

2011 Minnesota & North Dakota ABC Excellence in Construction Awards Project Entry Requirements and Forms



Associated Builders and Contractors invites your company to enter its best projects in the 2011 Minnesota Chapter & North Dakota Council ABC Excellence in Construction Awards competition.

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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 Minnesota ABC Excellence in Construction Awards competition — recognizing 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 our Thursday, February 2, 2012 awards celebration at the Metropolitan in Golden Valley, MN. The ceremony will feature a multi-media presentation highlighting the Eagle and Pyramid winners, and an elegant program highlighting each award-winning project. All winners will be recognized in a special section of Construction Users' Guide and Building Minnesota Newsletter.

Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email your questions to jeni@mnabc.com.

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.

Completion of Project Requirement

To be eligible for award consideration, the project itself must be completed between September 1, 2009 - September 1, 2011.

Project Entry Steps

- 1. Mail/Email Project Registration** – Each project must be registered through mail, or to email jeni@mnabc.com no later than July 30, 2011.
- 2. Mailed Project Binder with Application Forms** – All project binders and application forms must be mailed to the MN ABC office with a postmark date no later than September 9, 2011.
- 3. Project Entry Fee** – Each project binder must be submitted with a \$235 check made payable to Associated Builders and Contractors.

Mailing Address

Associated Builders and Contractors
Attn: Jennifer Ankeny
10193 Crosstown Cir.
Eden Prairie, MN 55344

More Information

Specific questions may be directed to the MN ABC office by sending an email to jeni@mnabc.com. Information on previous winners may be viewed at www.mnabc.com.

Overview of Award Categories

Awards may be presented in 21 categories. For further descriptions of each category, see the Excellence in Construction website at www.abc.org/eic.

Eagle Award

Only one Eagle Award may be presented in each category, unless the scores are tied. Award winners will receive a specially designed plaque with photo of the winning project to signify construction's highest honor.

Pyramid Award

Up to two construction projects in each category will be eligible for a Pyramid Award. Award winners will receive a specially designed award plaque with photo with an engraved bronze plaque.

Other Special Awards

Special awards may be given at the discretion of the judges.

Awards for General Contracting / Construction Management

There are 14 Minnesota Chapter project award categories for companies that perform general contracting or construction management. Eligible projects include both ground up construction and tenant finish construction. For further descriptions of each category, visit the Excellence in Construction webpage www.abc.org/eic and click on "Category Descriptions."

Mega-Projects

All projects regardless of type.

- More than \$100 million

Commercial

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

- \$0 to \$500,000
- \$500,000 to \$1 million
- \$1 to \$5 million
- Over \$5 million

Healthcare

Hospitals, nursing homes, and other medical facilities.

- Less than \$1 million
- \$1 to \$5 million
- Over \$5 million

Historical Restoration

Restoration of historical buildings.

- \$0 to \$500,000
- \$500,000 to \$1 million
- \$1 to \$5 million
- Over \$5 million

Public Works / Environmental

Water treatment plants and sewage treatment plants.

- Less than \$500,000
- \$500,000 - \$1 million
- \$1 to \$5 million
- Over \$5 million

Community / Public Service

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

Industrial

Manufacturing plants and facilities, refineries and similar types of construction.

- Less than \$1 million
- \$1 to \$5 million
- Over \$5 million

Infrastructure: Heavy

Streets, highways, parks, dams, and bridges.

- Less than \$500,000
- 500,000 - \$1 million
- \$1 to \$5 million
- Over \$5 million

Institutional

Schools, churches and similar types of construction.

- Less than \$1 million
- \$1 to \$5 million
- Over \$5 million

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants.

- Less than \$1 million
- \$1 to \$5 million
- Over \$5 million

International

All Projects outside the US.

Renovation

Renovation of non-historical existing buildings.

- \$0 to \$500,000
- \$500,000 to \$1 million
- \$1 to \$5 million
- Over \$5 million

Residential

Residential, excluding senior and healthcare living centers, all contract amounts.

- Single-family projects
 - Less than \$500,000
 - \$500,000 - \$1 million
 - \$1 to \$5 million
 - Over \$5 million

- Multi-family projects and condominiums

- Less than \$1 million
- \$1 to \$5 million
- Over \$5 million

Other Construction

Construction not specifically referred to in the above categories. Projects include theme parks, zoos, skate parks, water parks and other unique types of projects.

- Less than \$1 million
- \$1 to \$5 million
- Over \$5 million

Awards for Specialty Contracting

There are 9 Minnesota project award categories for companies that perform specialty contracting and are not acting as the general contractor or construction manager. For further descriptions of each category, visit the Excellence in Construction webpage www.abc.org/eic and click on "Category Descriptions."

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers.

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Electrical: Industrial

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

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Community / Public Service

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

Mechanical: Commercial

Schools, hospitals, institutional, shopping centers.

