

2017 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 2017 Minnesota/North Dakota Chapter 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/North Dakota 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 our January 25, 2018 awards celebration at the Metropolitan in Golden Valley, MN. The ceremony will feature a multi-media presentation featuring 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.

Safety Policy

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year, is NOT eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.

No project that involves prime, multi-prime or sub-trade contractors with 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, 2015 - September 1, 2017.

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, 2017.
2. **Mailed Project Binder with Application Forms** – All project binders and application forms must be mailed to the MN/ND ABC office with a postmark date no later than September 9, 2017.
3. **Project Entry Fee** – Each project binder must be submitted with a \$240 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/ND ABC office by sending an email to jeni@mnabc.com. Information on previous winners may be viewed at www.mnabc.com and www.ndabc.com. Frequently asked questions are listed on our national website at abc.org/eic.

Overview of Award Categories

Awards may be presented in 24 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

Innovation Award - Special recognition will also be given to select Eagle award winners who use innovation productivity methods. Information provided in the narrative will be used for selecting recipients of this award. No additional action is required.

Awards for General Contracting / Construction Management

There are 15 Minnesota/North Dakota 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, assisted living, and other medical facilities.

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

Historical Restoration

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

- \$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 by the contractor

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 local government structures 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.

Federal Government/Military

All projects owned by the Federal Government, with the exception of transportation

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

Renovation

Renovation or restoration of non-historical existing buildings.

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

Residential

Residential, including independent living retirement communities - Single-family projects

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

Multi-family projects and condos

- 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, instrumentation and testing facilities involving motor control.

- \$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

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. 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)

- 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 plus 2 optional 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.
- Documents should be pleasing to the eye and legible.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.
- Include a list of all companies that participated on the project with contact information. They will be invited to the awards banquet if your project wins. Include as an Excel .xls or .xlsx on your CD or flash drive.

Tab Section 1

Contracted Scope

(10 points)

- Up to one full single-sided page, ensuring legibility when selecting font design and size.

- Provide a description of your scope for this project with the following information: type of construction, size of project, contract value, length of project, percentage of labor that is self-performed, any subcontracted work performed by fellow ABC members, suppliers, or associates if applicable.
- 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.

Tab Section 2

Project Narrative

(30 points)

- Up to four pages single-sided, ensuring legibility when selecting font design and size. Four pages are highly recommended.
- 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 up to five pages, with the fifth page being a separate page describing why the project qualifies for the category. Include a detailed description of the resources donated by your company.

Tab Section 3

Photographs

(8 points)

- Submit 10 8 x10 high-quality photographs of the project on no more than 10, **single-sided** 8" ½ by 11" sheets.
- To obtain maximum points, all projects should 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 descriptive caption for each printed photograph, but keep the electronic images on the CD or flash drive clear of any labels or captions.
- A CD or flash drive with your digital photos saved as Jpeg at a minimum of 300 dpi resolution is required. Include the CD or drive **properly labeled** and **securely** fastened in the binder. 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.
- Ensure the photographs do not include any safety violations.
- **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 4

Project Safety

(31 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 your company's OSHA Form 300A (project specific, if available) for the year(s) the project was under construction.
- The following pages must be the 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.
- No company that experiences a safety-related fatality of a direct employee within the current program year (Oct. 16, 2016 – Oct. 15, 2017) is eligible to submit a project. Additional details follow on the Safety Form.
- 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.
- In order to be eligible to win an award, the company must sign the Drug and Alcohol Free pledge found at www.drugfreeconstruction.org.

Judging Criteria (continued)

Tab Section 5

References

(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 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 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.

Tab Section 6

Supplemental Materials

(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 (scan to 8 ½ x 11).

Tab Section 7 (*optional*)

AQC Contractor (If you are not AQC, you are still able to enter)

(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 2015. AQC status is not required to submit for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing aqc@abc.org. For more information about AQC or an application to become an AQC member, contact MN/ND ABC or send an email to jeni@mnabc.com.
- The certificate must indicate the chapter through which you are submitting your project because AQC membership is chapter specific.

Tab Section 8 (*optional*)

STEP Participant (If you have not filled out your STEP application, there is still time)

(2 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate form the year(s) the project was performed or from 2015. 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, or would like to still fill one out, please contact Donny Hines at dhines@mnabc.com.
- 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. Please print out and mail to Donny Hines at the ABC MN/ND Chapter office, 10193 Crosstown Cir., Eden Prairie, MN 55344.

