

## Invitation for Expression of Interest

### Provision of Lead Interior Design Consultancy Services for HKDC's Design & Fashion Base Project

25th March 2020

## 1. Description

Hong Kong Design Centre (HKDC) now invites expressions of interest for a Lead Interior Design Consultancy (LIC) firms with relevant interior, fit-out and curatorial experience of cultural and co-working facilities being incorporated in mixed-use building, to declare interest, in strict confidence, for the **“Provision of Lead Interior Design Consultancy Services for HKDC’s Design & Fashion Base Project”**.

## 2. Background & Objectives

- (i) Hong Kong Design Centre (HKDC) is a publicly-funded design promotion agency and the strategic partner of the HKSAR Government in establishing Hong Kong as a centre of design excellence in Asia.
- (ii) The Government announced its plans to launch a Design and Fashion Base Project in Sham Shui Po. The Project aims to help nurture a new generation of design and fashion talents and turn the district into a design and fashion landmark by creating synergy through blending and enriching the traditional garment and fabric wholesale and retail hub with design and fashion elements, thereby driving local tourism and boosting the local economy.
- (iii) The Project will be located in a five-storey commercial podium at the Urban Renewal Authority (URA) Tung Chau Street/Kweilin Street Demand-Led Redevelopment Project (DL-5:SSP) at Sham Shiu Po. The licensed space covers a construction floor area of around 4300 square metres. It will be operated by HKDC. HKDC is expected to have access to the site for renovation / fit out from January 2023 (tentative date).
- (iv) The interior design aims to provide a fitting ambience in line with broad design directions derived from a serious of stakeholders’ engagement to achieve the objectives: (i) Connect trades and develop it as a design and fashion landmark for the public and tourists; (ii) Cultivate design sensibility and creative thinking to the community and (iii) add new creative vibe to SSP in its urban, social and economic transformation.
- (v) The spaces are anticipated to include areas for curated exhibitions, co-working, incubation and resource centres, showcases cum retail, café.
- (vi) The Project is expected to be fitted out by around mid-2023 (with Phase I to be

completed by end-March 2021). The total estimated costs for major alterations and additions and renovation works (MAAR) is around \$59.9 million, excluding furniture and equipment and information technology, programming, curatorial, exhibition planning and delivery, etc. The project is expected to be completed in 2023.

### 3. The Scope of Work for the QSC – General

In order to undertake these works, the appointed LIC (selected after this tender exercise) is expected to work with HKDC and its appointed Quantity Surveyor Consultant (QSC) and any other assigned Representatives or consultants as appointed by HKDC across the 2 phases of work listed below.

<b>Work Stages</b>	
<b>Phase 1</b>	Till end-Mar 2021
<b>1A</b>	Concept Design; Schematic Design; and Preparation of Statutory and other Submissions/ Application to Authorities (where required)
<b>1B-1</b>	Detailed Design
<b>1B-2</b>	Tender Documentation, Tendering and Award for Works Contract(s); Submission & Approval of Statutory & other Submissions/ Application to Authorities; and Obtainment of approval and consent for the Works (where required)
<b>Phase 2</b>	mid-2021, 2022 – 2023
<b>2A</b>	Completion of 1B-2 Construction and Obtainment of BD's Acknowledgement of the Works Completion (where required); Substantial Completion of Works Contract(s); Issuance of Certificate for Substantial Completion; and Handover of the Project
<b>2B</b>	Issuance of Maintenance Certificates; and Final Payment Certificates of Works Contract(s)

### 4. Tender Requirement & Qualifying Criteria

The Lead Interior Design Consultant (LIC) or its consortium shall comprise of a team of professional interior designers, architectural acoustic design, engineers, audio visual field engineer and curator to cover the overall multi-disciplinary design, design

management and coordination, site supervision duties, and the activities as described in the Final Project Brief to be issued to short-listed consultants. The services shall include all work stages from inception through design, documentation, tendering to construction management services, post-handover phases and in settling all final accounts for the works contracts.

