

***(ETWB TC(W) No. 25/2003 has been subsumed under this Appendix which should only be updated by Works Branch of Development Bureau.)***

**MINIMUM ENTRY CRITERIA FOR CONSULTANTS LISTS  
ARCHITECTURAL CONSULTANTS**

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**STAFF (Including Principals)**

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Members :	Band 1 - Minimum of 10 qualified architects at least 3 of whom must be Authorised Persons (List of Architects).  Band 2 - Minimum of 2 qualified architects who must also be Authorised Persons (List of Architects).  At least one of the resident principals <sup>1</sup> of the firm is a qualified architect. A consultant to a firm is not counted as staff. Only full time employees <sup>2</sup> are counted as staff of a consultant.
Qualifications :	Qualified architect means Member or Fellow of the Hong Kong Institute of Architects or a Registered Architect (Hong Kong) or an Authorised Person (List of Architects).
Resident Status :	To count as staff, individuals must be resident Hong Kong ID Card holders or work visa holders and the practice must constitute their principal source of employment.

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**HISTORY**

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Time Established :	Band 1 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 5 continuous years.  Band 2 - The firm must have practiced in the relevant profession in Hong Kong for a minimum of 2 continuous years.
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**OFFICE**

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Size/Equipment :	Local Hong Kong office of reasonable size, suitably furnished and adequately equipped with appropriate modern drafting and computing facilities.
No. of Supporting Staff :	Employing a reasonable number of technical and clerical supporting staff locally.

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**STANDARD OF WORK**

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Standards (Quality/Cost) and Nature of work carried out :	Demonstration of satisfactory standard of work on at least one completed local building project according to the Guidance Notes for Classification of Building Types for ArchSD Projects (at Appendix 13) Group II Type or above with total building cost over \$100M, covering mainly new works construction, within the past 5 years. Building renovation projects or interior design projects are not counted.
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**ISO 9000 CERTIFICATION**

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The firm must have obtained the ISO 9001:2015 certification as detailed in the current Development Bureau Technical Circular or equivalent.

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<sup>1</sup> Resident principals mean principal staff that have the power to deploy manpower and financial resources.

<sup>2</sup> Full time employees mean employee with total number of working hours (including vacation and sick leaves) with the Consultant on average is 35 hours or more per week.