

PARTICULAR SPECIFICATION PS.G04

**Drainage and Water Supply Connection Works,
Excavation and Construction Works in Footways and Carriageways**

**Particular Specification for Drainage and Water Supply Connection Works,
Excavation and Construction Works in Footways and Carriageways**

1. Application of the Helping Business Programme – Practitioner’s Guidelines

- 1.1 The Contractor shall, except specified otherwise in this Particular Specification, follow and comply with the procedures and specification, in particular those provisions applying to Architectural Services Department’s projects, detailed in the Helping Business Programme - Practitioner’s Guidelines Revision (2010) (the Guidelines) promulgated by the Development Bureau (DEVB) and any subsequent modifications thereof issued by DEVB in drainage and water connection works, excavation and construction works in footways and carriageways. The Guidelines could be accessed via the following internet link:

http://www.devb.gov.hk/en/construction_sector_matters/Contractors/helping_business/index/html

- 1.2 Special Conditions of Contract Clause SCC42 on “Permit for excavation works under Land (Miscellaneous Provisions) Ordinance, Cap. 28” shall prevail over the provisions related to Excavation Permit in the Guidelines.

2. Excavation Permit

- 2.1 Prior to the execution of street excavation works, the Contractor shall establish and submit to the Architect for information a documented system for supervising and checking street excavation works to ensure that the street excavation works are carried out in compliance with all the relevant requirements at all times. Whenever there is any non-compliance found in the checking system, the Contractor shall rectify the non-compliance within the time agreed with the Architect. The Contractor shall apply the Plan-Do-Check-Act management skills for the serious or repeated non-compliance.
- 2.2 Prior to the planning and execution of street excavation works, the Contractor shall submit to the Architect for approval the name and particulars of the competent person who is assigned to manage and supervise street excavation works. The competent person shall be experienced in street excavation works and shall have received adequate training on road safety. His works shall include but not limited to the following –
- (a) timely submission of information for registration of permit,
 - (b) timely review of Highways Department (HyD)’s audit inspection results and informing the Architect of the inspection result,
 - (c) supervising the street excavation works and checking the works in accordance with the approved audit inspection checklist,
 - (d) inspecting the street reinstatement work before reporting of completion,
 - (e) regularly conducting toolbox talks to the Contractor’s staff to enhance awareness to street excavation and road safety, and
 - (f) ensuring that the Contractor’s 24-hr phone line for street excavation work is reachable at all times.

- 2.3 The Contractor shall request the Employer and notify the Architect well in advance (usually 6 months but at least 8 months in advance if complicated works involved) if the Contractor requires the Employer to apply for an Excavation Permit for any part of the Works executed in streets maintained by the Highways Department (HyD). The Contractor shall allow sufficient time and prepare all the necessary planning and documentation to enable the Architect to carry out utilities circulation and requesting comments from Transport Department, Hong Kong Police Force (Traffic) and other government departments, as necessary.
- 2.4 The Contractor shall prepare all documentation and supply all necessary information to enable the Architect and Employer to make a submission for application or extension of the Excavation Permit.
- 2.5 In respect of works covered by Excavation Permits issued pursuant to the Land (Miscellaneous Provisions) Ordinance Cap. 28 where the Contractor is the Nominated Permittee and the Employer is the Permittee, the Contractor shall at his own cost but subject to sub-clauses 2.6 and 2.7 below comply also with all conditions of Excavation Permit imposed upon the Permittee only as if he was the Permittee including without limitation the giving of notices.
- 2.6 The Contractor shall prepare and submit as-built records to the Architect for the purpose of complying with the conditions of the Excavation Permit.
- 2.7 The Contractor shall allow in his rates for the Works for carrying out any backfilling and reinstatement works as required under the conditions of the Excavation Permit.
- 2.8 Where a condition of the Excavation Permit is stipulated to be complied with by both the Nominated Permittee and the Permittee or by the Permittee only, the Contractor shall, unless otherwise agreed by the Architect, notify the Architect when the action has been completed by the Contractor pursuant to sub-clause 2.5 above.
- 2.9 Roads, footways and other items affected by temporary traffic arrangements and control shall be reinstated to the same condition as existing before the work started or to such other condition as may be agreed or instructed by the Architect or, where such work is covered under an Excavation Permit, to the condition as stipulated under the conditions of the Excavation Permit.
- 2.10 Without prejudice to other provisions in the Contract, the Contractor shall comply with the provisions in the “Guide to Trench Excavations (Shoring Support and Drainage Measures)” published jointly by the Highways Department and the Civil Engineering and Development Department, Hong Kong or its updates as may be promulgated from time to time in the design of temporary support to trench excavations.

