

The Hong Kong Institute of Surveyors Best Development and Conservation Award 2021

Application Form

(A) ABOUT THE BEST DEVELOPMENT AND CONSERVATION AWARD 2021

With the theme “Surveying Excellence in Development and Conservation”, HKIS Best Development and Conservation Award 2021 (HKIS BDCA 2021) is a pioneering award that recognises exceptional achievements and excellence of construction projects related to both development and conservation. This Award not only supports the Sustainable Development Goals 2015 set by the United Nations but also promotes the professional image of surveyors; recognises their efforts contributed to development and conservation; and raises the public awareness of conservation in development projects.

(B) AWARD CATEGORIES

HKIS BDCA 2021 is open to all types of development projects, including residential, commercial, and “Government, Institution or Community” (GIC) projects. The Award focuses on the use and application of surveying knowledge and/or professional expertise across the disciplines in the respective phases within the project development cycle, of which brought about economic, environmental and social sustainability.

Planning

- Project inception and project planning
- Land administration input and activities
- Town planning approvals, statutory approvals and engagement with local public bodies

Pre-construction

- Resources and financial arrangement
- Design development
- Procurement strategies and considerations

Construction

- Innovation and technology adoption
- Value and cost management
- Logistical arrangement and project management

Sales & Leasing

- Marketing concept development
- Sales and/or leasing strategies
- Marketing management

Post-occupation

- Innovation and technology adaptation
- Value enhancement
- Property/facility management
- Cultural and environmental conservation

(C) ELIGIBILITY

1. Applied projects must be within the territorial limits of the Hong Kong Special Administrative Region of the People's Republic of China.
2. Eligible projects should possess either Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Confirmation letter of Substantial Completion **between 1 January 2010 and 31 December 2019** (both dates inclusive) as stated in the submission requirements.
3. A partially completed project will not be accepted unless phasing of the project is rendered as a completed portion of a distinct project with possession of OP.
4. An HKD5,000 application fee will be collected for each submission and is non-refundable. Submission will only be considered valid upon confirmation of payment.
5. Project teams can choose to submit their application for more than one category subject to final approval by the BDCA 2021 Organising Committee.
6. At least one of the project teams of the applied project(s) should be a Hong Kong based company.
7. The BDCA 2021 Organising Committee reserves the ultimate right to make final and binding decisions on the eligibility of all applications.
8. The BDCA 2021 Organising Committee reserves the right to not bestow an award if the Jury Panel deems that no application has earned an award.
9. Project Teams are required to conduct a final presentation to the BDCA 2021 Jury Panel once they are shortlisted by the Organising Committee. Finalist qualification will be usurped if the project team is unable to present at the Finalist Presentation to Jury Panel.
10. The decision of the Jury Panel shall be final for the award assignments.

(D) APPLICATION DEADLINES & SUBMISSION DETAILS ELIGIBILITY

1. Submission Deadline:
12 noon (Hong Kong Time/GMT +8), Friday, 28 August 2020
(Late submissions will NOT be considered.)
2. Application documents & materials need to be delivered to
HKIS BDCA 2021 Secretariat
Room 1106-08, 11/F, C C Wu Building
302-308 Hennessy Road
Wanchai, Hong Kong

(E) APPLICATION FEE

1. **HKD5,000.00** will be collected for each applied project (one application in one category only).
2. The application fee is non-refundable once submitted.
3. The submitted application fee of any ineligible project or project will not be refunded.

(F) REQUIRED APPLICATION DOCUMENTS / MATERIALS

1. Payment cheque (HKD5,000.00/application) payable to “**Surveyors Services Limited**”
2. 1 Hard Copy (no binding) and 1 digital copy* (i.e. USB)

MUST contain:

- i. A copy of the duly completed application form in PDF format.
- ii. A copy of Occupation Permits (OP or Phased OP), Acknowledgement letters on Form BA14 or Confirmation letter of Substantial Completion of applied project.
- iii. Application document must be within a maximum of 20 pages of content materials in A3 size for each applied project, with no more than 8,000 words to illustrate the merits under the judging criteria.
- iv. A minimum of 6 electronic image files showing the entry project. (Format: “.jpg”, image resolution no less than 350 dpi)
- v. Companies’ logos of all project team members. (Format: “.ai” and “.jpg”, image resolution no less than 350 dpi)

** In case of discrepancy between the hard copy and digital copy of the submission, the digital copy shall prevail.*

(G) REQUIRED MATERIALS FROM FINALISTS

A 25-second video will be collected from the applicant who entered the finalist round. The video introduces the project, and will be played at the Award Presentation Ceremony. Submission deadline will be in December 2020.

(H) JUDGING CRITERIA

Planning

1. Project Inception and Project Planning (30%)

- i. Sound project vision
- ii. Comprehensive feasibility studies, valuation and analysis
- iii. Sufficient consideration on social, cultural and/or environmental elements
- iv. Innovative methodology in site creation or site acquisition

2. Land Administration (30%)

- i. Effective application of land administration knowledge
- ii. Effective skills on land acquisition or site assembly
- iii. Consideration on value management principles
- iv. Balanced input on social, economical, cultural and/or environmental considerations

3. Town Planning Approvals, Statutory Approvals and Engagement with Local Public Bodies (40%)

- i. Sound demonstration of different strategies in applications, reviews and/or appeals
- ii. Problem solving tactics and skills
- iii. Effectiveness and timeliness in seeking statutory approvals
- iv. Effective engagement with local public bodies

Pre-construction

1. Resources and Financial Arrangement (30%)

- i. Formulation of a comprehensive project team
- ii. Comprehensive assessment of investment risk
- iii. Cost estimation methodologies (modified approach due to the project nature)
- iv. Effective project financial arrangement

2. Design Development (40%)

- i. Modification of design for a balance between maximisation of development potential and non-commercial planning vision
- ii. Effectiveness of design in terms of adaptability, safety and efficiency in functionality and carbon neutrality
- iii. Adoption of conservation strategies in design
- iv. Consideration of design for maintenance
- v. Adoption of passive design for energy conservation

3. Procurement (30%)

- i. Procurement and packaging strategy
- ii. Comprehensive consideration on choice of material, mode of construction, building services and Facilities
- iii. Preparation and review of tender documents to mitigate variation orders during construction

Construction

1. Innovation and Technology (25%)

- i. Project communication and management
- ii. Site safety enhancement
- iii. Contract administration
- iv. Construction technology
- v. Ability to resolve conflict in terms of design, resource etc.
- vi. Innovative/environmental friendly construction method

2. Value and Cost Management (25%)

- i. Application of value management concept with effective cost reduction or other financial benefits
- ii. Other means of cost-effective measures in surveying practices
- iii. Waste management strategies

3. Logistical Arrangement (20%)

- i. Comprehensive planning in the Construction Program
- ii. Supply chain optimisation

4. Project Management (30%)

- i. Adoption of a holistic project management system throughout construction period
- ii. Mitigation of risks (enhancement of safety) during construction period
- iii. Meeting client's overall satisfaction in respect of quality, time and costs
- iv. Meeting the satisfaction of stakeholders

Sales and Leasing

1. Marketing Concept (20%)

- i. Promote the merits of "Development and Conservation" to the society
- ii. Strategic approach to meet Lease vs Sale objectives
- iii. Consideration of social benefits vs economic benefits

2. Sales and/or Leasing Strategies (50%)

- i. Formulation of effective sales and/or leasing program
- ii. Engagement of target tenants/users
- iii. Effective negotiation tactics and skills to accomplish leasing objectives
- iv. Effective tactics in obtaining Pre-sale Consent
- v. Innovative strategies in structuring price lists to accomplish sales target within target date

3. Marketing Management (30%)

- i. Rationale to determine allocation of resources in marketing
- ii. Measures to evaluate effectiveness of marketing costs against sales and/or leasing results

- iii. Measures to evaluate public awareness of the marketing campaign
- iv. Marketing management mechanism

Post-occupation

1. Innovation and Technology (20%)

- i. Innovative techniques in customer communication and management
- ii. Enhancement on safety
- iii. Innovative technology on contract administration
- iv. Innovative ideas employed in Property and Facility Management

2. Value Enhancement (30%)

- i. Adoption of cost-effective measures in surveying practice and procurement
- ii. Life cycle costing measures
- iii. Enhancement to property in terms of value, standards, design etc.
- iv. Adaptive reuse of existing property to generate new source of revenue

3. Property/Facility Management (30%)

- i. Resources and waste management
- ii. Environmental policies beyond statutory requirements
- iii. Effective operation, maintenance, resilience planning and adaptability to deal with changing market
- iv. Clients' satisfaction in terms of quality, efficiency and value for money

4. Cultural and Environmental Conservation (20%)

- i. Conservation of environment's natural resources
- ii. Preservation of architectural elements in cultural buildings, landscapes and/or historic monuments
- iii. Energy conservation measures in reduction of carbon footprint

(I) SCHEDULE

16 January 2020	Award Briefing Session Application opens
28 August 2020	Application Deadline Application closes at 12 noon
Late Sep – Early Oct 2020*	Stage 1: First Screening
Late Oct – Early Nov 2020*	Stage 2: Site Visit
Nov 2020*	Finalists Announcement
Late Nov 2020*	Stage 3: Finalists Presentation to Jury Panel Finalists will conduct presentation in front of the jury panel
April 2021*	Award Presentation Ceremony Winners will be unveiled at the award presentation ceremony

*Dates are subject to changes depending on the current public health and safety issue. Please click [here](#) for the most updated arrangements.

(J) AWARD TYPE

Award Type	Description
Best Development and Conservation Award(s)	Best Development and Conservation Award will be presented to project(s) with outstanding OVERALL quality that is (are) judged to be the BEST among all the Grand Award Winners.
Grand Awards*	There will be a Grand Award Winner(s) for each award category. This is the highest recognition to projects at the category level.
Merits*	There will be recognition of merit(s) for each award category.
Finalists*	<p>There will be recognition of finalist(s) for each award category that has passed the first screening, site visits and that has been presented at the Finalist Presentation to Jury Panel.</p> <p>#Finalist qualification will be usurped if the project team is unable to present at the Finalist Presentation to Jury Panel.</p>

**BDCA 2021 Organising Committee reserves the right not to bestow an award if the Jury Panel deems that no applications worth receiving that particular award. The decision of the Jury Panel shall be final.*

(K) DETAILS OF SUBMITTED PROJECT

Details of Submitted Project												
Name of Project: (English)	Name of Project: (Chinese)											
Full Address of Project:												
Date of Substantial Completion of Project:	Site Area:	Gross Floor Area: <table border="1"><tr><td>Office:</td><td></td></tr><tr><td>Residential:</td><td></td></tr><tr><td>Retail:</td><td></td></tr><tr><td>Conservation:</td><td></td></tr><tr><td>Total:</td><td></td></tr></table>	Office:		Residential:		Retail:		Conservation:		Total:	
Office:												
Residential:												
Retail:												
Conservation:												
Total:												
Categories of Award*: Planning / Pre-construction / Construction / Sales & Leasing / Post-occupation												
Project Description in relation to the selected award category (300 words or fewer)												

* Delete as appropriate

Notes:

1. HKIS BDCA 2021 Organising 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.**

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:

Surveyor(s) involved		
Type of Surveyor: <input type="checkbox"/> Building Surveyor <input type="checkbox"/> General Practice Surveyor <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Planning & Development Surveyor <input type="checkbox"/> Property & Facility Management Surveyor <input type="checkbox"/> Quantity Surveyor		
Firm Name*		Tel. No.
		Mobile No.
Address		Fax No.
		Email
Contact person	Dated	Signed #
Surveyor(s) involved		
Type of Surveyor: <input type="checkbox"/> Building Surveyor <input type="checkbox"/> General Practice Surveyor <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Planning & Development Surveyor <input type="checkbox"/> Property & Facility Management Surveyor <input type="checkbox"/> Quantity Surveyor		
Firm Name*		Tel. No.
		Mobile No.
Address		Fax No.
		Email
Contact person	Dated	Signed #
Surveyor(s) involved		
Type of Surveyor: <input type="checkbox"/> Building Surveyor <input type="checkbox"/> General Practice Surveyor <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Planning & Development Surveyor <input type="checkbox"/> Property & Facility Management Surveyor <input type="checkbox"/> Quantity Surveyor		
Firm Name*		Tel. No.
		Mobile No.
Address		Fax No.
		Email
Contact person	Dated	Signed #

Applicants can reprint this page if deemed necessary.

DECLARATION OF THE APPLICANT

1. I/We have carefully read and understood all the content in **Part K** of the “Application Form” before completing the form.
2. I/We undertake to comply with the relevant requirements/arrangements contained therein set out by the BDCA 2021.
3. I/We agree that the information provided in this Application Form may be used by the BDCA 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 fulfil any parts of the mentioned declaration.

Name of Person-in-Charge:

Company Name:

Signature:

Date:
