

Alterations, Additions, Repairs and Improvements (AA&I) Proposals for 20xx-xx

Institution: _____ Priority No: _____

Project Title: _____ (English)

_____ (Chinese)

Start Date: _____ Completion Date: _____

Possibility to advance the project to 20xx/xx with majority of funds to be expended before the end of March 20xx: _____ Yes / No* * delete as appropriate

A. Project Brief

Project Description & Scope	Justification
<p><i>Please provide information covering details of the project, including but not limited to:</i></p> <ul style="list-style-type: none"> ◆ Works involved; ◆ Location involved; ◆ Area involved; ◆ Change in space category and area; and ◆ Location plan/brief drawings of areas and works involved. 	<p><i>Please provide detailed justification covering various aspects such as:</i></p> <ul style="list-style-type: none"> ◆ Year of service of existing premises or equipment; ◆ Current condition (attach photos as appropriate); ◆ Current usage; ◆ Problems; ◆ Benefits of the proposed works; ◆ Proposed use; and ◆ Saving in recurrent cost and payback period.

B. Project Estimate ^(a)

Item	Description	Unit	Quantity	Unit Rate	Estimated Cost
1	Building works ^(b)				
2	Building services ^(b)				
3	Demolition works ^(b)				
4	External works and drainage ^(b)				
5	Slope works ^(b)				
6	Furniture and equipment				
7	Contingencies				
8	Professional fees ^(c)				
Total:					

C. Estimated Cashflow ^(d)

Financial Year	20xx-xx (\$ million)	20xx-xx (\$ million)	20xx-xx (\$ million)
Estimated Cashflow			

Notes

- (a) The estimated cost should be in September 20xx prices.
- (b) Preliminaries should be included in respective works.
- (c) Professional fees are mainly for consultancy services. Site supervision should normally be performed by institutions' in-house staff. Only under very special circumstance will site supervision cost be supported.
- (d) The maximum timeframe for completion of AA&I project is 3 years.