



48TH ANNUAL EXCELLENCE IN CONSTRUCTION AWARDS

Project Entry Requirements and Forms

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PROGRAM OVERVIEW

Associated Builders and Contractors of Western Pennsylvania invites you to enter your best project(s) in the 2020 ABC of Western PA Excellence in Construction Awards competition. Join your fellow merit shop companies to be recognized as “the best of the best” in the construction industry.

All award winners will be recognized at the annual ABC of Western Pennsylvania Excellence in Construction Awards Banquet on June 17th, 2021. A company representative must be present to receive their award(s).

If you have any questions concerning the chapter Excellence in Construction Awards, please contact: Pete Gum at: (412)213-3556 or pgum@abcwpa.org.

ENTRY REQUIREMENTS

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

ABC of Western PA Membership

Only ABC of Western PA Members are eligible to enter.

Project Safety

No project that involves prime, multi-prime, or sub-trade contractors with a safety-related fatality is eligible to be considered for an award.

Completion of Project

To be eligible for award consideration, the project itself must be completed by December 31st, 2020.

Project Entry Steps

- Submissions—No emailed or faxed applications will be accepted. Each project must be submitted in a 1” three-ring binder not to exceed 10”x13” with a completed entry form. All projects must be submitted in person or via mail by May 30th, 2020.
- Mailing Address for Submissions:
 - ABC of Western PA
 - Attn: EIC Entry
 - 2360 Venture Drive Gibsonia, PA 15044

More Information

Specific questions may be directed to the ABC of Western PA office by sending an email to pgum@abcwpa.org. Samples of previous entries may be viewed by appointment at the ABC of Western PA office.

JUDGING CRITERIA

A group consisting of a cross section of the industry, including architects, engineers and other construction industry leaders, will comprise the judging panel. The competition is comparative, using a point system to assist the comparisons. A project entry can earn a total possible score of 104 points. The different evaluative sections and their point values are listed below. Answers to questions should be clear and 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 submission.

Overall Presentation and Conformance to Entry Requirements (15 points)

- Each entry must be presented in a 1" three-ringed binder not to exceed 10"x13".
- Submit the information organized in sections listed below;
- You must include the entry forms as the first section of your entry;
 - The company's name, logo, entry title, and entry category must be displayed on both the cover and spine of the binder. Please include a file containing your company's logo with your CD or Flash Drive;
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors;
- Points will be deducted if the entry form is altered in any way.

Contracted Scope (10 points - up to one 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, percentage of labor which is self-performed. This section should be included in your non-returnable CD or Flash Drive,
- Describe the opportunities you provided to the construction community to participate based on merit, you must include a list of all companies involved in the project with a designation of ABC members in red ink.

Project Narrative (25 points - up to two pages single-sided)

- 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:
 - 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;
- Project entered into the community/public service categories should include a detailed description of the resources donated by your company.

Photographs (20 points)

- You must include with your entry up to ten (maximum) 8"x10" quality photographs,
- To obtain maximum points, include the "in process" photos for new construction and "before and after" photos for restoration/renovation projects,
- A brief description should accompany each photograph,
- In addition to the printed photos included in your binder, you must provide a non-returnable Flash Drive with all photos.
- Photographer's Use Authorization: Applicants must obtain the rights from their photographer to reprint the photographs without limitations. Any liability for copyright infringement shall be borne solely by the applicant
- Absolutely no videos will be accepted.

JUDGING CRITERIA CONT.

Project Safety (5 points)

- No project that involves a prime, multi-prime, subcontractor or any trade-related work with a safety-related fatality is eligible for an Excellence in Construction Award,
- Complete the separate Project Safety section of this application,
- 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 at ABC National, the company must sign the Drug-and-Alcohol-Free pledge found at www.drugfreeconstruction.org.

References (15 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,
- 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 the owner. Second and third-tier subcontractors must 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 of how the author of each letter was involved in the project.

Supplemental Materials (10 points)

- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, awards, and promotion, up to five single-sided pages.

AQC Contractor (optional) (2 points)

- If your company is designated as an ABC 2020 Accredited Quality Contractor ((AQC) member, include a copy of the company certificate, AQC status is not required to submit a project for Excellence in Construction Awards
- The certificate must indicate the chapter through which you are submitting your project because AQC membership is chapter specific
- For more information about AQC, visit www.abc.org/AQC

STEP Participants (optional) (2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate from the year(s) the project was performed or from 2019. STEP participation is not required to submit a project for the Excellence in Construction Awards
- The certificate must indicate the chapter through which you are submitting your project because STEP participation is chapter specific
- *For more information about STEP, visit www.abc.org/STEP

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, you may call the ABC of Western PA office at (412-213-3556) or email pgum@abcwpa.org. Do not alter or recreate this form in any way.

Contractor Information

Name of contractor: _____ 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

Primary EIC Entry Form Contact Information (and who should be notified once judging is complete)

Contact name: _____
Title: _____
Phone: _____ Fax: _____ Email: _____

Project Information

Name of project: _____
Project location (city/state): _____
Final contract amount:\$ _____
Award entry category: _____
Name of primary architect (official firm name): _____
Name of primary engineer (official firm name): _____
Name of general contractor (if applying company is a specialty contractor): _____
Name of client/owner (official 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

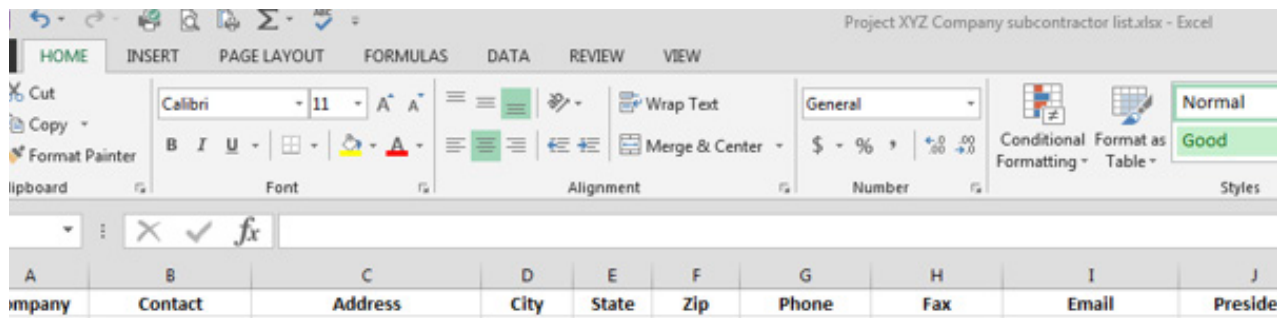
If it was a LEED project, indicate the status of the LEED certification:

Under Review Certified as Level Did not Submit

PROJECT INFORMATION FORM CONT.

**Please observe the required file formats (e.g. PDF, JPG, TIF, XLS(X), DOC(X), etc.)

- Company profile (Format: Microsoft Word): Please provide your company profile of 100 words or less to be used in the program flyer if your project is selected. ABC of Western PA reserves the right to edit the company profile.
- Condensed Project Narrative for event Program booklet (Format: Microsoft Word): Please provide, in approximately 500 words, a project description describing what is special or unique about your project that can be used in the media presentation and program if you are a winner. ABC of Western PA reserves the right to edit the project description.
- Subs and Suppliers List (Format: Microsoft Excel ONLY - see REQUIRED layout below): Please provide a complete list of all subcontractors and suppliers (members and non-members) with their complete contact information that were involved on this project and that you would like to receive recognition if your project is selected as a winning project. Please format the spreadsheet with the following column headings: Company / Primary Contact / Address / City / State / Zip / Phone / Fax/ Email / Company President



- Please list the two (2) top field people that most contributed to the success of this project:

1. _____
2. _____

PROJECT AWARD CATEGORY FORM

Include this form in the project entry, immediately behind the Project Information Form. ABCWPA 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. ABCWPA also reserves the right to redistribute the contract volume levels within a category. Check ONLY ONE category.

GENERAL CONTRACTING/CONSTRUCTION MANAGEMENT

<p>Mega-Projects All projects regardless of type more than \$100 million.</p> <p>Commercial Office buildings, banks, retail facilities, hotels and mixed use.</p> <p>Community/Public Service Philanthropic projects that enhance the community, using substantial resources donated by the contractor.</p> <p>Federal Government/ Military All projects owned by the federal government, with the exception of transportation infrastructure and utilities.</p> <p>Health Care Hospitals, assisted living, nursing homes and other licensed medical facilities.</p>	<p>Historical Restoration/ Renovation Restoration of buildings registered as historical, or eligible to be registered as historical.</p> <p>Industrial Manufacturing plants and facilities, refineries and similar types of construction.</p> <p>Infrastructure Heavy Streets, highways, parks, dams and bridges.</p> <p>Institutional Projects owned by schools, churches and local govt., with the exception of health care facilities.</p> <p>Pre-Engineered Building Institutional, shopping centers, banks and manufacturing</p>	<p>plants Public Works/ Environmental Water treatment plants and sewage treatment plants. Renovation Non-historical, existing buildings where more than 50% of the contracted dollar value was used for renovation or restoration.</p> <p>Residential Residential, including independent living retirement communities.</p> <p>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.</p>
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SPECIALTY CONTRACTING

<p>Community/Public Service Philanthropic projects that enhance the community, using substantial resources donated by the contractor.</p> <p>Electrical: Commercial Schools, hospitals, outdoor lighting, institutional, shopping centers.</p> <p>Electrical: Industrial Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control.</p> <p>Electrical: Institutional Projects owned by schools, churches and local governments, except for health</p>	<p>care facilities.</p> <p>Mechanical: Commercial Manufacturing plants, processing plants and pneumatic controls.</p> <p>Mechanical: Industrial Manufacturing plants, processing plants and pneumatic controls.</p> <p>Mechanical: Institutional Projects owned by schools, churches and local governments, except for health care facilities.</p> <p>Exteriors Masonry, precast or stone; All other exterior finishes.</p> <p>Interiors Acoustical, drywall, millwork</p>	<p>or plaster, All other interior finishes.</p> <p>Sitework/Landscape/Hardscape Interior/exterior, landscaping and parking lots.</p> <p>Other Specialty Construction: Commercial Commercial construction not specifically referred to in the above categories.</p> <p>Other Specialty Construction: Industrial Industrial construction not specifically referred to in the above categories.</p>
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PROJECT INFORMATION FORM CONT.

Complete this form in its entirety. This form is mandatory. 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. 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 immediately following this form in the Project Safety section, with personal information redacted.
- 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.
- Did you develop a site-specific Safety and Health Policy Manual? Yes No
If yes, include its table of contents or provide a one-page summary.
- Were toolbox safety meetings held with employees? Yes No
Were these meetings documented?
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? If yes, provide information on the process. Yes No
- Indicate your SIC code: _____
- 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 three 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: _____
 $TRIR = \text{Number of recordable accidents} \times 200,000 / \text{total man-hours for the project.}$
- 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.

QUALIFICATIONS, RIGHTS & AGREEMENT

Include this form as the last page of the project entry.

Property

All entries become the property of Associated Builders and Contractors of Western PA (ABC of WPA).

Entry Category Reassignment

ABC of WPA 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 of WPA 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 of WPA. 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 of Western PA ("ABC WPA") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC WPA Excellence in Construction Awards competition ("Competition"). This license grants ABC WPA 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 WPA or applicant or agent or other representative of ABC WPA or applicant. ABC WPA 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 WPA 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

ABC WPA Excellence in Construction Award winners will be notified within two weeks of the March judging process.

Attendance

At least one representative from your company will attend the 20\20 Excellence in Construction Awards Banquet to accept your award if your entry wins. Winners without an attendee present forfeit their award.

Applicant Agreement

I have enclosed the flash drive that was prepared in accordance with the requirements indicated in this application.

Name: _____ Title: _____

Signature: _____ Date: _____

Email Address: _____ Phone: _____

I hereby give permission to Associated Builders and Contractors of Western PA (ABC of WPA) 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.

ENTRY COMPONENTS CHECKLIST

Prior to submitting your entry to ABC of WPA, complete the checklist below to be sure you have included all required components on your flash drive. Include this with your entry.

- Complete Entry Form (Format: Reduced size PDF no greater than 20MB) with all project entry components in ONE document for judges to review. A complete copy of the project entry (including the Project Category and Information Forms, Contracted Scope, Project Description, low-resolution photographs with captions, the Project Safety Form, the Project Entry Qualifications, Rights and Agreement Form and this Entry Components Checklist form)
- Project Information Form
- Project Award Category Form
- Contracted Scope – you must include a list of all companies involved in the project with a designation of ABC members in red ink
- Project Narrative
- Photographs (10 maximum) (Format: hi-resolution JPG or TIF, no captions) Before and after photographs highly recommended.
- Identify 3 photos to use in event materials (i.e. project posters, event booklet, media presentation, etc.)
 - Photo file names:
 - (1) _____
 - (2) _____
 - (3) _____
- Logo: Your company's most recent logo in digital format (Format: high resolution JPG or TIF)
- Project Safety Form
 - » Include the Project Safety Form / OSHA Form 300A / 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
- Supplemental Materials and Reference Letters
- Optional Materials
- AQC Certificate (current year) and/or STEP Certificate (year the project construction was performed)
- Project Entry Qualifications, Rights and Agreement Form