

2018 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 2018 ABC NorCal Excellence in Construction Awards competition. *

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

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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 our January 25th, 2019, Excellence in Construction award night in San Francisco. National award winners will be recognized at a March, 2019 awards celebration in Long Beach, Calif. The national ceremony will feature a multimedia presentation highlighting the Eagle and Pyramid winners, and an elegant printed program highlighting each award-winning project. All national winners will be recognized in a special section of the *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. You may email questions to Bernadette Coronado at bernadette@abcnorcal.org.

ABC Membership

Only ABC contractor members are eligible to enter. 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. If the majority partner is an ABC member but not all partners are ABC members, only the majority contractor is eligible to enter. If your project was completed by a joint venture and not all parties are ABC members, email eic@abc.org for eligibility requirements.

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, 2017-Oct. 15, 2018) 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 prime, multi-prime or sub-trade contractors with a safety-related fatality is eligible to be considered for an award.

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 Monday, October 15, 2018.

STEP 1 - Chapter Project Entry Steps

1. Chapter Competition Submission Deadline – All entries must be submitted no later than Friday, October 12, 2018. Chapter winners will be notified no later than Friday, October 19, 2018.

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 12, 2018.

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 26, 2018.

2. Submission Deadline – All entries must be completed online no later than Friday, November 16, 2018.

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 16, 2018. *Be sure the check is not made payable to a chapter.*

Mailing Address for Payment

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

More Information

Specific questions may be directed to Bernadette Coronado at bernadette@abcnorcal.org. Frequently asked questions are listed at 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 Bernadette Coronado at bernadette@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
 - type of contract (i.e. Lump Sum, Time & Materials, Construction Management at Risk, Cost Plus, etc.)
 - size of project
 - contract value
 - duration 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 abc.org/eic

Project Narrative (30 points)

- Include up to four pages, ensuring legibility when selecting font design and size. Four pages are highly recommended and photos/images may be incorporated.
- 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 ten high-quality photographs (jpg format only) of the project. Ten photos are highly recommended. (8 Points)
- Submit up to ten high-quality photographs (jpg format only) of the project. Ten photos are highly recommended. To obtain maximum points, all projects should include "in progress" photos in addition to the completed project. Restoration and Renovation projects should include "before and after" images.
- It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative.
- Single jpg files may include up to two photographs, but no more than four files should include split images.
- Ensure the photographs do not include any safety violations.
- The photographs must be a minimum of 300 dpi resolution.

Judging Criteria (continued)

- The photographs must not be submitted within a software program such as PowerPoint or Acrobat and must not include any text or framing that affects the photo.
- Absolutely no videos are accepted.
- **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 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 Bernadette Coronado at bernadette@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.
- No company that experiences a safety-related fatality of a direct employee within the current program year (Oct. 16, 2017-Oct. 15, 2018) is eligible to submit a project. Additional details follow on the Safety Form.
- Complete the separate Project Safety section on pages 10 and 11 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.
- 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 2018 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.
- 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 abc.org/aqc

STEP Participants (Mandatory) (2 points)

- Include a copy of your Safety Training and Evaluation Process (STEP) 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

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. If you have any questions regarding this application, you may call the ABC NorCal at (925) 474-1300 or email Bernadette Coronado at bernadette@abcnorcal.org. **Do not alter or recreate this form in any way.**

Contractor Information

Name of contractor firm: _____

Company principal and title: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Indicate if you are a women- or minority-owned business: _____ WBE _____ MBE

Social Media

Facebook: _____ Twitter: _____

LinkedIn: _____ YouTube: _____

Instagram: _____

Primary Contact Information

Contact name and title: _____

Phone: _____ Email: _____

Project Information

Name of project: _____

Project location (city/state): _____ Final contract amount: \$ _____

Award entry category, including volume range (see pages 8 and 9): _____

Be sure to contact ABC at eic@abc.org if the award category has changed since the project was registered online.

Primary architect (official firm name and contact): _____

Primary engineer (official firm name and contact): _____

General contractor, if applicant is a specialty contractor (official firm name and contact): _____

Client/owner (official firm name and contact): _____

Starting date of construction: _____ Substantial completion date of construction: _____

ABC Chapter Information

Chapter through which this project is being submitted: _____

Does this chapter have an awards program? _____ Yes _____ No

Has this project won an ABC chapter award? _____ Yes _____ No

If yes, indicate the award category and level: _____

Other Project Information

Was this a design-build project, with design and construction services under one contract with a single point of responsibility? _____ Yes _____ No

Was this a Leadership in Energy and Environmental Design (LEED) project through the U. S. Green Building Council? _____ Yes _____ No

If it was a LEED project, circle the status of the LEED certification below:

Under Review

Certified as _____ Level

Did not Submit

Social Media & Entry Samples

Social Media

Throughout the year, we feature our EIC winners on ABC's Facebook page and Twitter. A photo from the entry is posted online, with the company name, project name and category. The first project will be featured in March, and photos will be posted through October.

If your project is awarded, indicate below if you would like to be featured after the awards gala:

_____ Yes, promote our project via ABC's social media accounts, such as Twitter and Facebook.

_____ No, DO NOT promote our project via social media.

Entry Samples

Members often request samples of EIC applications. In order to assist those applying for the first time, we would like to have winning samples available.

