

## Construction Management Awards

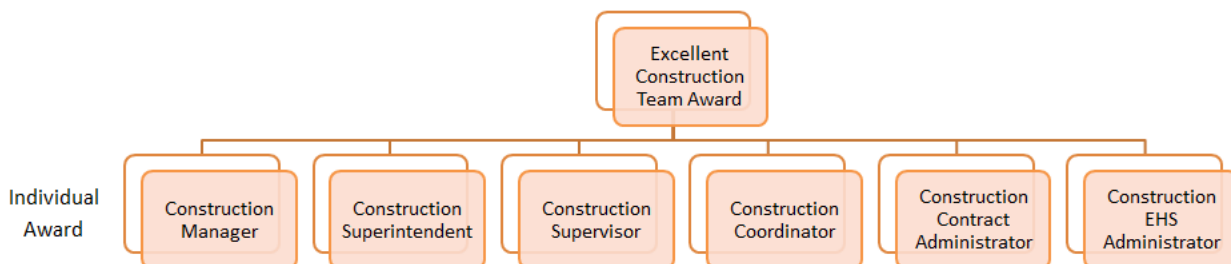
### (A) INTRODUCTION

There are more than 1,000 construction projects in Hong Kong per year and we aim to attract all talents from the region to promote professionalism in construction management. Organised by the Hong Kong Institute of Construction Managers (HKICM), the Construction Management Awards (CMA) honours construction management teams and individuals with exceptional performance and accomplishments for construction projects in terms of project management, complexity and innovation, time management, safety, health and environmental management, and financial management, which are the principles of a architectural project.

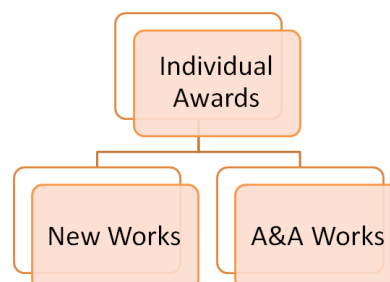
A construction team requires many talented individuals in order to achieve the best results. The HKICM would like to extend an invitation to all Hong Kong construction management professionals to participate in the Construction Management Awards. This is the perfect opportunity for construction teams and team members to showcase their talents and accomplishments.

### (B) AWARDS

**Construction Management Awards 2016 (CMA) opens for nominations under the following categories.** All nominees are required to submit an entry for the Excellent Construction Team Award in order to enrol in the individual awards (total 13 awards).



All individual awards are open to anyone working within the scope of work as designated by the award category, and the awards will be classified in terms of New Works and A&A Works. **ONLY One** Award will be granted in each category to nominees judged as the best and as having the most outstanding qualities.



THE HONG KONG INSTITUTE OF CONSTRUCTION MANAGERS  
**Construction  
Management Awards  
2016**

Takes up challenges for better tomorrow  
專業營造管理 · 成就宏業千載

Award presentation ceremony

6 Jan 2017 (Friday)

Nomination opens

28 July 2016 (Thursday)

Nomination close

14 October 2016, noon (Friday)

**Enquiries:**

Please contact Construction Management Awards 2016 Secretariat Office  
Ms Tennia Chung / Ms Cherry Li

T: +852 3159 2907 / +852 3159 2933 F: +852 2372 0490 E: [hkicm@creativegp.com](mailto:hkicm@creativegp.com)

Each Award Category's specific requirements are described below:

## 1. Excellent Construction Team

- To demonstrate the efficiency of the construction team in performing construction project administration and execution for success in project completion in terms of EHS, Quality, Time and Cost.

## 2. Construction Manager Award

- To lead and direct the team to assume responsibilities for all aspects of construction projects in accordance with the agreed method, procedure, budget and specifications, and regulatory compliance.
- To plan and coordinate work of main contractor, subcontractors, specialist contractors and suppliers.
- To coordinate with client, architects, engineers, surveyors, specialist consultants, contractors and Government Departments.
- To administrate, evaluate, review and report on EHS, quality, progress and cost of works and adjust relevant schedule as necessary.

## 3. Construction Superintendent Award

- To plan, organise, direct and coordinate all activities and resources on construction site for works completion. To execute works in respect with the agreed method, procedure, budget, specifications and EHS policies in collaboration with all parties and through team members.

## 4. Construction Supervisor Award

- To supervise, coordinate daily site activities under the general monitoring of the superintendent, in pursuit of works quality, progress and EHS.
- To receive and inspect materials and works.