The LIC will be required to team up with sub-consultants, including but not limited to Structural Engineering Consultant and Building Services Engineering Consultant, Architectural Acoustic Design Consultant, Audio Visual Field Engineer, brand identity designer for site identity, graphics/signage and way finding etc. The LIC will also work closely with other consultants of HKDC in relation to programming and curatorial experience delivery.

In order to ensure that appropriate and adequate expertise is available in undertaking the Assignment, of particular considerations is the Consultant's overall professional and personal qualities, resourcefulness and creative and project management capability. It is crucial for the selected LIC to be able to deliver experiential-driven design, and in integrating and managing the various aspects of design, construction, works with adequate supervision to satisfactory completion of the Project within budget and on time.

The minimum criteria to be satisfied for short-listing purposes are as follows:-

- a) The key project lead of the Tenderer shall have completed at least 2 cultural facilities and/ or co-working space interior design and/or renovation projects in HK and/or overseas in the past 5 years counting from the final date set for the close of tender. Each project shall have a GFA not less than 1,000m<sup>2</sup>
- b) Tenderer shall have completed an interior design and/or renovation project in HK and/or overseas (excluding pure residential/commercial project) with the contract value not less than HK\$20 million in the past five years counting from the final date set for the close of tender.

## **5. Avoidance of Conflict of Interest**

In addition to HKDC's invitation for Lead Interior Design Consultancy Services, it is HKDC's intent to separately issue Invitation of Tender for the provision of the following Services for this Project:

- a) Quantity Surveying Consultancy Services (QSC in short)
- b) General Contractor(s) (to be appointed for phase II for construction and fitting out according to design specifications provided by LIC)

In order to avoid any conflict of interest, any company that is awarded a contract for provision of the Lead Interior Design Consultancy Services shall not be permitted to tender either individually or through a related company for any other consultancies or works contracts relevant to this Project.

## 6. Submission

To achieve the above purpose, a two-stage of selection process will be conducted by HKDC.

### **Stage 1:**

#### **Expression of Interest (EOI)**

Prospective companies / consortia are invited to submit an Expression of Interest (EOI).

### **Stage 2:**

#### **Request for Proposal (RFP)**

Shortlisted companies will be invited to a briefing session and submit their technical and price proposal.

Respondents for **Stage 1** are required to submit two hard copies with one CD / USB copy of the following documents. EOI submissions are required to be in English. All submissions should be in A4 portrait format wherever possible and a minimum font size of 12. Lengthy submissions are discouraged.

- Form A, B, C, D
- Company Outline
- Relevant Project Experience
- CV's of key personnel who be suitable to undertake the LIC role

All EOI submissions must be sent by post or delivered by hand, and **MUST** reach the following address no later than 12:00 noon (Hong Kong Time) on 1st April 2020 in a sealed envelope marked "Expression of interest (EOI) for Provision of Lead Interior Design Consultancy Services for HKDC's Design & Fashion Base Project 01042020"

By: latest, noon (12:00) on 1st April 2020  
To: Hong Kong Design Centre  
At: Unit 602, 6/F, Mill 5, The Mills, 45 Pak Tin Par Street  
Tsuen Wan, Hong Kong

*Notes*

- *Late submissions will not be accepted or considered*
- *This invitation to submit EOI does not constitute an invitation offer or an offer in relation to the services to HKDC nor does this document or any other document made available pursuant to this invitation.*
- *HKDC may issue invitation to tender quotation for LIC services.*
- *All costs associated with any submission in response to this invitation shall be the responsibility of the interested parties. HKDC reserves the right to accept or reject any EOI at its discretion without any reason or explanation.*
- *HKDC reserves the right to cancel or terminate the process of EOI and/or "invitation / quotation" at any time or during any stage of the process without giving the reason for such action. HKDC shall not be liable to any party for any loss or damage, cost or expense as a result of such action.*
- *Respondents should indicate their expertise and prior experience in managing all aspects of the design and build of a Black Box Theatre of this scale and type, including obtaining requisite licences and managing all Hong Kong government approvals and planning consents.*
- *The period of validity of Expression of Interest would be 60 days after opening of Technical bid.*

