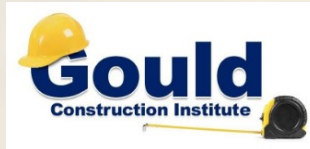


# **ABC Massachusetts Chapter**

## **Building a Winning EICA Submission**



# Welcome to the new online submission platform for the ABC Massachusetts Excellence in Construction Awards!

This guide will help walk you through the new process of submitting your 2017 EICA application using the Open Water online submission platform. This new process is designed to make the process of submitting an EICA application easier and more user friendly.

As you go through the process of purchasing your entry for submission as well as completing your application, the Open Water system developed by ABC National will help walk you through the steps necessary to ensure your application is complete and ready for judging.

Any questions regarding the process or the status of your application should be directed to the ABC MA chapter. Please contact Dan Gearin at [dan@abcma.org](mailto:dan@abcma.org) or 781-273-0123.

## To get started you will need to create a user account with the Open Water system.....

Create a user account for your company with the new online submission platform. When logging in to your account in the future you will need the email address used to register as well as the password you create.



The screenshot shows a web browser window with the URL <https://abc-chapters.secure-platform.com/a/organizations/mas/solicitations/login/15?returnUrl=http%3A%2F%2Fabc-chapters.secure-platform.com%2Fa%2Forganizations%2FMAS%2Fsc>. The page features a banner for the "25th Annual Excellence in Construction Awards" with a deadline of "Applications due August 18th". Below the banner, there are navigation links for "HOME" and "MY ACCOUNT". The main content area is titled "Login or Create an Account" and "2017 Chapter EIC Awards". It contains two columns of form fields. The left column is for "Login" and includes fields for "Email Address" and "Password", a "remember me" checkbox, and a "Login" button. The right column is for "Create a New Account" and includes fields for "Email Address", "First Name", "Last Name", "Company Name", "Create a Password", and "Retype Password", along with a "Register" button. A "Back" button is located at the bottom of the right column.

**25th Annual Excellence in Construction Awards**  
Applications due August 18th

HOME MY ACCOUNT

Login or Create an Account  
2017 Chapter EIC Awards

**Login**

Email Address \*

Password \* [lost password?](#)

☐ remember me

Login

**Create a New Account**

Email Address \*

First Name \*

Last Name \*

Company Name \*

Create a Password \*

Retype Password \*

Back Register

First you will be purchasing your entry for submission. As a stipulation of the Excellence in Construction Awards, your application is not officially entered until full payment of \$325 is received by the chapter. This new platform gives you the option to pay the entry fee via credit card or be invoiced to pay via check.

On this screen you will be entering basic information about the project being submitted for entry as well as the individual completing the submission.

Welcome Dan Gearin

- Home
- My Applications
- In Progress (1)
- Change Applicant Organization
- My Profile
- Change Password
- Admin Panel
- Log Out

Home / My Applications / Application

### 2017 Chapter EIC Awards

**Company \***  
Full name of ABC member company submitting the project. Do not include abbreviations; this will be used for printed materials as indicated.

**Project Title \***

**Project Location (city, state) \***

**Final Contract Amount \***

**Category \***  
  
  
Office buildings, banks, retail facilities, hotels, and mixed use.

Be sure to confirm you are entering the correct category, and the category description is correct for your project.

**Applicant Information**

**Applicant First Name \***

**Applicant Last Name \***

**Applicant Job Title**

**Applicant Phone \***

**Applicant Email \***

Save Add to Cart

OpenWater

As you change the main category, the options for sub categories will automatically change based on what you have selected

Once you have completed this page, click "Add to Cart"

## Step Two: Review and Check Out

If you are entering more than one project or would like to enter the same project for more than one category, this is your opportunity. On this page you have the chance to add more projects to be paid on the same invoice. If you purchase more than one entry at one time, you do not have to finish them simultaneously.

The screenshot shows the '25th Annual Excellence in Construction Awards' page for ABC Massachusetts. The page has a header with the title and a sub-header 'Applications due August 18th'. Below the header is a navigation bar with 'HOME' and 'MY ACCOUNT'. A sidebar on the left lists user options: Home, My Applications, In Cart (1), Change Applicant Organization, My Profile, Change Password, Admin Panel, and Log Out. The main content area is titled 'Review and Checkout' and contains a table of applications. The table has columns: Title, Category, Cost, Details, #, and Action. The first row shows 'Test Project' in the 'General Contractor > Co...' category, with a cost of '\$325.00' and an entry fee. The action column for this row contains links: 'Remove | Copy Application | Make Changes'. Below the table, there is a 'Total: \$325.00' and three buttons: 'Make Another Submission', 'Print All Applications', and 'Checkout'. Red arrows labeled 1, 2, and 3 point to these buttons respectively.

