



## 2017 ABC Northern California Chapter (ABC NorCal) Excellence in Construction Awards Project Entry Requirements and Forms



We invite you to enter your company's best projects in our 2017 ABC NorCal Excellence in Construction Awards competition. \*

\*Winners of this competition will be eligible to compete in the National ABC Excellence in Construction Competition.



### Contents

- Program Overview
- Entry Requirements
- Overview of Award Categories
- Judging Criteria
- Project Information Form
- Project Award Category Form
- Project Safety Form
- Project Entry Qualifications, Rights and Agreement
- Entry Checklist

## Program Overview

Your company has the opportunity to compete for honors in the construction industry's premier annual awards program – the ABC National Excellence in Construction Awards competition – that recognizes the outstanding merit shop projects of the year. Use this application and the enclosed forms to enter your company's best project(s).

All award winners will be recognized at a March 2018 awards celebration in Long Beach, Calif. The ceremony will feature a multimedia presentation highlighting the Eagle and Pyramid winners, and an elegant printed program highlighting each award-winning project. All winners will be recognized in a special section of *Construction Executive* magazine, and news releases will be distributed to regional and national construction-related media outlets.

## Entry Requirements

Each entry must follow the entry requirements outlined in this award application. Email any questions to [julia@abcnorcal.org](mailto:julia@abcnorcal.org).

### ABC Membership

Only ABC NorCal members are eligible to enter.

### Joint Venture Projects

Projects completed through a joint venture must include a document outlining the ownership percentage and responsibilities of each partner. Include the document with the Project Information section.

### Safety Policy

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Oct. 16, 2016-Oct. 15, 2017) is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.

### ABC NorCal Chapter Award Winner

To be eligible to compete in the National competition the project must have won at the Chapter's competition. An exception to this requirement may be granted if the applicant submits a letter from the ABC Chapter President explaining the reason the project qualifies to be entered at the national award level.

### Completion of Project

To be eligible for award consideration, the project must be completed by October 13, 2017.

### STEP 1 - Chapter Project Entry Steps

- 1. Chapter Competition Submission Deadline** – All entries must be submitted no later than Friday, October 13, 2017. Chapter winners will be notified no later than Friday, October 20, 2017.
- 2. Project Entry Fee** – Each project must be submitted with a check in the amount of \$250 made payable to ABC NorCal Chapter. Payment must be received on or before Friday, October 13, 2017.

#### Mailing Address for Project Submission and Payment

ABC NorCal Chapter Office, Attn: EIC 4577 Las Positas Road, Unit C Livermore, CA 94551

### STEP 2 – (If project wins at local level) National Project Entry Steps

- 1. Eligible Projects National Online Project Registration** – Each project must be registered online no later than Friday, October 27, 2017.
- 2. Submission Deadline** – All entries must be completed online no later than Friday, November 17, 2017.
- 3. National Project Entry Fee** – Each project must be submitted with online payment or a check in the amount of \$525 made payable to Associated Builders and Contractors. Payment must be received on or before Friday, November 17, 2017. *Be sure the check is not made payable to a chapter.*

#### Mailing Address for Payment

ABC National Office, Attn: EIC 440 1<sup>st</sup> Street NW, Suite 200, Washington, D.C. 20001

### More Information

Specific questions may be directed to Julia Felipe at [Julia@abcnorcal.org](mailto:Julia@abcnorcal.org). Frequently asked questions are listed at [www.abc.org/eic](http://www.abc.org/eic). Additionally, tips on applying may be found on the website.

## Chapter Judging Criteria

### Read each section carefully.

The panel of judges represents a cross section of construction industry experts. The competition is comparative, using a point system to assist in the comparisons. A project entry can earn a total possible score of 100 points. The different evaluative sections and their point values are listed below. Answers to questions should be clear and succinct, as directed; the quality of an entry's presentation will have a great impact on its opportunity to win. Use the checklist at the end of this document to review your entry prior to submittal.

