



Northern Ohio
Chapter

New For 2016 - Online Project Entries Option

The 2016 Excellence In Construction Competition can be submitted PAPERLESS. That's right, no more pesky binders, and tabs – You can submit your entry online!

1) Please submit your intent to submit a project to rickl@nocabc.com (ASAP) no later than Sept 8th

Intent to submit email should include the following:

- Company Name • Email Address
- Contact Name • Name of Project(s) Entered Into Competition
- Phone Number • Entry Category(s)

2) The designated contact person will receive a Dropbox invitation to upload content into a private folder. If submitting more than one project, your folder will contain pre-labeled project subfolders.

3) Please upload PDF files that contain the information requested in the entry form. Your company logo is also required for upload (.jpg file is preferred). Your project should contain:

- a) The Entry Submittal in a PDF form. The single PDF file should include each section as outlined in the entry form.
- b) A subfolder for photographs with a corresponding word or text document explaining what is pictured in each photo.
- c) Completed and Signed Entry Form.

4) You may mail your entry fee payment of \$250 per project to ABC Northern Ohio Chapter (Not ABC National)

ABC Northern Ohio Chapter
9255 Market Place West
Broadview Heights Ohio 44147

ENTRIES SHOULD BE SUBMITTED OR UPLOADED INTO YOUR DROPBOX FOLDER BY Sept 30th.

2016 ABC Chapter Excellence in Construction Awards Project Entry Requirements and Forms

Associated Builders and Contractors invites your company to enter its best projects in the 2016 ABC Chapter Excellence in Construction Awards competition.



**Northern Ohio
Chapter**

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Program Overview

Your company has the opportunity to compete for honors in the construction industry's premier annual awards program – **the ABC NOC Chapter Excellence in Construction Awards competition** – recognizing the outstanding merit shop projects of the year. Use this application and the included forms to enter your company's best project(s).

All award winners will be recognized at an awards celebration in the Cleveland area. The ceremony will feature a multi-media presentation highlighting the projects, and an elegant printed program highlighting each award-winning project. All winners will be recognized in a special section of *Properties* magazine and news releases will be distributed to regional and chapter construction-related media outlets.

Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to rickl@nocabc.com. Or call Rick Lorenzen (330) 606-1420

ABC Membership

ABC members are eligible to win an award. If your project was completed by using nonmember companies wanting to be considered for awards, please contact Rick Lorenzen (330) 606-1420 rickl@nocabc.com for their membership information.

Completion of Project Requirement

To be eligible for award consideration, the project should be near completion by October 15, 2016.

Project Entry Steps

1. **Project Registration** – Please contact Rick Lorenzen to register your intent to submit a project for judging and award consideration. Rick Lorenzen rickl@nocabc.com, Cell (330) 606-1420, Office (440) 717-0389. Intent to submit information should include the following:

Company Name _____

Contact Name _____

Contact Email _____

Name of Project _____

Cell Number _____

Entry Category _____

Pg. 8 and 9

ABC Northern Ohio Chapter will send a Dropbox invitation to your contact to upload content into a private folder. If submitting more than one project, your folder will contain pre-labeled project subfolders. If you want to submit hard copies in a three ring binder contact Rick Lorenzen rickl@nocabc.com (cell) 330-606-1420

2. **Chapter Awards Submission Deadline for** – September 30, 2016

3. **Northern Ohio Project Entry Fee** – \$250.00 for each project submitted by a member company for a chapter EIC awards. Projects may be submitted by multiple contractors and subs.
4. EIC Awards Ceremony (Cocktail Hour / Dinner) Friday October 28, 2016 Aloft Hotel (East Bank Flats) Cleveland

Mailing Address

ABC Northern Ohio Chapter
9255 Market Place West
Broadview Heights Ohio 44147

More Information

Specific questions may be directed to the ABC chapter office by sending an email to rickl@nocabc.com or call Rick Lorenzen (330) 606-1420. Frequently asked questions are listed at www.abc.org/eic. Additionally, tips on applying may be found on the web page.

Overview of Award Categories

Awards may be presented in 50 categories. The 31 categories for General Contracting / Construction Management are outlined on page 8 of this document. The 19 categories for Specialty Contracting are outlined on page 9 of this document. For further descriptions of each category, see the Excellence in Construction web page at www.abc.org/eic

“Chairman’s Cup Award”

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

“Excellence Award”

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

“Merit Award”

Award winners will receive an award to signify construction’s outstanding honor.

“Greener Tomorrow Award”

Special recognition will be given to select award winners whose projects utilized sustainable best practices. To be considered for this award, please complete an additional tab section 9.

Judging Criteria

Read each section carefully.

Your designated contact person will receive a Dropbox invitation to upload content into a private folder. If submitting more than one project, your folder will contain pre-labeled project subfolders. PLEASE CONTACT RICK LORENZEN IF YOU PLAN TO "ONLY" USE A THREE RING BINDER rickl@nocabc.com cell 330-606-1420

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. 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.

Overall Presentation and Conformance to Entry Requirements

(10 points)

- Uploaded documents should be pleasing to the eye and legible. Points will be deducted for a font that is too small to be easily read.
- Please assemble the forms and supplementary material as outlined on page 5 and upload to your designated Dropbox as one PDF File

If you choose to use a three ring binder please use well marked tabs to separate each section

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:
 - 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.

Samples of Contracted Scopes may be viewed online at abc.org/eic

Judging Criteria (continued)

Project Narrative

(30 points)

- Include up to four pages, ensuring legibility when selecting font design and size.
- Provide a written narrative indicating why this project is special and why it qualifies for a Chapter award. The focus of the narrative should be the construction (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

(20 points)

- Submit photographs of the project on no more than 10, **single-sided** 8 1/2" by 11" sheets. There is no limitation on the number or size of the photographs for the 10 pages, although 8-10 total photos are recommended.
- To obtain maximum points, provide "in progress" photos for new construction or "before and after" photos for restoration and renovation projects.
- It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative.
- Provide a descriptive caption for each printed photograph, but keep the electronic images on the upload clear of any labels or captions.
- The original photographs should be uploaded in a **JPG** file format to the Dropbox photograph subfolder. Include a text document indexing each photo.
- No videos please
- Photographer's Use Authorization:** If any of photos being submitted were taken by a third-party photographer, the photographer's written authorization to use the photos is required. There are two ways to comply: (1) the photographer can sign and date the licensing agreement included in this document, or (2) applicant must submit a letter from the photographer giving ABC authorization to use the photos, which must follow the licensing agreement in this document. No changes are allowed to this document.

Project Safety

(30 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.
- 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.

Judging Criteria (continued)

References *(optional bonus points)*

(10 points)

- Include letters of recommendation from third parties involved with the project, such as the owner and design team.
- 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 *(optional bonus points)*

(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 bonus points)*

(2 points)

- If your company is designated as an ABC 2016 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 bonus points)*

(2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate. 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. A letter confirming your participation will be provided.

Greener Tomorrow Award Bonus Award

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

Part One:

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

Part Two:

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

Presentation Assembly & Uploading Instructions

Please include the following required and optional material for the Northern Ohio Chapter Excellence in Construction Awards Judging. A single PDF file should be created to include the sections outlined below. Please assemble the forms and supplementary material in this order to upload to your designated Dropbox folder. Contact Rick Lorenzen for your Dropbox invitation. Office (440) 606-1420 cell (330) 606-1420 rickl@nocabc.com

The Material You Submit Should Reflect "As Best As Possible" The Information Requested In The Judging Criteria

Section 1

Project Information Entry Form (page 6 & 7)

Section 2

Contracted Scope

Section 3

Narrative

Section 4

Photographs

Digital JPG photo's used in the PDF presentation should also be uploaded to the separate photo's Dropbox subfolder as single JPG files.

Section 5

Safety Form (pages 10 & 11)

Additional documents requested on the Project Safety Form.

Section 6

References (*optional bonus*)

Section 7

Supplemental Materials (*optional bonus*)

Section 8

Accredited Quality Contractor (AQC) Certificate (*optional bonus*)

Section 9

STEP Participant Certificate (*optional bonus*)

Section 10

Greener Tomorrow Award (check yes on page 6) (*optional*)

Section 11

Project Entry Qualifications, Rights and Agreement Form (page 12)

- If you choose to use a three ring binder please assemble your entry in the same order separated by tabs.
- If you choose to submit a binder please include a flash drive with your digital photos saved. Include the drive with your presentation, properly labeled and securely fastened. The label should include the company name and the project name. (Note that flash drives are separated from the binder, and must be identifiable.)
- The photographs should be submitted in a **JPG** file format.

Project Information Entry 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 Chapter office or contact Rick Lorenzen rickl@nocabc.com cell (330) 606-1420

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: _____

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 (see pages 8 and 9): _____

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 Leadership in Energy and Environmental Design (LEED) project through the U. S. Green Building Council?

_____ Yes _____ No

If it was a LEED project, Check (X) the status of the LEED certification below:

Under Review _____

Certified as _____ Level

Did not Submit _____

Social Media

Social Media

Throughout the year, we feature our EIC winners on ABC's Facebook page and Twitter. 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 it to be featured.

- Yes, promote our project via ABC's social media accounts, such as Twitter, Facebook and E-newsletters
 No, DO NOT promote our project via social media.

Project Award Category – General Contracting/Construction Management

Please pick ONE category indicating the dollar amount of the contract for the project. **Enter the category on page 6** of the project information form.

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced in a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

Mega-Projects

All projects regardless of type
More than \$100 million

Commercial

Office buildings, banks, retail facilities, hotels and mixed use
Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Community/Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor
All contract amounts up to \$100 million

Federal Government/Military

All projects owned by the federal government, with the exception of transportation infrastructure and utilities
Less than \$10 million
\$10 to \$100 million

Health Care

Hospitals, assisted living, nursing homes and other licensed medical facilities
Less than \$10 million
\$10 to \$25 million
\$25 to \$100 million

Historical Restoration/ Renovation

Restoration of buildings registered as historical, or eligible to be registered as historical
Less than \$25 million
\$25 to \$100 million

Industrial

Manufacturing plants and facilities, refineries and similar types of construction
Less than \$5 million
\$5 to \$15 million
\$15 to \$25 million
\$25 to \$100 million

Infrastructure: Heavy

Streets, highways, parks, dams and bridges
All contract amounts up to \$100 million

Institutional

Projects owned by schools, churches and local governments, with the exception of health care facilities.
Less than \$5 million
\$5 to \$10 million
\$10 to \$25 million
\$25 to \$100 million

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants
All contract amounts up to \$100 million

Public Works/Environmental

Water treatment plants and sewage treatment plants
All contract amounts up to \$100 million

Renovation

Non-historical, existing buildings where more than 50 percent of the contracted dollar value was used for renovation or restoration
Less than \$4 million
\$4 to \$10 million
\$10 to \$100 million

Residential

Residential, including independent living retirement communities
Single-family projects up to \$100 million
Multifamily and condominium projects up to \$100 million

Other Construction

Construction not specifically referred to in the above categories. Examples include theme parks, zoos, skate parks, water parks and other unique types of projects
Less than \$2 million
\$2 to \$100 million

Project Award Category – Specialty Contracting

Please pick ONE category indicating the dollar amount of the contract for the project. **Enter the category on page 6** of the project information form.

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced by the change to the new category. ABC also reserves the right to redistribute the contract volume levels within a category.

Community/Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor

All contract amounts

Electrical

All projects

More than \$10 million

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers

Less than \$2 million

\$2 to \$10 million

Electrical: Industrial

Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control

Less than \$2 million

\$2 to \$10 million

Mechanical

All projects.

More than \$10 million

Mechanical: Commercial

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

Masonry, precast or stone

All contract amounts

All other exterior finishes

All contract amounts

Interiors

Acoustical, drywall, millwork or plaster

All contract amounts

All other interior finishes

All contract amounts

Sitework/Landscape/Hardscape

Interior/exterior, landscaping and parking lots

All contract amounts

Other Specialty Construction: Commercial

Commercial construction 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

This form is mandatory and must be completed in its entirety.

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.
- 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.
- 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.
- 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? _____ Yes _____ No
If yes, provide information on the process.
- 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.

Project Safety Form continued

- 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 (ABC).

Entry Category Reassignment

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced with a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

Photographs (This section may be copied to a separate page for ease of gaining signature. No amendments will be accepted.) Photographs submitted with the application have been licensed by the photographer to be used by ABC. Applicant has obtained the signature of any third-party photographer to reprint the photographs without limitations.

License to Use: The undersigned photographer hereby grants Associated Builders and Contractors ("ABC") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC Chapter Excellence in Construction Awards competition ("Competition"). This license grants ABC an unlimited right to use, reproduce, crop, resize, publicly display, distribute and transmit electronically including on the Internet, my photographs in connection with the Competition including but not limited to the promotion of the Competition and the announcement and promotion of any awards, without payment of any royalty or license or other fee by or from ABC or applicant or agent or other representative of ABC or applicant. ABC will provide photo credit whenever possible.

Photographer's Name (signature): _____ Date: _____

Photographer's Name (print): _____ Phon e/Email: _____

Grant of Rights

The applicant hereby grants to ABC 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 and News Releases

ABC Chapter Excellence in Construction Award winners will be notified within weeks of the October judging process.

Applicant Agreement

I have enclosed a check for \$250 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 Chapter Excellence in Construction Awards competition in ABC awards materials, including presentations and printed matter, as well as promotional materials and news releases.

Print name: _____ T _____ Title: _____

Signature: _____ Date: _____

Email address: _____ Phon _____ e: _____

Fax: _____

EIC Entry Checklist

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

- Project Information Form**
- Entry fee** – Mail Check for \$250 for each project submitted.
Be sure payment is made out to ABC Northern Ohio Chapter NOT ABC NATIONAL
- Mailing Address**
ABC Northern Ohio Chapter
9255 Market Place West
Broadview Heights Ohio 44147
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs**
- Project Safety**
 - Include the **Project Safety Form** found on pages 10 and 11 of this application.
 - 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
 - STEP Certificate
- Option Bonus Awards**
(You must indicate participation on the **Project Information Form** on page 6)
 - Greener Tomorrow Requirements
- Social Media & Entry Samples**
- Project Entry Qualifications, Rights and Agreement Form – electronic signature**