# HKDC's Design & Fashion Base Project (LIC) Invitation for Expression of Interest (EOI) and Shortlisting

## Appendix 1

### Scope of Services

1. LIC shall provide a full range of professional services (further details will be provided to shortlisted firms in the Brief which will form part of the Agreement). The LIC shall be fully responsible for coordinating all the works stipulated. LIC shall note that the HKDC or its Representative shall, at appropriate Work Stages of its services, formulate detailed Responsibilities Matrices for each of the Work Stages which shall include reference to each of the main parties involved with the Assignment.
2. LIC shall co-ordinate with all stakeholders/user and conduct interviews at all required levels to identify users' requirements, to resolve all interfacing issues on planning and design and to establish the final schedule of accommodation. All works shall be fully coordinated and integrated to provide the most optimal solution and design.
3. LIC shall be responsible for the higher level design management ensuring build-ability and practicality are inherent in the designs and for the commercial management of the Quantity Surveying Consultant (QSC), whom shall be employed by HKDC directly, including the taking of ownership of the budget and accountability for the forecasts of final cost, tendering, construction management, contract administration, full field supervision, full testing and commissioning and post-handover services to HKDC in ensuring that the Project is designed, approved, constructed, commissioned and handed over on time, within budget and to the agreed safety, quality security and operational standards.
4. LIC shall deliver and direct all required instructions, variations and clarifications to the works contractors, field supervision, testing and commissioning towards ensuring that the required specifications/ stand-ards are fulfilled and achieved. LIC, in association with the relevant sub-consultants, shall provide the required staffing in pursuit of statutory, regulatory, supervision and licensing obligations.
5. LIC shall be appropriately represented at all necessary meetings, workshops, liaison and coordination work at all levels with HKDC or its Representative and its tenants and facilities management agent of HKDC, other stakeholders, consultants, contractors, suppliers, all relevant government departments, utility companies and other parties as and when directed by HKDC.

## **HKDC's Design & Fashion Base Project (LIC) Invitation for Expression of Interest (EOI) and Shortlisting**

6. LIC shall manage, coordinate and contribute as appropriate to the collection and provision of sufficient data, information and reports as part of LIC's duties to the satisfaction of HKDC at the various Work Stages of its Assignment as found appropriate. LIC shall take the lead responsibility in managing and providing all such design related and cost related data as summarised above.
7. LIC shall undertake, as appropriate, of all studies, rendering, tests and computer simulations/ modelling which are essential to the Assignment, throughout the period of the Assignment (including establishing, reviewing and maintaining), and it is deemed to be included in the scope of the Tender.
8. Alongside with the defects and outstanding works to be rectified/completed by the contractor upon completion of the works contract, LIC and its sub-consultants shall note that any improvement works due to the design issues/deficiencies/operational issues/tenant's request identified during the course of site works or after the substantial completion of works shall form part of the post-completion works to be followed up with. These improvement works shall be undertaken by the original contractor or by other contractor(s) as required by HKDC or its Representative while LIC shall take the lead to administer and deliver these improvement works until issuance of the Maintenance Certificate



