

2011 ABC National Excellence in Construction Awards Project Entry Requirements and Forms



Associated Builders and Contractors invites your company to enter its best projects in the 2011 ABC National Excellence in Construction Awards 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 – recognizing the outstanding merit shop projects of the year. Use this application and the included forms to enter your company's best project(s).

All award winners will be recognized at a February 2012 awards celebration at the Biltmore in Phoenix, Ariz. The ceremony will feature a multi-media 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 for Eagle Award winners will be distributed to construction-related media outlets.

Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to eic@abc.org.

Project Safety Requirement

No project that involves prime, multi-prime or sub-trade contractors that has a safety-related fatality is eligible to be considered for an award. If for any reason there is a question regarding this policy and application requirement, the applicant should submit to National ABC-EIC Committee for clarification and/or confirmation of eligibility prior to submission of a project for an award.

Previous ABC Chapter Award Winner Requirement

If the company's local ABC chapter has an awards program, the project must have won first or second place at the chapter level at the most recent 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; for example, the chapter does not have an award category for the applicant's project or the chapter does not hold a competition. This letter must be included in your entry binder.

Completion of Project Requirement

To be eligible for award consideration, the project must be completed by October 15, 2011.

Project Entry Steps

1. **Online Project Registration** – Each project being entered must be registered online at www.abc.org/eic no later than Monday, October 31, 2011.
2. **Mailed Project Binder with Application Forms** – All project binders including application forms must be mailed to the ABC national office with a postmark or shipping service pick-up date no later than Monday, November 14, 2011. Only one copy of the binder is required.
3. **Project Entry Fee** – Each project binder must be submitted with a \$425 check made payable to Associated Builders and Contractors. Please be sure the check is made out to ABC National rather than your chapter.

Entry Deadlines

Absolutely no extensions can be made to the indicated deadlines.

Mailing Address

Associated Builders and Contractors
Attn: 2011 Excellence in Construction Awards
4250 North Fairfax Drive, 9th Floor
Arlington, VA 22203

More Information

Specific questions may be directed to the ABC national office by sending an email to eic@abc.org. Information on previous winners may be viewed at www.abc.org/eic. Additionally, tips on applying may be found on the web page.

Overview of Award Categories

Awards may be presented in 46 categories. For further descriptions of each category, see the Excellence in Construction web page at www.abc.org/eic.

Eagle Award

A total of 46 first place Eagle Awards may be presented. Award winners will receive a specially designed eagle sculpture to signify construction's highest honor.

Pyramid Award

Up to two construction projects in each category will be eligible for a Pyramid Award. Award winners will receive a specially designed pyramid on a walnut base with an engraved bronze plaque.

ABC / DBIA Special Award

Special recognition will be given to select Eagle Award winners for projects that are design-build, through an ABC partnership with Design-Build Institute of America (DBIA). Once a project is selected as an Eagle Award winner by the judges, it is then considered for the Design-Build Special Award.

Greener Tomorrow Award

Special recognition will also be given to select Eagle Award winners for LEED projects.

Awards for General Contracting / Construction Management

There are 29 project award categories for companies that perform general contracting or construction management services. Please review the categories below to determine eligible projects. For detailed descriptions of each category, visit the Excellence in Construction webpage at www.abc.org/eic and click on "Category Descriptions." Each project may only be entered into one category of competition.

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

Projects that enhance the community, using partially or fully donated resources.

- All contract amounts up to \$100 million

Healthcare

Hospitals, nursing homes, and other medical facilities.

- Less than \$10 million
- \$10 to \$25 million
- \$25 to \$100 million

Historical Preservation / Restoration

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

Schools, churches, government and military structures and similar types of construction.

- 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

Renovation or restoration of non-historical, existing buildings.

- Less than \$4 million
- \$4 to \$10 million
- \$10 to \$100 million

Residential

Residential, excluding senior and healthcare living centers; all contract amounts up to \$100 million.

- Single-family projects
- Multi-family projects and condominiums

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

Awards for Specialty Contracting

There are 17 project award categories for companies that perform specialty contracting and do not act as the general contractor or construction manager. For detailed descriptions of each category, visit the Excellence in Construction web page at www.abc.org/eic and click on "Category Descriptions." Each project may only be entered into one category of competition.

Community / Public Service

Projects that enhance the community, using partially or fully donated resources.

- 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, and shopping centers.

- Less than \$2 million
- \$2 to 10 million

Mechanical: Industrial

Manufacturing plants, processing plants and pneumatic controls.

- Less than \$10 million

Exteriors

All contract amounts.

- Masonry, precast or stone
- All other exterior finishes

Interiors

- Acoustical, drywall, millwork or plaster
- All other interior finishes

Sitework / Landscape / Hardscape

Interior/exterior, landscaping and parking lots.

- All contract amounts

Other Specialty Construction

Construction not specifically referred to in the above categories.

- Less than \$1 million
- More than \$1 million

Judging Criteria

Please read each section carefully.

The panel of judges represents a cross section of construction industry experts, including owners, architects, engineers and other industry leaders. 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.

Overall Presentation and Conformance to Entry Requirements

(5 points)

- Entry must be in a three-ring binder not to exceed 12 X 12 inches.
- Use tabs with a label for each of the sections 1 through 7 listed below.
- Indicate the following on the spine and cover of the binder: company name, project name and entry category.
- Include the following Project Information Form, Project Award Category Form and Safety Form in the binder.
- All documents included in the binder must be on single-sided 8 ½" x 11" sheets. No oversized paper is permitted.
- Do not send videos, DVD presentations or oversized documents.
- Do not include cover letters or tables of contents.

Contracted Scope – Tab Section 1

(10 points)

- Up to one full single-sided page.
- Provide a description of your scope for this project with the following information: type of construction, size of project, contract value, length of project, and percentage of labor that is self-performed.
- Describe the opportunities you provided to the construction community to participate based on merit.
- Samples of Contracted Scope narratives may be viewed online at www.abc.org/eic.

Judging Criteria (continued)

Photographs – Tab Section 2

(8 points)

- Submit photographs of the project on no more than 10, **single-sided** 8 ½" by 11" sheets. There is no limitation on the number or size of the photographs for the 10 pages, although 5-10 total photos are recommended.
- To obtain maximum points, provide "in progress" photos for new construction or "before and after" photos for restoration and renovation projects.
- Provide a caption for each printed photograph, but keep the electronic images on the CD or flash drive clear of any labels or captions.
- A CD or flash drive with your digital photos saved at a minimum of 300 dpi resolution is required. Include the CD or drive in a vinyl sleeve, **properly labeled** and **securely** fastened. The label should include the company name and the project name.
- 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 videotapes.
- **Photographer's Use Authorization:** If any of the 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) 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.

Project Narrative – Tab Section 3

(30 points)

- Up to four pages single-sided.
- Provide a written narrative indicating why this project is special and why it qualifies for a national award.
- Describe the innovative programs relating to personnel management, quality control, scheduling, and value analysis.
- Indicate any special obstacles you overcame in completing the project and describe any difficulties or extenuating circumstances encountered in completing the project.
- Projects entered into the Community / Public Service categories may include up to five pages, with the fifth page being a separate page describing why the project qualifies for the category. Include a description of your donated resources.

Project Safety – Tab Section 4

(33 points)

- Complete the separate Project Safety form in this application and include it in the Project Safety section of the project's entry. Place this form as the first page behind the safety tab of the entry. The second page must be the project's OSHA Form 300, with personal information redacted.
- No project that involves a prime, multi-prime, subcontractor or any trade related work regardless of the type of contract, that has a safety-related fatality, is eligible for an Excellence in Construction Award.

References – Tab Section 5

(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 their letterhead stating they are unable to provide a reference.
- General contractors must submit letters from at least the owner and the architect.
- Specialty contractors must submit a letter from at least the general contractor.

Supplemental Materials – Tab Section 6

(2 points)

- Up to five single-sided 8 ½" x 11" pages.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion.
- Do not submit oversized documents or additional photos.

AQC Contractor – Tab Section 7

(2 points)

- If your company is designated as an ABC 2011 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. This certificate may be requested by emailing aqc@abc.org.

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. Include this form as the first page of the project's entry binder. Note that each project submitted requires a completely separate entry form and binder. If you have any questions regarding this application, please call the ABC national office at (703) 812-2000 or email eic@abc.org.

Contractor Information

Name of contractor: _____

Company principal and title: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please indicate if you are a women- or minority-owned business: WBE MBE

Primary Contact Information

Contact name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Project Information

Name of project: _____

Project location (city/state): _____

Contract amount: _____

Award entry category (see list): _____

Name of primary architect (firm name): _____

Name of primary engineer (firm name): _____

Name of general contractor (if applying company is a specialty contractor): _____

Name of client/owner (firm name): _____

Starting date of construction: _____

Completion date of construction: _____

ABC Chapter Information

Name of Chapter this project is being submitted through: _____

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: _____

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 yes, indicate the level: _____

Project Award Category Form

Include this form in the front of the project's entry binder, immediately behind the Project Information Form.

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

Provide one paragraph (up to 25 words) on a separate sheet of paper describing what makes this project special. This description may be incorporated in the EIC program description if the project wins an Eagle Award. Place the sheet with the description immediately behind this form in your binder.

General Contracting / Construction Management

For a project with the company performing work as a general contractor or a construction manager.

Mega-Projects

More than \$100 million

Commercial

Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Community / Public Service

All contract amounts up to \$100 million

Healthcare

Less than \$10 million
\$10 to \$25 million
\$25 to \$100 million

Historical Preservation / Restoration

Less than \$25 million
\$25 to \$100 million

Industrial

Less than \$5 million
\$5 to \$15 million
\$15 to \$25 million
\$25 to \$100 million

Infrastructure: Heavy

All contract amounts up to \$100 million

Institutional

Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Pre-Engineered Building

All Contract Amounts up to \$100 million

Public Works / Environmental

All contract amounts up to \$100 million

Renovation

Less than \$4 million
\$4 to \$10 million
\$10 to \$100 million

Residential

Single-family projects up to \$100 million
Multi-family and condominium projects up to \$100 million

Other Construction

Less than \$2 million
\$2 to \$100 million

Specialty Contracting

For a project with the company performing work as a specialty contractor.

Community / Public Service

All contract amounts

Electrical

More than \$10 million

Electrical: Commercial

Less than \$2 million
\$2 to \$10 million

Electrical: Industrial

Less than \$2 million
\$2 to \$10 million

Mechanical

More than \$10 million

Mechanical: Commercial

Less than \$2 million
\$2 to 10 million

Mechanical: Industrial

Less than \$10 million

Exteriors

Masonry, precast or stone
All other exterior finishes

Interiors

Acoustical, drywall, millwork or plaster
All other interior finishes

Sitework / Landscape / Hardscape

All contract amounts

Other Specialty Construction

Less than \$1 million
More than \$1 million

Project Safety Form

Complete this form and include it in the Project Safety section (tab 4) of the project's entry binder. **Place this form as the first page behind the safety tab of the entry.** No project that involves a prime, multi-prime, subcontractor or any trade related work regardless of the type of contract, that has a safety-related fatality, is eligible for an Excellence in Construction Award. If there is a question regarding this application requirement, the applicant should submit to National ABC-EIC Committee for confirmation of eligibility prior to submission of a project.

- Did this project have a safety-related fatality? Yes No
If yes, do not submit your entry for this competition.
- Include a copy of the OSHA Form 300 for this project immediately behind this form in the Project Safety section (tab 4) of the binder.
- If your company is a Safety Training Evaluation Process (STEP) award recipient, include a copy of your bronze, silver, gold, platinum or diamond-level certificate from the year the project was performed or from 2011. For more information about STEP and to receive a STEP application, send an email to safety@abc.org.
- Does your company have a written Safety and Health Policy Manual? Yes No
If yes, provide up to a one-page summary or include one page of its Table of Contents.
- Did you develop a site-specific Safety and Health Policy Manual? Yes No
If yes, provide up to a one-page summary or include one page of its Table of Contents.
- 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.
- Was specialized training conducted on this project? Yes No
If yes, indicate types:
- Indicate total man-hours for all disciplines included in your contract on this project: _____
(General contractors and construction managers must also include all specialty contractors' hours on this project.)
- Indicate number of OSHA-recordable accidents on this project: _____
(Include accident counts for all specialty contractors under your contract.)
- Indicate number of OSHA restricted day cases on this project: _____
- Indicate number of OSHA lost-time accidents on this project: _____
- Provide the project's organizational chart identifying the person responsible for safety.
- Provide information about the person responsible for safety on this project and attesting to these accident rates:
Name: _____ Title: _____
Phone: _____ Email: _____
Signature: _____
- Does your company have a substance abuse policy? Yes No
- Were there any innovative safety and health programs used on this project? Yes No
Explain on a separate sheet of paper.
- Additional information regarding the company's safety program may be included.

Project Entry Qualifications, Rights and Agreement

Include this form as the last page of the project's entry binder.

Property

All entries become the property of Associated Builders and Contractors (ABC). ABC will retain the applicant's entry binder as long as it is needed to fulfill program requirements. There is no guarantee that the binder will be returned to the applicant.

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 by the change to the new 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.

Photographer's Name (signature): _____ Date: _____

Photographer's Name (print): _____ Phone: _____

Grant of Rights

The applicant hereby grants to ABC the following non-exclusive rights: the right to reproduce, distribute and sell 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, that has 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 a week of the December judging process. News releases will be held until after the actual awards ceremony takes place in February 2012 in Phoenix, Ariz. ABC will provide winners with a news release and photograph within several weeks of the ceremony. Until that time the winners' information is embargoed.

Applicant Agreement

I have enclosed a check for \$425 payable to "Associated Builders and Contractors" in accordance with the entry fee requirements. Also enclosed is the project entry binder that was prepared in accordance with the requirements indicated in this application.

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: _____

E-mail address: _____

Phone: _____

Fax: _____