

# Quality Building Award 2016 Nomination Form

Page 1 of 12

## (A) INTRODUCTION OF QUALITY BUILDING AWARD

The Quality Building Award is a biennial award giving public recognition to buildings of outstanding quality 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 Slogan for Quality Building Award 2016 is “New Horizons for Superiority”. The Quality Building Award 2016 is jointly organized by nine leading professional organizations:

**The Hong Kong Construction Association [Co-Chair of QBA 2016]**

**The Hong Kong Institute of Construction Managers [Co-Chair of QBA 2016]**

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers (Building, Building Services and Structural Division)

The Hong Kong Institute of Housing

The Hong Kong Institute of Surveyors

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 (QBA) 2016 is open for nominations under the following six categories:

CATEGORIES	NOMINATION REQUIREMENTS
1) Hong Kong Residential (Single Building)	<ul style="list-style-type: none"><li>– Nominated new building must be a single independent structure not part of a complex containing other buildings.</li><li>– Major Function of the nominated building must be for residential use.</li></ul>
2) Hong Kong Residential (Multiple Buildings)	<ul style="list-style-type: none"><li>– Nominated new buildings must be a group of buildings of similar kinds, which form a residential complex.</li><li>– Major Function of the nominated multiple buildings must be for residential use.</li></ul>
3) Hong Kong Non-Residential (New Building)	<ul style="list-style-type: none"><li>– Major Function of the nominated new building must be for non-residential use or include non-residential use.</li></ul>
4) Hong Kong Building (Renovation / Revitalization)	<ul style="list-style-type: none"><li>– Nominated existing building must have undergone and completed a renovation, restoration, revitalization or similar process to its physical structure and/or communal facilities.</li><li>– Nominated existing building could be for residential or non-residential use.</li></ul>

# Quality Building Award 2016 Nomination Form

Page 2 of 12

---

5) Building Outside Hong Kong (Residential)	<ul style="list-style-type: none"><li>– Nomination must be outside the territorial limits of the Hong Kong Special Administrative Region.</li><li>– Major Function of the nominated multiple buildings must be for residential use.</li></ul>
6) Building Outside Hong Kong (Non-Residential)	<ul style="list-style-type: none"><li>– Nomination must be outside the territorial limits of the Hong Kong Special Administrative Region.</li><li>– Major Function of the nominated new building must be for non-residential use or include non-residential use.</li></ul>

---

\* Nominated buildings should be practically completed in the period between 1 January 2012 and 30 June 2015, supported by the document certified by client on completion.

## (C) ELIGIBILITY

1. Nominated buildings (except for Building Outside Hong Kong Categories) must be within the territorial limits of the Hong Kong Special Administrative Region of the People's Republic of China.
2. Nominated buildings should be practically completed. That is, eligible buildings should possess either Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Certificates of Completion (in the case of Government/HA projects) within the specified period as stated in the submission requirements.
3. A partially completed building would 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 2016 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 submitted nomination in the Quality Building Award held in previous years.
7. At least one of the project teams practically involved in the nominated buildings should be a Hong Kong based company.
8. QBA 2016 Organizing Committee reserves the ultimate right to make final and binding decisions on the eligibility of all applications.
9. QBA 2016 Organizing Committee reserves the right not to bestow an award if the Jury Panel considers no nomination is worth receiving an award.
10. Project Teams are required to conduct a final presentation to QBA 2016 Jury Panel once they are short-listed by the Organizing Committee.
11. The decision of the Jury Panel shall be final for the awards assignment.

# Quality Building Award 2016 Nomination Form

Page 3 of 12

## (D) NOMINATION DEADLINE & SUBMISSION DETAILS

1. Submission Deadline:  
On or before 12:00 noon (Hong Kong Time / GMT +8), Friday, 6 November 2015  
**(Late submission will NOT be considered.)**
2. Nomination documents & materials (refer to Session (G) for details) need to be delivered to  
**QBA 2016 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 also.

