

**2010 WTCABC  
Excellence in Construction Awards  
Project Entry Requirements and Forms**



Associated Builders and Contractors invites your company to enter its best projects in the 2010 ABC 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 Excellence in Construction Awards competition — recognizing the outstanding merit shop projects of the year. Use this application and its forms to enter your company's best project(s).

All award winners will be recognized at the September 23rd awards celebration at . The ceremony will feature a multi-media presentation highlighting winners, and an elegant printed program highlighting each award-winning project inserted in the Memphis Daily News.

## Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to [erin@wtcab.org](mailto:erin@wtcab.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.

### **Completion of Project Requirement**

To be eligible for award consideration, the project itself must be completed by October 15, 2010.

### **Project Entry Steps**

- 1. Delivered Project Binder with Application Forms** – All project binders and application forms must be received at the WTCABC office on or before August 31, 2010 at 5 p.m.
- 2. Project Entry Fee** – Each project binder must be submitted with a \$200 check made payable to Associated Builders and Contractors.

### **Entry Deadlines**

Absolutely no extensions can be made to the indicated deadlines.

### **Mailing Address**

Associated Builders and Contractors  
1995 Nonconnah Blvd  
Memphis, TN 38132

### **More Information**

Specific questions may be directed to the WTCABC office by sending an email to [erin@wtcab.org](mailto:erin@wtcab.org) or calling 901-794-9590. Information on previous winners may be viewed at [www.abc.org/eic](http://www.abc.org/eic).

## Overview of Award Categories

Awards may be presented in 47 categories. For further descriptions of each category, see the Excellence in Construction website at [www.abc.org/eic](http://www.abc.org/eic).

## Awards for General Contracting / Construction Management

There are 30 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](http://www.abc.org/eic) and click on "Category Descriptions."

### Mega-Projects

All projects regardless of type.

- More than \$100 million

### Commercial

Office buildings, banks, retail facilities, hotels, and mixed use.

- Less than \$2 million
- \$2 to \$5 million
- \$5 to \$10 million
- \$10 to \$25 million
- \$25 to \$100 million

### Healthcare

Hospitals, nursing homes, and other medical facilities.

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

### Historical Restoration

Restoration of historical buildings.

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

### Institutional

Schools, churches 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

### Public Works / Environmental

Water treatment plants and sewage treatment plants.

- All contract amounts

### Renovation

Renovation 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.

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

### Other Construction

Construction not specifically referred to in the above categories. Projects 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 webpage at [www.abc.org/eic](http://www.abc.org/eic) and click on "Category Descriptions."

### 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 \$2 million
- \$2 to 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 company name, project name and entry category on the spine and cover of the binder.
- Include the following Project Information Form and Project Award Category Form in the binder.
- All documents included in the binder must be on 8" ½ x 11" sheets. No oversized paper is permitted.
- Do not send videos, DVD presentations or oversized documents.
- Use the correct ABC logo trademark.

Tab Section 1

#### **Photographs**

(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 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 high resolution electronic images on a CD clear of any labels or captions.
- A CD with your digital photos saved at a minimum of 300 dpi resolution is required. Include the CD in a vinyl sleeve, properly labeled and **securely** fastened.
- 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.

Tab Section 2

#### **Contracted Scope**

(10 points)

- Up to one full 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](http://www.abc.org/eic).

Tab Section 3

**Project Narrative**

(30 points)

- Up to four pages.
- 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.

Tab Section 4

**Project Safety**

(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.
- 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.

Tab Section 5

**References**

(10 points)

- Include a letter of recommendation from the owner as well as letters from the design team and other endorsements or third-party comments.
- To obtain maximum points, general contractors should submit at least a letter from the owner or architect. Specialty contractors should submit at least a letter from the construction manager or general contractor.

Tab Section 6

**Supplemental Materials**

(2 points)

- Up to five pages.
- Provide a list with contact information on all ABC members that worked on the project.
- 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.

Tab Section 7

**AQC Contractor**

(2 points)

- If your company is designated as an ABC Accredited Quality Contractor (AQC) member, include a copy of the company certificate or renewal letter. This certificate may be requested by emailing a request to [aqc@abc.org](mailto:aqc@abc.org). For more information about AQC or an application to become an AQC member, contact your local ABC chapter or send an email to [aqc@abc.org](mailto: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 in the very front of the project's entry binder. (Photocopy this form in the event more than one project is being submitted for an award; each project submitted requires a completely separate entry form and binder.) If you have any questions regarding this application, please call the WTCABC office at (901) 794-9212 or email erin@wtcab.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/engineer (firm name): \_\_\_\_\_

Name of client/owner (firm name): \_\_\_\_\_

Starting date of construction: \_\_\_\_\_

Completion date of construction: \_\_\_\_\_

### Other Project Information

Was this a Design-Build project in your contract with the owner or general contractor?  Yes  No

Was this a Leadership in Energy and Environmental Design (LEED) certified 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, along with the completed 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 will be incorporated in the EIC program description if the project wins an Eagle Award.

## 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 \$2 million
- \$2 to \$5 million
- \$5 to \$10 million
- \$10 to \$25 million
- \$25 to \$100 million

### Healthcare

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

### Historical Restoration

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

### Institutional

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

### Pre-Engineered Building

All Contract Amounts

### Public Works / Environmental

All contract amounts

### Renovation

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

### Residential

- Single-family projects
- Multi-family and condominium projects

### Other Construction

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

## Specialty Contracting

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

### 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 \$2 million
- \$2 to 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 with a safety-related fatality, regardless of contractor or trade, is eligible for an Excellence in Construction Award.

- Did this project have a safety-related fatality?  Yes  No  
If yes, do not submit your entry for this competition.
  
- 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. For more information about STEP and to receive a STEP application, send an email to [safety@abc.org](mailto: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 a one-page example.
  
- 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:

# Project Entry Qualifications, Rights and Agreement

Include this form in the back 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.

**Photographs**

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): \_\_\_\_\_

**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 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.

**Applicant Agreement**

I have enclosed a check for \$200 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 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: \_\_\_\_\_