

# Construction Management Awards 2018

## (A) INTRODUCTION

The Construction Management Awards (CMA) was first organised by the Hong Kong Institute of Construction Managers (HKICM) in 2016. It aims to recognise the achievements of construction management teams and practitioners, and also to maintain and strengthen the utmost standards of professionalism and competitiveness in the construction industry.

There are more than 1,000 construction projects in Hong Kong per year and each requires a professional working team to oversee planning, design, and construction for project completion. The Awards provides a platform for individuals and management teams to exhibit their projects with the highest expertise in terms of project management, complexity and innovation, time management, safety, health and environmental management, and financial management, which are the crucial principles of an architectural project.

To enrich the content and recognise more professionals, the HKICM established two new Awards, the Young Construction Manager Award and the HKICM Outstanding Achievement Award. The Young Construction Manager Award recognises young practitioners who are able to take a lead, tackle challenges and deliver solutions for a construction project. The HKICM Outstanding Achievement Award recognises an individual who has made outstanding lifelong contributions throughout their construction career.

The HKICM would like to invite all Hong Kong construction management professionals to participate in the Awards. It is a valuable opportunity for construction companies to showcase their talents and accomplishments.

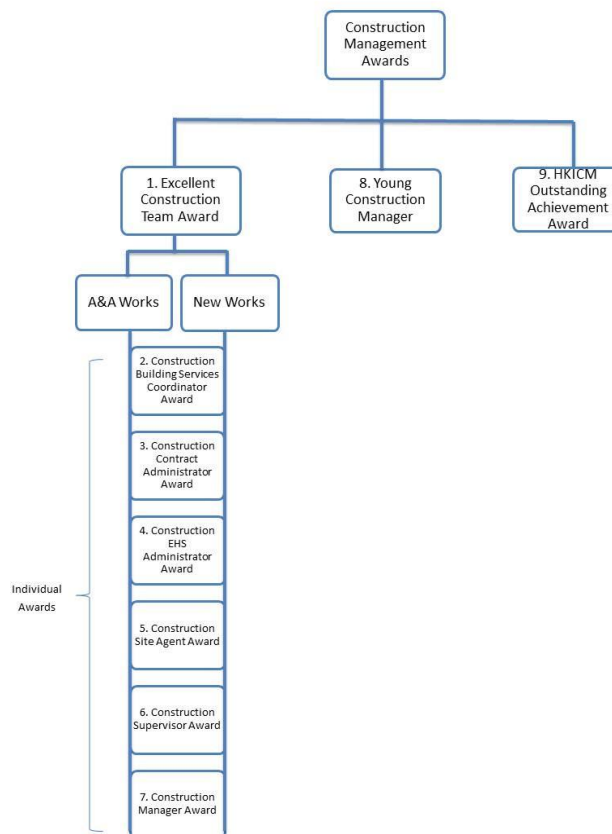
## (B) AWARDS

Construction Management Awards 2018 (CMA) is open for nominations with 8 categories.

All nominees are required to submit an entry for the Excellent Construction Team Award (New Works<sup>1</sup>) or Excellent Construction Team Award (A&A Works<sup>2</sup>) in order to enrol in the Individual Awards (6 individual Awards for A&A Works and 6 individual Awards for New Works).

Eligible individuals can apply the individual Award category – Young Construction Manager, please refer to Section (Dii) for details.

The HKICM Outstanding Achievement Award is not open for nominations.



<sup>1</sup> New Works: Nominated new construction projects which exceed project value HKD200 million within the territorial limits of HKSAR.

<sup>2</sup> A&A Works: Nominated existing construction projects which exceed project value HKD20 million. Construction projects include but not limited to repairing, maintenance, renovation, revitalization, alteration, addition, etc, within the territorial limits of HKSAR.

### Award Requirements:

- 1. Excellent Construction Team Award 優秀建造團隊大獎**
  - 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.
  - Only one Grant Award will be presented among all A&A Works and New Works projects. Others shortlisted projects will be presented with Merits.
  
- 2. Construction Building Services Coordinator Award 建築屋宇設備統籌員大獎**
  - To coordinate design, workability and durability of ABWF and/or to coordinate design installation, operation and maintenance of building services' systems and equipment.
  - Finalists will be awarded Grand Award Winner(s) and Merit(s).
  
- 3. Construction Contract Administrator Award 建築合約管理員大獎**
  - Continuously dealing with the contract, subcontracts and procurement for maintaining a healthy and reasonable financial environment.
  - Handling of measurement, valuation, variations, claims and disputes.
  - Finalists will be awarded Grand Award Winner(s) and Merit(s).
  
- 4. Construction EHS Administrator Award 建築環境健康安全管理人員大獎**
  - 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 the environment, health and safety. To control and supervise, and ensure the systems of works are being complied with.
  - Finalists will be awarded Grand Award Winner(s) and Merit(s).
  
- 5. Construction Site Agent Award 建築地盤總管大獎**
  - To plan, organise, direct and coordinate all activities and resources on a construction site for completion of works. To execute works in respect with the agreed method, procedure, budget, specifications and EHS policies in collaboration with all parties and through team members.
  - Finalists will be awarded Grand Award Winner(s) and Merit(s).
  
- 6. Construction Supervisor Award 建築監工大獎**
  - To supervise and 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.
  - Finalists will be awarded Grand Award Winner(s) and Merit(s).
  
- 7. Construction Manager Award 營造師大獎**
  - 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 the 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 schedules as necessary.
- Finalists will be awarded Grand Award Winner(s) and Merit(s).

### 8. Young Construction Manager Award 青年營造師大獎

- Young talent (those that have been born **after 29 June 1978**) who performs as a leading role in project management with outstanding performance.
- 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 with the 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 schedules as necessary.
- Finalists will be awarded Grand Award Winner(s) and Merit(s).

### 9. HKICM Outstanding Achievement Award 香港營造師學會傑出成就大獎

- To demonstrate outstanding lifelong contributions throughout their construction career.
- By invitation only and not open for nominations.

### (C) SCORING SYSTEM & JUDGING CRITERIA

#### Scoring System for award categories (1) – (7)

Award Categories	Scoring
(2) Construction Building Services Coordinator Award	15%
(3) Construction Contract Administrator Award	15%
(4) Construction EHS Administrator Award	15%
(5) Construction Site Agent Award	15%
(6) Construction Supervisor Award	15%
(7) Construction Manager Award	25%
(1) Excellent Construction Team Award	100%*

\* The scoring of (1) Excellent Construction Team Award is based on the scorings of Award Categories (2) to (7)

### Judging Criteria

For Award categories (1) – (8), the jury will consider:

- I. Project Team Management, Organisation and Integration**
  - To describe and demonstrate, from the perspective of the team leader and team members, how the work of individuals was connected to enable effective communication, the accuracy of information and efficiency of execution.
  - Demonstrate how the project was materialised and completed, elaboration of the challenges faced, how they were handled, and what was learned or gained from the building process.
  - 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.
- II. Degree of Project Complexity and Innovations**
  - Engineering and technical issues which had to be overcome or managed to ensure successful delivery of the project.
  - Challenges that were faced and resolved during the course of construction.
  - Any innovative methods, procedures, designs, materials for improving quality.
- III. Time Management**
  - Application of scheduling technique, considerations.
  - Solutions for challenges to avoid hindering the progress of works.
  - Application of technology, methods, innovations that reduced construction time.
- IV. Safety, Health and Environmental Management**
  - Performance of team leader, members on the project's EHS management.
  - Policies and systems implementation, training and facilities.
  - Construction processes, techniques, building technologies, choice of materials that promote EHS.
  - Waste management and recycling, energy efficiency, and built environment sustainability.
  - Greening and carbon emissions reduction.

### **V. Contract and Financial Management**

- Main contract and subcontracts administration system.
- Financial and cost management, control system on variation.
- Handling of claims and disputes.
- Operation and maintenance costs.
- Procurement strategy, arrangement and documentation.

For Award category (8), the jury will additionally consider the following criteria:

#### **I. Professionalism**

- Demonstrate professional expertise and knowledge of projects.

#### **II. Outcome and Achievement**

- Establish outstanding and all-around performance and achievement in the building and construction profession.
- Exhibit unique talent and attitude when compared with peers.
- Demonstrate contributions to the profession and community.
- Perform continuous learning, self-development and improvement.

#### **III. Teamwork and Leadership**

- Show effective communication with teammates and coordinate with different teammates to achieve goals.
- Demonstrate leadership traits to manage changes and make decisions to solve problems under rapidly shifting circumstances.

### (D) ELIGIBILITY

1. Entries can either be submitted by self-nomination or by third-party nominee.
2. HKICM reserves the ultimate right to make final and binding decisions on the eligibility of all applications.
3. HKICM reserves the right not to bestow an award if the Jury Panel determines that no nomination has earned an award.
4. The decisions of the Jury Panel shall be final for the awards assignment.

#### i. For Excellent Construction Team Award

1. Nominees are required to submit an entry for the Excellent Construction Team Award (category 1) in order to enrol in the individual categories (categories 2-7).
2. Nominated team's project value on New Works must have exceeded HKD200 million while A&A works must have exceeded HKD20 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 January 2015 and 29 June 2018. That is, the eligible building should possess one of the following: 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. Nominated projects submitted for CMA 2016 cannot be resubmitted for this year's nomination; however, individuals may enter projects that have not been submitted.
6. Project Teams, with all team members, are required to conduct a presentation to the Jury Panel once they are shortlisted.

#### ii. For Young Construction Manager Award

1. The nominee must be a member of HKICM (FHKICM/ MHKICM).
2. Entries can either be submitted by self-nomination or by third-party nominee.
3. The nominee must have been born **after 29 June 1978**.

### (E) NOMINATION DEADLINE & SUBMISSION DETAILS

1. Submission Deadline:  
Friday, 29 June 2018, by 12:00 noon (Hong Kong Time / GMT +8).  
**(Late submissions 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 2018 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.)**

### (F) NOMINATION FEE

1. **HKD 10,000** will be collected for each nominated project.
2. **HKD 1,000** will be collected for the Young Construction Manager submission.
3. The nomination fee is non-refundable once submitted.
4. A submitted nomination fee of any ineligible building or project will also not be refunded.

### (G) REQUIRED NOMINATION DOCUMENTS / MATERIALS

1. Duly completed and signed Nomination Form.
2. Cheque(s) payable to “**Hong Kong Institute of Construction Managers, Limited**” (for nomination fee, please refer to Section (F)).
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. **One (1)** hard copy (no binding) and **one (1)** 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.



## Nomination Kit

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- c) Nomination document with the following:
- i. **For Excellent Construction Team Award**
    - A maximum of **2,000 words** (font size: 12, single line spacing) project description to illustrate the merits under the judging criteria. (refer to Section (C) for details)
    - For each individual nomination, a maximum of **1,000 words** (font size: 12, single line spacing) to illustrate the merits under the judging criteria. (refer to Section (C) for details)
    - **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). Images should include:
      - **The Projects:** before the 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.
    - Other relevant supporting documents (certificates, testimonials, etc.).
    - The total set of nomination documents **shall not exceed 25 pages in A4 size**. The jury will not consider the content after the 25th page.
  - ii. **For Young Construction Manager Award**
    - The Nomination must be based on a minimum of **one (1) specific project**.
    - A maximum of **3,000 words** (font size: 12, single line spacing) to illustrate the merits under the judging criteria.
    - Other relevant supporting documents (individual achievement certification, recommendation letter, images, etc.).
    - Other relevant supporting documents (including individual achievement certification, recommendation letter and images, etc.). Supporting documents are optional but strongly encouraged.
    - The total set of nomination documents **shall not exceed 15 pages in A4 size**. The jury will not consider the content after the 15th page.

### Notes:

1. All submissions should be written in **English** (supplements can be presented in Chinese)
2. Nominees are required to save all awards' documents, including the application form and all supporting documents, in the USB thumb drive. Application forms can be found at the end of this document.
3. The Excellent Construction Team Award nomination documents should be saved in separate folders in the USB thumb drive. (Refer to the illustration below.)
4. HKICM reserves the right to print and/or publish the material submitted in either paper or electronic format, or use the material for any purpose associated with the Construction Management Awards 2018.
5. The information obtained will be used for this 2018 Award only.



### (H) SCHEDULE

	Key Date	Highlight
Nomination	27 February 2018 (Tue)	Nominations begin for the Construction Management Awards 2018
	29 June 2018 12:00 noon (Fri)	Nomination deadline
Assessment	3 August 2018 (Fri)	<b>Stage I Completion of 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 form of presentation to Jury Panel</li> </ul>
	7 September 2018 (Fri)	<b>Stage II Presentation to Jury Panel</b> The Excellent Construction Team, including all members, must attend to the presentation*
Result Announcement	Mid-September 2018	<b>Finalists announcement</b>
Presentation Ceremony	16 November 2018 (Fri)	<b>HKICM 21st Anniversary Dinner cum Construction Management Awards 2018 Presentation Ceremony</b> Awards winners will be officially announced at the Presentation Ceremony

**\*Note:**

Team members who fail to attend will receive no scores for Stage II, hence affecting the overall score for the Excellent Construction Team.