

2019 ABC Empire State Excellence in Construction Awards Project Entry Requirements and Forms



**Empire State
Chapter**

Associated Builders and Contractors of the Empire State invites your company to enter its best projects in the 2019 ABC Empire State Excellence in Construction Awards competition.

Benefits

Participation in the Excellence in Construction Awards provides a unique tool in building relationships with key clients and is a tremendous opportunity to build morale within your company as your employees earn the public recognition they deserve for delivering a successful job.

The excellence Awards will help grow your business by raising your company's profile among industry leaders. Winners will be recognized during the Empire State Chapter Excellence in Construction Awards banquets being held in November.

Purpose

This competition is intended to increase awareness in our local communities regarding the quantity and quality of work being produced by members of the Empire State chapter of ABC. By calling attention to excellence, we will continue to set the standard throughout the construction industry.

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Program Overview

Your company has the opportunity to compete for honors in Connecticut's premier construction industry annual awards program – the Empire State ABC Excellence in Construction Awards competition – that recognizes the outstanding merit shop projects of the year. Use this application and the enclosed forms to enter your company's best project(s). All award winners will be recognized at the November 7, 2019 awards celebration at the Gallery at the Dream Downtown, in NYC. The ceremony will feature a multimedia presentation highlighting winners, and an elegant printed program highlighting each award-winning project. All winners will be recognized in a special edition of the Empire Chapter ABC e-newsletter.

Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to hart@abcnys.org. DO NOT alter project entry form in any way or page order or points will be deducted from your score.

Empire State Chapter ABC Membership

Only Empire State Chapter ABC members are eligible to enter. If your project was completed by a joint venture and not all parties are Empire State Chapter ABC members, email EIC@abc.org for eligibility requirements.

Joint Venture Projects

Projects completed through a joint venture must include a document outlining the ownership percentage and responsibilities of each partner. Include the document with the Project Information section.

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 National EIC Committee by emailing EIC@abc.org prior to submission of the project.

Completion of Project

To be eligible for award consideration, the project must be completed by May 31, 2019.

Project Entry Steps

1. **Electronic Application Forms on flash drive** – All electronic application submissions on flash drive must be received at the ABC Empire State office by noon no later than Friday, June 28, 2019.
2. **Paper submission** – All paper application submissions must be received at the ABC Empire State office by noon no later than Friday, June 28, 2019.

Entry Deadlines

The deadlines stated above are firm.

Mailing Address for Payment

ABC Empire State
Attn: Stephanie Hart
6369 Collamer Dr.
East Syracuse, NY 13057

More Information

Specific questions may be directed to the ABC Empire State office by sending an email to hart@abcnys.org.

Judging Criteria

Read each section carefully.

The panel of judges represents a cross section of construction industry experts including owners, architects, engineers and other industry leaders. The competition is comparative, using a point system to assist in the comparisons. A project entry can earn a total possible score of 104 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 (15 points)

- Entries must be electronically submitted on a flash drive or paper submission mailed in by deadline
- Submit the information organized in Sections below.
- Use the correct ABC Empire State logo. Contact hart@abcnys.org if you need a copy of the logo.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.
- Points will be deducted if the entry form is altered in any way.

Contracted Scope (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.

Project Narrative (25 points)

- Up to two pages single-sided.
- **Tell the story!**
- 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 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.
- Projects entered into the Community / Public Service categories should include a detailed description of the resources donated by your company.

Photographs (20 points)

- Submit up to 10 quality photographs (**jpg or tif format only**) of the project on the flash drive submittal. Eight to ten total high resolution photos are recommended. The photographs must be a minimum of 300 dpi resolution.
- To obtain maximum points, include "in progress" photos for new construction or "before and after" photos for restoration and renovation projects. Please include photo captions for the complete entry PDF to assist the judges but do not include labels on the hi-resolution JPG/TIF images for marketing materials. *Email hart@abcnys.org if you have any questions.
- Photos must be in portrait/upright orientation.
- 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, but keep the high resolution electronic images clear of any labels or captions.
- Ensure the photographs do not include any safety violations.
- The photographs must not be submitted within a software program such as PowerPoint or Acrobat and must not include any text or framing that affects the photo.
- Absolutely no videos are accepted.
- **Photographer's Use Authorization:** If any photos being submitted were taken by a third-party photographer, the photographer's written authorization to use the photos is required. There are two ways to comply: (1) the photographer can sign and date the licensing agreement included in this document, or (2) the applicant must submit a letter from the photographer giving ABC Empire State authorization to use the photos, which must follow the licensing agreement in this document. No changes are allowed to this document.

Judging Criteria (continued)

Project Safety (5 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 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 at ABC National, the company must sign the Drug- and Alcohol-Free pledge found at www.drugfreeconstruction.org.

References (15 points)

- Include letters of recommendation from third parties involved with the project, such as the owner and design team. If the owner is unable to provide a letter of recommendation due to company policy, include a letter from the owner on its letterhead stating it is unable to provide a reference.
- 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 of how the author of each letter was involved in the project.

Supplemental Materials (10 points)

- Up to five single-sided 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 www.abc.org/AQC

STEP Participants (*optional*) (2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate from the year(s) the project was performed. 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, email stepsupport@abc.org.
- The certificate must indicate the chapter through which you are submitting your project because STEP participation is chapter specific.

