



## 2021 CT ABC Excellence in Construction® Awards Project Entry Requirements

Associated Builders and Contractors of Connecticut (CT ABC) invites your company to enter its best projects in the 2021 CT ABC Excellence in Construction Awards competition.

### **NOTE:**

This document serves as a tool to help applicants gather and prepare data for the **2021** application. All applications must be submitted electronically.

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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 CT ABC Excellence in Construction Awards competition—that recognizes the outstanding merit shop projects of the year. Use this form to prepare to enter your company's best project(s) online.

All award winners will be recognized at an October 21, 2021 awards celebration (format TBD). The ceremony will feature a multimedia presentation highlighting the Best in Show, First Place and Merit Award winners, and an elegant printed program highlighting each award-winning project. All winners will receive the following digital recognition: CT ABC website and all of the Chapter's social media platforms; and recognition in the fall/winter 2021 edition of the *Hardhat Headlines* newsletter. In addition, news releases will be distributed to area construction-related media outlets.

## Entry Requirements

Each entry must follow the entry requirements outlined in this award application. You may email questions to [suzanne@ctabc.org](mailto:suzanne@ctabc.org).

### CT ABC Membership

Only CT ABC contractor members are eligible to enter. 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. If the majority partner is a CT ABC member, but not all partners are CT ABC members, only the majority contractor is eligible to enter. If your project was completed by a joint venture and not all parties are CT ABC members, email [suzanne@ctabc.org](mailto:suzanne@ctabc.org) for additional eligibility requirements.

### 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 CT 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.

A company that experienced a safety-related fatality of a direct employee in the United States within two or three years of the current program year is required to provide additional information regarding action that has been taken following the fatality.

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](mailto:eic@abc.org) prior to submission of the project.

### CT ABC Chapter Award Winner

Each project must win the equivalent of first or second place in order to proceed to ABC National's EIC competition.

### Project Entry Deadlines

- **Completion of Project** – Projects must be completed by Friday, April 30, 2021.
- **Submission Deadline** – Entries must be completed online no later than Friday, April 30, 2021 (or late deadline of Friday, May 7, 2021 subject to a late fee).
- **Project Entry Fee** – Each project must be submitted with online payment in the amount of \$200 (\$350 for late entries submitted after April 30 and no later than May 7). The entry fee is non-refundable.

Specific questions may be directed to the CT ABC office by sending an email to [suzanne@ctabc.org](mailto:suzanne@ctabc.org). Frequently asked questions and application tips are listed at [abc.org/eic](http://abc.org/eic).

## Overview of Awards

### Categories

Awards may be presented in up to 14 categories. The categories for General Contracting/Construction Management are outlined on page 8 of this document. The 14 categories for Specialty Contracting are outlined on page 9 of this document. For further descriptions of each category, visit [abc.org/eic](http://abc.org/eic).

### Scoring

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 (may vary slightly by chapter). Answers to questions should be clear and succinct, as directed; be sure to read each section carefully. The applying company's ability to follow the guidelines will have a great impact on its opportunity to win.

### Best in Show Award

Award winner will receive a premier crystal award to signify the competition's highest honor.

### First Place and Merit Awards

First place and second place award winners will receive a crystal piece to recognize their achievement.

### Spirit Award

Special recognition is given to the General Contractor who utilized the most CT ABC members on the project submitted.

## Requirements: Registration

- ❖ Company
- ❖ Project title
- ❖ Project location (city, state)
- ❖ Final contract amount (CT ABC will keep the information confidential, if required)
- ❖ Project category
- ❖ Applicant name, job title, phone and email
- ❖ Submit non-refundable entry fee upon project submission: \$200 per entry (\$350 if a late entry)

## Requirements: Overall Presentation *(CT Chapter scoring: 15 points)*

### Overall Presentation and Conformance to Entry Requirements

Uploaded documents should be pleasing to the eye and legible. Points will be deducted for font that is too small to easily read, as well as grammatical/typographical errors.

## Requirements: Project Information

- ❖ Contractor name, principal, title, mailing address and phone
- ❖ Business ownership: women-owned / minority-owned / both / neither
- ❖ Primary award contact name, title, phone and email
- ❖ Contract value (indicate if this is confidential)
- ❖ Starting date of construction
- ❖ Substantial completion date of construction
- ❖ Did any prime, multi-prime, or sub-trade contractor on this project have a safety-related fatality on this project?  
*If yes, the project is not eligible.*
- ❖ Did the applying member company have a safety-related fatality in the United States with the current program year? *If yes, the company is not eligible.*
- ❖ Architect firm, contact name, title and email
- ❖ Engineer firm, contact name, title and email
- ❖ General contractor firm, contact name, title and email (if the applicant is a subcontractor)

- ❖ Client/owner firm, contact name, title and email
- ❖ Was this project completed by a joint venture? If yes, are all parties of the joint venture members of CT ABC? On a one-page document, outline the ownership percentage and responsibilities of each partner.
- ❖ Was this a design-build project, with design and construction services under one contract with a single point of responsibility?
- ❖ Was this a Leadership in Energy and Environmental Design (LEED) project through the U.S. Green Building Council? If yes, indicate the status of the LEED certification and what level was achieved.
- ❖ Write a brief project description between 30 and 40 words highlighting the most impressive/unique aspects of the job. Winning project descriptions (subject to editing by CT ABC) will appear in the event program.

## Requirements: Contracted Scope *(CT Chapter scoring: 10 points)*

Ensure legibility when selecting font design and size, provide a description (no more than one full page) of the scope for this project with the following information:

- Type of construction (i.e. Lump Sum, Time & Materials, Construction Management at Risk, Cost Plus, etc.)
- Size of project
- Contract value
- Duration of project
- Percentage of labor that is self-performed
- Any subcontracted work performed by fellow CT ABC members, suppliers or associates/industry professionals, if applicable.
- Describe the opportunities you provided to the construction community to participate based on merit.

\*\*Samples of Contracted Scopes may be viewed online at [abc.org/eic](http://abc.org/eic)\*\*

## Requirements: Project Narrative **TELL THE STORY!** *(CT Chapter scoring: 25 points)*

Ensure legibility when selecting font design and size, provide a written narrative (no more than four pages\*) indicating why this project is special and why it qualifies for a national award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project. Four pages are highly recommended and photos/images may be incorporated. 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 relating to productivity (see bonus award section on page 8 of this application guide)

\*Projects entered into the Community/Public Service categories are allowed one additional page (for a total of five pages) dedicated to describing why the project qualifies for the category. This will be uploaded separately following the project narrative and should include a detailed description of the resources your company donated.

## Requirements: Photographs *(CT Chapter scoring: 25 points)*

Submit up to 10 high-quality photographs in **jpg or png format only**. It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative. To obtain maximum points, all projects should include “in progress” photos in addition to the completed project. **Restoration and Renovation projects should also include “before and after” images.**

- Single jpg files may include up to two photographs, but no more than four files should include split images.
- Provide a descriptive caption for each file in the text box provided, but keep the photograph free of any labels, captions and borders/framing. **Each caption should not exceed 50 words.**
- Ensure the photographs are free of any safety violations.
- Ten photographs are strongly recommended. Files should be a minimum of 300 DPI resolution and in jpg format. **No PDFs are allowed.**

If any photos being submitted were taken by a third-party photographer, the photographer’s written authorization to use the photos is required. In order to comply, you must upload a copy of the signed licensing agreement found on at [abc.org/eic](http://abc.org/eic) with the photographer’s signature. No changes are allowed to this document.

## Requirements: Safety

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.

A company that experienced a safety-related fatality of a direct employee in the United States within two or three years of the current program year is required to provide additional information regarding action that has been taken following the fatality (details below).

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 these application requirements, the applicant should request clarification from the National EIC Committee prior to submission by emailing [eic@abc.org](mailto:eic@abc.org).

