

2014 ABC Eastern Pennsylvania Chapter Awards of Excellence Project Entry Requirements and Forms



Eastern
Pennsylvania
Chapter

Associated Builders and Contractors invites your company to enter its best projects in the 2014 ABC Eastern Pennsylvania Chapter Awards of Excellence 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 Eastern Pennsylvania Chapter Awards of Excellence 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 the Nov. 6 awards celebration at Presidential Caterers in Norristown. The ceremony will feature a multi-media presentation highlighting the Excellence and Merit winners, and an elegant printed program highlighting each award-winning project. All winners will be recognized in a news release distributed to local and regional construction-related media outlets.

Judging Criteria

The panel of judges represents a cross-section of construction industry experts, including owners, architects, engineers and industry leaders. The competition is comparative, using a points 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. Please use the checklist at the end of this document to review your entry prior to submittal.

Points will be deducted for grammatical errors, spelling mistakes and typographical errors.

Entry Requirements

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

ABC Membership

Only ABC members are eligible to enter.

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.

Completion of Project Requirement

To be eligible for 2014 award consideration, the project must be substantially completed by Aug. 29, 2014.

Project Entry Steps

- 1. Intent to Compete Form** – Each project being entered must be pre-registered online at www.abceastpa.org no later than Friday, July 25, 2014.
- 2. Entry Materials** – All project materials must be submitted on a CD or flash drive or emailed to blance@abceastpa.org no later than Friday, Aug. 15, 2014. Late materials will not be accepted and your project may be disqualified.
- 3. Project Entry Fee** – Each project must be submitted with a \$600 entry fee check made payable to Associated Builders and Contractors.
- 4. Judging Day** – Each project must have a knowledgeable representative on-site to meet with the judging team on Sept. 9, 2014. The site representative must be able to answer detailed questions about the project. The judges will review project materials before arriving. You may have additional materials on-hand for the judges pertaining to the project.
- 5. Awards Banquet** – Project awards will be presented at the awards banquet on Thursday, Nov. 6, 2014, at Presidential Caterers in Norristown.

Entry Deadlines

The deadlines stated above are firm.

Mailing Address

Associated Builders and Contractors Eastern Pennsylvania Chapter
430 W. Germantown Pike
East Norriton, PA 19403

Entry Materials

To complete your entry, please submit the following materials either on a CD or flash drive OR as attachments in ONE (1) email to blance@abceastpa.org no later than Aug. 15, 2014.

1. Project Information Form (PDF Format)

2. Description for Judging Day (Word or PDF format)

Provide a written narrative indicating why this project is special and why it qualifies for an award. The focus of the narrative should be the construction of the project. Be sure to include the following items:

- Innovative programs related to quality control
- Innovative programs related to scheduling
- Value analysis/engineering process used on the project
- Special obstacles you overcame in completing the project
- Difficulties or extenuating circumstances you encountered in completing the project

The description may be up to two (2) pages, single-sided.

3. Owner's Letter of Recommendation (Word or PDF format)

Include a letter of recommendation from the owner. If an owner is unable to provide a letter due to company policy, include a letter from the owner on its letterhead stating the owner is unable to provide a reference.

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 the owner.

4. Safety Form (PDF format)

5. Photographs (JPG or TIFF format)

You may submit up to **10** photographs of the project labeled PROJECTNAME1, PROJECTNAME2, etc. The photos can depict progress as well as the finished project. Photos must be high resolution and in JPG or TIFF format. Please label one PRIMARYPROJECTNAME – it must be a horizontal photo that will be used for promotional materials and any framed photos ordered.

6. Contractor/Supplier List (Excel format ONLY)

A list of all subcontractors and materials suppliers on each project must be included. The Excel template at abceastpa.org must be used to provide all the requested information. The list should include ABC and non-ABC members.

7. Map/Directions – Submit the project address along with a map and directions leaving from 430 W. Germantown Pike, East Norriton, Pa., 19403. If the project's address isn't recognized by GPS or online maps, please include step-by-step directions from the East Norriton office.

8. Video Description (Word document)

Write a brief, 30-40 word description to be read aloud during the audio/visual presentation at the awards banquet. Please include phonetic pronunciation for any potentially challenging names, words, etc.

If you have questions, you may contact Brittany at blance@abceastpa.org or 610.279.6666.

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. Note that each project submitted requires a separate entry form and entry materials. If you have any questions regarding this application, please call the ABC office at 610.279.6666 or email blance@abceastpa.org. **Please do not alter or recreate this form in any way.**

Contractor Information

Name of contractor: _____

Company principal and title: _____

Phone: _____ Fax: _____

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

Individual Submitting Entry Form

Name: _____

Phone: _____ Email: _____

Judging Day Contact

Contact name: _____

Title: _____

Phone: _____ Cell on Judging Day: _____

Email: _____

Project Information

Name of project: _____

Project location (city/state): _____

Final contract amount: _____ Square Footage: _____

Award entry category:

- Commercial (e.g. office buildings, hotels, motels, banks, retail outlets, interiors)
 - Industrial (e.g. manufacturing plants/facilities, processing plants, etc.)
 - Institutional (e.g. schools, hospitals, correctional facilities, nursing homes, churches, etc.)
 - Heavy Construction
 - Sitework
 - Infrastructure
 - Restoration/Renovation (e.g. historical restorations and renovations of existing building)
 - Residential (single or multi-family units)
 - Public Construction (e.g. schools, correctional facilities, state or municipal, etc.)
 - Pre-Engineered Metal Building
 - Specialty Construction (e.g. electrical, mechanical, masonry, interiors, landscape, etc.)
- Specify trade: _____

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: _____

Substantial completion date of construction: _____

Additional Project Information

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, indicate the status of the LEED certification:

Under Review Certified as _____ Level

Did not submit

Project Safety Form

Complete this form and submit to blance@abceastpa.org. **This form is mandatory.** 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 of Excellence. **Please do not alter or recreate this form in any way.**

- Did this project have a safety-related fatality? Yes No
If yes, do not submit your entry for this competition.
- 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 this form, **with personal information redacted.**
- Is your company a Safety Training Evaluation Process (STEP) award participant? Yes No
If yes, include a photocopy of your bronze, silver, gold, platinum, or diamond-level certificate from the year(s) the project was performed or from 2014.
- 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: _____
- 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.)
- If a general contractor or construction manager, do you require accident reports from the specialty contractors?
 Yes No If yes, please provide an example.
- Indicate number of OSHA-recordable accidents on this project: _____
(Include accident counts for all specialty contractors under your contract for this item and the next 3 items.)
- Indicate number of OSHA restricted day cases on this project: _____
- Indicate number of OSHA lost-time accidents 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): _____
- 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 written substance abuse policy? Yes No
If yes, provide a copy of the table of contents.
- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at drugfreeconstruction.org? This is a requirement in order to be eligible for an ABC National award.
 Yes No

Project Entry Qualifications, Rights and Agreement

Include this form as part of the entry.

Property

All entries become the property of Associated Builders and Contractors Eastern Pennsylvania Chapter (ABC). Materials submitted will NOT be returned to the applicant. It is suggested the applicant make a copy of the materials for the company's records.

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 Eastern Pennsylvania Chapter Awards of Excellence 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 Awards of Excellence winners will be notified after the September judging day. News releases will be held until after the actual awards ceremony takes place Nov. 6. ABC will provide winners with a news release within several weeks of the ceremony. Until that time the winners' information is embargoed.

Applicant Agreement

I have enclosed a check for \$600 payable to "Associated Builders and Contractors" in accordance with the entry fee requirements. I understand that once a project is submitted, the entry fee will not be refunded if the project is later withdrawn. I also understand that by signing below, I am confirming we have already obtained the project owner's permission.

I hereby give permission to Associated Builders and Contractors (ABC) to use the photographs and any information submitted to the ABC Eastern Pennsylvania Chapter Awards of Excellence 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: _____

Project Name: _____ Fax: _____

2014 Awards of Excellence Entry Checklist

Prior to submitting your entry to ABC, please complete the checklist below to be sure you have included all required elements. Do not include this checklist with your entry.

- Entry fee** - Send a check for \$600 to the East Norriton office. Make check payable to Associated Builders and Contractors.
430 West Germantown Pike, East Norriton, PA 19403
- Project Information Form**
- Description for Judging Day**
- Owner's letter of recommendation**
- Safety Section**
 - The **Project Safety form** with the following documents:
 - OSHA Form 300A.
 - OSHA Form 300, with personal information redacted.
 - Including the following, if applicable:
 - A 1-page summary or page of the Table of Contents of the company's Safety and Health Policy Manual
 - A 1-page summary or page of the Table of Contents of a site-specific Safety and Health Policy Manual
 - A 1-page summary or an (up to 2 pages) example of toolbox safety meetings
 - 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 from the company's substance abuse policy
 - A copy of your company's STEP Award
- Up to 10 photographs**
- Excel spreadsheet of subcontractors and suppliers who worked on the project**
- Map and directions**
- Video description**
- Project Entry Qualifications, Rights and Agreement Form**

Submit all project materials via email, CD or flash drive. Be sure the CD or flash drive is labeled with company and project name. If emailing, please save files in this format: PROJECTInfoForm; PROJECTJudgingDay, etc.

If you have questions, you may contact Brittany at blance@abceastpa.org or 610.279.6666.