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

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. If you have any questions regarding this application, you may call the ABC Empire State office at (315) 463-7539 or email hart@abcnys.org. **Do not alter or recreate this form in any way.**

Contractor Information

Name of contractor: _____

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

Primary EIC Entry Form Contact Information (and who should be notified once judging is complete)

Contact name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Project Information

Name of project: _____

Project location (city/state): _____

Final contract amount: \$ _____

Award entry category: _____

Name of primary architect (official firm name): _____

Name of primary engineer (official firm name): _____

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

Name of client/owner (official 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 Information Form (continued)

****Please observe the required file formats (e.g. PDF, JPG, TIF, XLS(X), DOC(X), etc.)**

- **Company profile** (*Format: Microsoft Word*): Please provide your company profile of 100 words or less to be used in the program flyer if your project is selected. ABC Empire State reserves the right to edit the company profile.
- **Condensed Project Narrative for event Program booklet** (*Format: Microsoft Word*): Please provide, in approximately 500 words, a project description describing what is special or unique about your project that can be used in the media presentation and program if you are a winner. ABC Empire State reserves the right to edit the project description.
- **Subs and Suppliers List** (*Format: Microsoft Excel ONLY - see REQUIRED layout below*): Please provide a complete list of all subcontractors and suppliers (members and non-members) with their complete contact information that were involved on this project and that you would like to receive recognition if your project is selected as a winning project. Please format the spreadsheet with the following column headings : **Company / Primary Contact / Address / City / State / Zip / Phone/ Email / Company President**

	A	B	C	D	E	F	G	H	I
1	Company	Contact	Address	City	State	Zip	Phone	Email	President
2	ABC Empire State	Stephanie Hart	6369 Collamer Dr.	East Syracuse	NY	13057	315-463-7539	Hart@abcnys.org	Brian Sampson

- Please list the two (2) top field people that most contributed to the success of this project.

Project Award Category Form

Include this form in the project entry, immediately behind the Project Information Form. ABC Empire State 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 Empire State also reserves the right to redistribute the contract volume levels within a category. Check ONLY ONE category.

General Contracting/Construction Management

Mega-Projects

All projects regardless of type more than \$100 million

Commercial

Office buildings, banks, retail facilities, hotels and mixed use

Community/Public Service

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

**Federal Government/
Military**

All projects owned by the federal government, with the exception of transportation infrastructure and utilities

Health Care

Hospitals, assisted living, nursing homes and other licensed medical facilities

**Historical Restoration/
Renovation**

Restoration of buildings registered as historical, or eligible to be registered as historical

Industrial

Manufacturing plants and facilities, refineries and similar types of construction

Infrastructure: Heavy

Streets, highways, parks, dams and bridges

Institutional

Projects owned by schools, churches and local governments, with the exception of health care facilities.

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants

**Public Works/
Environmental**

Water treatment plants and sewage treatment plants

Renovation

Non-historical, existing buildings where more than 50% of the contracted dollar value was used for renovation or restoration

Residential

Residential, including independent living retirement communities

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

Specialty Contracting

Community/Public Service

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

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers

Electrical: Industrial

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

Mechanical: Commercial

Manufacturing plants, processing plants and pneumatic controls

Mechanical: Industrial

Manufacturing plants, processing plants and pneumatic controls

Exteriors

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

Other Specialty

Construction: Commercial
Commercial construction not specifically referred to in the above categories

Other Specialty

Construction: Industrial
Industrial construction not specifically referred to in the above categories

Project Safety Form

Complete this form in its entirety. **This form is mandatory.** 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. If there is a question regarding this application requirement, the applicant should request clarification from the National EIC Committee prior to submission by emailing EIC@abc.org. **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 following this form in the Project Safety section, **with personal information redacted.**

- 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.

- Did you develop a site-specific Safety and Health Policy Manual? Yes No
If yes, 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, 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 three 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: _____

- 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 entry.

Property

All entries become the property of Associated Builders and Contractors of the Empire State.

Entry Category Reassignment

ABC Empire State 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 Empire State 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 Empire State. 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 the Empire State is a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC Empire State Excellence in Construction Awards competition ("Competition"). This license grants ABC Empire State 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 Empire State or applicant or agent or other representative of ABC Empire State or applicant. ABC Empire State 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 Empire State 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 Empire State Excellence in Construction Award winners will be notified within one month of the July judging process.

I hereby give permission to Associated Builders and Contractors of the Empire State 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 Components Checklist (include with your entry)

Prior to submitting your entry to ABC Empire State, complete the checklist below to be sure you have included all required components on your flash drive.

- Complete Entry Form** (*Format: Reduced size PDF no greater than 20MB*) **with all project entry components in ONE document for judges to review.** A complete copy of the project entry in one document (including the Project Category and Information Forms, Contracted Scope, Project Description, low-resolution photographs *with captions* (be sure ALL photos are in the portrait/upright position, no landscape orientation and no thumbnail photos), the Project Safety Form, the Project Entry Qualifications, Rights and Agreement Form and this Entry Components Checklist form)
- Project Information Form**
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Photographs** (10 maximum) (*Format: hi-resolution JPG or TIF, no captions*) before **and** after photographs highly recommended.
Identify 3 photos to use in event materials (i.e. project posters, event booklet, media presentation, etc.)
Photo file names: (1) _____ (2) _____ (3) _____
- Logo:** Your company's most recent logo in digital format (**Format: high resolution JPG or TIF**)
- Music:** If your project is selected as a winning project, please tell us what theme song/music you would like us to use when you walk to the podium to accept your award:
Song name (first choice): _____
Artist: _____
Song name (second choice): _____
Artist: _____
- Project Safety Form**
 - Include the **Project Safety Form** / OSHA Form 300A / 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
- Supplemental Materials and Reference Letters**
- Optional Materials**
- AQC Certificate (current year) and/or STEP Certificate (year the project construction was performed)**
- Project Entry Qualifications, Rights and Agreement Form**