

2013 ABC Local Northern Ohio Chapter Excellence in Construction Awards Project Entry Requirements and Forms

Associated Builders and Contractors invites your company to enter its best projects in the 2013 ABC Northern Ohio Chapter Excellence in Construction Awards competition.



Northern Ohio Chapter

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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 NOC Local 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 November 14th awards celebration in Cleveland Ohio. The ceremony will feature a multi-media presentation highlighting the Merit and Excellence award winners, and an elegant printed program highlighting each award-winning project. All winners will be recognized in a special section of ***Properties*** magazine and a news release for Merit and Excellence winners will be distributed to regional construction-related media outlets.

Entry Requirements

Only ABC Members are eligible. Each entry must follow the entry requirements outlined in this award application. You may email questions to rickl@nocabc.com.

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 award consideration, the project must be completed by October 30, 2013.

Project Entry Steps

1. **Registration** – Please Contact the Northern Ohio Chapter ASAP to register your projects. Chapter contact Rick Lorenzen rickl@nocabc.com Office (440) 717-0389 (104), Cell (330) 606-1420
2. **Mail Project Binder with Application Forms** – All project binders including application forms must be mailed to the ABC Local office with a postmark or shipping service pick-up date no later than October 30, 2013. Only one copy of the binder is required.
3. **Project Entry Fee** – Each project binder must be submitted with a \$225 check made payable to Associated Builders and Contractors. *Please be sure the check is made out to ABC Northern Ohio Chapter.*

Mailing Address

Associated Builders and Contractors
Attn: 2013 Excellence in Construction Awards
9255 Market Place West
Broadview Heights, Ohio 44230

More Information

Specific questions may be directed to the ABC Northern Ohio office by sending an email to rickl@nocabc.com . Frequently asked questions may be viewed at www.abc.org/eic . Additionally, tips on applying may be found on that web site.

Overview of Award Categories

Awards may be presented in 48 categories. There are 31 categories for General Contracting / Construction Management and 17 for specialty construction. Categories are outlined in this document. For further descriptions of each category, see the Excellence in Construction web page at www.abc.org/eic.

Chairman's Cup Award

Will be awarded to the Excellence award project with the highest overall score (Based on the Judging Criteria)

Excellence Award

Award winners will receive an award to signify construction's highest honor.

Merit Award

Award winners will receive an award to signify construction's special honor.

ABC / DBIA Special Award (Optional)

Special recognition will be given to select Merit/Excellence 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 Excellence Award winner by the judges, it is then considered for the Design-Build Special Award.

Greener Tomorrow Award (Optional)

Special recognition will also be given to select Excellence Award winners for LEED projects. To be considered for this award, please include your LEED scoring sheet.

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.
- Indicate the following on the **spine and cover of the binder**: company name, project name and entry category.
- Include the Project Information Form, Project Award Category Form and Safety Form in the binder. Each form is available in this document.
- **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 a table of contents or cover letter.

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: **(1) type of construction, (2) size of project, (3) contract value, (4) length of project, and (5) 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)

Project Narrative – Tab Section 2

(30 points)

- **Up to four pages single-sided.**
- Provide a written narrative indicating **why this project** is special and why it qualifies for a chapter award. The focus of the narrative should be the construction of the project. Be sure to include the following items:
 - ✓ 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 relating to personnel management
 - ✓ 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.
- 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 the resources donated by your company.

Photographs – Tab Section 3

(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 8-10 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.
- It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative.
- Provide a **descriptive 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 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 Safety – Tab Section 4

(33 points)

- Complete the separate Project Safety form of 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 your company's **OSHA Form 300A** (project specific, if available) for the year(s) the project was under construction.
- The following pages must be 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.

Judging Criteria (continued)

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. There is no limit to the number of letters that may be included.
- Multiple letters are highly recommended.

Supplemental Materials – Tab Section 6

(2 points)

- Up to five single-sided pages.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion.
- Do not submit oversized documents.

AQC Contractor – Tab Section 7 (Optional)

(2 points)

- If your company is designated as an ABC 2013 Accredited Quality Contractor (AQC) member, include a copy of the company certificate.

Note: An AQC status is not required to submit for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing AQC@abc.org.

ABC / DBIA Award – Tab Section 8 (Optional)

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). To be considered for this award, include the information outlined below.

- Provide a written narrative of no more than one single-sided page.
 - Describe what design-build best practices were applied to the project.
 - Describe how the information was shared across the project team.
- Include a copy of the organizational chart, showing the design-build team's structure and contractual relationships.

Greener Tomorrow Award – Tab Section 9 (Optional)

Projects that win an award and used sustainable best practices are eligible for a Greener Tomorrow Award. To be considered for the award, include the information outlined below. Note that LEED certification is not required.

Part One:

- Provide a written narrative of one or two single-sided pages.
 - Describe the sustainable building initiatives, if any, which required your company's participation.
 - Describe your company's involvement in the design phase, if any.
 - Describe any obstacles or challenges related to achievement of the project's green initiatives.
 - Indicate if the company is an ABC Certified Green Contractor (bonus opportunity.)
- If ABC Green Building Toolbox talks were used, include a sample of toolbox talk and sign-in sheet.

Part Two:

- If applicable, include green rating system used and level of certification achieved.
- If it is a LEED project, include the LEED score card.
- If another rating system was used, list the criteria used to establish the rating achieved.

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 Local office at (440) 717-0389 or email Rick Lorenzen rickl@nocabc.com phone Rick (330) 606-1420 cell.

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): _____

Final 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: _____

Substantial completion date of construction: _____

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, indicate the status of the LEED certification:

Under Review Certified as _____ Level

Did not submit

Project Award Category Form – General Contracting / Construction Management

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.

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.

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

Healthcare

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 healthcare 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 with more than 50 percent of square footage that has been renovated or restored.
 Less than \$4 million
 \$4 to \$10 million
 \$10 to \$100 million

Residential

Residential, including independent living retirement communities; all contract amounts up to \$100 million.
 Single-family projects up to \$100 million
 Multi-family 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

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.

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, hospital, 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

All contract amounts.

Masonry, precast or stone

All other exterior finishes

Interiors

All contract amounts.

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 \$10 million

More than \$10 million

Project Safety Form

Complete this form and include it **as the first page of** the Project Safety section (tab 4) of the project's entry binder. **This form is mandatory.**

- 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 immediately behind this form in the Project Safety section (tab 4) of the binder, **with personal information redacted.**
- If your company is a Safety Training Evaluation Process (STEP) award recipient, include a photocopy of your bronze, silver, gold, platinum or diamond-level certificate from the year(s) the project was performed or from 2013. If you are unable to copy your certificate, contact your chapter for a copy, or email safety@abc.org. For more information about STEP and to download a STEP application, visit www.abc.org/STEP.
- 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 on a separate page.
- 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 information on the process.
- 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 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 written substance abuse policy? Yes No
If yes, provide a copy of the table of contents.
- Additional information regarding any innovative safety and health programs used on this project or the company's overall 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).

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 Northern Ohio Chapter 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.

Applicant Agreement

I have enclosed a check for \$225 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 Northern Ohio Chapter 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: _____

2013 EIC Entry Checklist

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

- Entry fee** - Include a check for \$250 with your binder. Be sure it is made out to Associated Builders and Contractors, NOT your chapter. If you are submitting multiple entries and mailing them in the same box, you may combine the fees into one check.
- Binder Cover and Spine** - The 12" x 12" 3-ring binder should include the following on the cover AND the spine: company name, project name and category. Be sure the national category is indicated, rather than the chapter category.
- CD or Flashdrive** - Be sure it is SECURELY fastened – and labeled with company and project name. Note that binders are moved several times, and the disc or flashdrive must be fastened so that it would not fall out if the binder was carried sideways or upside down. Also, the disc or flashdrive is eventually separated from the binder, and must be identifiable.
- Project Information Form** - The form should be the first page in the binder.
- Project Award Category Form** - This form should be immediately behind the Project Information Form, at the front of the binder.
- Safety Section**
 - The **Project Safety form** should be the first page behind the Safety tab.
 - Following the form, insert OSHA Form 300A.
 - Next insert OSHA Form 300, with personal information redacted.
 - Following OSHA Form 300, insert a copy of the company's STEP certificate, if applicable.
 - 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
 - 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 from the company's substance abuse policy
- Project Entry Qualifications, Rights and Agreement Form** - This form should be the LAST page in the binder. It can be found in the application.