Tab Section 9

Contractors

(0 points)

If your company had other contractors working on this project and if you were to win, they would be invited to the Excellence In Construction Banquet in January and receive an award certificate. Please submit in Excel format with the name of the company; contact; mailing address; and phone number. Note that contractor lists are not required to submit for an Excellence in Construction award, but a courtesy to those you would like to recognize.

Tab Section 10 (*optional*)

Innovation Award (bonus award; Eagle recipients are automatically eligible)

Special recognition is given to select Eagle Award winners that use innovative productivity methods. Information provided in the project narrative is used for selecting recipients of this award. The judges are looking for information related to: Condition of

production planning facilities and meeting space: project and crew level production planning and control regimen, quality of the crew work zone and quality of the crew assembly/conversion process (For articles relating to productivity, visit abc.org/eic).

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. Include this form as the **first page** of the project's entry binder. Note that each project submitted requires a completely separate entry form and binder. If you have any questions regarding this application, please call the MN/ND 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

Social Media

Facebook: _____ Twitter: _____

Linked In: _____ YouTube: _____

Instagram: _____ Houzz: _____

Primary Contact Information

Contact name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Project Information

Name of project: _____

Project location (city/state): _____

Final contract amount: _____

Award entry category with volume range (see pages 7-8): _____

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: _____

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 it was a LEED project, indicate the status of the LEED Certification:

Under Review Certified as _____ level Did not submit

Social Media

Social Media

Throughout the year, we feature our EIC winners on ABC's Facebook page and Twitter. A photo from the entry is posted online with the company name, project name and category. The first project will be featured in February, and photos will be posted through October.

If your project is awarded, indicate below if you would like to be featured in the 2017 ABC Social Media:

Yes, promote our project via ABC's social media accounts, such as Facebook and Twitter.

No, DO NOT promote our project via social media.

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 100 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 or .docx 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, independent senior living communities, 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

Other Specialty Construction: Industrial

Industrial 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 **as the first page of** the Project Safety section (tab 4) of the project's entry binder. **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.

- Did this project have a safety-related fatality? Yes No
If yes, do not submit your entry for this competition.
- Did the applying company have a safety-related fatality within the current Yes No program year (Oct. 1, 2015 – Oct. 1, 2016)? 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 immediately behind this form in the Project Safety section (tab 4) of the binder, **with personal information redacted.**
- 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. 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 days away from work cases on this project: _____
- Compute the project's Total Recordable Incidence Rate: _____

TRIR = Number of recordable accidents x 200,000/ total man-hours for the project: _____

*General contractors and construction managers must also include all specialty contractors' hours and recordables on this project.

- If a general contractor or construction manager, do you require accident reports from the specialty contractors? If yes, please provide information on the process. Yes No
- 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.
- 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 information about the person responsible for safety on this project and attesting to these accident rates:

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____

Project Entry Qualifications, Rights and Agreement

Include this form as the last page 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 November 18, 2016. National Awards Ceremony will be March 2017 in Ft. Lauderdale, Florida.

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) 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

Minnesota/North Dakota 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 January 26, 2017. 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/North Dakota 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: _____

2017 Project Entry Checklist

Prior to mailing your entry to ABC, 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 \$240 with your binder if you didn't send it during the project registration process.
- 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 Flash Drive** – Be sure it is SECURELY fastened and labeled with company and project name. Note that binders are moved several times, and the disc or flash drive must be fastened so that it would not fall out if the binder was carried sideways or upside down. Also, the disc or flash drive is eventually separated from the binder, and must be identifiable.
- Project Information Form** – The form should be the first page in the binder.
- Project Award Category Form** – This form should be immediately behind the Project Information Form, at the front of the binder.
- Contracted Scope**
- Project Narrative**
- Up to 10 Photos**
- Safety Section**
 - Include the **Project Safety Form** should be the first page behind the Safety tab.
 - Following the form, insert OSHA Form 300 A
 - Next insert OSHA Form 300, with personal information redacted.
 - Following OSHA Form 300, insert 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, or the Table of Contents of a site-specific Safety and Health Policy Manual
 - A 1-page summary or an (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.
- Reference Letters**
- Supplemental Materials**
- Optional Materials:**
 - AQC Certificate (Current Year)
 - Step Certificate (Year the project construction was performed or current year)
- Social Media & Entry Samples**
- Project Entry qualifications, Rights and Agreement Form**
 - This form should be the LAST page in the binder. It can be found in the application.