

2022 ABC of West Virginia Excellence in Construction Awards Project Entry Requirements and Forms

Associated Builders and Contractors of West Virginia invites your company to enter its best projects in the 2022 ABCWV Excellence in Construction Awards competition.

Contents

- Program Overview
- Entry Requirements
- Overview of Award Categories
- Awards for General Contracting / Construction Management
- Awards for Specialty Contracting
- Judging Criteria
- Project Information Form
- Project Award Category Form
- Project Safety Form
- Project Entry Qualifications, Rights and Agreement

Program Overview

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

All award winners will be recognized at the Excellence in Construction Awards Banquet in Morgantown, WV.

Entry Requirements

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

Project Safety Requirement

No project that involves prime, multi-prime or sub-trade contractors that has a safety-related fatality is eligible to be considered for an award. If for any reason there is a question regarding this policy and application requirement, the applicant should submit to ABCWV for clarification and/or confirmation of eligibility prior to submission of a project for an award.

Completion of Project Requirement

To be eligible for award consideration, the project must be completed by August 19, 2022.

Project Entry Steps

1. **Submission Deadline** – All entries must be completed online no later than August 19, 2022.
2. **Project Entry Fee** – Each project binder must be submitted with a \$500 check made payable to Associated Builders and Contractors of West Virginia. If you are submitting multiple projects, you may combine the fees in one check if the entries are being sent to ABCWV in the same package. Included in the \$500 fee are three awards. If you need more than three awards, please contact our office.

Entry Deadlines

The deadlines stated above are firm.

Mailing Address

Associated Builders and Contractors, WV Chapter
PO Box 3965
Charleston, WV 25339

More Information

Specific questions may be directed to the ABCWV office by sending an email to smcghee@abcwv.org. Information on previous winners may be viewed at www.abcwv.org/eic

Overview of Award Categories

Awards may be presented in 50 categories. The 31 categories for General Contracting / Construction Management are outlined on page 7 of this document. The 19 categories for Specialty Contracting are outlined on page 8 of this document. For further descriptions of each category, see the Excellence in Construction web page at www.abc.org/eic.

Eagle Award

A total of 50 first place Eagle Awards may be presented. Award winners will receive a specially designed award to signify construction's highest honor.

Platinum Award

Up to two construction projects in each category will be eligible for a Platinum Award. Award winners will receive a specially designed award to signify this honor.

Judging Criteria

There are 31 project award categories for companies that perform general contracting or construction management services. Please review the categories below to determine eligible projects. For detailed descriptions of each category, visit the Excellence in Construction webpage at www.abc.org/eic and click on "Category Descriptions." Each project may only be entered into one category of competition per contract.

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

Projects that enhance the community, using resources partially or fully donated by the contractor.

- All contract amounts up to \$100 million

Federal Government / Military

All projects owned by the Federal Government.

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

Healthcare

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

Schools, churches, local government structures and similar types of construction.

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

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants.

- All contract amounts up to \$100 million

Public Works / Environmental

Water treatment plants and sewage treatment plants.

- All contract amounts up to \$100 million

Renovation

Renovation or restoration 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 up to \$100 million.

- Single-family projects

- Multi-family projects and condominiums

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

Awards for Specialty Contractors

There are 17 project award categories for companies that perform specialty contracting and do not act as the general contractor or construction manager. For detailed descriptions of each category, visit the Excellence in Construction web page at www.abc.org/eic and click on "Category Descriptions." Each project may only be entered into one category of competition per contract.

Community / Public Service

Projects that enhance the community, using resources partially or fully 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

Schools, hospitals, institutional and shopping centers.

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

Mechanical: Industrial

Manufacturing plants, processing plants and pneumatic controls.

- Less than \$10 million

Exteriors

All contract amounts.

- Masonry, precast or stone
- All other exterior finishes

Interiors

- Acoustical, drywall, millwork or plaster
- All other interior finishes

Sitework / Landscape / Hardscape

Interior/exterior, landscaping and parking lots.

- All contract amounts

Other Specialty Construction

Construction not specifically referred to in the above categories.

- Less than \$1 million
- More than \$1 million

Judging Criteria

Please read each section carefully.

The panel of judges represents a cross section of construction industry experts, including owners, architects, engineers and other industry leaders. The competition is comparative, using a point system to assist in the comparisons. A project entry can earn a total possible score of 100 points. The different evaluative sections and their point values are listed below. Answers to questions should be clear and succinct as directed; the quality of an entry's presentation will have a great impact on its opportunity to win. Please use the checklist at the end of this document to review your entry prior to submittal.

Overall Presentation and Conformance to Entry Requirements **UPDATED IN 2022.**

(5 points)

- Preferred Electronic Submission: Submissions submitted electronically must include all otherwise specified entry requirements, including electronically generated tabs, labels, etc.
 - Documents must be provided in PDF form and all project photos **MUST** be provided in .jpg or .png format. Photos must be separate from the PDF document. 16:9 ratio, if possible.
 - Electronic Submission may be sent to smcghee@abcwv.org and must include title "2022 EIC Project Submission (Company Name)" or may be sent to ABCWV's Offices in Charleston on a flash drive in an envelope with your company's name and project information page printed and included.
- Binder Submission: In a three-ring binder not to exceed 12 X 12 inches.
 - Use tabs with a label for each of the sections 1 through 8 (8 is optional) listed below.
 - Indicate the following on the spine and cover of the binder, or on an electronically generated coversheet: company name, project name and entry category.
 - Include the Project Information Form, Project Award Category Form and Safety Form in the submission. Each form is available in this document.
 - All documents included in the binder must be on single-sided 8 ½" x 11" sheets. No oversized paper or formatting is permitted.
 - Do not include a table of contents or cover letter.

Contracted Scope – Section 1 (10 points)

- Up to one full 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 and percentage of labor that is self-performed.
- Describe the opportunities you provided to the construction community to participate based on merit.
- Samples of Contracted Scope narratives may be viewed online at www.abc.org/eic.
- Submit photographs of the project electronically.
- There is no limitation on the number or size of the photographs for the 10 pages, although 5-10 photos are recommended.
- To obtain maximum points, provide "in progress" photos for new construction or "before and after" photos for restoration and renovation projects.
- A CD, Flash Drive or Electronic Mail with your digital photos saved at a minimum of 300 dpi resolution is required. Include the CD or Flash Drive in a vinyl sleeve or envelope, properly labeled and **securely** fastened. Electronically submitted photos must be clearly labeled with Company Name and Project.
- 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.

Judging Criteria (continued)

Project Narrative – Section 2 (30

points)

- **300 words MAXIMUM.** Must be able to be read in 60 seconds. (If narrative exceeds word limit it will be edited.)
- Provide a written narrative indicating why this project is special and why it qualifies for a national award.
- Describe the innovative programs relating to personnel management, quality control, scheduling and value analysis.
- Describe the collaborative work performed by all contributing ABCWV member companies involved with this project.
- Indicate any special obstacles you overcame in completing the project and describe any difficulties or extenuating circumstances encountered in completing the project.
- Projects entered into the Community / Public Service categories must be 500 words maximum and include one page being a separate page describing why the project qualifies for the category. Include a description of the resources donated by your company.

Photographs – Section 3 (8

points)

- 10-15 photographs, 15 photographs maximum.
- To obtain maximum points, provide “in progress” photos for new construction or “before and after” photos for restoration and renovation projects. Please indicate the FINAL project photo.
- A CD, flash drive or electronic communication with your digital photos saved at a minimum of 300 dpi resolution and in .jpg or .png format is required. 16:9 ratio, if possible. Include the CD, flash drive in a vinyl sleeve, **properly labeled** and **securely** fastened. The label should include the company name and the project name. Electronic Submissions must include company and project names.
- 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.
- **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) 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.

Project Safety – Section 4 (33

points)

- Complete the separate Project Safety form on page 9 of this application and include it in the Project Safety section of the project's entry. Place this form as the first page behind the safety tab of the entry.
- The second page must be your company's OSHA Form 300 (project specific, if available) for the year(s) the project was under construction, with personal information redacted.
- No project that involves a prime, multi-prime, subcontractor or any trade related work regardless of the type of contract, that has a safety-related fatality, is eligible for an Excellence in Construction Award.

References – Section 5 (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 their letterhead stating they are unable to provide a reference. There is no limit to the number of letters that may be included.
- General contractors must submit letters from at least the owner and the architect.
- Specialty contractors must submit a letter from at least the general contractor.

Supplemental Materials – Section 6 (2

points)

- Up to five single-sided pages.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion.
- Do not submit oversized documents.

AQC Contractor – Section 7 (2 points)

- If your company is designated as an ABC Accredited Quality Contractor (AQC) member, include a copy of the company certificate. If necessary, a copy of the certificate may be requested by emailing aqc@abc.org.

Greener Tomorrow Award – Section 8 (Optional)

Projects that win an Eagle will be eligible to be judged for a Greener Tomorrow Award. If your project is a Leadership in Energy and Environmental Design (LEED) project and you would like it to be considered for the Greener Tomorrow Award if awarded an Eagle, submit a copy of the project's LEED score sheet that was submitted to the U.S. Green Building Council.