**2 Copies of Submission must be submitted to the ABC NorCal Chapter Office. Specific questions may be directed to Julia Felipe at [Julia@abcnorcal.org](mailto:Julia@abcnorcal.org).**

### Overall Presentation and Conformance to Entry Requirements (5 points)

- Documents should be pleasing to the eye and legible. Points will be deducted for font that is too small to easily read.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.

### Contracted Scope (10 points)

- Include up to one full page, ensuring legibility when selecting font design and size.
- Provide a description of your scope for this project including the following information:
  - type of construction
  - size of project
  - contract value
  - length of project
  - percentage of labor that is self-performed
  - any subcontracted work performed by fellow ABC members, suppliers or associates/industry professionals, if applicable
- Describe the opportunities you provided to the construction community to participate based on merit.
- Samples of Contracted Scopes may be viewed online at: [www.abc.org/AQC](http://www.abc.org/AQC)

### Project Narrative (30 points)

- Include up to four pages, ensuring legibility when selecting font design and size.
- Provide a written narrative indicating why this project is special and why it qualifies for a national award. The focus of the narrative should be the construction (i.e., erection, installation, modification, grade footprint, etc.) of the project. Be sure to include the following items:
  - Describe any innovative programs relating to quality control.
  - Describe any innovative programs relating to scheduling.
  - Describe any value analysis/engineering process used on the project.
  - Indicate any special obstacles you overcame in completing the project.
  - Describe any difficulties or extenuating circumstances encountered in completing the project.
  - Describe any innovative programs or methods related to productivity.
- Projects entered into the Community/Public Service categories may include one additional page (for a total of five pages) dedicated to describing why the project qualifies for the category. Include a detailed description of the resources donated by your company.

### Photographs (8 points)

- Submit up to 10 quality photographs of the project. Eight to ten total photos are recommended.
- To obtain maximum points, include "in progress" photos for new construction or "before and after" photos for restoration and renovation projects.
- It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative.
- Provide a short descriptive caption for each photograph in the text box provided, but keep the electronic images clear of any labels or captions.
- Ensure the photographs do not include any safety violations.

## Judging Criteria (continued)

**Photographer's Use Authorization:** If any photos being submitted were taken by a third-party photographer, the photographer's written authorization to use the photos is required. There are two ways to comply: (1) the photographer can sign and date the licensing agreement included in this document, or (2) the applicant must submit a letter from the photographer giving ABC NorCal Chapter authorization to use the photos, which must follow the licensing agreement in this document. No changes are allowed to this document. The letter may be emailed to [Julia@abcnorcal.org](mailto:Julia@abcnorcal.org).

### **Project Safety** (31 points)

- No project that involves a prime, multi-prime, subcontractor or any trade-related work (regardless of the type of contract) with a safety-related fatality is eligible for an Excellence in Construction Award.
- Complete the separate Project Safety section on page 8 of this application.
- You must include your company's OSHA Form 300A (project specific, if available) for the year(s) the project was under construction.
- You must also include your company's OSHA Form 300 (project specific, if available) for the year(s) the project was under construction, with personal information redacted.
- Include the additional documents requested on the Project Safety Form.
- In order to be eligible to win an award, the company must sign the Drug- and Alcohol-Free pledge found at [drugfreeconstruction.org](http://drugfreeconstruction.org)
- In order to be eligible to win an award, the company must have a written Safety and Health Policy Manual.

### **References** (10 points)

- Include letters of recommendation from third parties involved with the project, such as the owner and design team. If the owner is unable to provide a letter of recommendation due to company policy, include a letter from the owner on its letterhead stating it is unable to provide a reference (this letter will qualify for only 5 points).
- General Contractors must submit letters from at least the owner (or the General Contractor's prime contracting entity, if not the owner) and the architect. If submitting in an industrial category, General Contractors must submit letters from at least the owner (or the General Contractor's prime contracting entity).
- Specialty Contractors must submit a letter from at least the General Contractor, if working under a General contractor. If not working under a General Contractor, Specialty Contractors must submit a letter from at least the owner. Second- and third-tier subcontractors must at least submit a letter from their prime contracting entity.
- Letters will be assessed for their level of quality (content and position of author). In some cases, a single letter could earn the maximum number of points; however, additional letters are highly recommended.
- Provide a short description in the text box provided of how the author of each letter was involved in the project.

### **Supplemental Materials** (2 points)

- Up to five pages.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, awards and promotion.

### **AQC Contractor (optional)** (2 points)

- If your company is designated as an ABC 2016 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing [AQC@abc.org](mailto:AQC@abc.org).
- The certificate must indicate the chapter through which you are submitting your project because AQC membership is chapter specific.

\*For more information about AQC and to download an application, visit [www.abc.org/AQC](http://www.abc.org/AQC)

### **STEP Participants (Mandatory)** (2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate from the year(s) the project was performed or from the current year. If you do not have a copy of your certificate or need to apply for it, contact Frances Ruelas at 925.960.8507 [Frances@abcnorcal.org](mailto:Frances@abcnorcal.org).



# Project Award Category Form

Check only ONE category indicating the dollar amount of the contract for the project.

ABC NorCal reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced in a different category. ABC NorCal also reserves the right to redistribute the contract volume levels within a category.

## Specialty:

### Electrical

Covers any electrical contract more than \$10 million.

### Electrical: Commercial

Contracts less than \$10 million for electrical systems in a facility built for the benefit of people comfort and occupancy such as: office buildings, hospitals, schools, shopping centers, call centers, multi-family residential, hotels, convention centers, fountain features in a commercial facility, sports arena and stadium, fire or security alarms, parking lots, medical laboratories or renovation in an existing facility.

### Electrical: Industrial

Contracts less than \$10 million including electrical systems built for the purpose of facilitating processes or manufacturing. Examples are manufacturing plants, processing plants, clean rooms, data centers, printing and processing centers, airports, animal facilities or electrical renovation in an existing industrial facility.

### Sitework/Landscape/ Hardscape

Covers interior or exterior landscaping and parking lots.

### Exteriors

Includes masonry, precast, stone and all other exterior finishes.

### Interiors

Areas to include but not limited to are as follows: Metal stud and gypsum, Ceiling finishes, Painting and wall coverings, Other wall finishes and flooring. It is our intent to award based on degree of complexity and high-end finishes showcasing the abilities.

### Mechanical

Covers any mechanical contract more than \$10 million.

### Mechanical: Commercial

Contracts less than \$10 million for mechanical systems in a facility built for the benefit of people comfort and occupancy such as office buildings, hospitals, schools, shopping centers, call centers, multi-family residential, hotels, convention centers, fountain features in a commercial facility, sports arenas and stadiums, medical laboratories or mechanical renovation in an existing commercial facility.

### Mechanical: Industrial

Contracts less than \$10 million for mechanical systems built for the purpose of facilitating processes or manufacturing. Examples are manufacturing plants, processing plants, clean rooms, data centers, printing and processing centers, animal facilities or mechanical renovation in an existing industrial facility.

## Specialty and General:

### Community/Public Service

Includes philanthropic projects, regardless of type, that enhanced the community, using substantial resources donated by the contractor. Entries should include information detailing the donated resources.

### Other Specialty Construction:

Covers construction not specifically referred to in the above categories, such as Specialty- roofing, fountain features or artistic scaffolding General - theme parks, skate parks, water parks, zoos, and other unique types of projects.

### General:

#### Mega-Projects

Includes all projects more than \$100 million, regardless of type, whether General Contractor or Construction Management.

#### Commercial

Includes office buildings, banks, retail facilities, hotels or mixed-use buildings.

### Federal Government/Military

Includes all projects owned by the Federal Government, with the exception of transportation infrastructure and utilities.

### Healthcare

Hospitals, assisted living, nursing homes and other licensed medical facilities.

### Historical Restoration/Renovation

Restoration of buildings that are registered as historical, or are eligible to be registered as historical.

