



2025 Florida First Coast Chapter Excellence in Construction Awards Project Entry Requirements and Forms

*****ALL 2025 AWARDS SUBMISSIONS WILL BE DONE ONLINE*****

*****PLEASE USE THIS DOCUMENT AS A REFERENCE ONLY*****

Entry requirements and guidelines, dates, fees, categories and other details available in the online entry portal should be considered correct and will supersede information contained in this reference booklet.

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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 Excellence in Construction Awards competition – that recognizes the outstanding merit shop projects of the year.

All award winners will be recognized at the August 22, 2025, awards celebration at the Hyatt Regency Jacksonville Riverfront. The ceremony will feature a multimedia presentation highlighting the Eagle and Pyramid winners, as well as Projects of the Year (General and Specialty Contractors) and other awards. Winners will be featured in a special Excellence in Construction Awards Supplement to the *Jacksonville Business Journal*.

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 number of entries per member or in any one category. You may email questions to info@abcfirstcoast.com.

- **Only current members of ABC Florida First Coast Chapter may enter.**
- **Any licensed general contractor, specialty contractor or construction manager.**
- **Subcontractors acting as a general contractor on a project are also eligible.**
- **Joint ventures are eligible if one firm is an ABC member.**
- **Any company entering in the specialty contracting categories must have self-performed the job.**

Project Safety

No project that involves prime, multi-prime or sub-trade contractors with a safety-related fatality is eligible to be considered for an award. If there is a question regarding this policy and application requirement, the applicant may request clarification from the ABC EIC Committee by emailing info@abcfirstcoast.com prior to submission of the project.

Completion of Project

To be eligible for award consideration, the project must be completed by May 31, 2025.

Important Dates

- **Monday, May 31, 2025** – Date by which construction of the project must be completed to be eligible
- **Monday, June 2, 2025** – Deadline to register your project and Entry Deadline to submit the final application and supplemental materials (online). Applicants will have until 11:59 p.m. E.T. to finalize all applications.
- **Monday, June 9, 2025** – Late Entry Option. For an additional fee of \$100, entries will be accepted after the deadline. Late entries must be submitted by 11:59 p.m. on Monday, June 10.
- **Friday, August 22, 2025** – Awards Banquet at Hyatt Regency Jacksonville Riverfront
- **Project Entry Fee** – Each project must be submitted with a non-refundable entry fee of \$475 which is due upon registering your Intent to Compete. Please pay via credit card online in the entry portal.

Specific questions may be directed to the ABC office by sending an email to info@abcfirstcoast.com.

Judging Criteria

Read each section carefully.

The panel of judges represents a cross section of construction industry experts. 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.

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:
 - type of construction
 - type of contract (i.e. lump sum, time and materials, cost plus, etc.)
 - size of project
 - contract value
 - duration of project
 - percentage of labor that is self-performed
 - any subcontracted work performed by fellow ABC members, suppliers or associates/industry professionals, if applicable. (visit www.findcontractors.com to look up ABC membership status)
- 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 an 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 (8 points)

- Submit up to ten high-quality photographs (jpg format only) of the projects. Ten photos are highly recommended.
- To obtain maximum points, include "in progress" photos for new construction or "before and after" photos for restoration and renovation projects in addition to completed project photos.
- 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 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.

- **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 info@abcfirstcoast.com.

Project Safety (33 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 with the current program year (October 2022 to present) is eligible to submit a project. Additional details follow on the safety form.
- Complete the separate Project Safety section on pages 9 and 10 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. If you've signed the pledge previously, you do NOT need to sign it again.
- 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 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 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/recommended) (2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate 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.

For more information about STEP and to download an application, visit abc.org/step

YOU MUST SUBMIT YOUR ENTRIES ONLINE – ONLY USE THIS DOCUMENT AS A REFERENCE

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 at (904) 731-1506 or email info@abcfirstcoast.com. **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 (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: _____

ABC Chapter Information

Chapter through which this project is being submitted: _____

Does this chapter have an awards program? _____ Yes _____ No

Has this project won an ABC chapter award? _____ Yes _____ No

If yes, indicate the award category and level: _____

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

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?
_____ 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
_____ Yes _____ No

Project Award Category Form – General Contracting/Construction Management

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

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 Form – Specialty Contracting

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

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

Other Specialty Construction: Institutional

Other Specialty Construction: Governmental

Other Specialty Construction: Residential/Multifamily

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Project Safety Form

This form is mandatory and must be completed in its entirety. A company that experiences a safety-related fatality in the United States within the current program year is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct member versus part of a larger corporation member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same corporation may be.

A 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 NOT eligible for an Excellence in Construction Award. If there is a question regarding these application requirements, the applicant should request clarification from ABC prior to submission by emailing info@abcfirstcoast.com. **Do not alter or recreate this form in any way.**

- 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 _____ Yes _____ No
program year (October 2023 – present)? If yes, your company 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.
- 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:

$$\text{TRIR} = \text{Number of recordable accidents} \times 200,000 / \text{total man-hours for the project}$$

*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 _____ Yes _____ No
beginning work on this project? If yes, provide at least one example.
- 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.

Project Safety Form continued

- 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: _____

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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

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 National 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): _____ Phone/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.

Applicant Agreement

I have mailed a check payable to "Associated Builders and Contractors" in accordance with the entry fee requirements or submitted payment via credit or debit card and understand payment must be received no later than June 12, 2025 in order to be eligible for judging.

I hereby give permission to Associated Builders and Contractors (ABC) to use the photographs and any information submitted to the ABC National Excellence in Construction Awards competition in ABC awards materials, including presentations and printed matter, as well as promotional materials and news releases.

Print name: _____

Title: _____

Signature: _____

Date: _____

Email address: _____

Phone: _____

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** – Paid online upon submission of Intent to Compete
- ☐ **Project Award Category Form**
- ☐ **Contracted Scope**
- ☐ **Project Narrative**
- ☐ **Up to 10 pages 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(s) the project construction was performed)
- ☐ **Social Media & Entry Samples**
- ☐ **Project Entry Qualifications, Rights and Agreement Form – electronic signature**