Please also include a list of ABC Members who worked on this project and a brief description of how they EACH contributed to the planning, followthrough or success of this project:

1. _____
2. _____
3. _____
4. _____
5. _____

Please also include a list of Prospective ABC Members who worked on this project:

1. _____
2. _____
3. _____

Project Information Form

Provide the requested information **exactly as it should appear in award-related materials and on the award. Awards will be drafted based on this form.** Include this form as the **first page** of the project's entry. Note that each project submitted requires a completely separate entry form and binder. If you have any questions regarding this application, please call the ABCWV Office at 304-346-8791 or email smcghee@abcwv.org

Contractor Information

Name of contractor: _____

Company principal and title: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please indicate if you are a women- or minority-owned business: WBE MBE

Primary Contact Information

Contact name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Project Information

Name of project: _____

Project location (city/state): _____

Final contract amount: \$ _____

Award entry category, including volume range (see pages 6 and 7): _____

Name of primary architect (firm name): _____

Name of primary engineer (firm name): _____

Name of general contractor (if applying company is a specialty contractor): _____

Name of client/owner (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 Award Category Form – General Contracting / Construction Management

Include this form in the front of the project's entry, immediately behind the Project Information Form. Check only **ONE** category indicating the dollar amount of the contract for the project.

Provide a statement (up to 25 words) on a separate sheet of paper describing what makes this project special. **This description may be incorporated in the EIC program description if the project wins an Eagle Award.** Place the page with the description immediately behind this form.

General Contracting / Construction Management

For a project with the company performing work as a general contractor or a construction manager.

Mega-Projects

___ More than \$100 million

Commercial

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

Community / Public Service

___ All contract amounts up to \$100 million

Federal Government / Military

___ Less than \$10 million
 ___ \$10 to \$100 million

Healthcare

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

Historical Restoration / Renovation

___ Less than \$25 million
 ___ \$25 to \$100 million

Industrial

___ Less than \$5 million
 ___ \$5 to \$15 million
 ___ \$15 to \$25 million
 ___ \$25 to \$100 million

Infrastructure: Heavy

___ All contract amounts up to \$100 million

Institutional

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

Pre-Engineered Building

___ All Contract Amounts up to \$100 million

Public Works / Environmental

___ All contract amounts up to \$100 million

Renovation

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

Residential

___ Single-family projects up to \$100 million
 ___ Multi-family and condominium projects up to \$100 million

Other Construction

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

Specialty Contracting

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

Community / Public Service

___ All contract amounts

Electrical

___ More than \$10 million

Electrical: Commercial

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

Electrical: Industrial

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

Mechanical

___ More than \$10 million

Mechanical: Commercial

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

Mechanical: Industrial

___ Less than \$10 million

Exteriors

___ Masonry, precast or stone
 ___ All other exterior finishes

Interiors

___ Acoustical, drywall, millwork or plaster
 ___ All other interior finishes

Sitework / Landscape / Hardscape

___ All contract amounts

Other Specialty Construction

___ Less than \$1 million
 ___ More than \$1 million

Project Award Category Form – Specialty Contracting

Include this form in the front of the project's entry, immediately behind the Project Information Form.

Check only ONE category indicating the dollar amount of the contract for the project. If the category chosen below is different than the one indicated when registering online, please email smcghee@abcwv.org with the corrected category.

ABCWV 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. ABCWV 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 and 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

Sitework / Landscape / Hardscape

Interior/exterior, landscaping and parking lots.

All contract amounts

Other Specialty Construction - Commercial

Construction of 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

Complete this form and include it **as the first page of** the Project Safety section (tab 4) of the project's entry. **This form is mandatory.** No project that involves a prime, multi-prime, subcontractor or any trade related work regardless of the type of contract, that has a safety-related fatality, is eligible for an Excellence in Construction Award. If there is a question regarding this application requirement, the applicant should submit to ABCWV-EIC Committee for confirmation of eligibility prior to submission of a project. **Please 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 behind this form in the Project Safety section (tab 4) of the binder, **with personal information redacted.**
- Is your company a Safety Training Evaluation Process (STEP) Participant? Yes No
If yes, include a photocopy of your bronze, silver, gold, platinum or diamond-level certificate from the year(s) the project was performed or from 2021-2022. If you are unable to copy your certificate, contact us for a copy or email smcghee@abc.org. If you are unable to copy your certificate, please note ABC receives several requests and handles them as received. For more information about STEP and to download a STEP application, visit www.abc.org/STEP.
- Does your company have a written Safety and Health Policy Manual? Yes No
If yes, please 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, please include its Table of Contents or provide a one-page summary.
- 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.
- 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?
Yes No If yes, please provide information on the process.
- 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 3 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 = Number of recordable accidents x 200,000/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: _____
- Has your company signed the Construction for a Drug-And Alcohol-Free Workplace's pledge at www.drugfreeconstruction.org? This is a requirement in order to be eligible for an award.
- 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.

