

# Nomination Form

## Quality Building Award 2004



### Conditions

1. The nominated projects must be within the territorial limits of the Hong Kong Special Administrative Region with no limitation in size, nature and cost.
2. The nominated buildings should be practically completed. That is, either Occupation Permits (OP or Phased OP), Acknowledgement letters on BA14 or Certificates of Completion (in the case of Government/HA projects) was issued in the period between 1 January 2001 and 30 June 2003.
3. Should any composite building be nominated, it has to be submitted as ONE project.
4. Project teams of composite buildings can choose to enter their nominations for either award categories subject to final approval by the QBA2004 Organizing Committee.
5. Each Project Team can submit more than one nomination.
6. The QBA2004 Organizing Committee reserves the ultimate right to make final and binding decisions on the eligibility of all applications.
7. The Project Team is required to make a presentation to the Jury once they are short listed by the Organizing Committee.
8. The decision of the Jury is final.
9. The nominations with duly completed and signed nomination forms together with supporting document and photo of the nominated buildings, must be submitted to the Quality Building Award 2004 Secretariat Office: Room 2712, 27/F, C C Wu Building, 302-308 Hennessy Road, Wanchai, Hong Kong (Tel: 852-2372-0090) on or before 12:00 noon, Wednesday 31 March 2004. No consideration would be given to any late submission.

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### **Nomination Format**

- a) All nominations, including text and supporting materials, should be bind into A3-sized (420mm wide x 297mm high) booklets for submission.
- b) All nomination forms and texts should be written in English. The following supporting documents are considered as valid illustrations of projects and can be attached and submitted together with completed nomination forms:
  - Drawings;
  - Photos;
  - Plans;
  - Charts and graphs; and
  - Master programs.
- c) A maximum of 10,000 words can be submitted to illustrate the merits under the following 10 selection criteria:
- d) A maximum of 20 pages of supporting materials can be submitted for each nominated project.
- e) Nominations should be submitted in ELEVEN hardcopies and accompanied by ONE digital copy (i.e. DVDs, VCDs, CD-ROMs, etc.).
- f) The QBA2004 Organizing Committee reserves the right to reproduce, print, publish the material submitted in either paper or electronic format, or for any use in association with this event.

Note: The information obtained will be strictly confidential which will be used for this Award only.

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## Assessment of Nominations

The assessment of nominations will be conducted in two stages:

- ☞ Stage One: Nominated projects will be assessed with the ten judging criteria. Site visits will be conducted for a maximum of six potential finalists from each category.
- ☞ Stage Two: Three finalists from each award category will conduct final presentations to the Jury Panel for selection of ONE QBA winner from each category.

The selection criteria are as follows:

<p><b>a) Quality</b></p> <ul style="list-style-type: none"> <li>- Vision &amp; desire for quality</li> <li>- Clear project requirements &amp; expectation</li> <li>- Use of materials</li> <li>- Workmanship</li> <li>- Customer focus</li> <li>- Quality management</li> </ul>	<p><b>b) Teamwork</b></p> <ul style="list-style-type: none"> <li>- Delegation &amp; trust</li> <li>- Rapport</li> <li>- Partnering approach</li> <li>- Continual Improvement</li> <li>- Working relationship with sub-contractors &amp; suppliers</li> <li>- Total risk management</li> </ul>	<p><b>c) Design</b></p> <ul style="list-style-type: none"> <li>- Aesthetic</li> <li>- Design theory &amp; concept</li> <li>- Engineering concept</li> <li>- Site utilization</li> <li>- Context / contributions to urban development</li> <li>- Socio-cultural response</li> <li>- Clarity in design</li> <li>- Design features</li> <li>- Cohesiveness</li> <li>- Buildability</li> <li>- Flexibility for future needs</li> <li>- Barrier-free access</li> <li>- Interior design</li> </ul>	<p><b>d) Innovation</b></p> <ul style="list-style-type: none"> <li>- Open-minded to innovation</li> <li>- Application of technologies (construction, IT, management technologies, etc)</li> <li>- Employment &amp; application of building method</li> <li>- Intelligent building management</li> <li>- Contractor's proposal (interesting designs)</li> </ul>	<p><b>e) Cost</b></p> <ul style="list-style-type: none"> <li>- Financial commitment</li> <li>- Economy</li> <li>- Cost planning approach</li> <li>- Estimating accuracy</li> <li>- Pre-contract cost control</li> <li>- Post-contract cost control</li> <li>- Value engineering</li> </ul>
<p><b>f) Environmental Friendliness / Sustainability</b></p> <ul style="list-style-type: none"> <li>- Environmental strategy &amp; control</li> <li>- Environmental friendliness</li> <li>- Durability</li> <li>- Energy efficiency</li> <li>- Sustainability</li> <li>- Participation in HK Beam</li> <li>- Waste management</li> </ul>	<p><b>g) Safety, Health &amp; Hygiene</b></p> <ul style="list-style-type: none"> <li>- Construction Design Management</li> <li>- Safety &amp; Health management</li> <li>- Occupation Health and Safety</li> <li>- Construction Hazard Identification</li> <li>- Risk control &amp; assessment</li> <li>- Health and Safety awareness</li> <li>- Safety in future maintenance</li> </ul>	<p><b>h) Project Management</b></p> <ul style="list-style-type: none"> <li>- Planning &amp; programming</li> <li>- Monitoring of development programme</li> <li>- Construction management</li> <li>- Tender &amp; contract strategies</li> <li>- Claims &amp; dispute resolution</li> <li>- Leadership</li> <li>- Site supervision team</li> </ul>	<p><b>i) Social &amp; Ethical</b></p> <ul style="list-style-type: none"> <li>- Social accountability</li> <li>- Ethical commitment &amp; good practices</li> <li>- Caring for people</li> <li>- Integration with local community</li> </ul>	<p><b>j) Customers Satisfaction</b></p> <ul style="list-style-type: none"> <li>- Serviceability</li> <li>- Extent of and response to defects</li> <li>- Performance</li> <li>- Conformance to design standard</li> <li>- Reliability</li> <li>- Maintainability</li> <li>- Feedback system</li> <li>- Marketability</li> <li>- Standard of property management</li> </ul>

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<b>Details of Submitted Building</b>		
Name of Building: (English)	(Chinese)	
Full postal address of Building:		
Date of Practical Completion of Building:	Site Area:	Gross Floor Area:
Building Type*: (Public Amenity / Residential / Utility / Transport / Commercial / Industrial / Institution / Others_____)	Category of Award*: Residential / Non-Residential	
Project Description (Not more than 300 words)		
<b>Details of Application</b>		
Firm Name:	Telephone	Fax:
Address:		
Name of Contact Person: (English)	Chinese	
Signed	Dated	

\* Delete as appropriate

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## Details of Project Team

	Firm Name	Address	Tel. No.	Fax No.	Contact person	Dated	Signed #
Client / Developer							
Project Manager							
Project Architect							
Building Services Engineer							
Structural Engineer							
Quantity Surveyor							
Main Contractor							
Other Team Members (Optional, maximum 3)							

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