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Mechanical: Industrial

Manufacturing plants, processing plants, pneumatic controls.

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Exteriors

All contract amounts.

- Masonry, precast or stone
- Roofing, building envelope
- All other exterior finishes

Interiors

- Acoustical, drywall, millwork or plaster
- Tile, flooring, wall covering, painting
- All other interior finishes

Sitework / Landscape / Hardscape

Landscaping interior/exterior, 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.

Overall Presentation and Conformance to Entry Requirements

(5 points)

- Entry must be in a three-ring binder not to exceed 12 X 12 inches.
- Use tabs with a label for each of the sections 1 through 7 listed below.
- Indicate company name, project name and entry category on the spine and cover of the binder.
- Include the following Project Information Form, Project Award Category Form and Safety Form in the binder.
- Include the Entry Form (back page of this form) in the binder.
- All documents included in the binder must be on single-sided 8" ½ x 11" sheets. No oversized paper is permitted.
- Do not send videos, DVD presentations.
- Use the correct ABC logo trademark.
- Include a list of all ABC member companies that participated on the project. Include as a word .doc, NOT docx on your CD.

Tab Section 1

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.
- Samples of Contracted Scope narratives may be viewed online at www.abc.org/eic.

Judging Criteria (continued)

Tab Section 2

Photographs

(8 points)

- Submit 10 8 x10 photographs of the project on no more than 10, **single-sided** 8" ½ by 11" sheets.
- To obtain maximum points, provide "in progress" photos for new construction or "before and after" photos for restoration and renovation projects.
- Provide a caption for each printed photograph, but keep the electronic images on the CD clear of any labels or captions.
- A CD with your digital photos saved as Jpeg at a minimum of 300 dpi resolution is required. Include the CD or drive in a vinyl sleeve, **properly labeled** and **securely** fastened. The label should include the company name and the project name.
- 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) 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. **Please provide a copy of the release letter, or form and place behind last photo.**

Tab Section 3

Project Narrative

(30 points)

- Up to four pages.
- Provide a written narrative indicating why this project is special and why it qualifies for an award.
- Describe the innovative programs relating to personnel management, quality control, scheduling, and value analysis.
- 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 may include up to five pages, with the fifth page being a separate page describing why the project qualifies for the category. Include a description of your donated resources.

Tab Section 4

Project Safety

(33 points)

- Complete the separate Project Safety form in 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 the project's OSHA Form 300.
- 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.

Tab Section 5

References

(10 points)

- Include a letter of recommendation from the owner as well as letters from the design team and other endorsements or third-party comments.
- To obtain maximum points, general contractors should submit at least a letter from the owner or architect. Specialty contractors must submit at least a letter from the general contractor.

Tab Section 6

Supplemental Materials

(2 points)

- Up to five pages, single-sided.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion.
- Do not submit oversized documents (scan to 8 ½ x 11), no additional photos.
- Provide a list of all contractors that contributed to the project, with contact information. They will also be invited to the Award Banquet in February. Please provide this list in a .doc format on the CD you will be submitting with your project.

Tab Section 7

AQC Contractor (If you are not AQC, you are still able to enter, but will lose 2 pts.)

(2 points)

- If your company is designated as an ABC Accredited Quality Contractor (AQC) member, include a copy of the company certificate or renewal letter for 2011. This certificate may be requested by emailing a request to aqc@abc.org. For more information about AQC or an application to become an AQC member, contact MN ABC or send an email to jeni@mnnabc.com.

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. Include this form in the very front of the project's entry binder. (In the event more than one project is being submitted for an award; each project submitted requires a completely separate entry form and binder.) If you have any questions regarding this application, please call the MN ABC office at (952) 941-8693 or email jeni@mnabc.com.

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): _____

Contract amount: _____

Award entry category (see list): _____

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: _____

Completion date of construction: _____

Other Project Information

Was this a Design-Build, 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) certified project through the U. S. Green Building Council? Yes No

If yes, indicate the level: _____

Project Award Category Form

Include this form in the very front of the project's entry binder, along with the completed Project Information Form.

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

Provide one paragraph (up to 50 words) on a separate sheet of paper describing what makes this project special. This description will be incorporated in the EIC program description if the project wins an Award. Place the sheet with the description immediately behind this form in your binder and provide a copy in .doc format on your CD.

General Contracting / Construction Management

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

Mega-Projects

All projects regardless of type.
 More than \$100 million

Commercial

Office buildings, banks, retail facilities, hotels, and mixed use.
 \$0 to \$500,000
 \$500,000 to \$1 million
 \$1 to \$5 million
 Over \$5 million

Healthcare

Hospitals, nursing homes, and other medical facilities.
 Less than \$1 million
 \$1 to \$5 million
 Over \$5 million

Historical Restoration

Restoration of historical buildings.
 \$0 to \$500,000
 \$500,000 to \$1 million
 \$1 to \$5 million
 Over \$5 million

International

All Projects outside the US.

