



Heart of America

A large white silhouette of an eagle with its wings spread, positioned on the left side of the page.

# EXCELLENCE IN CONSTRUCTION AWARDS

2019



## 2019 PROJECT SUBMISSION PACKET

Associated Builders and Contractors Heart of America Chapter celebrates exceptional performance in safety, craftsmanship, best practices and overall project management and execution. We are pleased to invite you to submit your project for the 2019 Excellence in Construction Awards.

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**PROJECT SUBMISSIONS DUE SEPTEMBER 13**

## ••••• ENTRY REQUIREMENTS

1. Only ABC Heart of America Chapter contractor members in good standing are eligible to enter.
2. Projects must be completed between September 1, 2018 and August 31, 2019. All entries are due September 13, 2019.
3. No project with a safety-related fatality of any of the contractors on the project may be eligible to be considered for an award and the decision of the judges will be final.
4. There is a \$295 fee for each project submitted in a category. Payment must be received by check or credit card no later than September 13, 2019.
5. Projects may only be entered in one category. ABC reserves the right to change the entry category.
6. Entries may only be electronically submitted. No physical entry binders will be accepted.
7. ABC has the right to use photos submitted by the contractor to promote merit shop construction.

## ••••• FORMAT REQUIREMENTS

1. Each project entry must be submitted in one single .pdf file. Entries will be printed for judging purposes.
2. Please use standard 8.5 x 11-inch size page format.
3. Photos should be included in .pdf submission within the photography section. High-resolution images should also be submitted separately. These images will be utilized in event marketing, project canvases, project highlight video clips, etc. Please follow photography guidelines as outlined in Table of Contents.
4. All entries must follow the Table of Contents (TOC), in the same order listed, as outlined.

## ••••• JUDGING CRITERIA + WINNER NOTIFICATION

- Each project may be entered in only one category.
- ABC reserves the right to change an entry's original category based on overall submissions. Detailed category
- detailed requirements listed in Table of Contents. Read each section thoroughly and carefully. Your answers and explanations should be clear and succinct, as the quality of an entry's presentation will have an impact on its opportunity to win. Omitting or neglecting information will result in reduced points. The panel of judges includes a cross section of industry experts, including owners, architects, engineers and other professionals.
- Payment must be submitted on or before September 13, 2019 to be submitted for judging.
- Finalists will be confidentially notified prior to the awards banquet if their project is in the running for an Excellence in Construction Award. The awards dinner will be held Thursday, November 7, 2019 at Arvest Bank Theatre at the Midland in Kansas City, Missouri where the winning projects will be announced. Winning projects of the ABC Heart of America Awards Program will also be eligible to submit their projects in the ABC National Excellence in Construction Awards. Details of the ABC National requirements, submittal details and deadlines can be found at [www.abc.org/eic](http://www.abc.org/eic).

••••• **Project performed as GENERAL CONTRACTOR OR CONSTRUCTION MANAGER**

CATEGORY	SUB CATEGORY BY COST		
<b>COMMERCIAL</b> Office buildings, retail facilities, banks, hotels, museums, mixed-use buildings, etc.	<b>Under \$5 Million</b>	<b>\$5 - \$10 Million</b>	<b>Over \$10 Million</b>
<b>HEALTHCARE</b> Hospitals, nursing homes, assisted living, licensed medical facilities, laboratories, etc.	no sub category		
<b>INFRASTRUCTURE: HEAVY</b> Streets, highways, parks, dams, bridges, etc.	no sub category		
<b>HISTORICAL RESTORATION/RENOVATION</b> Restoration of buildings registered as historical, or eligible to be registered as historical	no sub category		
<b>INDUSTRIAL</b> Manufacturing plants, processing plants, testing facilities, refineries and similar, etc.	<b>Under \$5 Million</b>	<b>Over \$5 Million</b>	
<b>INSTITUTIONAL</b> Schools, churches, prisons, stadiums, sports arenas, performing arts centers, zoos, airports, etc.	<b>Under \$5 Million</b>	<b>Over \$5 Million</b>	
<b>PUBLIC WORKS/ENVIRONMENTAL</b> Communication towers, statues, locks & dams, water treatment plants, sewer treatment plants, etc.	no sub category		
<b>RENOVATION</b> Renovations of non-historical, existing buildings	no sub category		
<b>RESIDENTIAL</b> Single family and multi-family dwellings, independent living retirement communities, etc.	no sub category		
<b>SPECIALTY</b> Not specifically referred to in the above categories	no sub category		

*ABC Heart of America winners are eligible to submit their entry in ABC National's Excellence in Construction program. Questions? Contact Natalie Taylor-Moore at ABC (816) 994-5990 or natalie@abcksmo.org.*

