



THE HONG KONG INSTITUTE OF  
**SURVEYORS**

香港測量師學會

建築測量組 Building Surveying Division



**BUILDING  
SURVEYOR  
AWARDS 2015**

**CALL FOR  
ENTRY  
N O W**

**Nomination Deadline:**

**5pm (Hong Kong Time / GMT +8)**

**31 March 2015**

Sustainability

\* Early-bird Nomination (by 5pm on 31 January 2015):

**10% early-bird discount is offered**

Expert Witness

Site Planning

Innovation

**Project Management**

Maintenance Management

**Building Control**

Facilities Management

Building Passive Design

# Nomination Kit - Building Surveyor Awards 2015

(Updated on 31 October 2014)

## Introduction

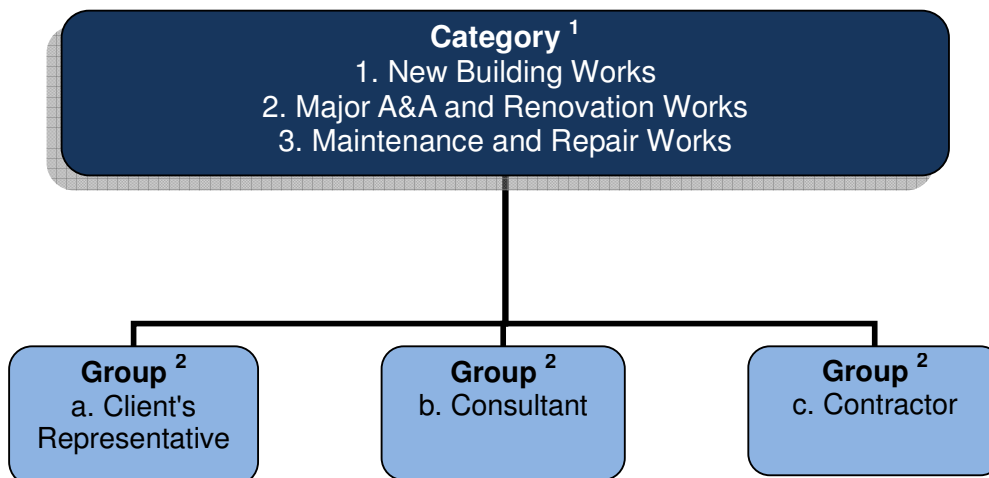
**Building Surveyor Awards 2015** (BSA 2015) is organized by Building Surveying Division of the Hong Kong Institute of Surveyors (BSD HKIS) to give public recognition to preeminent projects in terms of design, innovation, management, sustainability and achievement with substantial contribution by Building Surveyors.

Building Surveyor Awards 2015 (BSA 2015) is introduced by BSD HKIS with the following objectives:

- To provide recognition to preeminent projects with substantial contribution by Building Surveyors of the public and private sectors
- To commend the contribution of Building Surveyors
- To promote the expertise of Building Surveyors to the public
- To promote distinguished practice of Building Surveying

## 1. Categories

**Building Surveyor Awards 2015** is open for nomination under the following categories.\*



\*There are 3 groups in each category (total 9 awards).

A Grand Award will be granted to one of the winning projects of all categories.

### <sup>1</sup> Definition for the 3 Categories

#### 1. New Building Works

Projects under this category should include those resulting in “new building” as defined in Buildings Ordinance apart from that resulting from an addition and/or alteration (A&A) works of existing buildings; Capital Building Projects under Public Works Programme.

#### 2. Major A&A and Renovation Works

Projects under this category should include those “new building” resulting from an A&A works of existing buildings; A&A works to existing buildings not resulting to a new building but involving a change in use, as defined in Buildings Ordinance or Improvement Works, Alteration and Addition Works and Fitting out works in Public Buildings.

### 3. Maintenance and Repair Works

In addition to common maintenance and repair works for buildings, projects under this category should also include refurbishment projects for both private and public buildings. Usually there will not be substantial change of use and the existing structure will be retained with minimal alteration although internal and or external finishes may be changed.

## <sup>2</sup> Definition for the 3 Groups

### 1. Client's Representative

Project teams under this group should include the in-house professional team of client/ developer and project management consultant with substantial contribution by professional building surveyors which assume the control and supervision over a project on behalf of the client.