Project Entry Qualifications, Rights and Agreement

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

Property

All entries become the property of Associated Builders and Contractors of West Virginia (ABCWV). The binder/submission will NOT be returned to the applicant. It is suggested the applicant make a copy of the submission for the company's records.

Entry Category Reassignment

ABCWV 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. ABCWV 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 ABCWV. 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 West Virginia ("ABCWV") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABCWV Excellence in Construction Awards competition ("Competition"). This license grants ABCWV 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 ABCWV or applicant or agent or other representative of ABCWV or applicant. ABCWV will provide photo credit whenever possible.

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

Photographer's Name (print): _____ Phone: _____

Grant of Rights

The applicant hereby grants to ABCWV 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, that has 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

ABCWV Excellence in Construction Award winners will be notified within a week of the September judging process. News releases will be held until after the actual awards ceremony takes place on October 20th, 2022 in Morgantown, WV at the Erickson Alumni Center.. ABCWV will provide winners with a news release and photograph within several weeks of the ceremony. Until that time the winners' information is embargoed.

Applicant Agreement

I have enclosed a check for \$500 payable to "Associated Builders and Contractors of West Virginia" 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 of West Virginia (ABCWV) to use the photographs and any information submitted to the ABCWV Excellence in Construction Awards competition in ABCWV 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: _____

2022 EIC Entry Checklist

Prior to mailing your entry to ABCWV, please complete the checklist below to be sure you have included all required elements. Please do not include this checklist with your entry.

- ☐ **Entry fee** - Include a check for \$500 with your binder, or mail at the time of online submittal. Be sure it is made out to Associated Builders and Contractors of West Virginia. If you are submitting multiple entries and mailing them in the same box, you may combine the fees into one check.
- ☐ **Binder Cover and Spine** - The 12" x 12" 3-ring binder should include the following on the cover AND the spine: company name, project name and category.
- ☐ **CD or Flashdrive** - Be sure it is SECURELY fastened – and labeled with company and project name. Note that binders are moved several times, and the disc or flashdrive must be fastened so that it would not fall out if the binder was carried sideways or upside down. Also, the disc or flashdrive is eventually separated from the binder and must be identifiable.
- ☐ **Project Information Form** - The form should be the first page in the binder. It can be found on page 6 of this application.
- ☐ **Project Award Category Form** - This form should be immediately behind the Project Information Form, at the front of the binder. It can be found on pages 7 and 8 of this application.
- ☐ **Safety Section**
 - ☐ The **Project Safety form** should be the first page behind the Safety tab. It can be found on page 9 of this application.
 - ☐ Following the form, insert OSHA Form 300A.
 - ☐ Next insert OSHA form 300, with personal information redacted.
 - ☐ Following OSHA Form 300, insert a copy of the company's STEP certificate, if applicable.
 - ☐ Including the following, if applicable:
 - A 1-page summary of page of the Table of Contents of the company's Safety and Health Policy Manual
 - A 1-page summary of page of the Table of Contents of a site-specific Safety and Health Policy Manual
 - A 1-page summary or a (up to 2 page) example of toolbox safety meetings
 - 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

- ☐ **Project Entry Qualifications, Rights and Agreement Form**

This form should be the LAST page in the binder. It can be found in the application.

Provide the requested information **EXACTLY** as it should appear in award-related materials and on the award. Three awards are included in your fee. If you would like more than three, please notify us. If you have any questions regarding this application, please call the ABCWV office at (304) 346-8791 or email smcghee@abcwv.org.

Award Order Form

Award #1- Construction Company Information

Name for Award: _____
 Company principal and title: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Street address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

Primary Contact Information

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

Construction company highly encouraged to attend awards banquet.

Will this company be attending the awards event? _____ Will you or ABC Staff be extending the invite? _____

Award # 2- Architect/Engineer Information (If you would like one for both the architect and engineer, please specify.)

Name for Award: _____
 Company principal and title: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Street address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

Primary Contact Information

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

Architect/Engineer companies highly encouraged to attend awards banquet.

Will this company be attending the awards event? _____ Will you or ABC Staff be extending the invite? _____

Award # 3- Project Owner Information

Name for Award: _____
 Company principal and title: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Street address: _____
 City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Primary Contact Information

Contact name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Project Owner highly encouraged to attend awards banquet.

Will this company be attending the awards event? _____ Will you or ABC Staff be extending the invite? _____