

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

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**STAFF (Including Principals)**

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Members :	Minimum of 2 qualified landscape architects. At least one of the resident principals <sup>1</sup> of the firm must be a qualified landscape 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 landscape architect means Professional Member or Fellow of The Hong Kong Institute of Landscape Architects who is also a registered landscape architect as accepted by the Landscape Architects Registration Board of Hong Kong under the Landscape Architects Registration Ordinance (Cap 516).
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 :	The firm must have practiced in the relevant discipline 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 design and work standards on at least two completed local projects, one of which must be over \$25M, covering the full range of landscape architectural services, within the past 5 years. Experience as sub-consultants will only be considered if full service has been provided at all work stages and included both hard and soft landscape works.
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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.