Did the applying company have a safety-related fatality within the current program year? **If yes, your company is not eligible.**

- ❖ Did your company have a safety-related fatality within two or three years of the current program year? If yes, answer the questions below.
  - What was the violation type as determined by OSHA (i.e. Willful, Serious, Repeated, Other-than-serious, No violation was cited)?
  - Date and location of incident
  - Were there any fines, citations or penalties issued? If so, by whom (i.e. OSHA, Police, DOT, etc.)?
  - Provide a written report up to five pages that details the following:
    - A full account of the incident and the investigation
    - What corrective actions were taken immediately?
    - What corrective actions were taken culturally?
    - How was accountability addressed?
    - What procedural changes were made?
    - Was an overall evaluation of the company's safety policies, and if so, what changes were made?
    - If the fatality occurred three years out from this program year, provide details as to how your company has implemented the changes discussed above and how it has affected the overall safety performance.
- ❖ Did this project have a safety-related fatality? **If yes, this project is not eligible.**
- ❖ Include copies of the project-specific OSHA Form 300 and OSHA Form 300A for your company. If project-specific forms are not available, you may include completed forms for all the year(s) the project was under construction, including a year-to-date form if the contract was completed in the current program year. If you are submitting annual forms, they must be specific to the office location that completed the work and all recordables specific to the project being submitted must be highlighted. **All personal information must be redacted. If omitted, your company is not eligible.**
- ❖ Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at [drugfreeconstruction.org](http://drugfreeconstruction.org)? **If no, your company is not eligible.**
- ❖ Does your company have a written substance abuse policy? If yes, provide a copy of the table of contents and explain how it was implemented on the project.
- ❖ Does your company have a written Safety and Health Policy Manual? If yes, include its table of contents or provide a one-page summary. **If no, your company is not eligible.**
- ❖ Was a site-specific Safety and Health Policy Manual developed for this project? If yes, include its table of contents or provide a one-page summary.
- ❖ Provide the project's organizational chart identifying the person responsible for safety.
- ❖ Does your company conduct a new employee safety orientation? If yes, include a copy of the agenda.
- ❖ Were toolbox safety meetings held with employees? If yes, were these meetings documented and what was the 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 beginning work on this project? If yes, provide at least one example.
- ❖ Did your company have a process in place to record near-miss cases on this project? If yes, provide supporting documentation of this process and how your company uses this information. Note this does not indicate near-misses occurred.

- ❖ Was specialized training conducted on this project? If yes, indicate types on a separate page.
  - ❖ Provide additional information regarding any innovative safety and health programs used on this project or the company's overall safety program.
  - ❖ Calculate your company's Total Recordable Incident Rate (TRIR) = Number of recordable accidents x 200,000 / total manhours for the project
    - Total work hours for all disciplines included in your contract on this project
    - Company NAICS and SIC codes
    - Number of OSHA-recordable accidents on this project
    - Number of OSHA job transfer or restriction cases on this project
    - Number of OSHA days away from work cases on this project
- \*General contractors and construction managers also must include all specialty contractors' hours and recordables on this project.
- ❖ For general contractors or construction managers: Do you require accident reports from specialty contractors? If yes, provide information on the process.
  - ❖ Provide the name, title, phone, email and signature for the person responsible for safety on this project and attesting to these accident rates.

## Requirements: References *(CT Chapter scoring: 15 points)*

Include up to 10 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, upload a letter from the owner on their letterhead stating they are unable to provide a reference (this letter will qualify for only five points). PDF format is required.

**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 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.

## Opportunities: Supplemental Materials *(CT Chapter scoring: 10 points)*

Provide any miscellaneous supporting materials, such as diagrams and other graphics, media coverage, other awards and promotion, aerial or drone footage, BIM, 3D scans and/or CAD drawings. You may upload up to five single pages. The five pages may be in one file, or up to five separate files. Video files should not exceed two minutes.

