

## **2020 ENTRY FORM REQUIREMENTS FOR CONSULTANTS CATEGORY**

Entry for the 2020 New Zealand Building Industry Awards is an online process. Individual and team entrants can nominate themselves. Visit [nzbuildingindustryawards.org.nz/register/](http://nzbuildingindustryawards.org.nz/register/) for information on entry eligibility and costs.

Below outlines what is required to complete the entry form. We suggest you collate your responses in a Word document, then copy and paste into the online entry form. The online entry form can be saved and continued later using a provided link.

### **KEY NOMINEE AND NOMINATOR INFORMATION**

*Please note: If you have an administrator in your team who will manage your entry, and any other logistics relating to the Awards, please include their details.*

- Name
- Organisation
- Email
- Phone Number
- Project Name
- Project Location (Town or City)
- Original Project (Contract) Price
- Final Project Cost
- Estimated Project Completion Date
- Actual Project Completion Date
- Up to 4 x high-resolution photos of the Nominee (file size limit 5MB)

### **PROJECT DESCRIPTION**

- In 500 words or less, tell us about the Project:
  - Situation
  - Developer
  - Contractor
  - Fellow Consultants
  - Client
  - Specific design and / or delivery demands
  - Environmental Issues
  - Benefits to the built environment
- At least 4 x high-resolution photos of the Project, plus any supporting documents (file size limit 5MB)

### **ABOUT THE NOMINEE**

- In 500 words or less, tell us about the Nominee:
  - Background
  - Years in the industry
  - Previous roles and experience
  - Work experience outside New Zealand (if any)
  - Why Nominee was chosen for their role on this project
  - Qualifications and affiliations
  - Previous awards
- In 500 words or less, tell us what the Nominee's role was in the project and how they excelled:
  - Project role and position in the Project Control Group
  - Design vision
  - Ingenuity
  - Use of technology across all of / part of the design, documentation, delivery stages of the project

- Management style
- Planning
- Quality of project
- Adherence to project timeline and handover date
- Client interface
- Contractual
- Workplace safety
- Working relationships
- Innovation adoption

### **CHALLENGES**

- In 500 words or less, tell us some of the challenges faced by the Nominee during this Project:
  - Design
  - Planning (Resource Consenting)
  - Programme and Coordination
  - Logistics
  - Resourcing
  - Client / Consultant Relationships
  - Environmental / Market Constraints or Pressures
  - Budget

### **INVOLVEMENT FROM OTHER PARTIES**

- Provide details of others involved in the Project:
  - Client
  - Project Manager
  - Quantity Surveyor
  - Architect
  - Engineer
  - Specialist Trade
  - Services
  - Other
- Details required for each:
  - Organisation
  - Name
  - Email
  - Mobile

### **REFERENCES**

*Please note: Phone calls to referees may occur at the discretion of the Awards judges.*

- Upload 2 written references, file size limit 5MB (Word / PDF / JPG)
- References should include:
  - Referee's name, role, organisation, email address, mobile number
  - Nominee's name and role
  - Project name and description
  - What the Nominee did well
  - Challenges the Nominee faced and how they overcame them