## (F) REQUIRED NOMINATION DOCUMENTS / MATERIALS

1. Duly completed and signed Nomination Form
2. Payment cheque (HKD6,000.00 / nomination) payable to **"The Hong Kong Construction Association, Ltd."**
3. Hard Copy of Occupation Permit
  - Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Certificates of Completion (in the case of Government/HA projects) of nominated project.
4. 1 Hard Copy (no binding) and 2 digital copies (i.e. DVDs, VCDs, CD-ROMs, etc.) **MUST** contain:
  - a) Soft copy of nomination document in ".pdf" format.
  - b) Soft copy of Occupation Permits (OP or Phased OP), Acknowledgement letters on BA14 or Certificates of Completion (in the case of Government/HA projects) of nominated project.
  - c) Nomination document with the followings:
    1. A maximum of **10,000 words** to illustrate the merits under the judging criteria. (refer to Session (I) for details)
    2. A maximum of **20 pages in A3 Landscape size** of content materials for each nominated project.
  - d) Min. 6 electronic image files showing the entry project. [Format: in ".tiff" or ".jpg" format and image resolution no less than 350 dpi]

Notes:

# Quality Building Award 2016 Nomination Form

Page 4 of 12

1. All submissions should be written in **English**. [Supplement with Chinese content if required]
2. QBA 2016 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 QBA 2016.
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 2016 COMMEMORATIVE SOUVENIR PRODUCTION AND PROMOTION FOR FINALISTS**

**HKD20,000.00** will be collected from each finalist as a Participation Fee for production of the QBA 2016 Commemorative Souvenir for all Finalists in addition to the nomination fee mentioned above.

### **(H) REQUIRED MATERIALS FROM FINALISTS**

A 20 to 25 seconds video will be collected from the nominees who entered the finalist round. The video introduces the project, will be played at the Award Banquet. Submission deadline will be early April 2016.

# Quality Building Award 2016 Nomination Form

Page 5 of 12

## (I) JUDGING CRITERIA FOR ALL AWARD CATEGORIES:

<p><b>1. Vision and Teamwork (16 marks)</b></p> <ul style="list-style-type: none"><li>1.1 Vision on quality</li><li>1.2 Overview of project requirements</li><li>1.3 Teamwork and project management</li><li>1.4 Financial and contract management</li><li>1.5 Total quality and risk management</li><li>1.6 Quality improvement</li><li>1.7 Social and Cultural harmony with neighboring community</li></ul>
<p><b>2. Design and Innovation (20 marks)</b></p> <ul style="list-style-type: none"><li>2.1 Design and materials consideration for long-term upkeep of building</li><li>2.2 Site planning, neighborhood and cityscape considerations</li><li>2.3 Distinctive feature beyond statutory requirements and general practices</li><li>2.4 Design innovations, aesthetic and distinction</li><li>2.5 Engineering design for quality, build ability and durability</li><li>2.6 Solutions for challenges</li></ul>
<p><b>3. Construction (16 marks)</b></p> <ul style="list-style-type: none"><li>3.1 Construction processes, technique, building technologies, choice of materials and quality workmanship</li><li>3.2 Project management and organization, and integration</li><li>3.3 Safety, Health, Environment and Quality (during the construction stage)</li></ul>
<p><b>4. Project Cost &amp; Budget (16 marks)</b></p> <ul style="list-style-type: none"><li>4.1 Cost and benefit in Structural design/ E&amp;M design/ Facility Management/ Architectural design/ Construction</li><li>4.2 Intangible benefits, e.g. image, brand etc.</li><li>4.3 Tangible benefits, e.g. financial, physical etc.</li><li>4.4 Operation, maintenance and repair costs</li><li>4.5 Cost for sustainability, e.g. life cycle etc.</li><li>4.6 Procurement strategy, arrangement and documentation</li></ul>
<p><b>5. Environmental Considerations (16 marks)</b></p> <ul style="list-style-type: none"><li>5.1 Environmental impact and sustainability</li><li>5.2 Energy efficiency and life-cycle</li><li>5.3 Waste management and recycling</li><li>5.4 Construction and occupational health and safety management and training</li><li>5.5 Safety features cater for maintenance and service (specifically on the societal impact of the whole project)</li><li>5.6 Greening and carbon emission reduction</li></ul>
<p><b>6. Post-Occupancy Considerations (16 marks)</b></p> <ul style="list-style-type: none"><li>6.1 Occupiers' response and customer satisfaction</li><li>6.2 Corporate governance and social responsibility</li><li>6.3 Serviceability and performance outcome and community contribution</li><li>6.4 Operation and maintenance features and cost effectiveness</li><li>6.5 Functionality, flexibility and adaptation for changes</li></ul>

