Alpha
Consulting Engineers Pte Ltd

PROJECT QUALITY PLAN

AEI WORKS AT TANGLIN PLACE

For

TANGLIN PLACE DEVELOPMENT PTE LTD

Copy No.	0

Prepared By: Steven Cao Yang / Chuan Kian Heng

Authorized By: Goh Soon Huat

Date: 27 September 2022

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SECTION 1

QUALITY PLAN CONTROL AND DISTRIBUTION

1.1 List of Copy Holders

Copy No.	Copy Holder	Date of Issue
0	6324-PQP	27 September 2022

1.2 Revision Record

Revision	Date of Issue	Section Reference	Page(s)	Remarks
0	27 September 2022	1 to 11	29	+ 1 pages (Section 4.1- Overall Programme)

SECTION 2

PROJECT INFORMATION

2.1 Project Description

Type of Development	Commercial –Retail

Statistics of Development	
Site Area, m²	1,534.80
Nett Floor Area, m²	-
Gross Floor Area, m²	4,957.41
Covered Carpark, m²	-
No. of Covered Carpark Lots	-
No. of Apartments/Houses	NA
No. of Beds (for Hospitals)	NA
No. of Guestroom (for Hotels)	NA
No. of Blocks / No. of Storeys	1 Block/4-Storey
Green Mark Category	-
No. of Phases	1

2.2 Project Cost

M&E Services Cost Plan (S$ x 1M)										
Services	EI	ACVI	LEI	FFAI	PSI	SPFI				
Estimate	0.66	1.21	NA	0.24	0.47	-				
Awarded	TBC	TBC	NA	TBC	TBC	-				

Total Project Construction Cost (S$ x1M)			
	Site Clearance	Piling Works	Main Contract
Estimate	-	-	TBC
Awarded	-	-	TBC

Site Clearance shall include earth work, soil improvement, service diversion and termination.

2.3 Scope of Works

2.3.1 Scope of Consultancy Services

Conceptual/Schematic Design	✓
Detailed Design	✓
Tender Documentation	✓
Tender Evaluation	✓
Contract Supervision	✓
M&E Costing	✓
Submissions to Authority	NA

(✓*where applicable*)

2.3.2 Scope of M&E Services

ELECTRICAL	✓	AIR CONDITIONING	✓	SPRINKLER	✓	SANITARY	✓	SWIMMING POOL	
LIFT		MECHANICAL VENTILATION	✓	FIRE ALARM		COLD WATER	✓	STEAM BOILER	
ESCALATOR		MECHANICAL SMOKE EXTRACT		HOSEREEL		HOT WATER		FUEL STORAGE	
PABX		COMPUTER A/C		WET RISER		TOWN GAS			
SECURITY	✓	BST CARPARK EXH		DRY RISER		LPG GAS			
TELELIFT		HEATING				MEDICAL GAS			
DATA COMM.	✓					WASTEWATER TREATMENT			
FLUSHFLOOR TRUNKING									

(✓*where applicable*)