## **HKDC's Design & Fashion Base Project (LIC) Invitation for Expression of Interest (EOI) and Shortlisting**

### **Appendix 2**

#### **Schedule of Work-stage Deliverables**

1. The LIC shall complete Work-stage Deliverables within each respective Work Stage in the form and quantities described elsewhere in this Brief or, where not included, as required by the Employer on or before the Key Dates or deadlines for submission specified in Preliminary Master Programme approved by the Director's Representative. LIC shall subsequently prepare and update the Master Programme at regular intervals.
2. LIC shall note that the Work-stage Deliverables to be included under each respective Work Stage are tentatively listed in the Schedule 7.0 and where such can be mutually adjusted as necessary in parallel with the development of the Preliminary Project Programme with Fast Track Programme, and the Implementation Strategy. Such adjustments (if any) shall be subject to the Approval of the Director's Representative and shall not produce delay to the commencement and completion dates of the Works Contracts currently envisaged by the Employer and/or as further developed throughout the Project. In contrary, the LIC shall review and demonstrate the way to achieve the fast track programme as much as possible. It is the LIC's respective prime responsibility under their services to adhere to the programmes throughout all Work Stages and, in so doing, ensure that appropriate and adequate resource levels are deployed to work on the Project.
3. Contents of Key Deliverables

The LIC shall prepare, but not limited to the following Key Deliverables in specific Work Stages based on the requirements covering the following areas: Concept Design Proposal; Scheme Design Proposal; Detailed Design Proposal; Services to be Provided by the LIC. They will be provided to shortlisted firms in the Brief to be provided. They will be provided to shortlisted firms in the Briefing document.

**HKDC's Design & Fashion Base Project (LIC)  
Invitation for Expression of Interest (EOI) and Shortlisting**

**Template to be marked on the returning envelope**

**RESTRICTED (TENDER)**

To: Hong Kong Design Centre  
Unit 602, 6/F, Mill 5, The Mills, 45 Pak Tin Par Street  
Tsuen Wan, Hong Kong.

Re: "Expression of interest (EOI) for Provision of Lead Interior Design  
Consultancy Services for HKDC's Design & Fashion Base Project  
01042020"

Submitted By: \_\_\_\_\_

**HKDC’s Design & Fashion Base Project (LIC)  
 Invitation for Expression of Interest (EOI) and Shortlisting**

**FORM A: Statement for EOI (1)**

We hereby write to express our interest in undertaking the above consultancy service. By submission of the following completed Proforma for EOI and Shortlisting, we confirm our understanding and agreement to the conditions as stipulated in the “*Invitation for Expression of Interest (EOI)*” and the associated Annexes.

**Lead Interior Design Consultant (LIC)** \_\_\_\_\_

Item	Qualifying Criterion	Confirmation for Compliance
1	We have completed at least 2 cultural facilities and/ or co-working space interior design and/or renovation projects in HK and/or Overseas in the past five years counting from the final date set for the close of tender. Each project shall have a GFA not less than 1,000m2; with <b><u>supporting documents</u></b> ; AND	(Y/N)*
2	We have completed an interior design and/or renovation project in HK and/or overseas (excluding pure residential/commercial project) with the contract value not less than HK\$20 million in the past five years counting from the final date set for the close of tender with <b><u>supporting document</u></b> .	(Y/N)*

*\* Support document includes photographs of the built project, letter of substantial completion, letter of final account, etc.*

(Name of the Consultant) .....

(Name of the Signatory) .....

(Position of the Signatory) .....

(Date) .....

**HKDC's Design & Fashion Base Project (LIC)  
Invitation for Expression of Interest (EOI) and Shortlisting**

**FORM B: Statement for EOI (2)**

Please completed Part A to Part C.

**Part A. General Information of the Company**

Full Company Name: \_\_\_\_\_

Year in which the Company was established: \_\_\_\_\_

Registered office address in Hong Kong:

\_\_\_\_\_

Contact \_\_\_\_\_ (Tel) \_\_\_\_\_ (Fax)

\_\_\_\_\_ (email ) \_\_\_\_\_

Contact Person/ Position

\_\_\_\_\_

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**Part B. Supporting Documents**

**Please provide the following documents for reference and put a tick if the document is enclosed:-**

- a)  Copy of Business Registration Certificate
- b)  Proposed organization chart with CVs of project team
- c)  Company Outline