### 2. Consultant

Project teams under this group may include those providing consultancy services with substantial contribution by professional building surveyors in design aspect, authorized person, etc. except project management which should be included in the group for Client's Representative.

### 3. Contractor

Project teams under this group should include those with substantial contribution by professional building surveyors in construction companies of any discipline.

## 2. Assessment Criteria

### 2.1 Expertise of Building Surveyors (30%)

- The leading role of Building Surveyors in the nominated project
- The use of professional expertise relevant to the Building Surveying discipline to achieve a quality result

### 2.2 Design & Innovation (25%)

- New design and/or innovative approaches are adopted for delivering a better outcome / result in terms of quality, functions, performance buildability and durability.
- Site planning, neighborhood and cityscape considerations
- Solutions for challenges

### 2.3 Project Management (10%)

- Project management and organization, and integration
- Effective coordination of skillsets among members of the project team and with stakeholders
- Time management
- Budget management

### 2.4 Sustainability (10%)

- Building passive design
- The approaches that are adopted and used based on the principles of sustainability during the construction, management, operation and maintenance of the nominated project.

### 2.5 Outcome & Achievement (25%)

- The indicators for measuring the success.
- The measurement between the expectation and the results
- The challenges faced and overcome by the project team
- Recognition from stakeholders, communities and professional institutions in Hong Kong and/or overseas

### **3. Eligibility**

1. Nominated projects should be practically completed in the period between 1 April 2010 and 31 March 2015. No partially completed project would be accepted
2. Nominated projects must be within the territorial limit of the Hong Kong Special Administrative Region of the People's Republic of China.
3. Nominated projects are subject to no limitation in size and cost.
4. Each company / project team can submit more than one nomination for different projects.
5. As the Awards are to give recognition to Building Surveyors' roles in different professional capacities, nominations for different groups may be submitted for each nominated project.
6. Company / project team is required to submit the supporting documents such as organization chart to demonstrate the leading role of the Building Surveyor in the project.
7. Individual nomination is not accepted.
8. Company / project team cannot submit nomination for the Grand Award. The Grand Award will be chosen in the final round of assessment by the Jury Panel.
9. Organizer reserves the rights to request the company / project team to submit the Occupation Permits (OP or Phased OP), acknowledgement letters or certificates to prove that the nominated projects are practically completed.
10. Applicants are required to get the authorized signature and chop from the client / developer to seek their consent for nomination.

### **4. Jury Panel**

For each category, the organizer will form a Jury Panel to assess the shortlisted projects and recommend projects with awards and merits as appropriate. A Grand Award will be granted to one of the winners of all categories. The composition of Jury Panel is to include eminent persons from the following sectors:

- Government
- Statutory bodies
- Academia
- President / Chairman or representative of professional institutions

### **5. Required Documents & Submission Format**

1. Crossed cheque payable to "Surveyors Services Limited"
2. 6 sets of duly completed and signed nomination form
3. 6 sets of duly completed project team details
4. 6 sets of technical presentation materials (a maximum of 8 pages in A3 size) to describe the project in response to the respective list of assessment criteria.
5. 6 digital copies saved in CD-ROM which contains:
  - items 2 & 3 above in "jpg" or "pdf" format
  - Item 4 in "pdf" or "jpg" or "tiff" format and the image resolution is no less than 350dpi

Notes:

1. All submission should be written in English. [supplement with Chinese content if required]
2. All the materials will not be returned to the applicant after submission.
3. BSA 2015 Organizing Committee reserves the right to reproduce, print, publish the materials submitted in either paper or electronic format, or for any use in association with BSA.
4. The information obtained will be used for BSA only.
5. Applicants are required to submit the form of withdrawal of application and pay HK\$1,000 administration fee per time for re-submission (if needed) before 31 March 2015 5 pm.

## 6. Nomination Fee

- HK\$4,000 will be collected for each nominated project.
- Nomination fee must be submitted with the duly completed and signed nomination form
- Nomination fee is non-refundable once the nomination is submitted.
- Nomination fee must be made by crossed cheque and made payable to “Surveyors Services Limited”

## 7. Submission Details

**Deadline:** 5 pm on 31 March 2015 (late submission will NOT be considered.)

**Early-bird Nomination:** Interested parties can submit the nomination form and the nomination fee by 31 January 2015 for enjoying the early-bird discount of 10% and submit all the required documents by 5pm on 31 March 2015.

Complete nomination submission with all required documents, including forms and nomination fee must be delivered to:

### Secretariat Office of BSA 2015

Attn: Ms. Connie Kwong / Yvonne Cheung  
Flat A, 14/F, Fui Nam Building,  
No.49-51 Connaught Road West,  
Sheung Wan, HK

## 8. Key Dates

<b>1 November 2014</b>	Open for nomination
<b>1 November 2014 – 31 January 2015 5 p.m.</b>	Deadline for Early-bird nomination
<b>31 March 2015 5 p.m.</b>	Deadline for Nomination and Required Documents Submission
<b>The Jury / Assessment Process</b>	
<b>20 April 2015</b>	First screening on all nominations by Jury sub-committee (projects will be shortlisted for second screening in the form of site visits)
<b>24 April 2015</b>	Announcement of finalists
<b>9 or 16 or 23 May 2015</b>	Site visits to finalists projects by Jury Panel
<b>12 or 19 or 28 May 2015 evening</b>	Finalists' presentation to Jury Panel cum CPD event
<b>18 June 2015</b>	Building Surveyor Awards 2015 Presentation Ceremony

### Enquiries

**For enquires, please contact:**

Secretariat Office of BSA

Ms. Connie Kwong / Ms. Yvonne Cheung

Tel: +852 3421 1462 / Email: [hkis@redasia.com.hk](mailto:hkis@redasia.com.hk)

# HKIS Building Surveyor Awards 2015 Nomination Form

## I. Details of Submitted Building

\* Please  an appropriate box below

<b>Categories of Award*:</b>		
<input type="checkbox"/> New Building Works	<input type="checkbox"/> Major A&A and Renovation Works	<input type="checkbox"/> Maintenance and Repair Works
<b>Group*:</b>		
<input type="checkbox"/> Client's Representative	<input type="checkbox"/> Consultant	<input type="checkbox"/> Contractor
<b>Name of Building: (English):</b>		<b>Name of Building: (Chinese):</b>
<b>Building Address:</b>		
_____		
_____		
_____		
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories		
<b>Date of Practical Completion of Building #:</b> #Nominated Building must be practical completed from 1 April 2010 to 31 March 2015  __ / __ / ____ (dd / mm / yyyy)		<b>Site Area, hectares (approx.):</b>
<b>Gross Floor Area, m<sup>2</sup> (approx.):</b>		<b>Gross Floor Area Above Ground, m<sup>2</sup> :</b>
<b>Number of Floors above Grade:</b>		<b>Approximate Final Population:</b>
<b>Building Type*:</b>		
<input type="checkbox"/> Public Amenity <input type="checkbox"/> Residential <input type="checkbox"/> Utility <input type="checkbox"/> Transport <input type="checkbox"/> Commercial		
<input type="checkbox"/> Industrial <input type="checkbox"/> Institution <input type="checkbox"/> Others: _____		
<b>Project Description (Not more than 300 words):</b>		
<b>Relevant achievement / awards / record of publication in local and international journals, etc.:</b>		

## II. Details of Application

\* Please  an appropriate box below

### Applicant:

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b> <hr/> <hr/> <hr/>	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>
<b>Authorized Signature &amp; Chop:</b>	<b>Date:</b>

### Client / Developer:

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b> <hr/> <hr/> <hr/>	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>
<b>Authorized Signature &amp; Chop:</b>	<b>Date:</b>

**Project Manager:**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Architect:**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Civil & Structural Engineer:**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>



**Building Services Engineer:**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Quantity Surveyor:**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Main Contractor:**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Other Team Member (Optional):**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Other Team Member (Optional):**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>

**Other Team Member (Optional):**

<b>Company Name: (English):</b>	<b>Company Name: (Chinese):</b>
<b>Address:</b>  _____  _____  _____	
<input type="checkbox"/> Hong Kong Island <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	
<b>Contact Person:</b>	<b>Position:</b>
<b>Tel. No.</b>	<b>Mobile No.:</b>
<b>Fax no.:</b>	<b>Email:</b>