2.3.3 Submission to Relevant Authorities by Others

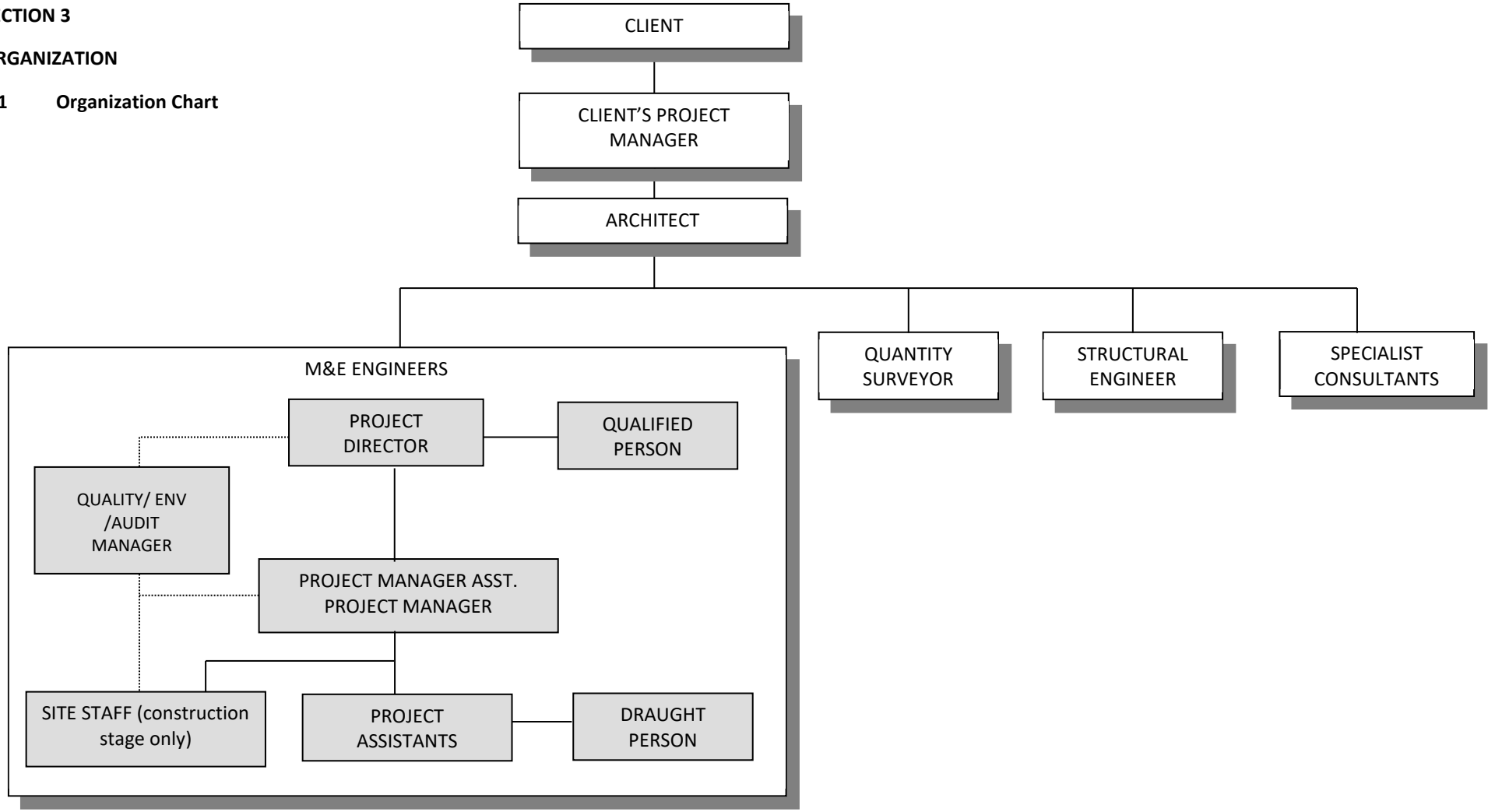
EJECTOR & DIVERTER		SUMP PUMP		FUEL OIL TANK		LIFT & ESCALATOR		PRESSURE VESSEL		HOISTS		FOAM	

(✓*where applicable*)

SECTION 3

ORGANIZATION

3.1 Organization Chart



SECTION 3

ORGANISATION

3.2 ACEPL's Project Team Member

TITLE		NAME
Project Director		Goh Soon Huat (GSH)
Qualified Person	Mechanical	Choong Choon Guan (CCG)
	Electrical	Loh Fook Yuen (LFY)
Project Manager		Steven Cao Yang(SCY)
Assistant Project Manager		-
Project Assistant (Mech)		Chuan Kian Heng (CKH)
Project Assistant (Elect)		Steven Cao Yang(SCY)
Draughtsperson		Common Pool
Resident Engineer (M&E)		-
Assistant Resident Engineer (M&E)		-
Clerk-of-Work (M&E)		-

