

Checklist for Detailed Design Report and PWSC Submission – UGC-funded Project

Detailed Design Report Submission					
Timeline	Documents to be submitted	Concerned Parties		Other supporting documents/requirements	Planned/Actual submission & approval date
		From	To		
6 months before PWSC meeting	Detailed design report and cost estimate	Institution	UGC/ ArchSD	<input type="checkbox"/> Elemental analysis with detail Schedule of Quantities and Rates <input type="checkbox"/> Outline specification with finishing schedules <input type="checkbox"/> Proprietary product list <input type="checkbox"/> Efficiency ratio calculation and floor plans with NOFA (in different space categories) and CFA. <u>Copy of documents SUBMITTED to statutory authorities</u> <input type="checkbox"/> General Building Plans (BD, FSD, etc) <input type="checkbox"/> Structural Framing Plans (BD) <input type="checkbox"/> Demolition Plans (BD) <input type="checkbox"/> Foundation Plans (BD) <input type="checkbox"/> Site Formation Plans, etc (BD, GEO) <input type="checkbox"/> Tree Survey & Tree Felling/Planting Proposal (Lands D) <input type="checkbox"/> Natural Terrain Hazard Study/Plans (BD, GEO) <input type="checkbox"/> Topographical & Condition Survey Report (If necessary) <input type="checkbox"/> Traffic Impact Assessment (If necessary) <input type="checkbox"/> Drainage Impact Assessment (If necessary) <input type="checkbox"/> Heritage Impact Assessment (If necessary) <input type="checkbox"/> Preliminary Environmental Review (If necessary) <input type="checkbox"/> Copy of District Lands Conference’s endorsement for land grant (for land grant) (For <u>plans</u> submitted to statutory authorities, copy should be submitted to ArchSD, with covering letter addressed to UGC)	

Preparation of PWSC Submission					
5 months before PWSC meeting	1 st Draft PWSC paper	Institution	UGC/ ArchSD	<u>Evidence of CLEARANCE by relevant Authorities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Public Consultation (District Office) <input type="checkbox"/> Environmental Implications (EPD) <input type="checkbox"/> Land Acquisition (Lands D) <input type="checkbox"/> C&D materials (CEDD) <input type="checkbox"/> Job Creation (DEVB) <input type="checkbox"/> Energy Conservation Measures (ArchSD/DEVB) <input type="checkbox"/> Heritage Implications (AMO) <u>Further Submission of Detailed Design/Cost Estimate</u> <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary BS design including cost estimate based on approved FSI submission <input type="checkbox"/> Justifications and further breakdown of cost estimate <input type="checkbox"/> Breakdown of consultants' fee (AA&I and project vote) <input type="checkbox"/> Breakdown of site supervision 	
10 weeks before PWSC meeting	Revised Draft PWSC paper	Institution	UGC/ ArchSD/ (for circulation to relevant departments and onward submission to EDB/FSTB)	<u>Copies of documents APPROVED by relevant Authorities</u> <ul style="list-style-type: none"> <input type="checkbox"/> General Building Plans (BD, FSD, etc) <input type="checkbox"/> Structural Framing Plans (BD) <input type="checkbox"/> Demolition Plans (BD) <input type="checkbox"/> Foundation Plans (BD) <input type="checkbox"/> Site Formation Plans, etc (BD, GEO) <input type="checkbox"/> Tree Felling Proposal (Lands D, LCSD) <input type="checkbox"/> Compensatory Planting Proposal (Lands D, LCSD) <input type="checkbox"/> Natural Terrain Hazard Study/Plans (BD, GEO) (For <u>plans</u> approved by relevant authorities, copy should be submitted to ArchSD with covering letter addressed to UGC)	

	Draft PEd paper	UGC	EDB / FSTB	<p align="center"><u>Evidence of AGREEMENT by CTA/SP</u></p> <input type="checkbox"/> Detailed project budget estimate based on approvals from BD <input type="checkbox"/> Detailed BS design, specification and cost estimate <input type="checkbox"/> Detailed total project estimate based on approved drawings <p align="center"><u>Confirmation of Achievement of Tender Documentation</u></p> <input type="checkbox"/> Tender Drawings (min. 80% completed) <input type="checkbox"/> Tender document – Front Part <input type="checkbox"/> Q&As completed by institutions	
8 weeks before PWSC meeting	Final Draft PWSC Paper (as an attachment of the Panel paper if necessary)	UGC	EDB	<input type="checkbox"/> Institution has duly incorporated views/comments from UGC, ArchSD, EDB and FSTB, <i>etc.</i> into the Final Draft PWSC Paper	
6 weeks before PWSC meeting	Final Draft PEd paper (English and Chinese)	EDB	Clerk to PEd		
18 clear days¹ before PWSC meeting	Final Draft PWSC Paper with updates on Panel consultation results	UGC/ EDB	FSTB	<input type="checkbox"/> Institution has undertaken to make technical presentation to CTA/SP 10 days prior to PWSC meeting date	
13 clear days before PWSC meeting	Chinese version of the Final Draft PWSC Paper	UGC/ EDB	FSTB		
6 clear days before PWSC meeting	Delivery of the Final Draft PWSC Paper	FSTB	Clerk to PWSC		

¹ The term “clear days” excludes the day of the giving of a notice, the day of the meeting and intervening Sundays and public holidays.