

BCO AWARDS 2016

Entry Guide



Entry Deadline:
Friday 27 November 2015



Lead sponsor



In association with



Rewarding **Excellence** in
Office Space Since 1992

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BCO AWARDS 2016 Entry Guide

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BCO AWARDS
2016

DEFINING EXCELLENCE
IN OFFICE SPACE

in association with Estates Gazette



INTRODUCTION

The British Council For Offices Awards 2016

The British Council for Offices (BCO) exists to research, develop and communicate best practice in all aspects of the office sector. It delivers this by providing a forum for the discussion and debate of relevant issues.

One of the BCO's primary objectives is to **define excellence in office space**. As part of this objective our annual Awards Programme

provides public recognition for top quality design and functionality, and a benchmark for excellence in workplaces. The Programme acknowledges innovation and focuses external attention on examples of best practice.

Entries are submitted online and this guide will take you through this submission process step by step.

Please make sure you read this guide thoroughly to ensure that you give your project the best opportunity to stand out from the crowd.

**ALL SUBMISSIONS WILL NEED TO BE COMPLETED BY:
5PM ON FRIDAY 27 NOVEMBER 2015**



BCO WINNER

Best of the Best 2015

BCO NATIONAL WINNER

Corporate Workplace

**KEYNSHAM CIVIC CENTRE
& ONE STOP SHOP**

BCO AWARDS CHAIRMAN'S STATEMENT

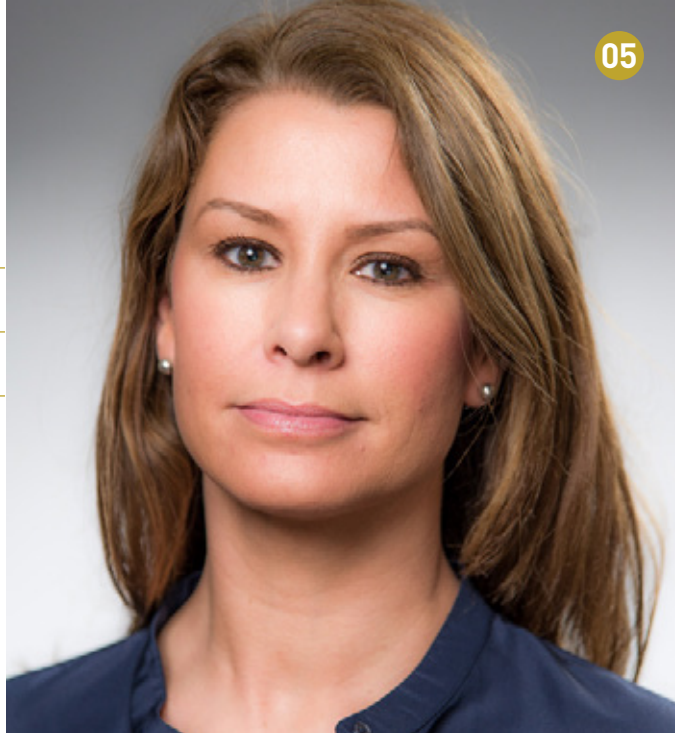
With the advances taken in the science of building economics, design and sustainability, it was considered that 2014 may become a benchmark for office development. And it is apparent that many of the buildings which have entered the 2015 Awards have harnessed these evolutions and excelled in their application. Thus to stand out from the magnificent crowd of this year's entries required something that money cannot buy – team work.

Time and time again in 2015 the judges noted the power of an effective team: The winners generally possess a client with a clear vision and a designer with the ability to turn that vision into reality.

For an occupier, it was no use just having a state of the art building unless it was used to its optimum capability. The most successful buildings have been designed to encourage staff to collaborate. Restaurants, cafés, lounges, and terraces have all been used to improve staff interaction, welfare, idea manifestation and ultimately productivity.

And the days of drab town halls, making for apologetic use of tax payers money are long gone. The civic centre is back at the heart of the community and the best designs have utilised the teamwork trend and created uplifting environments.

It was also wonderful to see that most thought provoking workspaces on show this year had clearly made use of the 'BCO Guide to Specification'.