## 5. Construction Coordinator Award

- To coordinate design, workability and durability of ABWF and or to coordinate design, installation, operation and maintenance of building services systems and equipment.

## 6. Construction Contract Administrator Award

- Continuously dealing with the contract, subcontracts and procurement for maintaining a healthy and reasonable financial environment.
- Handling of measurement, valuation, variations, claims and disputes.

## 7. Construction EHS Administrator Award

- To manage and maintain a risk management approach to support and implement company policies for "all incidents that can be prevented" in the aspects of environment, health and safety. To control and supervise, and ensure the systems of works are being complied with.

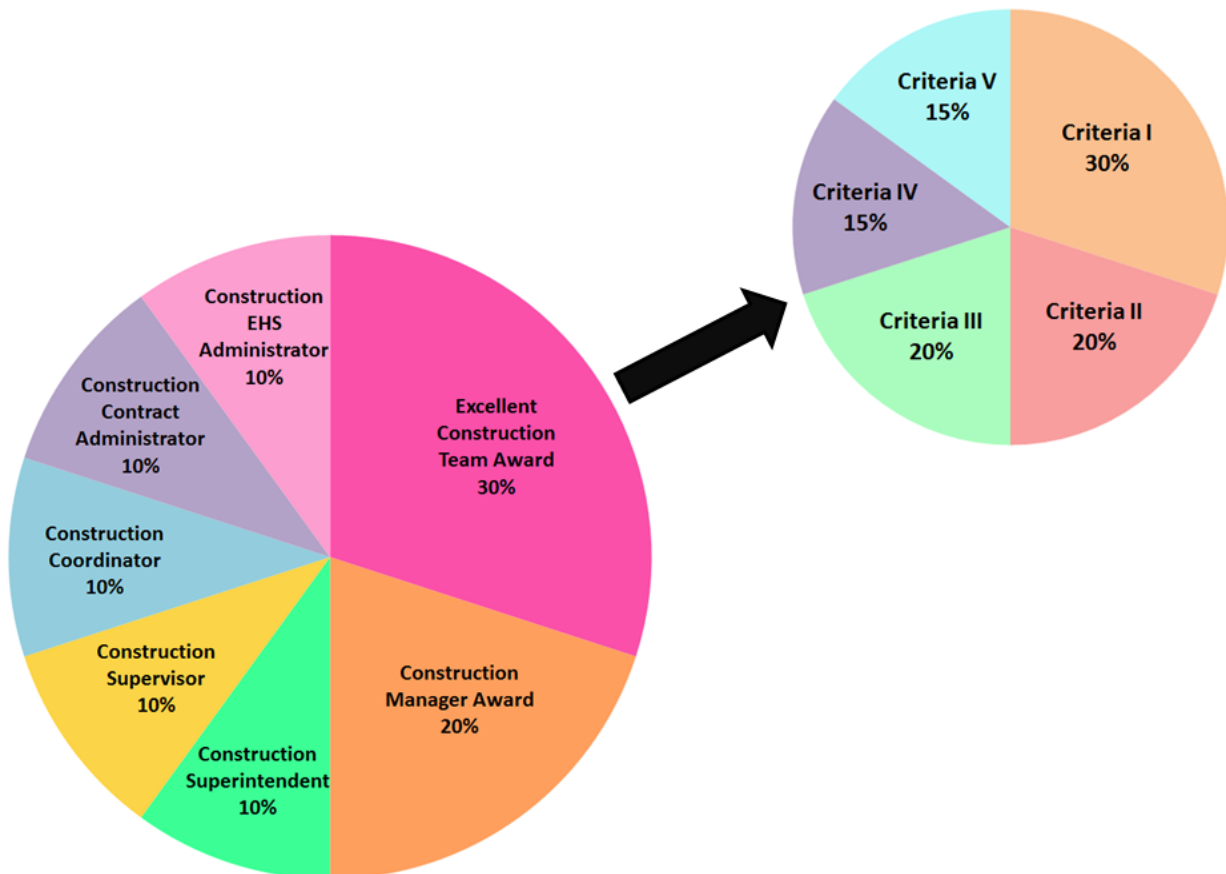
## (C) JUDGING CRITERIA

<p><b>I. Project Team Management, Organization and Integration</b></p> <ul style="list-style-type: none"> <li>To describe and demonstrate from the perspective of the team leader and team members, how work of individuals was connected to enable effective communication, correctness of information and efficient of execution.</li> <li>How the project was materialised and completed, elaborate the challengers faced, how they were handled, and what was learned or gained from the building process?</li> <li>An organisation chart of the team and associated project staff should be included to assist the judges in understanding the management structure of the project.</li> </ul>
<p><b>II. Degree of Project Complexity and Innovations</b></p> <ul style="list-style-type: none"> <li>Engineering and technical issues which had to be overcome or managed to ensure successful delivery of the project.</li> <li>Challenges that were faced and resolved during the course of construction.</li> <li>Any innovative methods, procedures, designs, materials for improving quality.</li> </ul>
<p><b>III. Time Management</b></p> <ul style="list-style-type: none"> <li>Application of Scheduling technique, considerations.</li> <li>Solutions for challenges to avoid hindering the progress of works.</li> <li>Application of technology, methods, innovations that benefitted to the construction time.</li> </ul>
<p><b>IV. Safety, Health and Environmental Management</b></p> <ul style="list-style-type: none"> <li>Performance of team leader, member on the project's EHS management.</li> <li>Policies and systems implementation, training and facilities.</li> <li>Construction processes, techniques, building technologies, choice of materials that benefit to EHS.</li> <li>Waste management and recycling, energy efficiency and life-cycle, and built environment sustainability.</li> <li>Greening and carbon emissions reduction.</li> </ul>