**HKDC's Design & Fashion Base Project (LIC)  
Invitation for Expression of Interest (EOI) and Shortlisting**

**Part C. Job Reference**

**Please provide details of relevant job reference(s) currently in progress or completed in the past five years in according to Qualifying Criterion in FORM A.**

1	Name of Client/Consultant	
	Contact Person/Telephone No.	
	Project Name and Description (with site area)	
	Type of Development	
	Location	
	Contract Sum of Main Contract Work (HK\$)	
	Total GFA	
	Year of Commencement	
	Year of Completion	
	Other details of Project (if any)	
2	Name of Client/Consultant	
	Contact Person/Telephone No.	
	Project Name and Description (with site area)	
	Type of Development	
	Location	
	Contract Sum of Main Contract Work (HK\$)	
	Total GFA	
	Year of Commencement	
	Year of Completion	
	Other details of Project (if any)	
3	Name of Client/Consultant	
	Contact Person/Telephone No.	
	Project Name and Description (with site area)	
	Type of Development	
	Location	
	Contract Sum of Main Contract Work (HK\$)	
	Total GFA	
	Year of Commencement	
	Year of Completion	
	Other details of Project (if any)	

**HKDC's Design & Fashion Base Project (LIC)  
Invitation for Expression of Interest (EOI) and Shortlisting**

**FORM C – Declaration of Interests**

To: Hong Kond Design Centre:

***Provision of Lead Interior Design Consultancy Services for HKDC's Design & Fashion Base Project".***

I hereby declare that <sup>(1)</sup> :

I, associated persons, group companies and each member of my professional staff (and their associates and associated persons) have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties under this Proposal.

I, associated persons, group companies and each member of my professional staff (and their associates and associated persons) have / potentially have <sup>(2)</sup> pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties under this Proposal. The particulars of such matter are stated below:

(a) Persons/companies with whom/which I have official dealings and/or private interests:

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(b) Brief description of my duties which involved the persons/companies mentioned in item (a) above:

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

1. Please put a "X" in the appropriate " "
2. Delete as appropriate

**HKDC's Design & Fashion Base Project (LIC)  
Invitation for Expression of Interest (EOI) and Shortlisting**

**FORM D: Declaration of anti-collusion**

To: Hong Kong Design Centre:

***“Provision of Quantity Surveyor (QS) Consultancy Services for HKDC Design & Fashion Base Project”***

I / We<sup>(1)</sup>, confirm that as at the time of submission of this Proposal and other than the Excepted Communications referred to in the last paragraph below, I / We<sup>(1)</sup> had not communicated to any person other than the HKDC the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / We<sup>(1)</sup> or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above Project until the tenderer is notified by the HKDC of the outcome of the tender exercise and other than the Excepted Communications, I / We<sup>(1)</sup> will not communicate to any person other than the HKDC the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not I / We<sup>(1)</sup> or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

The expression “Excepted Communications” means our communications in strict confidence with our own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with our consultants or sub-contractors to solicit their assistance in preparation of tender submission.

*Signature:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Position:* \_\_\_\_\_