Project Scope

ABC posts samples of scopes from winning projects online. If your project is awarded, are you willing to allow ABC to share the scope from this project as a sample on ABC's website?

_____ Yes _____ No

Project Narrative

ABC would also like to have samples of narratives available for future applicants. If your project is awarded, are you willing to allow ABC to share the narrative from this project as a sample on ABC's website?

_____ Yes _____ No

Innovative Safety Programs

If you indicated the use of innovative safety programs and your project was awarded, would you like these programs included in a list of best practices to be posted on ABC's EIC webpage?

_____ Yes _____ No

Project Award Category Form – General Contracting/Construction Management

Check only ONE category indicating the dollar amount of the contract for the project. If the category chosen below is different than the one indicated when registering online, email eic@abc.org with the corrected category.

ABC 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 also reserves the right to redistribute the contract volume levels within a category.

Mega-Projects

All projects regardless of type
More than \$100 million

Commercial

Office buildings, banks, retail facilities, hotels and mixed use
Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Community/Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor
All contract amounts up to \$100 million

Federal Government/Military

All projects owned by the federal government, with the exception of transportation infrastructure and utilities
Less than \$10 million
\$10 to \$100 million

Health Care

Hospitals, assisted living, nursing homes and other licensed medical facilities
Less than \$10 million
\$10 to \$25 million
\$25 to \$100 million

Historical Restoration/Renovation

Restoration of buildings registered as historical, or eligible to be registered as historical
Less than \$25 million
\$25 to \$100 million

Industrial

Manufacturing plants and facilities, refineries and similar types of construction
Less than \$5 million
\$5 to \$15 million
\$15 to \$25 million
\$25 to \$100 million

Infrastructure: Heavy

Streets, highways, parks, dams and bridges
All contract amounts up to \$100 million

Institutional

Projects owned by schools, churches and local governments, with the exception of health care facilities.
Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants
All contract amounts up to \$100 million

Public Works/Environmental

Water treatment plants and sewage treatment plants
All contract amounts up to \$100 million

Renovation

Non-historical, existing buildings where more than 50 percent of the contracted dollar value was used for renovation or restoration
Less than \$4 million
\$4 to \$10 million
\$10 to \$100 million

Residential

Residential, including independent living retirement communities
Single-family projects up to \$100 million
Multifamily and condominium projects up to \$100 million

Other Construction

Construction not specifically referred to in the above categories. Examples include theme parks, zoos, skate parks, water parks and other unique types of projects
Less than \$2 million
\$2 to \$100 million

Project Award Category Form – Specialty Contracting

Check only ONE category indicating the dollar amount of the contract for the project. If the category chosen below is different than the one indicated when registering online, email eic@abc.org with the corrected category.

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

Community/Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor

All contract amounts

Electrical

All projects

More than \$10 million

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers

Less than \$2 million

\$2 to \$10 million

Electrical: Industrial

Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control

Less than \$2 million

\$2 to \$10 million

Mechanical

All projects.

More than \$10 million

Mechanical: Commercial

Schools, hospitals, institutional, shopping centers

Less than \$2 million

\$2 to 10 million

Mechanical: Industrial

Manufacturing plants, processing plants and pneumatic controls

Less than \$10 million

Exteriors

Masonry, precast or stone

All contract amounts

All other exterior finishes

All contract amounts

Interiors

Acoustical, drywall, millwork or plaster

All contract amounts

All other interior finishes

All contract amounts

Sitework/Landscape/

Hardscape

Interior/exterior, landscaping and parking lots

All contract amounts

Other Specialty Construction:

Commercial

Commercial construction not specifically referred to in the above categories

Less than \$10 million

More than \$10 million

Other Specialty Construction:

Industrial

Industrial construction not specifically referred to in the above categories

Less than \$10 million

More than \$10 million

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, 2017-Oct. 15, 2018) 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.

If there is a question regarding these application requirements, the applicant should request clarification from the National EIC Committee prior to submission by emailing eic@abc.org.

- 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 program year (Oct. 16, 2017-Oct. 15, 2018)? If yes, your company is not eligible. _____ Yes _____ No
- 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? 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? If yes, provide information on the process. _____ Yes _____ No
- 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 beginning work on this project? If yes, provide at least one example. _____ Yes _____ No
- 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 have a process in place to record near-miss cases on this project? _____ Yes _____ No
If yes, provide supporting documentation of this process and 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 (ABC).

Entry Category Reassignment

ABC 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 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. 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.

Safety Provision

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 award.

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 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 2018 in Fort Lauderdale, Fla. 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 \$525 payable to "Associated Builders and Contractors" in accordance with the entry fee requirements or submitted payment online, and understand payment must be received no later than November 16, 2018, in order to be eligible for judging.

I hereby give permission to Associated Builders and Contractors (ABC) to use the photographs and any information submitted to the ABC National 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: _____

2018 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, but be sure to specify the invoice number for each.
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs**
- Project Safety**
 - Include the **Project Safety Form** found on pages 10 and 11 of this application.
 - 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**
- Additional Materials**
 - AQC Certificate (current year)
 - STEP Certificate (year the project construction was performed)
- Social Media & Entry Samples**
- Project Entry Qualifications, Rights and Agreement Form**