

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. Structural Framing and Foundation Plans in A1 size and soft copy in CD format should be submitted to ArchSD for information/comments. Submission of other drawings to UGC/ArchSD is not required unless requested.)	

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 <u>Submission of the following draft information to CTA/SP for comment:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Template for Estimation of Energy Saving by Energy Efficient Features and Renewable Energy <input type="checkbox"/> EPIG Information for PWSC/FC submission <input type="checkbox"/> Project Environmental Design Checklist 	

12 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> <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. Structural Framing and Foundation Plans in A1 size and soft copy in CD format should be submitted to ArchSD for information/comments. Submission of other drawings to UGC/ArchSD is not required unless requested.)	
	Draft PEd paper	UGC	EDB / FSTB	<u>Submission of the following information endorsed by the Consultant to CTA/SP for comment:</u> <input type="checkbox"/> Template for Estimation of Energy Saving by Energy Efficient Features and Renewable Energy <input type="checkbox"/> EPIG Information for PWSC/FC submission <input type="checkbox"/> Project Environmental Design Checklist <u>Evidence of AGREEMENT by CTA/SP</u> <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 <u>Confirmation of Achievement of Tender Documentation</u> <input type="checkbox"/> Tender Drawings (min. 80% completed) <input type="checkbox"/> Tender document – Front Part <input type="checkbox"/> Q&As completed by institutions	

10 weeks before PWSC meeting	Revised 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, etc. 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.