- 2.11 The Contractor shall detect underground utilities before excavation and comply with the following procedures:
- (a) At least 7 days before the date of commencement of any excavation work, the Contractor shall submit to the Architect for approval the brand and model of an underground services detection equipment which is intended to be used for investigating the locations and depths of underground utilities as required under (b) of this sub-clause below. The Architect shall approve such type of underground services detection equipment which in his opinion is suitable for the purpose of locating underground utilities which may normally be encountered in the execution of the Works.
 - (b) Before any excavation including excavation for trial pits, the Contractor shall use an underground services detection equipment approved by the Architect to locate underground utilities. The underground services detection equipment shall be operated and the result shall be analysed by a person who has the necessary expertise to undertake the detection and analysis.
 - (c) The Contractor shall take notice of the limitation of using any method of detecting underground services by non-destructive means. Such detection method usually does not guarantee the detection of all buried services or as to their location or depth. Large discrepancy may occur. Neither the Employer nor the Architect shall be responsible whatsoever for any unsuitability of the underground services detection equipment approved or for the failure of detecting any underground services accurately.

3. Drainage connection works

- 3.1 The Contractor shall prepare the connection plans and details for the Architect to submit to the Drainage Services Department (DSD) for approval prior to application for an Excavation Permit.
- 3.2 The Contractor shall complete the Form [HBP1](#) for the Architect to submit to DSD.
- 3.3 The Contractor is not required to pay the audit fee in association with the technical audit for the drainage connection works.
- 3.4 The Contractor shall request the Architect well in advance to arrange the initial site inspection and the handing over inspection with DSD.
- 3.5 The Contractor shall prepare the as-built record drawings of the drainage connection works within 2 months after confirmation by DSD of acceptance of the works for the Architect to submit to DSD.

4. Excavation and construction works in footways and carriageways

- 4.1 If Excavation Permit is required for works executed in streets maintained by HyD, the Contractor shall complete the Form HBP1 and supply all necessary documentation and information to enable the Architect and Employer to submit to HyD for application or extension of the Excavation Permit.
- 4.2 The Contractor shall engage an independent laboratory accredited contractor under the Hong Kong Laboratory Accreditation Scheme to carry out the soil compaction tests and concrete tests as specified in the Guidelines and provide 2 copies of the test reports to the Architect.
- 4.3 The Contractor shall take record photos as directed by the Architect or HyD.
- 4.4 The Contractor shall request the Architect well in advance to arrange the joint handing over inspection with HyD and the Contractor shall prepare the as-built record drawings to enable the Architect to submit to HyD prior to the handing over inspection.

5. Water supply connection works

- 5.1 The Contractor shall complete the Form HBP1 and provide all information as required in the Guidelines to enable the Architect to submit to the Water Supplies Department (WSD) at least 3 months prior to the date scheduled for making the tee connection.
- 5.2 The Contractor shall prepare the as-built record drawings showing the alignment and level of connection main within 2 weeks of completion of pipe works to enable the Architect to submit to WSD.
- 5.3 The Contractor shall request the Architect well in advance to arrange the handing over of the connection main works beyond the lot boundary to WSD upon completion.