Title	Category	Cost	Details	#	Action
Test Project	General Contractor > Co...	\$325.00	Entry Fee	13121	Remove   Copy Application   Make Changes

Total: \$325.00

Buttons: Make Another Submission, Print All Applications, Checkout

**1:**

If you wish to purchase more than one project submission at one time, this is the button that you will need to click. Once you have clicked this button you will need to follow the same process that we covered on the previous page.

**2:**

If you wish to enter the same project for more than one category, this is the button you will need to click. It will prompt you to select the second category that you wish to submit the project under. You will be charged a second entry fee for entered the same project for two categories.

**3:**

If you are ready to check out and complete your purchase of entry, click the "Checkout" button. This will bring you to the payment options screen.

## Step Three: Payment Method

This screen prompts you to select your preferred payment method. You will have two options for completing payment. Selecting “Pay by Check” will allow you to be invoiced and have a check made payable to “Associated Builders and Contractors” mailed in - your invoice will be emailed to you. Selecting “Pay by Credit Card” (not pictured here) will allow you to pay for your submission via credit card.

When you have selected your payment method, click “Process” to continue.

25th Annual Excellence in Construction Awards

*Applications due August 18th*

HOME MY ACCOUNT

Welcome Dan Gearin

- Home
- My Applications
- In Cart (1)
- Change Applicant Organization
- My Profile
- Change Password
- Admin Panel
- Log Out

Total Amount Due: \$325

☒ Pay by Check

Information

Make checks payable to Associated Builders and Contractors

Back Process

!

Please note this will submit your Application. You will not be able to make changes.

Press OK if you would like to proceed. Press Cancel if you would like to keep making changes.

Cancel OK

You will receive this warning message when you click the “Process” button.

The phrasing seems strange but it is simply warning you that you will not be able to make changes to the submission purchase.

You will be prompted on the next screen to adjust your entry submission materials.

Click “OK” to proceed.

## Step Four: Payment Confirmation

This screen shows you that you have officially registered for entry. If you have paid via credit card it will display your payment status as “Paid”. If you elected to pay by check it will display “Not Paid” until your check is received by ABC MA.

Open invoices can be viewed through the “Invoices” page, located on the navigation panel on the left side of the screen.

At the top of the page you will see a red bar with the phrasing “Your Application requires additional information. Click to Continue.” This is prompting you to move onto the Submission of Materials phase of the application process.

You do not have to move directly onto this part of the process, from here on out you are able to return to the application process at any time and work at your own pace.

25th Annual Excellence in Construction Awards  
Applications due August 18th

HOME MY ACCOUNT

Welcome Dan Gearin

- Home
- My Applications
  - Needs Attention (1)
  - Complete (1)
- Invoices**
- Change Applicant Organization
- My Profile
- Change Password
- Admin Panel
- Log Out

Home / Invoices / Invoice # 9157

Your Application requires additional information. [Click to Continue](#)

Thank you  
We have received your information successfully.

Invoice # 9157

[Back To List](#) [Pay](#) [Print Invoice](#) [Print Invoice and All Applications](#)

Payment Status: Not Paid

Date	Details	Amount	Notes	Action
6/6/2017	13125, General Contractor > Commercial > \$1M - \$5M, Test Project	\$325.00	Entry Fee	<a href="#">Print</a>   <a href="#">View</a>
Total:		\$325.00		

If you elect to come back and work on your application later, you will need to click the tab titled “In Progress” in the navigation panel which will display the screen pictured below. Once you are here you will click the button that is titled “Edit” and it will bring you to the application screen.

HOME MY ACCOUNT

Welcome Dan Gearin

- Home
- My Applications
  - In Progress (1)**
  - Complete (1)
- Invoices
- Change Applicant Organization
- My Profile

**In Progress**

These Submissions must be finalized before they can be considered

Last Updated	Program	#	Category	Title	Action
6/7/2017 09:34 A...	2017 Chapter EI...	13125	General Contrac...	Test Project	<a href="#">Edit</a>   <a href="#">Print</a>

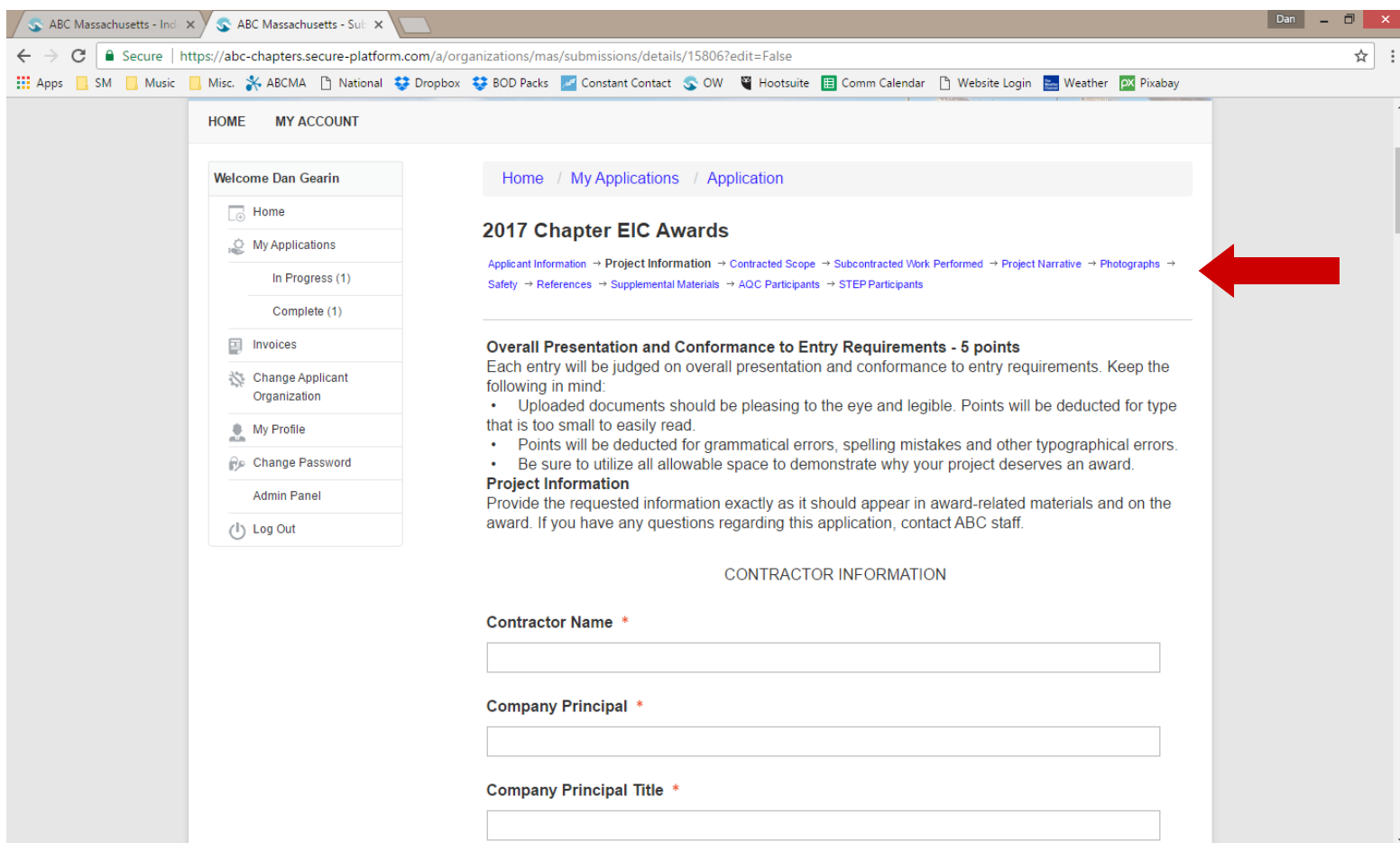
Showing 1 to 1 of 1 entries

## Step Five: Working on your Application

Once you have navigated to the Application screen you will see the screen below displayed where you will see the various steps of the application displayed at the top of the screen.

From this point on you will be able to work on the application at your leisure, while saving your progress along the way. While you working on your application the system will auto-save as you work down each page. **PLEASE NOTE:** It is still recommended that you manually save at the bottom of the page before closing out of the webpage.

The system will walk you through all the different pages of the application process (refer to pages 7 and 8 for section overviews)



The screenshot shows a web browser window with the URL <https://abc-chapters.secure-platform.com/a/organizations/mas/submissions/details/15806?edit=False>. The page is titled "2017 Chapter EIC Awards" and features a breadcrumb trail: [Home](#) / [My Applications](#) / [Application](#). Below the breadcrumb trail, the application steps are listed: [Application Information](#) → [Project Information](#) → [Contracted Scope](#) → [Subcontracted Work Performed](#) → [Project Narrative](#) → [Photographs](#) → [Safety](#) → [References](#) → [Supplemental Materials](#) → [AQC Participants](#) → [STEP Participants](#). A red arrow points to the "Photographs" link. The page also includes a sidebar with navigation links such as "Home", "My Applications", "In Progress (1)", "Complete (1)", "Invoices", "Change Applicant Organization", "My Profile", "Change Password", "Admin Panel", and "Log Out". The main content area contains the "Overall Presentation and Conformance to Entry Requirements - 5 points" section, which states that each entry will be judged on overall presentation and conformance to entry requirements. It lists three criteria: uploaded documents should be pleasing to the eye and legible; points will be deducted for type that is too small to easily read; and points will be deducted for grammatical errors, spelling mistakes, and other typographical errors. It also states that users should be sure to utilize all allowable space to demonstrate why their project deserves an award. Below this, the "Project Information" section requires users to provide the requested information exactly as it should appear in award-related materials and on the award. If users have any questions regarding this application, they are instructed to contact ABC staff. The form includes input fields for "Contractor Name", "Company Principal", and "Company Principal Title", each marked with an asterisk to indicate required fields.

# **Section Overviews**

## **Overall Presentation and Conformance to Entry Requirements**

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**

- 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:
  - type of construction
  - size of project
  - contract value
  - length of project
  - percentage of labor that is self-performed
  - 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**

- 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:
  - 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.
  - 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**

- 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 [eic@abc.org](mailto:eic@abc.org).

## **Section Overviews (continued)**

### **Project Safety**

- 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 (Oct. 16, 2016-Oct. 15, 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](http://drugfreeconstruction.org).
- In order to be eligible to win an award, the company must have a written Safety and Health Policy Manual.

### **References**

- 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**

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

### **AQC Contractor (optional)**

- 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](mailto: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](http://abc.org/aqc)\*

### **STEP Participants (optional)**

- 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](mailto:safety@abc.org).
- The certificate must indicate the chapter through which you are submitting your project because STEP participation is chapter specific.

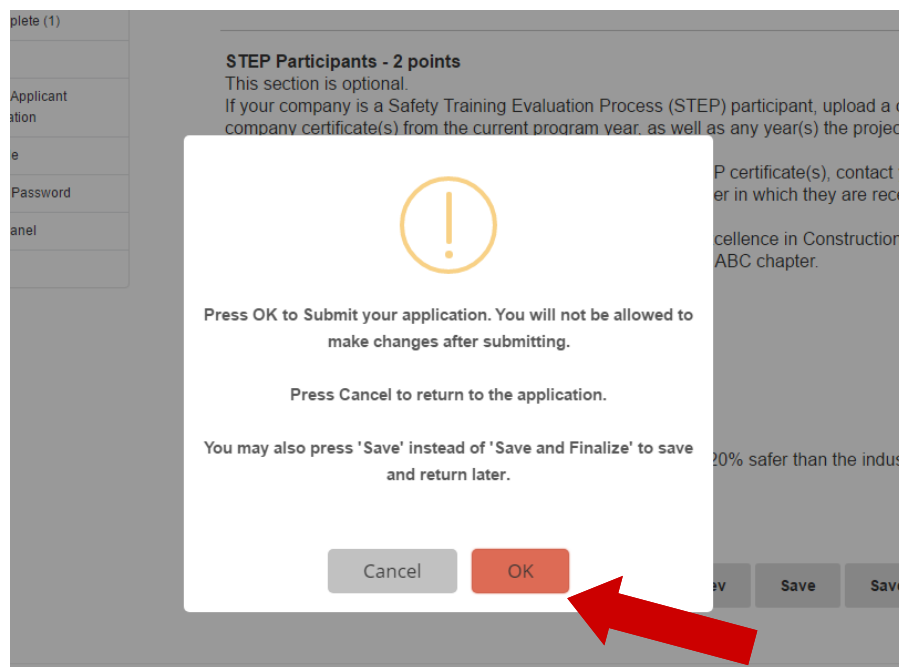
## Step Six: Finalizing and Submitting Your Application

After you have completed all of the pages for your application, you will see a button labeled “Save and Finalize” at the bottom of the STEP Participation page. This button will allow you to finalize and submit your application.

The system will automatically check your application and bring you to areas that have missing information that are required for entry. This does not look for errors or mistyped information so it is strongly recommended that you go through and review your application before submitting your final application.

Once you submit your final application you will not be able to go back in and edit it.

When you are ready to submit your application click the button labeled “Save and Finalize” followed by “OK” on the warning prompt that pops up.



Congratulations! You have successfully submitted your EICA Application. You will be taken to the screen below where you can click the link “See My Submissions” followed by the link that says “Completed”. On that page you will be able to view and print your application.