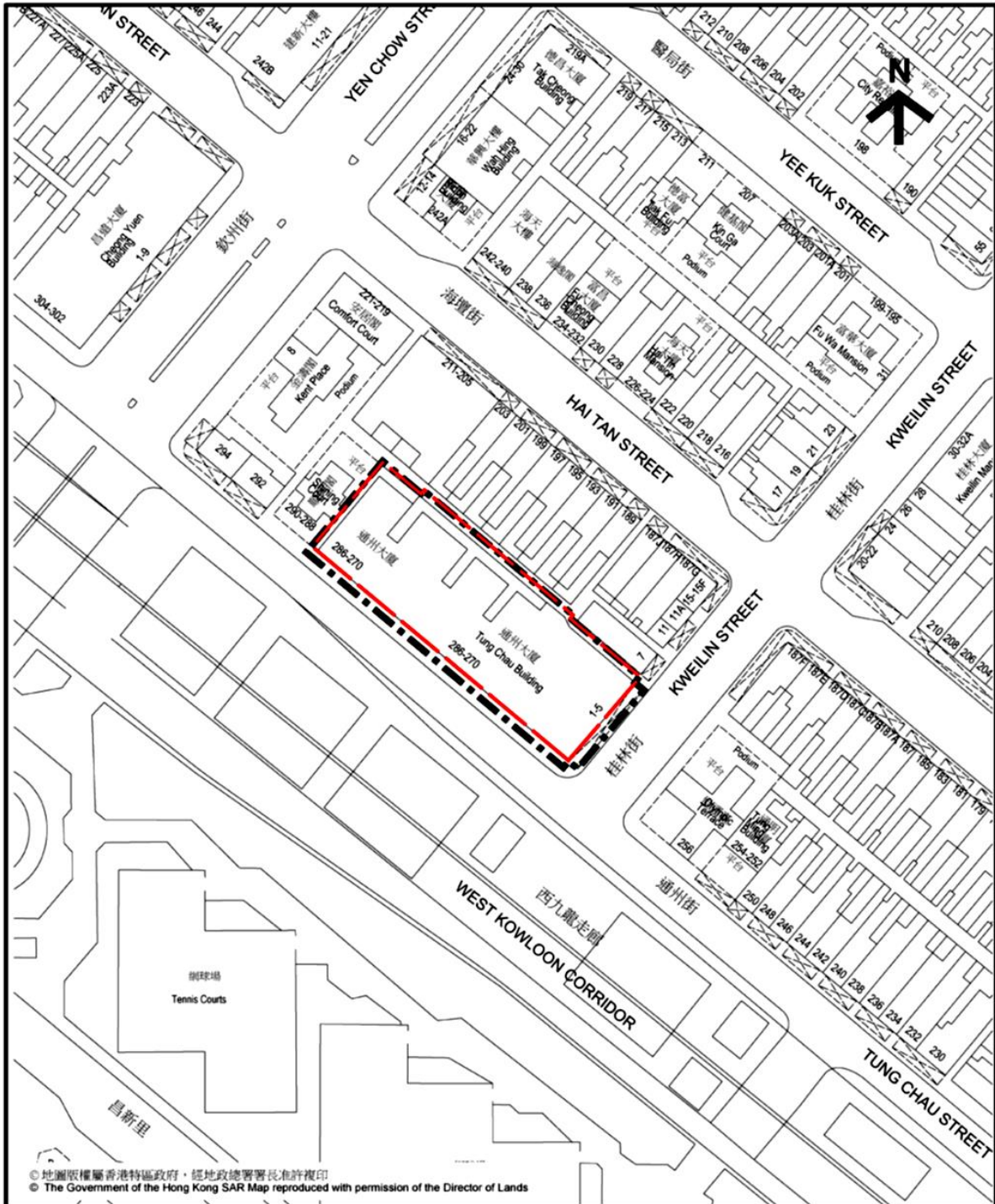
*Company:* \_\_\_\_\_

*Date:* \_\_\_\_\_


Note:


1. Delete as appropriate.

**Annex II**  
**The Location of HKDC's Design & Fashion Base Project (LIC)**  
**Invitation for Expression of Interest (EOI) and Shortlisting**



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 © The Government of the Hong Kong SAR Map reproduced with permission of the Director of Lands

 Project Boundary  
 項目界線

 Area zoned 'R(A)6' on the OZP  
 在分區計劃大綱圖內劃為「住宅(甲類)6」地帶

EXTRACT PLAN PREPARED ON 26/03/13  
 BASED ON SURVEY SHEET No. 11-NW-13B,  
 11-NW-13D, 11-NW-14A & 11-NW-14B

市區重建局通州街/桂林街發展項目  
 URBAN RENEWAL AUTHORITY  
 TUNG CHAU STREET / KWEILIN STREET  
 DEVELOPMENT PROJECT



PLAN NO. 圖則編號  
 UR/DL-5:SSP