Community / Public Service

All contract amounts up to \$100 million

Industrial

Manufacturing plants and facilities, refineries and similar types of construction.
 Less than \$1 million
 \$1 to \$5 million
 Over \$5 million

Infrastructure: Heavy

Streets, highways, parks, dams, and bridges.
 Less than \$500,000
 \$500,000 to \$1 million
 \$1 to \$5 million
 Over \$5 million

Institutional

Schools, churches and similar types of construction.
 Less than \$1 million
 \$1 to \$5 million
 Over \$5 million

Pre-Engineered Building

Institutional, shopping centers, banks and manufacturing plants.
 Less than \$1 million
 \$1 to \$5 million
 Over \$5 million

Public Works / Environmental

Water treatment plants and sewage treatment plants.
 Less than \$500,000
 \$500,000 to \$1 million

\$1 to \$5 million
 Over \$5 million

Renovation

Renovation of non-historical existing buildings.
 \$0 to \$500,000
 \$500,000 to \$1 million
 \$1 to \$5 million
 Over \$5 million

Residential

Residential, excluding senior and healthcare living centers, all contract amounts.
 Single-family projects
 Less than \$500,000
 \$500,000 - \$1 million
 \$1 to \$5 million
 Over \$5 million

Multi-family projects and condominiums
 Less than \$1 million
 \$1 to \$5 million
 Over \$5 million

Other Construction

Construction not specifically referred to in the above categories. Projects include theme parks, zoos, skate parks, water parks and other unique types of projects.
 Less than \$1 million
 \$1 to \$5 million
 Over \$5 million

Specialty Contracting

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

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers.

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Electrical: Industrial

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

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Mechanical: Commercial

Schools, hospitals, institutional, shopping centers.

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Mechanical: Industrial

Manufacturing plants, processing plants, pneumatic controls.

- \$0 to \$500,000
- \$500,000 to \$1 million
- Over \$1 million

Exteriors

All contract amounts.

- Masonry, pre-cast or stone
- Roofing, building envelope
- All other exterior finishes

Interiors

Acoustical, drywall, millwork or plaster

- Tile, flooring, wall covering, painting
- All other interior finishes

Sitework / Landscape / Hardscape

Landscaping interior/exterior, 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

Community / Public Service

- All contract amounts

Project Safety Form

Complete this form and include it in the Project Safety section (tab 4) of the project's entry binder. Place this form as the first page behind the safety tab of the entry. No project with a safety-related fatality, regardless of contractor or trade, is eligible to receive consideration for an Excellence in Construction Award.

- Did this project have a safety-related fatality? Yes No
If yes, do not submit your entry for this competition.
- Include a copy of the OSHA Form 300 for this project immediately behind this form in the Project Safety section (tab 4) of the binder.
- If your company is a Safety Training Evaluation Process (STEP) award recipient, include a copy of your bronze, silver, gold, platinum or diamond-level certificate. For more information about STEP and to receive a STEP application, send an email to safety@abc.org.
- Does your company have a written Safety and Health Policy Manual? Yes No
If yes, provide up to a one-page summary or include one page of its Table of Contents.
- Did you develop a site-specific Safety and Health Policy Manual? Yes No
If yes, provide up to a one-page summary or include one page of its Table of Contents.
- 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:
- 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.)
- Indicate number of OSHA-recordable accidents on this project: _____
(Include accident counts for all specialty contractors under your contract.)
- Indicate number of OSHA restricted day cases on this project: _____
- Indicate number of OSHA lost-time accidents on this 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 substance abuse policy? Yes No
- Were there any innovative safety and health programs used on this project? Yes No
Explain on a separate sheet of paper.
- Additional information regarding the company's safety program may be included.

Project Entry Qualifications, Rights and Agreement

Include this form in the back of the project's entry binder

Property

All entries become the property of Associated Builders and Contractors (ABC). ABC will retain the applicant's entry binder as long as it is needed to fulfill program requirements. The binder will be returned to the applicant prior to national competition deadlines. New National EIC deadline is October 31st, 2011. National Awards Ceremony will be February 2012 in Phoenix, AZ.

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 by the change to the new 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 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.

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

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

Grant of Rights

The applicant hereby grants to ABC the following non-exclusive rights: the right to reproduce, distribute and sell copies of the work throughout the year as part of the course 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

Minnesota ABC Excellence in Construction Award winners will be notified on the day of judging through a phone call, or by mail. News releases will be held until after the actual awards ceremony takes place February 2, 2012. ABC will provide winners with a news release within two weeks of the ceremony. Until that time the winners' information is embargoed.

Applicant Agreement

I have enclosed a check for \$235 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 Minnesota ABC 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: _____

E-mail address: _____

Phone: _____

Fax: _____