## Opportunities: Accredited Quality Contractor (AQC) *(CT Chapter scoring: 2 points)*

If your company has achieved ABC's Accredited Quality Contractor (AQC) credential in the current program year, upload a PDF copy of the company certificate. The certificate must indicate the chapter that you are submitting your project through because the AQC credential is chapter specific. If necessary, a copy of the certificate may be requested by emailing [aqc@abc.org](mailto:aqc@abc.org). Please note that requests will be processed in the order in which they are received; be sure to put your request in early.

The AQC credential is not required to submit for an Excellence in Construction award.

For more information about the AQC program, visit [abc.org/aqc](http://abc.org/aqc) or email [aqc@abc.org](mailto:aqc@abc.org).



## Opportunities: STEP Safety Management System *(CT Chapter scoring: 2 points)*

If your company is a STEP participant, upload a PDF copy of the company certificate(s) from the current program year, as well as any year(s) the project was performed.

If your company does not have an electronic copy of your STEP certificate(s), contact [step@abc.org](mailto:step@abc.org) and copy [eic@abc.org](mailto:eic@abc.org). Please note requests will be processed in the order in which they are received; be sure to submit your request early.

STEP participation is not required to submit a project for an Excellence in Construction Award.

For more information about STEP, visit [abc.org/step](http://abc.org/step) or email [step@abc.org](mailto:step@abc.org).

## Project Entry Qualifications, Rights and Agreement

\*All applicants are required to sign off on the following releases.

### Property

All entries become the property of Associated Builders and Contractors of Connecticut (CT ABC).

### Entry Category Reassignment

CT ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced with a different category. CT ABC also reserves the right to redistribute the contract volume levels within a category.

### Grant of Rights

The applicant hereby grants to CT ABC the following non-exclusive rights: the right to reproduce and distribute copies of the work throughout the year as part of the competition materials described above, including the right to reprint the work, or any part thereof, whenever necessary and to license the use of the work, or any part thereof, in any medium or form of communication; and the right to use the applicant's name, photographs and biography in connection with the work. The applicant reserves all rights not specifically granted herein.

### Safety Provision

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

### Warranty

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

### Notification and News Releases

CT ABC Excellence in Construction Award winners will be notified in mid-June. News releases will be held until after the awards ceremony takes place on October 21, 2021. Until that time, the winners' information is embargoed.

### Applicant Agreement

I understand the entry fee is non-refundable.

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

## Project Award Category – General Contracting/Construction Management

You may select only ONE category indicating the dollar amount of the contract for the project.

CT ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced in a different category. CT ABC also reserves the right to redistribute the contract volume levels within a category.

### **Mega-Projects**

All projects regardless of type

### **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 percent of the contracted dollar value was used for renovation or restoration

### **Residential**

Residential, including independent living retirement communities

### **Special Projects**

Construction not specifically referred to in the prior categories (e.g. theme parks, zoos, skate parks, water parks and other unique types of projects)



## Project Award Category – Specialty Contracting

You may select only ONE category indicating the dollar amount of the contract for the project.

CT 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. CT ABC also reserves the right to redistribute the contract volume levels within a category.

### **Community / Public Service**

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

### **Electrical: Commercial**

Schools, hospitals, outdoor lighting, institutional, shopping centers

### **Electrical: Industrial**

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

### **Electrical**

All projects

### **Mechanical: Commercial Schools, hospitals, institutional, shopping centers**

### **Mechanical: Industrial**

Manufacturing plants, processing plants and pneumatic controls

### **Mechanical**

All projects

### **Exteriors: Masonry / Precast / Stone**

Masonry, precast or stone

### **Exterior Finishes**

All other exterior finishes not specifically referred to in the prior category

### **Interiors: Acoustical / drywall / millwork / plaster**

Acoustical, drywall, millwork or plaster

### **Interior Finishes**

All other interior finishes not specifically referred to in the prior category

### **Sitework / Landscape / Hardscape**

Interior/exterior, landscaping and parking lots

### **Specialty Construction: Commercial**

Commercial construction not specifically referred to in the prior categories

### **Specialty Construction: Industrial**

Industrial construction not specifically referred to in the prior categories

Frequently asked questions and application tips are listed at [abc.org/eic](http://abc.org/eic).