\* Zero point will be given if no information is provided under the relevant section.

# Quality Building Award 2016 Nomination Form

Page 6 of 12

## (J) SCHEDULE

Date	Key Milestone
22 June 2015	Nominations for the Quality Building Award 2016 Start
6 November 2015 12:00 noon	Nomination deadline
The Jury / Assessment Process	
November 2015	<b>Stage I First Screening</b> <ul style="list-style-type: none"> <li>● Nominated projects will be screened in accordance with the judging criteria and will be short-listed to enter into Stage II</li> </ul>
16, 17 January 2016	<b>Stage II Site Visits</b> <ul style="list-style-type: none"> <li>● Site visits will be conducted for short-listed projects from each category (except for “Building Outside Hong Kong” categories).</li> <li>● Finalists will be selected to enter into Stage III.</li> </ul>
18, 19 March 2016	<b>Stage III Finalists Presentation to Jury Panel cum Conference</b> <ul style="list-style-type: none"> <li>● The finalists from each award category will conduct finalist presentations to the Jury Panel.</li> </ul>
24 June 2016	<b>QBA 2016 Award Presentation Banquet</b> <ul style="list-style-type: none"> <li>● Awards winners will be officially announced at the Award Presentation Banquet</li> </ul>

# Quality Building Award 2016 Nomination Form

Page 7 of 12

## (K) AWARD TYPE

Award Type	Description
Quality Excellence Award	<b>ONLY One</b> Quality Excellence Award will be presented to a project within the territorial limits of Hong Kong Special Administrative Region with outstanding <b>OVERALL</b> quality and is the <b>BEST</b> 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 who has / have passed the first screening, site visits and delivered a presentation at the Finalist Presentation to Jury Panel cum Conference.

\* QBA 2016 Organizing Committee reserves the right not to bestow an award if the Jury Panel considers no nomination is worth receiving that particular award. The decision of the Jury Panel shall be final.

# Quality Building Award 2016 Nomination Form

## (L) DETAILS OF SUBMITTED BUILDING

Details of Submitted Building		
Name of Building: (English)	Name of Building: (Chinese)	
Full 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_____		
Categories of Award*: Hong Kong Residential (Single Building) / Hong Kong Residential (Multiple Buildings) / Hong Kong Non-Residential (New Building) / Hong Kong Building (Renovation / Revitalization) / Building Outside Hong Kong (Residential) / Building Outside Hong Kong (Non-Residential) Category		
Project Description (Not more than 300 words)		

\* Delete as appropriate

**Notes:**

1. QBA 2016 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 could be made after submission.**



# Quality Building Award 2016 Nomination Form

Page 9 of 12

## (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 Nominee [Required by all nominations]	
Name of Nominee:	Company Name:
Telephone:	Mobile Number:
Email:	Signature:

# Quality Building Award 2016 Nomination Form

## (N) DETAILS OF PROJECT TEAM

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

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 #

# Quality Building Award 2016 Nomination Form

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 #

# Quality Building Award 2016 Nomination Form

Page 12 of 12

## (O) DECLARATION of the APPLICANT

1. I/We have read carefully 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 2016.
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

**Name of Person-in-Charge:**

**Company Name:**

**Signature:**

**Date:**

---

---

---

---

---

---