



Chesapeake Shores Chapter

2017 EXCELLENCE IN CONSTRUCTION AWARDS PROJECT ENTRY REQUIREMENTS AND APPLICATION

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PROGRAM OVERVIEW

ABC Chesapeake Shores invites you to enter your best projects in this year's Excellence in Construction Awards competition. Join the ranks of hundreds of Merit Shop construction companies recognized as the best in the construction industry.

Our annual Excellence in Construction Awards recognizes and celebrates outstanding projects built by ABC Chesapeake Shores' members. The awards competition serves to raise the construction standards throughout the industry by honoring quality craftsmanship produced by merit shop contractors and their employees.

All award winners will be recognized at our September 21, 2017 awards celebration. The ceremony will feature a presentation and a printed program highlighting each award-winning project. Winners are eligible to compete for the National Excellence in Construction Awards.

ELIGIBILITY REQUIREMENTS

Each entry must follow the entry requirements outlined in this award application. Each project needs to be entered separately. There is no limit to the numbers of entries per member or in any one category. A project may be entered in more than one category. Clearly specify and remit payment for each project in each category entered.

- Only current members of ABC Chesapeake Shores may enter.
- Any licensed general contractor, specialty contractor, or construction manager.
- Subcontractors acting as the general contractor on the project entered are also eligible.
- Joint ventures are eligible if one firm is an ABC member.
- Any company entering in the trade category must have self-performed the job.
- No project that was subject to a requirement that contractors enter into an agreement with any labor union as a condition of performing work is eligible.

PROJECT SAFETY REQUIREMENT

No project with a safety-related fatality is eligible to be considered for an award.

COMPLETION DATE REQUIREMENT

Eligible projects must have been completed (e.g. Certificate of Occupancy issued) between **January 1, 2016 and June 1, 2017**. Projects that won ABC awards in previous years are not eligible except in the case of substantial renovation or additions.

IMPORTANT DATES

Deadline for Entry: 6/30/17
Judging Weeks: 7/10 – 14 & 7/17 – 21
Awards Banquet: 9/21/17

AWARDS BANQUET

Winning project teams will be invited to a formal presentation of their awards at the ABC Chesapeake Shores 2017 Excellence in Construction Awards Banquet to be held on Thursday, September 21, 2017 from 6pm to 9pm at The Hotel at Arundel Preserve in Hanover, MD. All winners will be highlighted in the awards program.

NATIONAL EXCELLENCE IN CONSTRUCTION AWARDS

Our Excellence in Construction award winning projects will be eligible to be entered in the ABC National Excellence in Construction competition.

JUDGING CRITERIA

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. Use the checklist at the end of this document to review your entry prior to submittal. Judges may require an onsite visit to better understand the scope and complexity of work completed. Please be sure to provide the most up-to-date contact information.

Overall Presentation and Conformance to Entry Requirements (5 points)

- Uploaded documents should be pleasing to the eye and legible. Points will be deducted for font that is too small to easily read.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.

Contracted Scope (10 points)

- Include up to one full page, ensuring legibility when selecting font design and size.
- Provide a description of your scope for this project including the following information:
 1. type of construction
 2. size of project
 3. contract value
 4. length of project
 5. percentage of labor that is self-performed
 6. any subcontracted work performed by fellow ABC members, suppliers or associates/industry professionals, if applicable
- Describe the opportunities you provided to the construction community to participate based on merit.

Project Narrative (30 points)

- Include up to four pages, ensuring legibility when selecting font design and size. Four pages are highly recommended and photos/images may be incorporated.
- Provide a written narrative indicating why this project is special and why it qualifies for a national award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project. Be sure to include the following items:
 1. Describe any innovative programs relating to quality control.
 2. Describe any innovative programs relating to scheduling.
 3. Describe any value analysis/engineering process used on the project.
 4. Indicate any special obstacles you overcame in completing the project.
 5. Describe any difficulties or extenuating circumstances encountered in completing the project.
 6. Describe any innovative programs or methods related to productivity.
- Projects entered into the Community/Public Service categories may include one additional page (for a total of five pages) dedicated to describing why the project qualifies for the category. Include a detailed description of the resources donated by your company.

Photographs (8 points)

- Submit up to ten high-quality photographs (jpg format only) of the project. Ten photos are highly recommended.

- To obtain maximum points, all projects should include “in progress” photos in addition to the completed project. Restoration and Renovation projects should include “before and after” images.
- It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative.
- Provide a short descriptive caption for each photograph in the text box provided, but keep the electronic images clear of any labels or captions.
- Single jpg files may include up to two photographs, but no more than four files should include split images.
- Ensure the photographs do not include any safety violations.
- The photographs must be a minimum of 300 dpi resolution.
- 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 videos are accepted.
- **Photographer’s Use Authorization:** If any 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) the 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. The letter may be emailed to athomas@abc-chesapeake.org.

Project Safety (31 points)

- 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.
- No company that experiences a safety-related fatality of a direct employee within the current program year (Jan. 1, 2016-June 1, 2017) is eligible to submit a project. Additional details follow on the Safety Form.
- Complete the separate Project Safety section on pages 10 and 11 of this application.
- You must include your company’s OSHA Form 300A (project specific, if available) for the year(s) the project was under construction.
- 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, the company must sign the Drug- and Alcohol-Free pledge found at drugfreeconstruction.org.
- In order to be eligible to win an award, the company must have a written Safety and Health Policy Manual.

References (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 its letterhead stating it is unable to provide a reference (this letter will qualify for only 5 points).
- 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 at least the owner. Second- and third-tier subcontractors must at least 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 in the text box provided of how the author of each letter was involved in the project.

Supplemental Materials (2 points)

- Up to five pages.

- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, awards and promotion.

AQC Contractor (*optional*) (2 points)

- If your company is designated as an ABC 2017 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing aqc@abc.org.
- The certificate must indicate the chapter through which you are submitting your project because AQC membership is chapter specific.

For more information about AQC and to download an application, visit 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 the current year. STEP participation is not required to submit a project for an Excellence in Construction award. If you do not have a copy of your certificate, contact your chapter, or email safety@abc.org.
- The certificate must indicate the chapter through which you are submitting your project because STEP participation is chapter specific.

For more information about STEP and to download an application, visit 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 regarding this application, you may call the ABC Chesapeake Shores at 410-267-0347 or email athomas@abc-chesapeake.org. **Do not alter or recreate this form in any way.**

Contractor Information

Name of contractor firm: _____
 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

Social Media

Facebook: _____ Twitter: _____
 LinkedIn: _____ YouTube: _____
 Instagram: _____

Primary Contact Information

Contact name and title: _____
 Phone: _____ Email: _____

Project Information

Name of project: _____
 Project location (city/state): _____ Final contract amount: \$ _____
 Award entry category, including volume range: _____

Primary architect (official firm name and contact): _____
 Primary engineer (official firm name and contact): _____
 General contractor, if applicant is a specialty contractor (official firm name and contact): _____
 Client/owner (official firm name and contact): _____
 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, circle the status of the LEED certification below:
 Under Review Certified as _____ Level Did not Submit

Social Media

Throughout the year, we feature our EIC winners on ABC's Facebook page, Twitter, LinkedIn and Instagram. A photo from the entry is posted online, with the company name, project name and category.
 If your project is awarded, indicate below if you would like to be featured in 2018:
 _____ Yes, promote our project via ABC's social media accounts.

_____ No, DO NOT promote our project via social media.

Entry Samples

Members often request samples of EIC applications. In order to assist those applying for the first time, we would like to have winning samples available.

Project Scope

ABC posts samples of scopes from winning projects online. If your project is awarded, are you willing to allow ABC to share the scope from this project as a sample on ABC's website?

_____ Yes _____ No

Project Narrative

ABC would also like to have samples of narratives available for future applicants. If your project is awarded, are you willing to allow ABC to share the narrative from this project as a sample on ABC's website?

_____ Yes _____ No

Innovative Safety Programs

If you indicated the use of innovative safety programs and your project was awarded, would you like these programs included in a list of best practices to be posted on ABC's EIC webpage?

_____ Yes _____ No

GENERAL CONTRACTING & CONSTRUCTION MANAGEMENT CATEGORIES

Check only ONE category indicating the dollar amount of the contract for the project. Eligible projects include both ground up construction and tenant finish construction.

ABC Chesapeake Shores 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 Chesapeake Shores 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, restaurants, 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

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, nursing homes, and other licensed medical facilities.

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

Historical Restoration/ Renovation

Restoration of historical 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

Institutional

Schools, churches and similar types of construction; 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

Excavation/Site work

A letter of reference must accompany this category, as on site judging will not be offered

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, including independent living retirement communities; all contract amounts.

- Single-family projects
- Multi-family projects, condominiums and adult communities

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

SUB AND SPECIALTY CONTRACTING CATEGORIES

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

ABC Chesapeake Shores 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 Chesapeake Shores 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

School, 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

Manufacturing plants, processing plants and pneumatic controls.

- 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

Site work/Landscape/Hardscape

Interior/exterior, landscaping and parking lots.

- All contract amounts

Other Specialty Construction: Commercial

Construction for commercial projects not specifically referred to in the above categories.

- Less than \$10 million
- More than \$10 million

Other Specialty Construction: Industrial

Industrial construction not specifically referred to in the above categories.

- Less than \$10 million
- More than \$10 million

PROJECT SAFETY FORM

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Jan 1, 2016-June 1, 2017) is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.

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.

- Did this project have a safety-related fatality? _____ Yes _____ No
If yes, this project is not eligible.
- Did the applying company have a safety-related fatality within the current program year (Jan 1, 2016-June 1, 2017)? If yes, your company is not eligible. _____ Yes _____ No
- 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 personal information redacted**.
If omitted, your company is not eligible.
- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at drugfreeconstruction.org? If no, your company is not eligible. _____ Yes _____ No
- 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. If no, your company is not eligible.
- Indicate the following details and then calculate the project's Total Recordable Incidence Rate (TRIR)*:
 - Total man-hours for all disciplines included in your contract on this project: _____
 - Company NAICS and SIC codes: _____
 - Number of OSHA-recordable accidents on this project: _____
 - Number of OSHA job transfer or restriction cases on this project: _____
 - Number of OSHA days away from work cases 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: _____

*General contractors and construction managers must also include all specialty contractors' hours and recordables 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
- 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.

- Did your company regularly establish pre-task safety planning prior to beginning work on this project? If yes, provide at least one example. _____ Yes _____ No
- Was a site-specific Safety and Health Policy Manual developed for this project? _____ Yes _____ No

If yes, include its table of contents or provide a one-page summary.

- Did your company record near-miss cases on this project? _____ Yes _____ No
If yes, provide an example of how your company uses this information.
- Does your company have a written substance abuse policy? _____ Yes _____ No
If yes, provide a copy of the table of contents and explain how it is implemented on the project.
- Was specialized training conducted on this project? _____ Yes _____ No
If yes, indicate types on a separate page.
- Does your company conduct a new employee safety orientation? _____ Yes _____ No
If yes, include a copy of the agenda.
- Provide the project's organizational chart identifying the person responsible for safety.
- Additional information regarding any innovative safety and health programs used on this project or the company's overall safety program may be included.

Provide the below information about the person responsible for safety on this project and attesting to these accident rates:

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____

PROJECT ENTRY QUALIFICATIONS, RIGHTS AND AGREEMENT

PROPERTY

All entries become the property of Associated Builders and Contractors Chesapeake Shores Chapter. ABC will retain the applicant's entry materials.

ENTRY CATEGORY REASSIGNMENT

ABC Chesapeake Shores 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 approved by the photographer to be used by ABC. If the submitted photographs were taken by a third party photographer a signature is needed below to reprint the photographs without limitations.

License to Use: The undersigned 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 Chesapeake Shores 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 Chesapeake Shores 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 Chesapeake Shores the following non-exclusive rights: the right to reproduce, distribute and sell copies of the work throughout the year as part of the course 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 to receive consideration 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 \$250 payable to "ABC Chesapeake Shores" in accordance with the entry fee requirements. Also enclosed is the CD or flash drive that was prepared in accordance with the requirements indicated in this application.

I hereby give permission to ABC Chesapeake Shores to use the photographs and any information submitted to the ABC Chesapeake Shores Excellence in Construction Awards competition in ABC Chesapeake Shores' 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: _____

Mobile: _____

EIC ENTRY CHECKLIST

Prior to submitting your entry to ABC Chesapeake Shores, complete the checklist below to be sure you have included all required elements.

- Project Information Form**
- Entry fee** – Submit online payment or mail a check for \$250. Be sure payment is made out to ABC Chesapeake Shores. If you are submitting multiple entries, you may combine the fees into one check, but be sure to specify the invoice number for each.
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs**
- Project Safety**
 - Include the **Project Safety Form**.
 - Include your OSHA Form 300A.
 - Include your 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
- Reference Letters**
- Supplemental Materials**
- Option Materials**
 - AQC Certificate (current year)
 - STEP Certificate (year the project construction was performed)
- Social Media & Entry Samples**
- Project Entry Qualifications, Rights and Agreement Form**

ENTRY FEE

Check enclosed: Check # _____

please apply the \$250 entry fee to my credit card

Name on card: _____

Company: _____

Billing address: _____

Phone: _____ Email: _____

Credit Card # _____ Expiration month/year: _____

Sec Code _____

Signature: _____