

Quality Building Award 2018 Nomination Form

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(A) QUALITY BUILDING AWARD INTRODUCTION

The Quality Building Award (QBA) is a biennial award that recognizes buildings of outstanding quality and those that demonstrate outstanding teamwork. The provision of quality buildings is an essential ingredient of a prosperous and modern society, and the Quality Building Award aims to promote a collective commitment by the building industry to maintain the highest standards of professionalism and competitiveness.

The theme for QBA 2018 is “**Driven by Profession, United for Success**”. The Quality Building Award 2018 is jointly organized by nine leading professional organizations:

The Hong Kong Construction Association
The Hong Kong Institute of Architects
The Hong Kong Institute of Construction Managers
The Hong Kong Institution of Engineers
The Hong Kong Institute of Housing
The Hong Kong Institute of Surveyors (QBA 2018 Alternate Chair)
The Hong Kong Quality Assurance Agency
The Hong Kong Chapter of International Facility Management Association
The Real Estate Developers Association of Hong Kong

(B) AWARDS CATEGORIES

Quality Building Award 2018 is open for nominations under the following six categories:

| CATEGORIES | NOMINATION REQUIREMENTS |
|--|--|
| 1) Hong Kong Residential (Single Building) | <ul style="list-style-type: none">– Nominated new building must be a single independent structure not part of a complex containing other buildings.– Major Function of the nominated building must be for residential use. |
| 2) Hong Kong Residential (Multiple Buildings) | <ul style="list-style-type: none">– Nominated new buildings must be a group of buildings of similar kinds, which form a residential complex.– Major Function of the nominated multiple buildings must be for residential use. |
| 3) Hong Kong Non-Residential (New Building – Government, Institution or Community) | <ul style="list-style-type: none">– Major Function of the nominated new building must be for Government, Institution or Community use.– Nominated new building may be single or multiple buildings. |
| 4) Hong Kong Non-Residential (New Building – Non-Government, Institution or Community) | <ul style="list-style-type: none">– Major Function of the nominated new building must be for non-residential use or non-GIC use.– Nominated new building may be single or multiple buildings. |

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|--|---|
| 5) Hong Kong Building (Renovation / Revitalization) | – Nominated existing building must have undergone and completed a renovation, restoration, revitalization or similar process to its physical structure and/or communal facilities. – Nominated existing building may be a residential or non-residential building. |
|--|---|
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- | | |
|-------------------------------|---|
| 6) Building Outside Hong Kong | – Nominated building must be outside the territorial limits of the Hong Kong Special Administrative Region. – Major Function of the nominated new building must be for residential or non-residential use. |
|-------------------------------|---|
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(C) ELIGIBILITY

1. Nominated buildings (except for Building Outside Hong Kong Category) must be within the territorial limits of the Hong Kong Special Administrative Region of the People's Republic of China.
2. Eligible buildings should possess either Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Confirmation letter of Substantial Completion **between 1 January 2014 and 30 June 2017** as stated in the submission requirements.
3. A partially completed building will not be accepted unless phasing of the project is rendered as a completed portion of a distinct building with possession of OP.
4. Project teams can choose to submit their nominations for any of the categories subject to final approval by QBA 2018 Organizing Committee.
5. Project teams cannot submit nominations for the Quality Excellence Award. This class of award is only given to one project chosen in the final round of assessment by the jury Panel.
6. A building / buildings can be nominated provided it has never been submitted for nomination in the Quality Building Award held in previous years.
7. At least one of the project teams of the nominated building(s) should be a Hong Kong based company.
8. QBA 2018 Organizing Committee reserves the ultimate right to make final and binding decisions on the eligibility of all applications.
9. QBA 2018 Organizing Committee reserves the right to not bestow an award if the Jury Panel deems that no nomination has earned an award.
10. Project Teams are required to conduct a final presentation to the QBA 2018 Jury Panel once they are shortlisted by the Organizing Committee.
11. The decision of the Jury Panel shall be final for the award assignments.

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(D) NOMINATION DEADLINE & SUBMISSION DETAILS

1. Submission Deadline:
12 noon (Hong Kong Time / GMT +8), Friday, 3 November 2017
(Late submissions will NOT be considered.)
2. Nomination documents & materials (refer to Session (F) for details) need to be delivered to
QBA 2018 Secretariat Office
Room 1106-08, 11/F, C C Wu Building,
302-308 Hennessy Road,
Wanchai, Hong Kong.

(E) NOMINATION FEE

1. **HKD6,000.00** will be collected for each nominated project (one nomination in one category only).
2. The nomination fee is non-refundable once submitted.
3. Submitted nomination fee of any ineligible building or project will not be refunded.