<p><b>V. Contract and Financial Management</b></p> <ul style="list-style-type: none"> <li>Main contract and subcontracts administration system.</li> <li>Financial and cost management, control system on variation.</li> <li>Handling of claims and disputes.</li> <li>Operation and maintenance costs.</li> <li>Procurement strategy, arrangement and documentation.</li> </ul>

\* Zero points will be given if information is not provided under each relevant section.

**(D) SCORING SYSTEM**

**1. Excellent Construction Team Award**



**Award Categories 2 – 7**

	<b>Criteria I</b>	<b>Criteria II</b>	<b>Criteria III</b>	<b>Criteria IV</b>	<b>Criteria V</b>
<b>Construction Manager Award</b>	40%	15%	15%	15%	15%
<b>Construction Superintendent</b>	10%	40%	20%	20%	10%
<b>Construction Supervisor</b>	10%	20%	40%	20%	10%
<b>Construction Coordinator</b>	10%	40%	30%	10%	10%
<b>Construction Contract Administrator</b>	10%	20%	20%	10%	40%
<b>Construction EHS Administrator</b>	10%	20%	20%	40%	10%

## (E) ELIGIBILITY

1. Nominees are required to submit an entry for the Excellent Construction Team Award (category 1) in order to enrol in the individual categories (category 2-7).
2. Nominated team's project value on New Works exceeds HKD20 million while A&A works exceeds HKD10 million.
3. Nominated team's projects must be within the territorial limits of the Hong Kong Special Administrative Region of the People's Republic of China.
4. Nominated team's project should be practically completed in the period between 1 July 2013 and 30 June 2016. That is, eligible building 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.
5. HKICM reserves the ultimate right to make final and binding decisions on the eligibility of all applications.
6. HKICM reserves the right not to bestow an award if the Jury Panel considers no nomination earned an award.
7. Project Teams are required to conduct a final presentation to Jury Panel once they are short-listed.
8. The decision of the Jury Panel shall be final for the awards assignment.

## (F) NOMINATION DEADLINE & SUBMISSION DETAILS

1. Submission Deadline:  
On or before 12:00 noon (Hong Kong Time / GMT +8), Friday, 14 October 2016  
**(Late submission will NOT be considered.)**
2. Nomination fee, documents and materials (refer to Section (H) for details) need to be delivered in-person to:  
**Construction Management Awards 2016 Secretariat Office**  
**Room 1106-08, 11/F, C. C. Wu Building,**  
**302-308 Hennessy Road,**  
**Wanchai, Hong Kong**  
**(Applications submitted by post, email or fax will NOT be considered.)**

## (G) NOMINATION FEE

1. **HKD10,000.00** 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.

## (H) REQUIRED NOMINATION DOCUMENTS / MATERIALS

1. Duly completed and signed Nomination Form
2. Payment cheque (HKD10,000.00 / nomination) payable to “**The Hong Kong Construction Managers, Limited**”
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. USB thumb drive) **MUST** contain:
  - a) Soft copy of nomination document in editable “.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:
    - i. For the Excellent Construction Team Award nomination, a minimum of **2,000 words** to illustrate the merits under the judging criteria. (refer to Session (C) for details)
    - ii. For each individual nomination, a minimum of **1,000 words** to illustrate the merits under the judging criteria. (refer to Session (C) for details)
    - iii. A maximum of **25 pages in A4 Portrait size** of content materials (including project or individual job description, images, illustrations, etc.) for each nominated team’s project.
    - iv. **Images** of the project must be provided with your submission (maximum of 15) [Format: in “.tiff” or “.jpg” format and image resolution no less than 350 dpi]. Submissions should include:
      - **The Projects:** before commencement of construction; at various stages of the construction process; and on completion.
      - **The Team and team members:** ensure that at least one image is provided of each team member and one group photo of the entire team.

### Notes:

1. All submissions should be written in **English**. [Supplement with Chinese content if required]
2. Nominees are required to save all individual award documents, the Excellent Construction Team Award documents and the application form at the end of this nomination kit. All items should be saved in separate folders in the USB thumb drive.
3. HKICM reserves the right to reproduce, print, publish the material submitted in either paper or electronic format, or for any use in association with Construction Management Awards 2016.
4. The information obtained will be used for this Award only.

## (I) SCHEDULE

Date	Key Milestone
28 July 2016	Nominations for the Construction Management Awards 2016 Start
14 October 2016 12:00 noon	Nomination deadline
<b>The Jury / Assessment Process</b>	
26 October 2016	<b>Stage I Completion for first screening</b> <ul style="list-style-type: none"> <li>All nominations will be screened by the Award Organising committee</li> <li>Project will be shortlisted for second screening in the form of presentation to Jury Panel</li> </ul>
5 November 2016	<b>Stage II Finalists Presentation to Jury Panel</b> <ul style="list-style-type: none"> <li>The finalists from each award category will conduct finalist presentations to the Jury Panel</li> </ul>
6 January 2017	<b>CMA 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>



## (J) DETAILS OF SUBMISSION

(i) Details of Submission		
Name of Project Team: (English)	Name of Project Team: (Chinese)	
Name of Project: (English)	Name of Project: (Chinese)	
Full Address of Project:		
Date of Practical Completion of Building:	Site Area:	Gross Floor Area:
Contract Value:		
Project Type (please "tick" as appropriate) <input type="checkbox"/> New Works <input type="checkbox"/> A&A Works		

**Notes:**

1. Construction Management Awards 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.

## (K) DETAILS OF APPLICATION

(ii) 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:
(iii) Information of Contact Person*	
Name in English:	Name in Chinese:
Company Name:	Position:
Telephone:	Fax:
Mobile Phone:	Email:

\*Please direct all future communications regarding project team and individual awards to contact person listed above.

## (L) DETAILS OF PROJECT TEAM MEMBERS

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

(iv) Construction Manager	
Name in English:	Name in Chinese:
Position:	Telephone:
Mobile Phone:	Email:
Personal Qualification (Not more than 200 words)	

(v) Construction Superintendent	
Name in English:	Name in Chinese:
Position:	Telephone:
Mobile Phone:	Email:
Personal Qualification (Not more than 200 words)	

(vi) Construction Supervisor	
Name in English:	Name in Chinese:
Position:	Telephone:
Mobile Phone:	Email:
Personal Qualification (Not more than 200 words)	

(vii) Construction Coordinator	
Name in English:	Name in Chinese:
Position:	Telephone:
Mobile Phone:	Email:
Personal Qualification (Not more than 200 words)	

(viii) Construction Contract Administrator	
Name in English:	Name in Chinese:
Position:	Telephone:
Mobile Phone:	Email:
Personal Qualification (Not more than 200 words)	

(ix) Construction EHS Administrator	
Name in English:	Name in Chinese:
Position:	Telephone:
Mobile Phone:	Email:
Personal Qualification (Not more than 200 words)	



## (M) DECLARATION of the APPLICANT

1. I/We have read carefully and understood all the content from Part A to Part L 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 Construction Management Awards 2016.
3. I/We agree that the information provided in this Application Form may be used by the CMA 2016 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:**

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**Company Name:**

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**Signature:**

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**Date:**

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