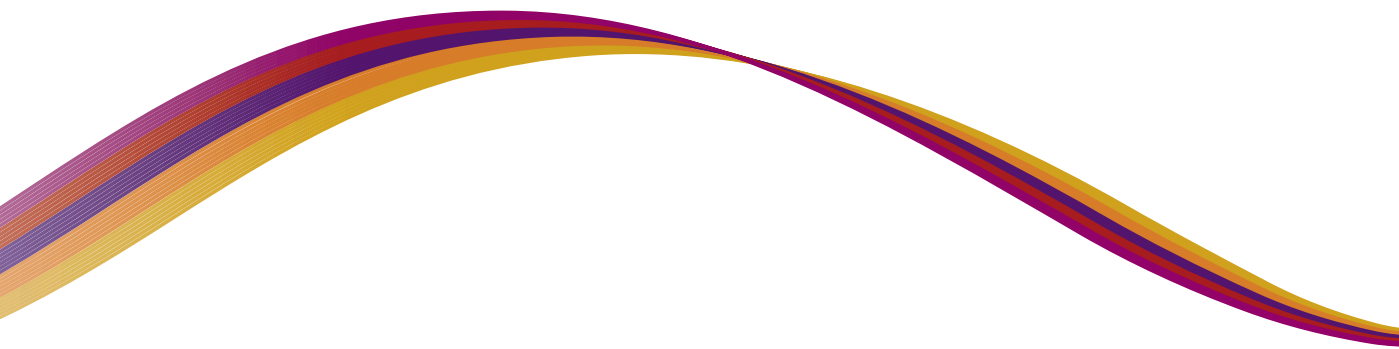


Developing an office that is one of the best in the UK is a formidable task. Entering the BCO Awards gives the whole team the opportunity to celebrate their results, appreciate what has been achieved and to reward everyone involved.

BCO Judges across the country look forward to seeing how far the 2016 crop of entries will have evolved, how the lessons have been learnt and who is taking us forward and how they are going about getting us there.

Emma Crawford
2016 BCO Awards Chairman

TO VIEW A FULL LIST OF THE 2016
JUDGING PANELS PLEASE GO TO
www.bco.org.uk/judging



BCO NATIONAL WINNER
Fit Out of Workplace
PwC EDINBURGH



BENEFITS OF WINNING A BCO AWARD

The BCO Awards are widely respected within the commercial property sector as they display the strength of British office design and illustrate a combination of excellence from the clarity of purpose in the brief; ingenuity of product; clever design solutions where appropriate; and delivery on time and in budget. Winning a BCO Award provides members of the project team with a multitude of benefits including:

REGIONAL & NATIONAL PROFILE

The BCO Regional Awards events feature all entrants. Winners are announced on stage and go forward to be shown in their winning category at the National Awards Dinner. In total a winning project is showcased in front of at least 1,500 individuals within the commercial property industry.

AWARD WINNERS SUPPLEMENT

As media partner of the BCO Awards, Estates Gazette publishes our annual Awards Supplement which is distributed to their circulation list of circa 25,000 individuals in addition to BCO members, and attendees at the National Awards Dinner.

PRESS

Media coverage cannot be guaranteed but each year the BCO team sends out post-event press releases listing our winners. In previous years coverage has appeared in Estates Gazette, Building Design, AJ Construction News, The Guardian and The Times.

ONLINE PRESENCE

All winners are promoted in the Awards section of www.bco.org.uk/winners. As a winner your project will also be featured in our email newsletters and remain on our website as part of an ever growing library of previous winners.

A SHINING TROPHY & AWARD WINNERS' LOGO

Share the news of your success by displaying in your reception area the eye-catching BCO trophy and certificate, which each winning project is awarded. Winners also receive a logo which can be used to promote your success in print and online.