(F) REQUIRED NOMINATION DOCUMENTS / MATERIALS

1. Duly completed and signed Nomination Form (hard copy)
2. Payment cheque (HKD6,000.00 / nomination) payable to “**Surveyors Services Limited**”
3. Hard Copy of Occupation Permit
 - Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Confirmation letter of Substantial Completion.
4. 1 Hard Copy (no binding) and 1 digital copies (i.e. USB)
MUST contain:
 - a) Soft copy of nomination document in PDF format.
 - b) Soft copy of Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Confirmation letter of Substantial Completion of nominated project.
 - c) Nomination document with the following:
 1. A maximum of **10,000 words** to illustrate the merits under the judging criteria (refer to Section H for details).
 2. A maximum of **20 pages** of content materials in **A3 Landscape size** for each nominated project.
 - d) A minimum of **6 electronic image files** showing the entry project.
(Format: “.jpg”, image resolution no less than 350 dpi)
 - e) **Companies’ logos** of all project team members. (Format: “.ai” and “.jpg”, image resolution no less than 350 dpi)

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Notes:

1. All submissions should be written in **English**. (Supplement with Chinese content if required.)
2. QBA 2018 Organizing Committee reserves the right to reproduce, print, publish the submitted material, in either paper or electronic format, or for any use in association with QBA 2018.
3. The information obtained will be used for this Award only.

Materials to be collected once your project enters the finalist round:

(G) PARTICIPATION FEE FOR QBA 2018 COMMEMORATIVE SOUVENIR PRODUCTION AND ROAD SHOW FOR FINALISTS

HKD20,000.00 will be collected from each finalist as a Participation Fee for production of the QBA 2018 Commemorative Souvenir for all Finalists in addition to the nomination fee mentioned above.

(H) REQUIRED MATERIALS FROM FINALISTS

A 25-second video will be collected from the nominees who entered the finalist round. The video introduces the project, and it will be played at the Award Presentation Ceremony. Submission deadline will be early April 2018.

(I) JUDGING CRITERIA

1. Vision and Teamwork

- 1.1 Vision on quality
- 1.2 Overview of project requirements
- 1.3 Teamwork and project management
- 1.4 Financial and contract management
- 1.5 Total quality and risk management
- 1.6 Quality improvement
- 1.7 Social and Cultural harmony with neighboring community
- 1.8 Value enhancement (in terms of money, brand, and social value)

2. Design and Innovation

- 2.1 Site planning, cityscape and neighborhood considerations to overcome limitations
- 2.2 Architectural aesthetics, innovative design
- 2.3 Integrated design for quality, buildability and durability
- 2.4 Materials consideration and adaptation, principle of selection, for long-term upkeep of building
- 2.5 Distinctive features beyond statutory requirements and general practices
- 2.6 Limitation and solutions for challenges

3. Construction

- 3.1 Construction processes, technique, building technologies, choice of materials and quality workmanship
- 3.2 Construction management and organization, and integration
- 3.3 Site safety, health, environment and quality achievement beyond statutory requirements and general practices

4. Project Cost and Budget

- 4.1 Cost and benefit in Structural design / E&M design / Facility Management / Architectural design / Construction
- 4.2 Intangible benefits, e.g. image, brand, etc.
- 4.3 Tangible benefits, e.g. financial, physical, etc.
- 4.4 Operation, maintenance and repair costs
- 4.5 Cost for sustainability, e.g. life cycle, etc.
- 4.6 Procurement strategy, arrangement and documentation

5. Environmental Considerations

- 5.1 Environmental management strategies and sustainability
- 5.2 Energy efficiency and life cycle
- 5.3 Waste management and recycling
- 5.4 Safety features that cater for maintenance and service
- 5.5 Greening and carbon emission reduction
- 5.6 Use of innovative technology to achieve performance beyond statutory requirements and general practices

6. Post-Occupancy Considerations

- 6.1 Occupiers' response and customer satisfaction
- 6.2 Corporate governance and social responsibility
- 6.3 Serviceability and performance outcome, community contribution
- 6.4 Operation and maintenance features and cost effectiveness
- 6.5 Functionality, flexibility and adaptation for changes
- 6.6 Occupational health, safety management and training

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(J) SCHEDULE

| Date | Key Milestone |
|-------------------------------|--|
| 13 June 2017 | Nominations open |
| 3 November 2017 12:00 noon | Nominations close |
| The Jury / Assessment Process | |
| December 2017 | Stage I First Screening <ul style="list-style-type: none"> ● Nominated projects will be screened in accordance with the judging criteria and will be shortlisted to enter Stage II |
| 20–21 January 2018 | Stage II Site Visits <ul style="list-style-type: none"> ● Site visits will be conducted for shortlisted projects from each category (except for “Building Outside Hong Kong” category). ● Finalists will be selected to enter into Stage III. |
| 16–17 March 2018 | Stage III Finalists Presentation to Jury Panel cum Conference <ul style="list-style-type: none"> ● The finalists from each award category will conduct finalist presentations to the Jury Panel. |
| 15 June 2018 | QBA 2018 Award Presentation Ceremony <ul style="list-style-type: none"> ● Award winners will be officially announced at the Award Presentation Ceremony |

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(K) AWARD TYPE

| Award Type | Description |
|--------------------------|--|
| Quality Excellence Award | Only one Quality Excellence Award will be presented to a project within the territorial limits of Hong Kong Special Administrative Region with outstanding OVERALL quality that is judged to be the BEST among all the Grand Award Winners. |
| Grand Awards* | There will be a Grand Award Winner(s) for each nomination category. This is the highest recognition to projects at the category level. |
| Merits* | There will be recognition of merit(s) for each nomination category. |
| Finalists* | There will be recognition of finalist(s) for each nomination that has passed the first screening, site visits and that has been presented at the Finalist Presentation to Jury Panel cum Conference. |

* QBA 2018 Organizing Committee reserves the right not to bestow an award if the Jury Panel deems that no nomination is worth receiving that particular award. The decision of the Jury Panel shall be final.

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(L) DETAILS OF SUBMITTED BUILDING

| Details of Submitted Building | | |
|---|-----------------------------|-------------------|
| Name of Building: (English) | Name of Building: (Chinese) | |
| Full Address of Building: | | |
| Date of Substantial Completion of Building: | Site Area: | Gross Floor Area: |
| Categories of Award*: Hong Kong Residential (Single Building) / Hong Kong Residential (Multiple Buildings) / Hong Kong Non-Residential (New Building – Government, Institution or Community) / Hong Kong Non-Residential (New Building – Non-Government, Institution or Community) / Hong Kong Building (Renovation / Revitalization) / Building Outside Hong Kong | | |
| Project Description (300 words or fewer) | | |

* Delete as appropriate

Notes:

1. QBA 2018 Organizing Committee will present award to the above signed parties only. Therefore, please make sure all parties with significant contributions are included in the above list.
2. All information will be used and published subject to the original copy handed in from applicants.
3. **No replacement or changes are permitted to be made after submission.**

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(M) DETAILS OF APPLICATION

| Details of Application | |
|--|------------------|
| Company Name in English: | |
| Company Name in Chinese: | |
| Address: | |
| Name of Person-in-charge*: <i>*(The person-in-charge MUST be a member of a Hong Kong-based company)</i> | Position: |
| Telephone: | Fax: |
| Mobile Number: | Email: |
| Signature: | Date: |
| Information of Contact Person | |
| Name in English: | Name in Chinese: |
| Company Name: | Position: |
| Telephone: | Fax: |
| Mobile Phone: | Email: |
| Information of Nominator [Required by all nominations] | |
| Name of Nominator: | Company Name: |
| Telephone: | Mobile Number: |
| Email: | Signature: |

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(N) DETAILS OF PROJECT TEAM

Please make sure the content of this submission has been seen and agreed before you sign on this form.

* No replacement or changes are permitted to be made after submission.

| Client / Developer | | |
|---------------------|-------|------------|
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |
| Project Manager | | |
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |
| Project Architect | | |
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |
| Main Contractor | | |
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |
| Structural Engineer | | |
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |

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| Quantity Surveyor | | |
|------------------------------|-------|---------------------------|
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |
| Building Services Engineer | | |
| Firm Name* | | Tel. No. |
| | | Mobile No. |
| Address | | Fax No. |
| | | Email |
| Contact person | Dated | Signed # |
| Other Team Member (Optional) | | |
| Firm Name* | | Nature / Function of Work |
| | | Tel. No. |
| Address | | Fax No. Mobile No. |
| | | Email |
| Contact person | Dated | Signed # |
| Other Team Member (Optional) | | |
| Firm Name* | | Nature / Function of Work |
| | | Tel. No. |
| Address | | Fax No. Mobile No. |
| | | Email |
| Contact person | Dated | Signed # |
| Other Team Member (Optional) | | |
| Firm Name* | | Nature / Function of Work |
| | | Tel. No. |
| Address | | Fax No. Mobile No. |
| | | Email |
| Contact person | Dated | Signed # |

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(O) DECLARATION of the APPLICANT

1. I/We have carefully read and understood all the content from Part A to Part J of the "Nomination form" before completing the form.
2. I/We undertake to comply with the relevant requirements/arrangements contained therein set out by the Quality Building Award 2018.
3. I/We agree that the information provided in this Application Form may be used by the QBA for statistical survey or research or promotion, and I/we may be contacted for such a purpose.
4. All the above particulars furnished in this Application Form are true and correct.
5. The submission will be disqualified if it does not fulfill any parts of the mentioned declaration.

Name of Person-in-Charge:

Company Name:

Signature:

Date:
