 4/2004 regarding ground investigation works in Scheduled and Designated Areas
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Notes:

1. Sensitive sites include sites where works could affect old buildings with shallow foundations, old tunnel/caverns, major roads, railways, water mains, gas mains, slopes, retaining walls or sites with history of instability.
2. The project office may refine the above site supervision requirements to suit the objectives of the projects after consideration of individual needs. The required number of site supervision personnel would depend on the nature, size, complexity and spatial distribution of the works being carried out on site concurrently.
3. A full time Category I supervisor can take up the duty of a Category III supervisor.