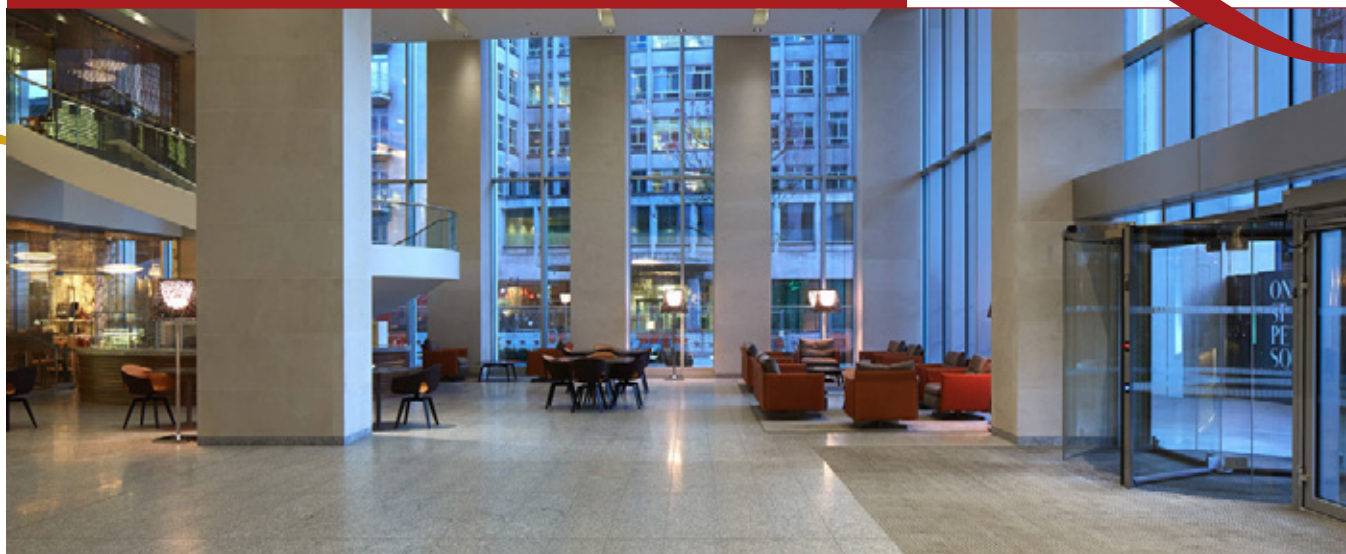
MEMBERS TOUR

The BCO invite all winners to open their doors for a tour so that our members, and guests, can take a look around, hear about the successes of the project and meet the team. This provides an excellent opportunity for informal networking and business development.

JUDGES FEEDBACK

All entrants receive a copy of their score from the Judges in comparison to the median score awarded in their category.

National Winner - Commercial Workplace: One St Peter's Square, Manchester



THE SUBMISSION

To submit a project for the 2016 BCO Awards you will need to register for our BCO Awards entry site at www.bcoawards.co.uk

Once registered you can create multiple entries, which will save as you go along, allowing you to return and complete at your leisure. **The deadline for all entries to be submitted is 5pm on Friday 27 November 2015** and once you have submitted your entry you will be able to return to review it but not amend it.

All projects for the 2016 Awards must have been completed between 1st January 2012 and 1st November 2015 and the predominant use of the building should be for offices* and only the office area will be judged. Projects do not need to be occupied in order to be eligible for submission.

*B1 offices 'Business' within the Planning Use Classes Order.

STAGE 1 PROJECT DETAILS

CATEGORY

Select your category for entry:

CORPORATE WORKPLACE

This award is open to either a building commissioned by owner-occupiers or where the building has been customised by a developer for the occupier. The entry will be judged on the combined merits of its base build and fit out.

COMMERCIAL WORKPLACE

A new building initiated on a speculative basis for commercial letting including buildings that are substantially pre-let or sold on to an occupier. In this category only the base build will be judged.

FIT OUT OF WORKPLACE

An award for a space or spaces within a building that will be judged on the interior fit out. Commercial and Refurbished / Recycled base build projects may also be entered in this category.

REFURBISHED / RECYCLED WORKPLACE

A corporate or commercial building where significant works have been carried out to adapt the existing building to modern office use. No more than 49% of the net internal area of the building may be new build. Buildings involving only façade retention would be considered as new builds.

PROJECTS UP TO 2,000M²

This award is open to all projects up to 2,000m² of net office area in any of the previous categories.

Regional winners go on to compete in their winning category for a National Award and the chance to win an additional prize in one of these National categories:

INNOVATION AWARD

The Innovation Award recognises significant innovation in one or more fields, for example:

Sustainability, information and communications technology, lighting procurement, social programme, mixed use and regeneration. Nominees for this category are chosen by the regional judges and announced at the Regional awards.

BEST OF THE BEST

The Best of the Best Award will be presented to the project which is deemed particularly exemplary. Chosen from the National winners, this award is a true testimony to the vision shown by the project team.

PRESIDENT'S AWARD

This special Award is presented for an outstanding contribution to the Property Industry. This might be a project, company or individual, or perhaps a combination of all three. The BCO President, Awards Chairman and BCO Chief Executive choose the recipient of this Award.

If you wish to enter your project in more than one category you will need to submit a new form and a fee will be payable for each category entered.

REGION

Select your region. The BCO judging regions are defined by county, as listed below:

LONDON AND THE SOUTH EAST

London / Essex / Kent / Middlesex / Surrey / Sussex

THE MIDLANDS AND EAST ANGLIA

Bedfordshire / Cambridgeshire / Derbyshire / Hertfordshire / Leicestershire / Lincolnshire / Milton Keynes / Norfolk / Northamptonshire / Nottinghamshire / Rutland / Shropshire / Staffordshire / Suffolk / Warwickshire

NORTH OF ENGLAND, NORTH WALES AND NORTHERN IRELAND

North of England

Cheshire / Cumbria / Durham / Lancashire / Northumberland / Westmoreland / Yorkshire

North Wales

Anglesey / Caernarfonshire / Flintshire / Merioneth

Northern Ireland

SOUTH WEST OF ENGLAND, THAMES VALLEY AND SOUTH WALES

South West of England

Cornwall / Devon / Dorset / Gloucestershire / Hampshire / Herefordshire / Somerset / Wiltshire / Worcestershire

Thames Valley

Berkshire / Buckinghamshire (excl. Milton Keynes) / Oxfordshire

South Wales

Brecknockshire / Carmarthenshire / Cardiganshire / Glamorgan / Monmouthshire / Montgomeryshire / Pembrokeshire / Radnorshire

SCOTLAND

PROJECT DETAILS

Enter your project details:

- Project Name*
- Project Address
- Project Postcode
- Project Size (m²)
- Completion Date

*The project name as you wish it to be referred to throughout the competition (using upper and lower case as you would like it to appear). Please note: the Award is made to the building and not the company occupying the building.

Enter your project team details:

- Company
- Contact name
- Telephone number
- Email address

For each of the applicable project team members;

Applicant / PR / Client / Building Owner / Occupier / Project Manager / Quantity Surveyor / Brief Consultant / Architect / Interior Designer / M&E Engineer / Structural Engineer / Contractor / Investment / Property Company / Developer / Agent

Please ensure that the information you list is accurate as the BCO will be reproducing these on screen and in print.

Data Protection Notice: It is the applicant's responsibility to gain permission from team members to be contacted by the BCO. If this permission has not been obtained, only the company name and telephone number should be completed.

Disclaimer: The BCO accepts no liability for any inaccurate information contained within the submitted entry as it is the responsibility of the applicant to provide accurate information.

Regional Winner - Fit Out of Workplace: Appleton House, Lancashire



STAGE 2

PROJECT INFORMATION

UPLOAD MAIN PROJECT DOCUMENT

This is the main part of the submission where you are asked to present your answers to the Judges' questions in **pdf format** which you will need to upload to complete your submission.

GENERAL GUIDELINES

As the Judges access the project information mainly on their mobile devices during their judging tours, they ask to keep the file size of the main document to a minimum. Please bear in mind each Judge will be considering between 30-50 entries.

Therefore please make sure your main project document:

- does not exceed the maximum file size of 20MB
- includes between 5-10 photographs
- is a maximum of 25 pages long (including images)

Please **do not** include a full set of building plans. Usually a plan of basement, ground and typical upper floor will suffice, unless the upper floors differ significantly.

Please make sure to address all of the Judges' Questions 1-9 in your submission and to complete the Specification Form and Sustainability Data Form. If technical information is difficult or impossible to obtain, please explain why it is not available in order that the Judges can take this into account when drawing up their conclusions. Any lack of information without adequate explanation will disadvantage your entry and could result in your project not being short listed for a Judges' visit.

Whilst it is recognised that the opportunities and challenges set by each development are different and diverse, a key question for the Judges is whether the applicant team has made the best of the circumstances presented to them.

EXECUTIVE SUMMARY

Please include an executive summary of no more than 200 words at the beginning of the submission, concentrating on the reasons why your entry stands apart and is worthy of a relevant award. The purpose of the summary is to act as a quick reference and reminder during the judging visits.

JUDGES' QUESTIONS

The main project document should answer the Judges' questions below. Please keep your answers in each section to a minimum and to no more than 300 words.

1. PROJECT AIMS AND ENTERPRISE

- Explain the rationale for the project, a summary of the brief and key objectives of the project.
- Outline particular challenges and successes.
- Describe any innovation in concept, design, procurement, construction or occupation.

2. UTILITY OF THE PRODUCT

- Describe how the project has addressed the brief and taken account, where relevant, of issues such as multi-occupancy, future flexibility and alternate use capability.
- Details of any enhancements made to the base-build.

3. VALUE, COST AND PROGRAMME

- Added Value – identify any specific initiatives that have added value for one or more stakeholders.
- Project Programme (key dates for appointment, planning consent, start on site, practical completion and occupation where applicable).
- Net/Gross Areas – the gross internal area and net internal area (total building and floor by floor).
- Cost Information – details on the cost of the scheme including, as a minimum:**
 - a. Total cost and cost per m² in the following categories:
 - Demolition/external works
 - Shell and core
 - Fit out (stating whether category A or beyond)
 - b. The base date of the quoted costs.
 - c. Operating costs.

**Please note: cost information will remain confidential and only viewed by the Judges and awards administrators.

4. THE ACCOMMODATION

- (Please refer to the BCO Guide to Specification.)
- Describe the technical solutions of the accommodation, the integration between disciplines explaining the reasons for the solutions that were chosen.
- A set of plans, sections and elevations reproduced to a drawn scale.
- Complete online the Specification Form Q.4.*

A copy of the information required to be input can be found on page 11 of this guide.

*Not applicable to entries in the Fit Out of Workplace category.

SPECIFICATION FORM – Q.4

To supplement your answers to question 4 you will need to input online the following data for your project:

BCO Guide to Specification 2009 recommendations*

Occupancy

Workplace density (NIA per workspace) **8-13m²**

Means of escape (NIA per person) **6m²**

Core elements (NIA per person) **12m²**

On floor services (NIA per workspace) **10m²**

Plan Efficiency NIA:GIA

Low rise buildings (up to 9 floors) **80-85%**

Plan Depth and Ceiling Height

Deep Plan:

Window to window (or atrium) **15-21m**

Window to core **6-12m**

Finished floor to underside of ceiling **2.6-2.75m**

Shallow Plan:

Window to window **12-15m**

Window to core **6-7.5m**

Finished floor to underside of ceiling **2.6-3.0m**

Grids

Planning grid **1.5m x 1.5m**

Column grid **7.5m, 9.0m and 12.0m**

Circulation

Percentage of primary circulation to NIA **15% to 22%**

Toilet Provision

NIA per person **12m²**

Male / female ratio **60% / 60%**

Unisex **100%**

Lifts

Performance Requirements:

Car loading **80% (60-70% scenic)**

Waiting time **<25 seconds**

Handling capacity (up-peak) **15%**

Handling capacity (two-way lunchtime) **12%**

NIA per person **12m²**

Hand Call Systems:

Time to destination **<90 seconds (up to 15 floors)**

Raised Floors

Typical floors **150mm (overall)**

Trading floors **300-500mm (overall)**

Structural Loading

Live:

Ground floor and below ground office floors **3.0 kN/m²**

Above ground **2.5 kN/m²**

High load areas (over approx 5% of floor area) **7.5 kN/m²**

Dead:

Partitions **0.5-1.2 kN/m²**

Floors, ceilings and services equipment **0.85 kN/m²**

Small Power

On floor distribution (based on 1 workspace per 10m²) **25 W/m²**

Diversified load (over 1000m²) **15 W/m²**

Lighting

Daylight (target) **2% average; 0.8% minimum**

Average Maintained Illuminance:

VDU use **300-500 lux**

Paper based tasks **500 lux**

Task uniformity **0.7**

Unified glare rating (UGR) **19**

Electrical load allowance **12 W/m² (inc. task lighting and Cat B allowance)**

Lighting energy use **15-30 KWhr/m²/year**

Comfort

Airtightness **Not more than 3.5m³/hr/m² for building at 50Pa**

Outdoor air **12-16 l/s per person**

Occupancy **1 workspace per 10m²**

Air Conditioned Space:

Summer **24°C +/- 2°C**

Winter **20°C +/- 2°C**

Mixed Mode/ Natural Vent:

Summer **Not to exceed 25°C for more than 5% of occupied hours. Not to exceed 28°C for more than 1% of occupied hours**

Winter **20°C +/- 2°C**

Noise Criteria

External Noise Intrusion:

Open plan **NR40 (Leq)**

Speculative **NR38 (Leq)**

Cellular offices **NR35 (Leq)**

Building Services:

Open plan **NR40**

Speculative **NR38**

Cellular offices **NR35**

Sustainability

BREEAM

SKA

LEED

EPC

You can view and download your completed form in the 'Review Your Entry' screen.

* As many of the entries for 2016 would have commenced before publication of the 2014 BCO Guide to Specification, the criteria is taken from the 2009 edition.

THE SUBMISSION

5. SUSTAINABILITY

- Details of public transport nearby and any enhancements by the project.*
- Number of car, motorcycle, bicycle parking spaces and facilities. State the ratios of provision to the occupancy level. Provide details of green travel plans.
- BREEAM, LEED, SKA or EPC certification providing the scores and proof of certification or shadow assessment if appropriate. If you are unable to provide a copy of the certificate, please explain why it is not available as the Judges may elect to take this into account when scoring this question.
- Specific environmental measures that could include:
 - Recycling
 - Renewable technologies
 - Water sourcing
 - Embodied energy and local sourcing
- Describe any economic and social initiatives and benefits arising from the project such as communal facilities, jobs created and local benefits from the development.
- Complete online the Sustainability Data Form Q.5.* A copy of the information required to be input can be found on page 12 of this guide.

6. QUALITY

Describe how the project team has addressed:

- Build quality
- Durability
- Maintenance and management
- Measures taken to optimise cost in use

7. CONTEXT

Describe the contribution the project has made through good design to one or more of the following:

- Local context
- External form and landscaping*
- Arrival experience for occupiers and visitors
- Internal spaces

*Not applicable to entries in the Fit Out of Workplace category.

8. EFFECTIVENESS AS A WORKPLACE

Describe the attributes of the project from the occupier's perspective, addressing as appropriate, issues such as occupation density, flexibility and staff amenities.

SUSTAINABILITY DATA FORM – Q.5

To supplement your answers to question 5 you will need to input online the following data:

BASIC BUILDING LOADS	kWhr/m ² /yr	kg CO ₂ /m ² /yr
Gas (heating and hot water)		
Electrical (lighting)		
Electrical building services		
Sub Total	0	0

SPECIALIST BUILDING LOADS	kWhrs/m ² /yr	kg CO ₂ /m ² /yr
Comms Room electricity and cooling load:		
Electrical – office equipment and small power:		
Gas – kitchen and catering:		
Electrical – kitchen and catering:		
Sub Total	0	0

ONSITE RENEWABLE		kg CO ₂ /m ² /yr
Electricity:	description	
Thermal:	description	
Sub Total		0
Overall Total		0

RUNNING COSTS	£/kWh
Gas:	
Electricity:	
Total	0

Please ensure that you only enter numbers so that the entry site can calculate the sub-totals and totals. If you want to provide an explanation then please do so in your main project document. You can view and download a copy of your answers in the 'Review Your Entry' screen.

9. LIFTING THE SPIRITS

Describe what sets this project apart from the norm and therefore why the project should be considered for an award.

STAGE 3

PROJECT IMAGES

Photographs are invaluable, particularly if they show people using and enjoying the workplace. Please include exterior and interior photographs of the project which best illustrate the scheme and where possible include people in your images to show the working environment.

The nature and quality of the digital images provided will be important to the judging and to the presentation in the Awards ceremony and brochure. If the pictures supplied are too small, we cannot use them on screen or in print.

Please upload 10 different digital photographs (not CAD images) in support of your submission:

LOW RESOLUTION VERSIONS

For the Judges to view online, please upload thumbnail versions of your 10 project photographs to the following specification:

- Size: 800px max width or height along longest edge
- Resolution: 72dpi
- Colour: RGB Colour
- Format: JPEG (.jpg)
- File name: Project name with description of photograph (e.g. BCO reception area)

HIGH RESOLUTION VERSIONS

For use on screen at the Awards events, for press enquiries, and for inclusion in the printed Award Winners Supplement – please upload a single zip file of your 10 project photographs to the following specification:

- Size: 26cm minimum width
- Resolution: 300dpi minimum
- Colour: RGB Colour
- Format: JPEG (.jpg)
- File name: Same file name as the low resolution version

STAGE 4

SUBMIT PROJECT

Once all stages are complete and all mandatory fields have been filled you will be able to submit and pay for your entry (**£365 + VAT 20% = £438**).

Once you have submitted your entry you will be able to return to review it but not amend it. You can pay by credit or debit card online, or by cheque made payable to 'British Council for Offices' and sent to:

BCO Awards 2016
Createvents
450 Brook Drive,
Reading,
Berkshire,
RG2 6UU

CLOSING DATE FOR ENTRIES:

5PM, FRIDAY 27 NOVEMBER 2015

FULL TERMS AND CONDITIONS FOR ENTRY
 CAN BE FOUND AT www.bco.org.uk/terms

The Next Stage

All submissions will be assessed by a BCO Regional Awards Judging Panels – a list of which can be found at www.bco.org.uk/judging

You will be contacted to let you know if your project has been successful and is to be visited by the Regional Judges. Visits are scheduled to take place in January – February 2016.

If you go on to win a Regional Award, or are nominated to go forward in the Innovation category, then we will need to arrange a visit by the National Judges. Visits are scheduled to take place in June – July 2016.

Whilst every effort is made to give as much notice as possible when arranging the Judges' visits it is sometimes necessary to arrange these at short notice. Please note that Judges' schedules are very tight and alternative dates are unlikely to be available. If a visit is cancelled at short notice please note that the Judges may not be able to reschedule.

The BCO reserves the right not to grant an Award in any region or category if, in the opinion of the Judges, no scheme submitted reaches the standard considered necessary.

Key Dates

2015

7 October

ENTRIES OPEN

27 November

Closing date for entries

1 December

Regional table sales open

2016

January – February

Regional Judging

15 April

Scottish Awards Lunch
The Roxburghe Hotel,
Edinburgh

20 April

Northern Awards Dinner
The Lowry Hotel, Manchester

26 April

London & South East Awards Lunch
London Hilton,
Park Lane, London

28 April

Midlands & East Anglia Awards Lunch
Birmingham Town Hall

5 May

South West Awards Dinner
At-Bristol, Bristol Harbourside

1 June

National table sales open

June – July

National Judging

4 October

National Awards Dinner
Grosvenor House Hotel,
Park Lane, London

Enquiries

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NATIONAL WINNER
Refurbished/Recycled Workplace
1&2 STEPHEN STREET, LONDON





REWARDING EXCELLENCE IN OFFICE SPACE

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