CATEGORY	SUB CATEGORY BY COST	
<b>ELECTRICAL COMMERCIAL/INSTITUTIONAL</b> New construction, office buildings, retail facilities, banks, hotels, schools, churches, hospitals, nursing homes, laboratories, outdoor lighting, shopping centers, call centers, multi-family residential, fountain features in a commercial facility, sports arenas, alarms, parking lots, etc.	<b>Under \$2 Million</b>	<b>\$2 - \$10 Million</b>
<b>ELECTRICAL INDUSTRIAL</b> Hospitals, nursing homes, assisted living, licensed medical facilities, laboratories, etc.	<b>Under \$2 Million</b>	<b>\$2 - \$10 Million</b>
<b>INTERIOR/EXTERIOR</b> Metal stud and gypsum, ceiling finishes, painting and wall finishes, flooring, glass & glazing, pre-cast, stone, roofing, masonry, tilt-up, etc.	no sub category	
<b>MECHANICAL COMMERCIAL/INSTITUTIONAL</b> New construction, office buildings, retail facilities, banks, hotels, schools, churches, hospitals, nursing homes, laboratories, outdoor lighting, shopping centers, call centers, multi-family residential, fountain features in a commercial facility, sports arenas, alarms, parking lots, etc.	<b>Under \$2 Million</b>	<b>\$2 - \$10 Million</b>
<b>MECHANICAL INDUSTRIAL</b> Manufacturing plants, processing plants, data centers, clean rooms, printing and processing centers, airports, animal facilities or electrical renovation in an existing industrial facility, etc.	<b>Under \$2 Million</b>	<b>\$2 - \$10 Million</b>
<b>SPECIALTY</b> Landscaping, paving, parking lots, roofing, artistic scaffolding, unique projects, foundation features, art, etc.	no sub category	

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# SCORING MATRIX + TOC

Entries can earn a total of 100 points. Each section is valued as indicated below. Entries must follow the following Table of Contents (TOC), in the order listed. Please note attachments and maximum page allowances where required. Detailed list of requirements and clarifications for each section are listed below.

TAB	SECTION NAME	PAGE MAXIMUM	REQUIRED ATTACHMENT	POINT VALUE
-	Overall Presentation	N/A	N/A	5
1	Company Information	-	-	0
2	Contracted Scope of Work	1	-	10
3	Project Narrative	4	-	30
4	Project Safety	-	Project Safety Form + OSHA Form 300A & 300	30
5	Merit Shop Partners	-	-	10
6	References	-	-	5
7	Supplemental Materials and Related Publicity	5	-	2
8	Photographs	-	-	8
Total Points Available				100

## OVERALL PRESENTATION 5

All uploaded documentation should be legible and pleasing to the eye. Points will be deducted for font that is too small or difficult to read. Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.

## Tab 1 | COMPANY INFORMATION 0

- Provide historical information of company (year established, founder, etc.)
- Type of work performed
- Special abilities and market niches

*This information is for the benefit of the judges.*

## Tab 2 | CONTRACTED SCOPE OF WORK

1 page maximum

10

Samples of contracted scopes may be viewed online at [under the application section.](#)

Detailed description of your scope of work for this project.

Include:

- Type of construction
- Type of contract (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
- Describe the opportunities you provided to the construction community to participate based on merit.

## Tab 3 | PROJECT NARRATIVE

4 page maximum

30

Written narrative indicating why the project is special and 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 the documentation is legible when selecting font design and size.

Include:

- Provide a "Project Summary" of approximately 150 words to capture or highlight what makes this project unique and might explain a specific challenge. This will be used or modified when featuring your project in written or audio descriptions.
- Any innovative programs relating to quality control
- Any innovative programs relating to scheduling
- Any value analysis/engineering processes used for the project
- Any special obstacles to overcome in completing the project
- Any difficulties or extenuating circumstances encountered in completing the project
- Any innovating programs or methods related to productivity

## Tab 4 | PROJECT SAFETY

Required Attachments: Project Safety Form + OSHA Form 300A & 300

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- To be eligible to win an award, the company must have a written Safety and Health Policy Manual.
- No project with a safety-related fatality of any trade-related work on the project will be eligible for an Excellence in Construction Award.
- Complete the Project Safety Form in this project entry guideline booklet.
- Include additional documents or explanations relative to the Project Safety Form.
- No company that experiences a safety-related fatality with the current program year (September 1, 2018 through August 31, 2019) is eligible to submit a project.
- Must include OSHA Form 300A & 300 (project specific, if applicable) for the year(s) the project was under construction, with personal information redacted.
- In order to be eligible to win an award, the company must sign the Drug- and Alcohol-Free pledge found at

## Tab 5 | MERIT SHOP PARTNERS

10

- List all contractors involved on the project.
- Include ABC members and non-ABC members. ABC will denote current ABC members.
- Include contact information (company name, email, phone number, office location) and a description of each companies' involvement percentage of work performed on the project.
- With regard to your scope of work, what opportunities did you provide to ABC members to participate based on merit?

## Tab 6 | REFERENCES

5

- Include letters of recommendation from third parties involved with the project, such as the owner and design team.
- It is recommended for general contractors to submit letters from the owner or prime contracting entity and the architect.
- It is recommended that specialty or subcontractors submit a letter from the general contractor or prime contracting entity or owner.
- Additional letters are recommended.
- Provide a short description of how the author of each letter was involved in the project.