3.3 Client/Client's Representatives

Client: Tanglin Place Development Pte Ltd

Address: 1 Kim Seng Promenade #07-01, Great World City Singapore 237994

Tel: 6733 2822

Fax: -

Client's Representatives:-

Name of Company	Contact Person	Contact
Tanglin Place Development Pte Ltd	Name: Mr Hong Hua Liang Position: Executive Director	Tel: 6839 3807 Fax: - Handphone: Email: honghl@allgreen.com.sg
Tanglin Place Development Pte Ltd	Name: Mr Darren Lim Position: Project Manager	Tel: 6733 2822 Fax: Handphone: 9666 5283 Email: darren.lim@allgreen.com.sg
Tanglin Place Development Pte Ltd	Name: Ms Jean Tan Position: Design Manager	Tel: 6839 3846 Fax: Handphone: Email: jeantan@allgreen.com.sg
Tanglin Place Development Pte Ltd	Name: Ms Alicia Wong Position: Design Manager	Tel: 6733 2822 Fax: Handphone: Email: aliciawong@allgreen.com.sg

3.4 Other Consultants (Local)

Function / Name of Company	Contact Person	Contact
Architect RSP Architects Planners & Engineers (Pte) Ltd	Name: Mr Charlie Position:	Tel: 6737 7544 Fax: – Handphone: 8719 1848 Email: charlie@rsp.sg
	Name: Mr Karen Ho Position:	Tel: 6737 7544 Fax: – Handphone: 8448 0787 Email: karen_ho@rsp.sg
Quantity Surveyor AECOM Cost Consulting and Project Management (Singapore) Pte. Ltd	Name: Ms Tan Jing Wen Position:	Tel: 6632 3187 Fax: – Handphone: 8339 9026 Email: jingwen.tan@aecom.com
Interior Designer RSP Architects Planners & Engineers (Pte) Ltd	Name: Lim Min Zhen Position:	Tel: 6737 7544 Fax: – Handphone: 9654 2745 Email: lim_min_zhen@rsp.sg
_____	Name: Position:	Tel: Fax: Handphone: Email:
_____	Name: Position:	Tel: Fax: Handphone: Email:
_____	Name: Position:	Tel: Fax: Handphone: Email:

3.4 Other Consultants (Overseas) – **NOT APPLICABLE**

Function / Name of Company	Contact Person	Contact
Architect	Name: Position:	Tel: Fax: Handphone: Email:
M&E Consultant	Name: Position:	Tel: Fax: Handphone: Email:
Quantity Surveyor	Name: Position:	Tel: Fax: Handphone: Email:
Structural Engineer	Name: Position:	Tel: Fax: Handphone: Email:
Interior Designer	Name: Position:	Tel: Fax: Handphone: Email:
Lighting Consultant	Name: Position:	Tel: Fax: Handphone: Email:
Acoustic Consultant	Name: Position:	Tel: Fax: Handphone: Email:
_____	Name: Position:	Tel: Fax: Handphone: Email:

3.5 Contractors/Sub-Contractors

Function / Name of Company	Contract *	Contact Person	Contact
Main Contractor TBC	TBC	Name: Position:	Tel Fax: Handphone: Email:
Air Conditioning & Ventilation Installation Sub-Contractor TBC	TBC	Name: Position:	Tel Fax: Handphone: Email:
Plumbing & Sanitary Installation Sub-Contractor TBC	TBC	Name: Position:	Tel Fax: Handphone: Email:
Electrical Installation Sub-Contractor TBC	TBC	Name: Position:	Tel Fax: Handphone: Email:
Fire Fighting & Alarm Installation Sub-Contractor TBC	TBC	Name: Position:	Tel Fax: Handphone: Email:
_____		Name: Position:	Tel Fax: Handphone: Email:
_____		Name: Position:	Tel Fax: Handphone: Email:
_____		Name: Position:	Tel: Fax: Handphone: Email:
_____		Name: Position:	Tel: Fax: Handphone: Email:

** Type of Contract*
- *NSC (Nominated Sub-Contract)*
- *DSC (Domesticated Sub-Contract)*
- *DC (Direct Contract)*
- *NS (Nominated Supplier)*

3.6 Authorities – NOT APPLICABLE

Authorities/Department	Contact Person	Tel/Fax Nos./E-mail
SP PowerGrid:		
(a) Sub-Station		
(b) Diversion		
SP Services:		
(a) Customer Supply		
(b) Installation		
(c) Meter Section		
(d) Road Lighting		
TFCC:		
(a) StarHub		
(b) SingTel		
(c) Netlink Trust		
BCA:		
(a) Building Plan		
(b) Green Mark		
FSSD:		
(a) Building Plan		
(b) M&E Plan		
PUB (Water Supply) Network Dept:		
(a) Water Conservation		
(b) Plumbing Plan		
(c) Diversion		
(d) NEWater		
PUB Water Reclamation (Network) Dept:		
(a) Building Plan/CBPU		
(b) M&E Plan		
(c) Diversion		
City Gas Pte Ltd:		
(a) Planning/Submission		
(b) Installation/Inspection		
PowerGas Pte Ltd		
(a) Diversion		
NEA (Pollution Control)		
(a) Planning/Submission		
(b) Inspection		

SECTION 4

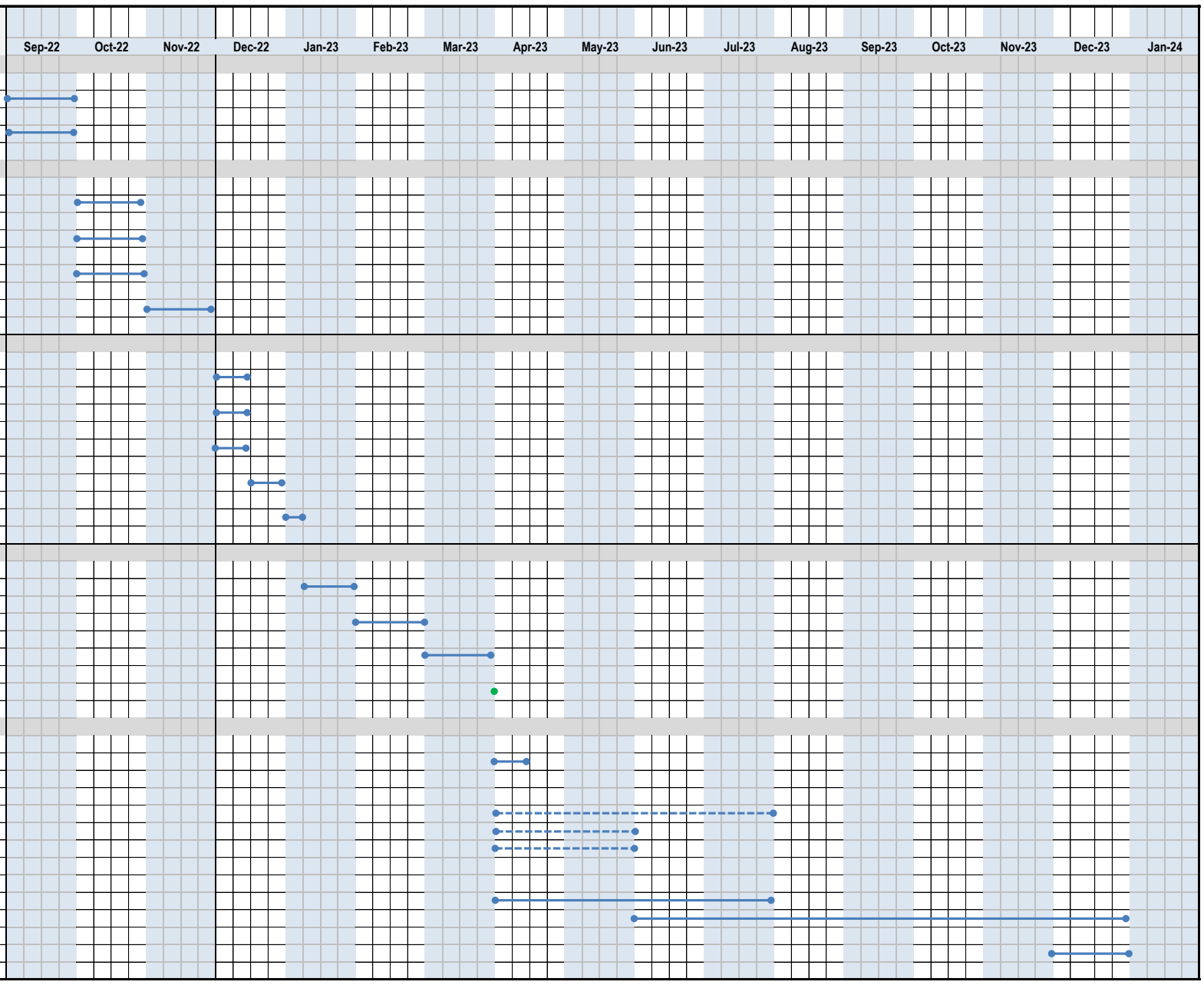
PROGRAMME

4.1 Overall Programme (SEE ATTACHED MASTER PROGRAMME)

ID	TASK NAME	MONTHS	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1.	Preliminary Planning																									
2.	Planning Submission																									
3.	Detail Design																									
4.	BP Submission																									
5.	BP Submission (Amendments)																									
6.	Tender Period for Piling																									
7.	Tender Period for Sub-Structure																									
8.	Tender Period for Super-Structure																									
9.	Piling Period																									
10.	Sub-Structure Construction Period																									
11.	Super-Structure Construction Period																									
12.	TOP																									
13.	CSC																									

TANGLIN PLACE SCHEDULE

Event	Period
STAGE 1 - CONCEPT DESIGN	4 weeks
Archi/ ID Concept [RSPA]	4 weeks
M&E Concept [ACE]	4 weeks
STAGE 2 - SCHEMATIC DESIGN	8 weeks
Archi Schematic Design [RSP]	4 weeks
ID Schematic Design [RSP]	4 weeks
M&E Schematic Design [ACE]	4 weeks
Client Review and Sign Off	4 weeks
STAGE 3 - DESIGN DEVELOPMENT AND TENDER DOCUMENTATION	6 weeks
Archi Drawing Development and Tender Preparation [RSP]	2 weeks
ID Drawing Development and Tender Preparation [RSP]	2 weeks
M&E Drawing Development and Tender Preparation [ACE]	2 weeks
Tender documentation [AECOM]	2 weeks
Client Review and Sign Off	1 week
STAGE 4 - TENDER PERIOD	3 months
Tender Calling	3 weeks
Tender Evaluation	3 weeks
Client review	4 weeks
Tender Award	
CONSTRUCTION	9 months
Site Preparation / Mobilisation	2 weeks
Procurement for long lead time items	
1. AHU/ Gen set/ Water tank/ Main Switch Board	4 months
2. Lighting/ CCTV	8 weeks
3. Fire rated door	8 weeks
Main Contract Works	
1. ID works	4 months
2. M&E works	7 months
Defects Inspection/ rectification/ handover	4 week



SECTION 4

PROGRAMME

4.2 Authority Submission Status for M&E Services – 1st Submission– NOT APPLICABLE

Service	Authority	Original Submission		Comments/Resubmission						Approval/
		Scheduled	Actual	Comment	Resubmit	Comment	Resubmit	Comment	Resubmit	Clearance
Application for Electricity Supply	SP Services Ltd	N.A.								
Power Supply Substation	SP PowerGrid Ltd	N.A.								
Sanitary Installation	PUB Water Reclamation (Network) Dept									
Domestic Water Supply	PUB (Water Supply) Network Dept									
Gas Supply Installation	City Gas Pte Ltd									
Air Conditioning & Ventilation Inst.	FSSD									
Fire Fighting & Alarm Installation	FSSD									
Emergency Voice Communication	FSSD									
Telecommunication Facilities	TFCC									
	NEA (Pollution Control)									

SECTION 4

PROGRAMME

4.3 Authority Submission Status for M&E Services (Amendments) - 2nd Submission – NOT APPLICABLE

Service	Authority	Original Submission		Comments/Resubmission						Approval/
		Scheduled	Actual	Comment	Resubmit	Comment	Resubmit	Comment	Resubmit	Clearance
Application for Electricity Supply	SP Services Ltd									
Power Supply Substation	SP PowerGrid Ltd									
Sanitary Installation	PUB Water Reclamation (Network) Dept									
Domestic Water Supply	PUB (Water Supply) Network Dept									
Gas Supply Installation	City Gas Pte Ltd									
Air Conditioning & Ventilation Inst.	FSSD									
Fire Fighting & Alarm Installation	FSSD									
Emergency Voice Communication	FSSD									
Telephone Installation	TFCC									
Broadband Co-axial Cable System (BCS)	Starhub Cable Vision									
Fuel Storage	FSSD									
	NEA (Pollution Control)									

SECTION 5

PROJECT RECORDS

5.1 List of Internal Files

Standard Files

File Ref:		File Ref:	
- Owner		- Architect	
- Authorities		- Other Consultants	
- Contractors		- CC	
- CF		- PQP/QSP	✓

Project Files to be initiated by PM as and when required

File Ref:		File Ref:		File Ref:	
- EC/MC					

(✓*where applicable*)

SECTION 5

PROJECT RECORDS

5.2 Filing of Drawings

The following team members shall take charge of filing of drawings, stamping "SUPERSEDED" drawings, etc.

Description	Team Member
Incoming Architectural Floor Plans	Soft copy saved in server and team folder
M&E Drawings	
Other Drawings	

SECTION 6

INTERFACING

6.1 Method of Interface

Description	Method of Interface	
Client's Review & Approval	M&E Design Report	✓
	Pre-planned meeting at fixed intervals	✓
	Telefax, letter and telephone	✓
	Email	✓
Interface with External Design Teams	M&E Design Report	✓
	Pre-planned meeting at fixed intervals	✓
	Telefax, letter and telephone	✓
	Email	✓
Interface Between Internal Design Teams	Telephone	✓
	Email	✓
	Internal Project Team Meeting	✓
	Circulation of Information	✓

(✓*where applicable*)

SECTION 6

INTERFACING

6.2 Internal Design Interface

Item No.	Description*	Required From	Required By	Date Required	Remarks

** Information required by INTERNAL DESIGN TEAM MEMBERS*

SECTION 6

INTERFACING

6.3 Circulation of Documents to External Parties

	Code: A - Approval Required C - For Comments I - For Information Only	Client/ Client Rep.	* Client's Project Manager	Architect	Structural Engineer	Quantity Surveyor	
1.	**Letters/Fax:**						
a.	Project Design	A	I	I	-	-	
b.	Project Administration						
c.	Project Cost Estimate/Contract Cost	A	I	I	-	I	
2.	**Drawings**						
a.	Outline Design Drgs.	A	I	C	I	I	
b.	Sketch Design Drgs.	A	I	C	I	I	
c.	Final Design Drgs.	A	I	C	I	I	
d.	Shop Drawings	I	I	A	-	-	
e.	As Built Drgs.	I	I	I	-	-	
3.	**Other Document**						
a.	Specification	A	I	I	I	I	
b.	Tender Document	A	I	I	I	I	
c.	Tender Evaluation Report	A	I	I	I	I	
d.	Design Report	A	I	I	-	-	
e.	Progress Report	-	-	-	-	-	
f.	Financial Report	-	-	-	-	-	
g.	Minutes of Meeting	A	I	I	-	-	
h.	Inspection Report	I	I	I	-	-	
i.	Testing & Comm. Report	I	I	I	-	-	
j.	O & M Manual	I	I	I	-	-	

*Note: Applicable only, if the client engaged a Project Manager.

SECTION 7

WORK AUTHORISATION

Activity \ Authorised Signatories	PD	QP	PM	AE	SS
General Correspondences with Client			√	√	
General Correspondences with Other Consultants			√	√	
M&E Cost Estimate Report	√	√	√		
M&E Design Report	√	√	√		
Check Prints		√			
Tender Drawing Approval	√	√	√		
Tender Specification Approval	√	√	√		
List of Tenderers	√	√	√		
Tender Questionnaires	√	√	√		
Tender Reports	√	√	√		
Draft Letter of Award	√	√	√		
Review of Contractor's Shop Drawing			√	√	
Review of Contractor's Technical Submittal			√	√	
Review of Contractor's Sample Submittal			√	√	
Contractor's Request for Deviation		√	√		
Progress Payment Valuation Form	√		√		
Final Account Valuation	√		√		
Draft Variation Order	√		√		
Engineer/Architect's Instruction/Direction	√		√		
Site Instruction/Direction			√		
Correspondence/Submission to Authorities	√	√			

(✓*where authorised*)

Key to abbreviations:-

PD : Project Director
QP : Qualified Person
PM : Project Manager/Assistant Project Manager
AE : Assistant Engineer
SS : ACEPL Site Staff

SECTION 8

DESIGN INPUT & METHODOLOGY

8.1 List of Client's Standards, Reference Documents or Brief

ITEM	KEPT BY
200190704 TM ME Design Guidelines for Retail	Team Folder

8.2 List of Applicable Code of Practice and Regulations

Services	Title of Code of Practice/Standard
Electrical Wiring	SS 638 : 2018
Lightning Protection System	SS 555 : 2018
Emergency Voice Communication System	SS 546 : 2009
Telecommunication Facilities	Code of Info-Communication Facilities for Buildings
Air Conditioning & Ventilation Installation	SS 553 : 2016
Lift & Escalator Installation	SS 550 : 2020
Sprinkler System	CP 52 : 2004
Wet Riser System	NA
Automatic Fire Alarm System	SS 645 : 2019
Sanitary System	Code of Practice on Sewerage & Sanitary Works (2nd edition, Jan 2019)
Plumbing System	SS 636 : 2018
Town Gas/LPG Supply System	SS 608 : 2015
Boiler and Steam Supply System	NA
Mechanical Smoke Control System	NA

SECTION 8

DESIGN INPUT & METHODOLOGY

8.3 List of Design Guide or Handbook Used

Carrier's Handbook of Air Conditioning System Design

ASHRAE Handbooks

Institute of Plumbing's Plumbing Services Design Guide

8.4 List of Pre-Consultation and Waiver

S/N	Description	Date of Application	Date of Approval	Remarks
1	*Clause number in Code of Practice for (Services) which require clarification or waiver. Consultation Ref No. Waiver Ref. No.			
2	*Clause number in Code of Practice for (Services) which require clarification or waiver. Consultation Ref No. Waiver Ref. No.			
3	*Clause number in Code of Practice for (Services) which require clarification or waiver. Consultation Ref No. Waiver Ref. No.			

8.5 List of Applicable Quality System Procedures

Alpha Consulting Engineers Pte Ltd's Quality Management System Procedures

Section	Title	✓ where applicable
M1	Preparation of Consultancy Offer	✓
M2	Project Commissioning and Service Agreement	✓
M3	Design Control	✓
M4	Design Change Control	✓
M5	Tender Process and Evaluation	✓
M6	Authority Submission	✓
M7	Construction Process Control	✓
M8	Testing and Commissioning	✓
S1	Document Control	✓
S2	Documentation of Quality & Environmental Management System Procedure	✓
S3	Documentation of Project Quality Plan	✓
S4	Specification Control	✓
S5	Library Control	
S6	Archive Control	✓
S7	Filing Control	✓
S8	Drawing Control	✓
S9	Administration Control	✓
S10	Purchasing Control	
S11	Training Control	
S12	Computer Control	
S13	Non-Conformity and Corrective Action Procedures	✓
S14	Quality & Environmental System Audit	✓
S15	Feedback Reporting	✓
S16	Clients Feedback	✓
S17	Management Review	✓
S18	Risk Identification, Assessment & Control	✓

8.6 List of Software Used For Design/Analysis

DESCRIPTION/ PACKAGE NAME	VERSION	SUPPLIER/ SOURCE	PURPOSE	
Cophos	3.31	Zumtobel	Lighting design	
Carrier E20-II	3.21	Carrier	Programme for determination of heat load, duct size and its losses, etc.	✓
Gensize 2	2.1	Onan	Generator sizing	
Hyena	4.00.1	ACADS-BSG	Fire Sprinkler & Hydrant Analysis	
Dialux	4.11	Freeware	Lighting design	
Lift Traffic	7.18	Elevate	Lift traffic calculation	
Fault Level Calculation	11.11	ETAP	Calculation of fault level and voltage drop	

(✓*where applicable*)

SECTION 9

ENVIRONMENTAL CONSIDERATIONS

9.1 Sustainable Design Features / Criteria

Item	Remarks
Green Mark criteria	NA
Green Design Features	NA

9.2 Site PPE Requirement

The necessary Personal Protective Equipment (detailed below) shall be provided by the main contractor/Company in accordance to the site EHS requirements prior to the site monitoring.

PPE	✓ where applicable
Safety Helmet	✓
Safety Shoes	✓
Eye Protection	-
Ear Protection	-
Safety Harness / Belt	-
Others:	-

9.3 Site Emergency Preparedness

Site staff shall comply with the site emergency preparedness and response procedure, established by the main contractor/owner, which shall include the following details.

Items	✓ where applicable
Evacuation Route	✓
Emergency Exit	✓
Assembly Point	✓
Emergency Contact List / Person	✓
Alarm system / methods	✓

SECTION 9

ENVIRONMENTAL CONSIDERATIONS

9.4 Reporting of Environmental Non-conformances

When encountering environmental non-conformances, Site Staff shall be responsible to feedback to the main contractor.

9.5 List of Applicable Environmental Management System Procedures

Alpha Consulting Engineers Pte Ltd's Environmental Management System Procedures

Section	Title	✓ where applicable
E1	Aspect / Impact Identification, Risk Assessment & Risk Control	✓
E2	Identifying Legal & Other Requirements	✓
E3	Objectives, Targets & Programmes	✓
E4	Communication	✓
E5	Emergency Preparedness & Response	✓
E6	Monitoring & Measurement	✓
E7	Control of Air & Noise Pollution	✓
E8	Management of Wastes	✓

SECTION 10

CLIENT'S REQUIREMENTS

10.1 List of Output Required by Client:-

Item	* Remarks
M&E Design Report	A
M&E Cost Estimate Report	A
Pre-Qualification of Tenderers	NA
Tender Documents	A
Tender Report	A
Payment Valuation for QS	A
Certificates of Supervision for TOP/CSC	I

* *Remarks*

A: for approval *C: for comment* *I: for Information* *Re: for record*

Other purposes and for action: please specify.

10.2 Specific Procedures Required By Client *(If applicable)*

NOT APPLICABLE

SECTION 11

LIST OF SUB-JOB

11.1 List of Sub-Job Numbers – NOT APPLICABLE

Sub Job No	Description	Allocation Details