### Industrial

Covers manufacturing plants and facilities, refineries and similar types of construction.

### Infrastructure-Heavy

Covers projects streets or highways, dams, bridges and parks.

### Institutional

Covers buildings built for colleges, elementary or secondary schools, churches, local government structures; with the exception of healthcare facilities.

### Pre-Engineered Building

Encompasses commercial, industrial and institutional projects where the primary structure is a pre-engineered metal building. The contractors' role on the project (i.e. supply and erect steel, general contractor or design/builder) and why a pre-engineered building was utilized.

### Public Works/Environment

Covers water treatment plants and sewage treatment plants.

### Renovation

Includes the renovation or restoration of non-historical, existing buildings with more than 50 percent of square footage that has been renovated or restored.

### Residential

Covers single-family homes and multi-family projects and condominiums, including independent living retirement communities.

# Project Safety Form

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Oct. 16, 2016-Oct. 15, 2017) is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.

No project that involves a prime, multi-prime, subcontractor or any trade-related work (regardless of the type of contract) with a safety-related fatality is eligible for an Excellence in Construction Award.

- Did this project have a safety-related fatality? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, this project is not eligible.
- Did the applying company have a safety-related fatality within the current \_\_\_\_\_ Yes \_\_\_\_\_ No  
program year (Oct. 16, 2016-Oct. 15, 2017)? If yes, your company is not eligible.
- Include copies of the OSHA Form 300 and OSHA Form 300A for your company (project specific, if available) for the year(s) the project was under construction **with personal information redacted**.  
If omitted, your company is not eligible.
- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at [drugfreeconstruction.org](http://drugfreeconstruction.org)? If no, your company is not eligible. \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does your company have a written Safety and Health Policy Manual? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, include its table of contents or provide a one-page summary. If no, your company is not eligible.
- Indicate the following details and then calculate the project's Total Recordable Incidence Rate (TRIR)\*:
  - Total man-hours for all disciplines included in your contract on this project: \_\_\_\_\_
  - Company NAICS and SIC codes: \_\_\_\_\_
  - Number of OSHA-recordable accidents on this project: \_\_\_\_\_
  - Number of OSHA job transfer or restriction cases on this project: \_\_\_\_\_
  - Number of OSHA days away from work cases on this project: \_\_\_\_\_
  - Compute the project's Total Recordable Incidence Rate:  
TRIR = Number of recordable accidents x 200,000 / total man-hours for the project: \_\_\_\_\_
- \*General contractors and construction managers must also include all specialty contractors' hours and recordables on this project.
- If a general contractor or construction manager, do you require accident reports from the specialty contractors? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, provide information on the process.
- Were toolbox safety meetings held with employees? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Were these meetings documented? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Frequency of meetings: \_\_\_\_\_  
Include a one-page summary or an example up to two pages.
- Did your company regularly establish pre-task safety planning prior to \_\_\_\_\_ Yes \_\_\_\_\_ No  
beginning work on this project? If yes, provide at least one example.
- Was a site-specific Safety and Health Policy Manual developed for this project? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, include its table of contents or provide a one-page summary.

## Project Safety Form continued

- Did your company record near-miss cases on this project? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, provide an example of how your company uses this information.
- Does your company have a written substance abuse policy? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, provide a copy of the table of contents and explain how it is implemented on the project.
- Was specialized training conducted on this project? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, indicate types on a separate page.
- Does your company conduct a new employee safety orientation? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, include a copy of the agenda.
- Provide the project's organizational chart identifying the person responsible for safety.
- Additional information regarding any innovative safety and health programs used on this project or the company's overall safety program may be included.

Provide the below information about the person responsible for safety on this project and attesting to these accident rates:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

# Project Entry Qualifications, Rights and Agreement

## Property

All entries become the property of Associated Builders and Contractors Northern California Chapter (ABC NorCal).

## Entry Category Reassignment

ABC NorCal reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced with a different category. ABC NorCal also reserves the right to redistribute the contract volume levels within a category.

## Photographs (This section may be copied to a separate page for ease of gaining signature. No amendments will be accepted.)

Photographs submitted with the application have been licensed by the photographer to be used by ABC and ABC Norcal.

Applicant has obtained the signature of any third-party photographer to reprint the photographs without limitations.

**License to Use:** The undersigned photographer hereby grants Associated Builders and Contractors ("ABC") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC National Excellence in Construction Awards competition ("Competition"). This license grants ABC an unlimited right to use, reproduce, crop, resize, publicly display, distribute and transmit electronically including on the Internet, my photographs in connection with the Competition including but not limited to the promotion of the Competition and the announcement and promotion of any awards, without payment of any royalty or license or other fee by or from ABC or applicant or agent or other representative of ABC or applicant. ABC will provide photo credit whenever possible.

Photographer's Name (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Photographer's Name (print): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

## Grant of Rights

The applicant hereby grants to ABC the following non-exclusive rights: the right to reproduce and distribute copies of the work throughout the year as part of the competition materials described above, including the right to reprint the work, or any part thereof, whenever necessary and to license the use of the work, or any part thereof, in any medium or form of communication; and the right to use the applicant's name, photographs and biography in connection with the work. The applicant reserves all rights not specifically granted herein.

## Warranty

The applicant warrants that the work is original, that its publication will not infringe on the rights of others, and that it has the full power to make this grant.

## Notification and News Releases

ABC Norcal Chapter Excellence in Construction Award winners will be notified by October 20, 2017 in order to participate in the ABC National Competition. News releases will be held until after the awards ceremony takes place in January 2018. Until that time the winners' information is embargoed. ABC will provide winners with a news release and photograph(s) within several weeks of the ceremony. ABC National Excellence in Construction Award winners will be notified within weeks of the December judging process. News releases will be held until after the awards ceremony takes place in March 2017 in Fort Lauderdale, FL. Until that time the winners' information is embargoed. ABC will provide winners with a news release and photograph(s) within several weeks of the ceremony.

## Applicant Agreement

I have mailed a check for \$250 payable to "ABC NorCal Chapter" in accordance with the entry fee requirements, and understand project submissions and payment must be received no later than October 13, 2017, in order to be eligible for judging.

I hereby give permission to Associated Builders and Contractors Northern California Chapter (ABC Norcal) to use the photographs and any information submitted to the ABC NorCal Excellence in Construction Awards competition in ABC awards materials, including presentations and printed matter, as well as promotional materials and news releases.

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## 2017 EIC Chapter Entry Checklist

Prior to submitting your entry to ABC, complete the checklist below to be sure you have included all required elements.

- Project Information Form**
- Entry fee** – Submit payment of \$250 for each project submission. Be sure payment is made out to ABC NorCal. If you are submitting multiple entries, you may combine the fees into one check.
- Project Award Category Form**
- Contracted Scope**  
Samples of Contracted Scopes and Project Narratives may be viewed online at [abc.org/eic](http://abc.org/eic)
- Project Narrative**
- Up to 10 Quality Photographs**
- Project Safety**
  - Include the **Project Safety Form**.
  - Include your OSHA Form 300A.
  - Include your OSHA form 300, with personal information redacted.
  - Including the following, if applicable:
    - A one-page summary of, or the table of contents of, the company's Safety and Health Policy Manual
    - A one-page summary of, or the table of contents of, a site-specific Safety and Health Policy Manual
    - A one-page summary or an example of toolbox safety meetings (up to two-pages)
    - Explanation of specialized training
    - Information on the process of collecting accident reports from specialty contractors
    - Project's organizational chart identifying the person responsible for safety
    - A copy of the table of contents of the company's substance abuse policy
- Reference Letters**
- Supplemental Materials**
- Option Materials**
  - AQC Certificate (current year)
- Project Entry Qualifications, Rights and Agreement Form**

\*\*Samples of Contracted Scopes and Project Narratives may be viewed online at [abc.org/eic](http://abc.org/eic).