- Miscellaneous supporting material
- Graphics
- Media coverage, newspaper articles, press releases
- Promotional pieces, etc.
- Positive social media posts or coverage
- Awards and promotions
- Special events

- Submit up to ten (10) quality photos. For the maximum points, include “in progress” photos for new construction or “before and after” photos for restoration or renovation projects. It is recommended to include photos relevant to the challenges and solutions mentioned in the project narrative section.
- Provide a short descriptive caption for each photograph on a separate sheet; do NOT include wording on top or embedded in the photos.

*Do not upload photos embedded in PowerPoint, Word or Acrobat programs.*

*Still photos only; no videos will be allowed.*

*Review your photos to ensure there are no safety violations.*

*If any submitted photos were taken by a third-party photographer, the photographer’s authorization to use the photos is required. Use the required agreement in this project entry guideline booklet giving ABC permission to use the photos.*

*Required: All photos used in this section should also be submitted as individual images in .jpg or .tif form. High resolution photos only please (minimum 300 dpi). Please name/label photos (company name, project name, type).*



## PROJECT INFORMATION FORM

All names and addresses should be printed / typed exactly as they are to appear on the award.  
Do not alter or recreate this Project Form.

Contractor Firm

Company Principal and Title

Mailing Address

City/State/Zip

Company Facebook

Company Twitter Handle @

Company LinkedIn

Company Instagram

If your project is awarded, indicate if you authorize promotion of your project via ABC's social media accounts, such as Twitter and Facebook.  Yes  No, do not promote our project via social media.

Contact Name for this Entry

Entry Contact Phone

Entry Contact Email

Project Name

Project Street Address/City/State

Final Contract Amount

Entry Category (see Category Details)

General Contractor/Construction Manager OR  Specialty Contractor

Category and Cost Sub Category (if applicable)

Top Field Individual #1 - Name and Title of Project

Top Field Individual #2 - Name and Title of Project

Primary Architect (if applicable)

Primary Engineer (if applicable)

General Contractor, if applicant is a specialty contractor (if applicable)

Starting Date of Construction

Substantial Completion Date of Construction

Client / Owner (Firm Name, list all who apply)

Authorized Signature for Entry Submittal

1. Did this project have a safety-related fatality?  Yes  No  
*If Yes, this project is not eligible.*
  
2. Did the applying company have a safety-related fatality within the current program year (Sept. 1, 2018 - Aug. 31, 2019)?  Yes  No  
*If Yes, this project is not eligible.*
  
3. Is your firm a 2019 STEP Safety Management System award recipient?  Yes  No  
 If Yes, Diamond  Platinum  Gold  Silver  Bronze  Participant  
*If Yes, include a copy of your certificate or for more information about STEP, visit*
  
4. 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.*
  
5. Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at  Yes  No  
*If no, your company is not eligible.*
  
6. Does your company have a written Safety & Health Policy Manual?  Yes  No  
*If Yes, include table of contents or a one-page summary.*
  
7. 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 day cases on this project:
  - \* Number of OSHA days away from work cases on this project:
  - \* Compute the project's Total Recordable Incidence Rate:
$$TRIR = \text{Number of recordable accidents} \times 200,000 / \text{total man-hours for this project}$$
*General contractors and construction managers must also include all specialty contractors' hours & recordables on this project.*
  
8. If a general contractor or construction manager, do you require accident reports from the specialty contractors?  Yes  No  
*If Yes, include process on separate page.*
  
9. Were toolbox safety meetings held with employees?  Yes  No  
 Were these meetings documented?  Yes  No  
*If Yes, how often?*  
*Include 1 page summary or up to 2 actual examples.*
  
10. Did your company regularly establish pre-task safety planning prior to beginning work on this project?  Yes  No  
*If yes, provide at least one example.*

- 11. Did you develop a site-specific Safety & Health Policy Manual?  Yes  No  
*If Yes, include table of contents or a one-page summary.*
- 12. Did your company have a process in place to record near-miss cases on this project?  Yes  No  
*If Yes, provide supporting documentation of this process and how your company uses this information.  
{NOTE: This does not indicate near-misses occurred}*
- 13. Does your company have a written substance abuse policy?  Yes  No  
*If Yes, include table of contents or a one-page summary.*
- 14. Was specialized training conducted on this project?  Yes  No  
*If Yes, include types of training on separate page.*
- 15. Does your company conduct a new employee safety orientation?  Yes  No  
*If Yes, include a copy of the agenda.*
- 16. Provide the project’s organizational chart identifying the person responsible for safety.
- 17. Additional information regarding any innovative safety and health programs used on this project or the company’s overall safety program may be included.

Provide the below information about the person responsible for safety on this project and attesting to these accident rates:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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.

The undersigned photographer hereby grants Associated Builders and Contractors Heart of America Chapter ("ABC") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC 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. ABC will provide photo credit whenever possible.

Photographer's Name (Signature):

Date:

Photographer's Name (Print):

Phone/Email: