

2019 ABC Eastern Pennsylvania Chapter Awards of Excellence Project Entry Requirements and Forms



**Eastern
Pennsylvania
Chapter**

Associated Builders and Contractors invites your company to enter its best projects in the 2019 ABC Eastern Pennsylvania Chapter Awards of Excellence 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 ABC Eastern Pennsylvania Chapter Awards of Excellence competition – recognizing the outstanding merit shop projects of the year. Use this application and the included forms to enter your company's best project(s).

All award winners will be recognized at the Awards of Excellence Celebration at Presidential Caterers in Norristown on November 7, 2019. The ceremony will feature a multi-media presentation highlighting the Excellence and Merit winners, and an elegant printed program highlighting each award-winning project.

Judging Criteria

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

Points will be deducted for grammatical errors, spelling mistakes, and typographical errors.

Entry Requirements

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

ABC Membership

Only ABC members, in good standing, are eligible to enter.

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 2019 award consideration, the project must have been substantially completed between September 1, 2018-September 1, 2019.

Project Entry Steps

- 1. Entry Materials** – All project materials must be submitted on a CD or flash drive, emailed to aaldred@abceastpa.org or submitted via Dropbox no later than Friday, August 16, 2019. If you plan to submit via Dropbox, e-mail aaldred@abceastpa.org for link and instructions. Late materials will not be accepted, and your project may be disqualified.
- 2. Project Entry Fee** – Each project must be submitted with a \$500 entry fee check made payable to Associated Builders and Contractors.
- 3. First-Time Entry Fee** – If your company has never entered this competition, your entry fee is \$350 for the first entry in 2019. Standard fees apply to any additional entries. Please e-mail the Amy Aldred at aaldred@abceastpa.org about entrant history.
- 4. Judging Day** – Each project must have a knowledgeable representative on-site to meet with the judging team on September 10, 2019. The site representative must be able to answer detailed questions about the project. The judges will review project materials before arriving. You may have additional materials on-hand for the judges pertaining to the project.
- 5. Awards Gala** – Project awards will be presented at the awards gala on November 7, 2019, at Presidential Caterers in Norristown.

Entry Deadlines

The deadlines stated above are firm.

Mailing Address

Associated Builders and Contractors Eastern Pennsylvania Chapter- 430 W. Germantown Pike, East Norriton, PA 19403

Entry Materials

To complete your entry, please submit the following materials either on a CD or flash drive OR via Dropbox OR as attachments in ONE (1) email to aaldred@abceastpa.org no later than August 16, 2019.

1. Project Information Form (PDF format)

2. Project Narrative (Word or PDF format)

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. Suggestions on what to include:

- Innovative programs related to quality control
- Innovative programs related to scheduling
- Value analysis/engineering process used in the project
- Special obstacles you overcame in completing the project
- Difficulties or extenuating circumstances you encountered in completing the project

The description may be up to two (2) pages, single-sided and can include photos.

3. Owner's Letter of Recommendation (Word or PDF format)

Include a letter of recommendation from the owner. If an owner is unable to provide a letter due to company policy, include a letter from the owner on its letterhead stating the owner is unable to provide a reference.

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 the owner.

4. Safety Form (PDF format) (30% of your score)

5. Photographs (JPG or TIFF format)

You may submit up to **10** photographs of the project labeled PROJECTNAME1, PROJECTNAME2, etc. The photos can depict progress as well as the finished project. Photos must be high resolution and in JPG or TIFF format. Please label one PRIMARYPROJECTNAME – it must be a horizontal photo that will be used for promotional materials and any framed photos ordered.

6. Contractor/Supplier List (Excel format ONLY)

A list of all subcontractors and materials suppliers on each project must be included. The Excel template at abceastpa.org must be used to provide all the requested information. The list should include ABC and non-ABC members. The Submission that had the most ABC Eastern PA Members work on their project will be awarded the Champion of Merit Award. If the form is not received with your submission you will not qualify.

7. Project Address/Special Instructions – Submit the project address along with any special instructions or details the judging team should be aware of when arriving at your project, i.e. photo id required, parking restrictions, where to meet the onsite contact.

8. Description for Presentation (Word document)

Write a brief, 30-40 word description to be read aloud during the presentation at the awards gala. Please include phonetic pronunciation for any potentially challenging names, words, etc. Keep in mind when writing your description that it will be read live at the Awards Gala. The project name should be in the first sentence, so attendees know what project is being spoken about.

If you have questions, you may contact Amy Aldred at aaldred@abceastpa.org or 610.279.6666.

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award. Note that each project submitted requires a separate entry form and entry materials. If you have any questions regarding this application, please call the ABC office at 610.279.6666 or email aaldred@abceastpa.org. **Please do not alter or recreate this form in any way.**

Contractor Information

Name of contractor: _____

Company principal and title: _____

Phone: _____

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

Individual Submitting Entry Form

Name: _____

Phone: _____ Email: _____

Judging Day Contact

Contact name: _____

Title: _____

Primary Phone: _____ Cell Phone Number on Judging Day: _____

Email: _____

Project Information

Name of project: _____

Project location (city/state): _____

Final contract amount: _____ Square Footage: _____

Award entry category General Contractor:

- ☐ **Commercial (e.g. office buildings, hotels, motels, banks, retail outlets, interiors)**
 - ☐ Under \$1 Million
 - ☐ \$1 Million-\$5 Million
 - ☐ \$5 Million-\$10 Million
 - ☐ \$10 Million & Up
- ☐ **Industrial (e.g. manufacturing plants/facilities, processing plants, etc.)**
 - ☐ Under \$1 Million
 - ☐ \$1 Million-\$5 Million
 - ☐ \$5 Million-\$10 Million
 - ☐ \$10 Million & Up
- ☐ **Institutional (e.g. schools, hospitals, correctional facilities, nursing homes, churches, etc.)**
 - ☐ Under \$1 Million
 - ☐ \$1 Million-\$5 Million
 - ☐ \$5 Million-\$10 Million
 - ☐ \$10 Million & Up
- ☐ **Heavy Construction/Sitework**
 - ☐ Under \$1 Million
 - ☐ \$1 Million-\$5 Million
 - ☐ \$5 Million-\$10 Million
 - ☐ \$10 Million & Up
- ☐ **Heavy Construction/Infrastructure**
 - ☐ Under \$1 Million
 - ☐ \$1 Million-\$5 Million
 - ☐ \$5 Million-\$10 Million
 - ☐ \$10 Million & Up

Project Information Form Continued

- **Restoration/Renovation (e.g. historical restorations and renovations of existing building)**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Residential (single or multi-family units)**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Public Construction (e.g. schools, correctional facilities, state or municipal, etc.)**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Pre-Engineered Metal Building**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up

Award Entry Category Specialty Construction:

- **Specialty Electrical**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Specialty Mechanical**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Specialty Masonry**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Specialty Interiors**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Specialty Exteriors**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Specialty Landscaping**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up
- **Specialty Rigging**
 - Under \$1 Million
 - \$1 Million-\$5 Million
 - \$5 Million-\$10 Million
 - \$10 Million & Up

Project Information Form Continued

Name of primary architect (firm name): _____

Name of primary engineer (firm name): _____

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

Name of client/owner (firm name): _____

Starting date of construction: _____

Substantial completion date of construction: _____

Additional Project Information

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

Social Media & Entry Samples

Social Media

Throughout the year, we feature our EIC winners on ABC's social media accounts (ie. Facebook, Twitter, Instagram, LinkedIn, YouTube). A photo from the entry is posted with the company name, project name, and category.

If your project is awarded, indicate below if you would like to be featured on social media.

☐ Yes, promote our project via ABC's social media.

☐ No, DO NOT promote our project via social media.

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.

Owner's Letter of Recommendation

ABC would like to share samples of Owner's Letter of Recommendation for winning projects within our membership. If your project is awarded, are you willing to allow ABC to share the owner's letter of recommendation from this project as a sample with other chapter members?

☐ 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 within our membership?

☐ Yes ☐ No

Photographs

ABC would also like to have samples of project photos available for future applicants. If your project is awarded, are you willing to allow ABC to share the photos from this project as a sample within our membership?

☐ Yes ☐ No

Project Safety Form

Complete this form and submit to aaldred@abceastpa.org. **This form is mandatory.** No project that involves a prime, multi-prime, subcontractor or any trade-related work regardless of the type of contract, that has a safety-related fatality, is eligible for an Award of Excellence. ***Please do not alter or recreate this form in any way.***

- Did this project have a safety-related fatality? ___ Yes ___ No
If yes, do not submit your entry for this competition.
- Primary NAICS code (as entered in your OSHA 300A): _____
- 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 this form, **with personal information redacted**.
- Is your company a Safety Training Evaluation Process (STEP) award participant? ___ Yes ___ No
If yes, include a photocopy of your bronze, silver, gold, platinum, or diamond-level certificate from the year(s) the project was performed or from 2019. If from ABC Chapter other than Eastern PA please specify: _____
- 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: _____
- Was specialized training conducted on this project? ___ Yes ___ No
If yes, indicate types: _____
*please provide a separate attachment if necessary to provide more details
- Indicate total man-hours for all disciplines included in your contract on this project: _____
(General contractors and construction managers must also include all specialty contractors' hours on this project.)
- If a general contractor or construction manager, do you require accident reports from the specialty contractors?
___ Yes ___ No If yes, please provide an example.
- Indicate number of OSHA-recordable accidents on this project: _____
(Include accident counts for all specialty contractors under your contract for this item and the next 3 items.)
- Indicate number of OSHA restricted day cases on this project: _____
- Indicate number of OSHA lost-time accidents on this project: _____
- Compute the project's Total Recordable Incidence Rate:
TRIR = Number of recordable accidents x (200,000/ total man hours for the project): _____
- Experience Modification Rate as of Jan. 1, 2019 (EMR or "mod factor" – contact insurance company) _____
- 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.
- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at drugfreeconstruction.org?
This is a requirement in order to be eligible for an ABC National award.
___ Yes ___ No

Project Entry Qualifications, Rights, and Agreement

Include this form as part of the entry.

Property

All entries become the property of Associated Builders and Contractors Eastern Pennsylvania Chapter (ABC). Materials submitted will NOT be returned to the applicant. It is suggested the applicant make a copy of the materials for the company's records.

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 the applicant in support of its entry in the ABC Eastern Pennsylvania Chapter Awards of Excellence 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 competition materials described above, including the right to reprint the work, or any part thereof, whenever necessary and to license the use of the work, or any part thereof, in any medium or form of communication; and the right to use the applicant's name, photographs and biography, in connection with the work. The applicant reserves all rights not specifically granted herein.

Safety Provision

No project that involves a prime, multi-prime, subcontractor or any trade-related work regardless of the type of contract, that has a safety-related fatality, is eligible for an award.

Warranty

The applicant warrants that the work is original, that its publication will not infringe on the rights of others, and that it has the full power to make this grant.

Notification and Chapter PR Coverage

ABC Awards of Excellence winners will be notified after the September judging day. The Chapter plans to provide coverage through public relations to recognize our award recipients after the Awards of Excellence Gala on November 7, 2019.

Applicant Agreement

I have enclosed a check for \$500 (or first-time entry fee \$350; must be verified) payable to "Associated Builders and Contractors" in accordance with the entry fee requirements. I understand that once a project is submitted, the entry fee will not be refunded if the project is later withdrawn. I also understand that by signing below, I am confirming we have already obtained the project owner's permission.

I hereby give permission to Associated Builders and Contractors (ABC) to use the photographs and any information submitted to the ABC Eastern Pennsylvania Chapter Awards of Excellence 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: _____

Project Name: _____

2019 Awards of Excellence Entry Checklist

Final Submittal Deadline – August 16, 2019

Prior to submitting your entry to ABC, please complete the checklist below to be sure you have included all required elements. Do not include this checklist with your entry.

- ☐ **Entry fee** - Send a check for \$500 (or first-time entry fee \$350; must be verified) to the East Norriton office. Make check payable to Associated Builders and Contractors Eastern Pa. Chapter.
430 W. Germantown Pike, East Norriton, PA 19403
- ☐ **Project Information Form**
- ☐ **Project Narrative**
- ☐ **Owner's letter of recommendation**
- ☐ **Safety Section**
 - ☐ The **Project Safety form** with the following documents:
 - OSHA Form 300A.
 - OSHA Form 300, with personal information redacted.
 - Including the following, if applicable:
 - A 1-page summary or page of the Table of Contents of the company's Safety and Health Policy Manual
 - A 1-page summary or page of the Table of Contents of a site-specific Safety and Health Policy Manual
 - A 1-page summary or an (up to 2 pages) example of toolbox safety meetings
 - 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 from the company's substance abuse policy
 - A copy of your company's STEP Award
- ☐ **Up to 10 photographs** (please submit at least one horizontal photo and label it "Primary + Project Name")
- ☐ **Excel spreadsheet of subcontractors and suppliers who worked on the project**
- ☐ **Project Address/Special Instructions**
- ☐ **Description for Presentation**
- ☐ **Project Entry Qualifications, Rights and Agreement Form**

Submit all project materials via email, Dropbox, CD or flash drive. Be sure the CD or flash drive is labeled with company and project name. If you plan to submit via Dropbox, e-mail aaldred@abceastpa.org for link and instructions. If emailing, please save files in this format: PROJECTInfoForm; PROJECTSafetyForm, etc.

If you have questions, you may contact Amy Aldred at aaldred@abceastpa.org or 610.279.6666.