



Project Entry Requirements and Forms

Associated Builders and Contractors of Western Washington invites your company to enter its best projects in the 2019 ABC Excellence in Construction & Safety Awards competition.

NOTE: This document serves as a tool to help applicants gather and prepare data for the 2019 application. The application is only available via the online submission process.

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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 Excellence in Construction & Safety Awards competition—that recognizes the outstanding projects of the year. Use the online application and supporting documents to enter your company's best project(s).

All award winners will be recognized at the May 9, 2019 Excellence in Construction & Safety Awards celebration at MOHAI (the Museum of History and Industry) in Seattle. The ceremony will feature a presentation highlighting all award winners, and a printed program showcasing each award-winning project. All winners will be recognized in a special section of the Seattle Daily Journal of Commerce the day after the awards banquet, and news releases will be distributed to regional construction-related media outlets.

All award winners are eligible to be chosen for the top award, the Eagle of Excellence. It is the jury's discretion to select this award recipient from all of the winning projects.

ENTRY REQUIREMENTS

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

ABC Membership

Only 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 an ABC member, but not all partners are ABC members, only the majority contractor is eligible to enter. If your project was completed by a joint venture and not all parties are ABC members, email victoria@abcwestwa.org for 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 (January 1, 2018 – December 31, 2018) is NOT eligible for an Excellence in Construction & Safety 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.

If there is a question regarding this policy and application requirement, the applicant may request clarification by emailing victoria@abcwestwa.org prior to submission of the project.

ABC National Awards

Projects that win on the chapter level are eligible to participate in ABC National's Excellence in Construction Awards competition. Visit abc.org/eic or email eic@abc.org for more information.

Project Entry Deadlines

- **Completion of Project:** Projects must have been completed by December 31, 2018.
- **Submission Deadline:** Entries must be completed online no later than Monday, March 25, 2019.
- **Project Entry Fee:** Each project must be submitted with online payment or a check in the amount of \$175 made payable to Associated Builders and Contractors of Western Washington. **Payment must be received on or before Monday, March 25, 2019.**

Mailing Address for Payment*

ABC of Western Washington
1621 114th Avenue SE Suite 116
Bellevue, WA 98004

**Please note on the check that the payment is related to the Excellence in Construction & Safety Awards application*

More Information

Specific questions may be directed to Victoria Klyce at 800.640.7789 or by email: victoria@abcwestwa.org. Frequently asked questions and application tips are listed at <https://tinyurl.com/y7skjpr9>.

REQUIREMENTS: REGISTRATION

- Company
- Project title
- Project location (city, state)
- Final contract amount (ABC will keep the information confidential, if required)
- Category
- Applicant name, job title, phone and email
- ABC Chapter (Western Washington)
- Submit non-refundable submission fee: \$175 per entry

Read Each Section Carefully

The jury 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)

Uploaded documents should be pleasing to the eye, legible **and in PDF format only** (with the exception of photographs and supplemental materials). 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.
- Is this project in the United States? Provide the project address.
- Final contract amount (indicate if this is confidential).
- 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 (January 1, 2018 – December 31, 2018)? 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.
- Starting date of construction.
- Substantial completion date of construction.
- Was this project completed by a joint venture? If yes, are all parties of the joint venture members of 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. If the project is an award recipient, the project description (subject to editing by ABC) will appear in the onsite event program.

REQUIREMENTS: CONTRACTED SCOPE (10 Points)

Ensuring 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
- Size of project
- Contract value
- Duration of project
- Construction method (i.e. lump sum, contract plus, type and material, unit pricing, etc.)
- Percentage of labor that is self-performed
- Any subcontracted work performed by fellow ABC members, suppliers or associates/industry professionals, if applicable.
- Describe the opportunities you provided to the fellow ABC members or others in the construction community to participate based on merit.

REQUIREMENTS: SUBCONTRACTED WORK PERFORMED

Provide contact information (company, contact, email, type of work performed) for any subcontracted work performed on this project, including contractors, suppliers, associates/industry professionals.

REQUIREMENTS: PROJECT NARRATIVE (30 Points)

Ensuring 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.

**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 (8 Points)

Submit up to 10 high-quality photographs in jpg 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.
- 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, jpeg, or png format. No PDFs are allowed.

Occasionally, entrants have asked that certain photos not be used in programs or on public sites, due to certain sensitivities (such as the exterior layout of an embassy). Indicate if any of the photos submitted above meet this condition and specify which ones must remain private.

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 at <https://tinyurl.com/y8h972j3> with the photographer's signature. No changes are allowed to this document.

REQUIREMENTS: SAFETY (31 Points)

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (January 1, 2018 – December 31, 2018) 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 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 ABC staff prior to submission by emailing victoria@abcwestwa.org.

- Did the applying company have a safety-related fatality within the current program year (January 1, 2018 – December 31, 2018)? If yes, your company is not eligible.
- Did this project have a safety-related fatality? If yes, this project is not eligible.
- Did your company have a safety-related fatality within two or three years of the current program year specified by your chapter (January 1, 2018 – December 31, 2018)? If yes, answer the questions below.
 - What was the violation type as determined by OSHA? Willful/Serious/Repeated/Other-than-Serious/No citation was issued
 - Date and location of incident
 - Were there any fines, citations or penalties issued? If so, by whom? OSHA/Police/Department of Transportation/Other, specify
 - 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 there an overall evaluation of the company safety policies, and if so, what changes were made?
- *If the fatality occurred three years prior to 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.
- 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 personal information 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 www.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 record near-miss cases on this project? If yes, provide an example of how your company uses this information.
- 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 manhours 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 (10 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 files are 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 (2 Points)

Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion. 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) (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 AQC membership is chapter specific. If necessary, a copy of the certificate may be requested by emailing 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 www.abc.org/aqc or email aqc@abc.org.

OPPORTUNITIES: SAFETY TRAINING EVALUATION PROCESS (STEP) (2 points)

If your company is a Safety Training Evaluation Process (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 tony@abcwestwa.org. Please note that requests will be processed in the order in which they are received; be sure to put your request in early.

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

For more information about STEP, visit www.abc.org/step or email step@abc.org.

SOCIAL MEDIA & ENTRY SAMPLES

Social Media

ABC promotes EIC winners on social media (e.g. Facebook, LinkedIn, Instagram and Twitter). A photo from the entry is typically included, with the company name, project name and category. If your project is awarded, would you like for your company and project to be featured on ABC's social media accounts?

Entry Sample Release

Members often request samples of EIC applications. In order to assist those applying for the first time in future years, we would like to have winning samples available. If your project is awarded, can ABC share your project narrative and/or contracted scope with future year applicants and on the EIC webpage?

If you indicated the use of innovative safety programs and your project was awarded, may these programs be included in a list of best practices posted on the EIC webpage?

PROJECT AWARD CATEGORY FORM: GENERAL CONTRACTING/CONSTRUCTION MANAGEMENT

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

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

<p>Mega-Projects All projects regardless of type More than \$100 million</p> <p>Commercial Office buildings, banks, retail facilities, hotels and mixed-use Less than \$5 million \$5 million to \$10 million \$10 million to \$25 million \$25 to \$100 million</p> <p>Community/Public Service Philanthropic projects that enhance the community, using substantial resources donated by the contractor All contract amounts up to \$100 million</p> <p>Federal Government/Military All projects owned by the federal government, with the exception of transportation infrastructure and utilities Less than \$10 million \$10 to \$100 million</p> <p>Health Care Hospitals, assisted living, nursing homes and other licensed medical facilities Less than \$10 million \$10 to \$25 million \$25 to \$100 million</p>	<p>Historical Restoration/Renovation Restoration of buildings registered as historical, or eligible to be registered as historical Less than \$5 million \$5 Million to \$10 Million \$10 Million to \$25 million \$25 to \$100 million</p> <p>Industrial Manufacturing plants and facilities, refineries and similar types of construction Less than \$5 million \$5 to \$15 million \$15 to \$25 million \$25 to \$100 million</p> <p>Infrastructure: Heavy Streets, highways, parks, dams and bridges All contract amounts up to \$100 million</p> <p>Institutional Projects owned by schools, churches and local governments, with the exception of health care facilities Less than \$5 million \$5 to \$10 million \$10 to \$25 million \$25 to \$100 million</p> <p>Pre-engineered Building Institutional, shopping centers, banks and manufacturing plants All contract amounts up to \$100 million</p>	<p>Public Works/Environmental Water treatment plants and sewage treatment plants All contract amounts up to \$100 million</p> <p>Renovation Non-historical, existing buildings where more than 50 percent of the contracted dollar value was used for renovation or restoration Less than \$4 million \$4 to \$10 million \$10 to \$100 million</p> <p>Residential Residential, including independent living retirement communities Single-family projects: less than \$5 million \$5 million to \$10 million \$10 million to \$25 million \$25 million to \$100 million Multifamily and condominium Projects: less than \$5 million \$5 million to \$10 million \$10 million to \$25 million \$25 million to \$100 million</p> <p>Other Construction Construction not specifically referred to in the prior categories (e.g. theme parks, zoos, skate parks, water parks and other unique types of projects) Less than \$5 million \$5 million to \$10 million \$10 million to \$25 million \$25 to \$100 million</p>
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PROJECT AWARD CATEGORY FORM: SPECIALTY CONTRACTING

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

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.

<p>Community/Public Service Philanthropic projects that enhance the community, using substantial resources donated by the contractor All contract amounts</p> <p>Electrical All projects More than \$10 million</p> <p>Electrical: Commercial Schools, hospitals, outdoor lighting, institutional, shopping centers Less than \$5 million \$5 million to \$10 million</p> <p>Electrical: Industrial Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control Less than \$5 million \$5 million to \$10 million</p>	<p>Mechanical All projects More than \$10 million</p> <p>Mechanical: Commercial Manufacturing plants, processing plants and pneumatic controls Less than \$5 million \$5 million to \$10 million</p> <p>Mechanical: Industrial Manufacturing plants, processing plants and pneumatic controls Less than \$5 million \$5 million to \$10 million</p> <p>Exteriors Masonry, precast or stone All contract amounts All other exterior finishes All contract amounts</p>	<p>Interiors Acoustical, drywall, millwork or plaster All contract amounts All other interior finishes All contract amounts</p> <p>Sitework/Landscape/ Hardscape Interior/exterior, landscaping and parking lots All contract amounts</p> <p>Other Specialty Construction: Commercial Commercial construction not specifically referred to in the prior categories Less than \$5 million \$5 million to \$10 million More than \$10 million</p> <p>Other Specialty Construction: Industrial Industrial construction not specifically referred to in the prior categories Less than \$5 million \$5 million to \$10 million More than \$10 million</p>
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PROJECT ENTRY QUALIFICATIONS, RIGHTS, AND AGREEMENT

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

Property

All entries become the property of ABC of Western Washington (ABC).

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

Grant of Rights

The applicant hereby grants to 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.

No company that experiences a safety-related fatality within the current program year is eligible to submit a project.

Warranty

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

Notification and News Releases

ABC of Western Washington Excellence in Construction & Safety Award winners will be notified by March 30, 2018. News releases will be held until after the awards ceremony takes place in May 10, 2018. Until that time, the winners' information is embargoed.

Applicant Agreement

I have mailed a check for \$175 payable to "ABC of Western Washington" in accordance with the entry fee requirements or submitted payment online, and understand payment must be received no later than March 25, 2019, in order to be eligible for judging.

I hereby give permission to ABC of Western Washington (ABC) to use the photographs and any information submitted to the ABC Excellence in Construction & Safety Awards competition in ABC awards materials, including presentations and printed matter, as well as promotional materials and news releases.