**Contents**

* Program Overview
* Entry Requirements
* Overview of Award Categories
* Requirements
* Opportunities
* Social Media & Entry Samples
* Project Award Categories (General and Specialty)
* Project Entry Qualifications, Rights and Agreement

# 2020 ABC Central Texas Chapter

# Excellence in Construction® Awards

# Project Entry Requirements and Forms

A close up of a sign

Description automatically generated

Associated Builders and Contractors Central Texas Chapter invites your company to enter its best projects in the 2020 ABC Excellence in Construction Awards competition.

A close up of a piece of paper

Description automatically generated

**NOTE:**

This document serves as a tool to help applicants gather and prepare data for the 2020 application. All applications must be submitted electronically.

Your company has the opportunity to compete for honors in the construction industry’s premier annual awards program—the ABC Central Texas Excellence in Construction Awards competition—that recognizes the outstanding merit shop projects of the year. Use this application as a guide to enter your company’s best project(s).

**Program Overview**

All award winners will be recognized at the annual Excellence in Construction Awards Banquet on October 15, 2020 at Four Seasons Hotel. The ceremony will feature the Eagle and Merit Winners

**Entry Requirements**

Each entry must follow the entry requirements outlined in this award application. You may email questions to kklein@abccentraltexas.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.

### Safety Policy

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Aug.1, 2019 -July 30, 2020) 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. (See Safety Requirements for additional details).

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 [kklein@abccentraltexas.org](mailto:kklein@abccentraltexas.org) prior to submission of the project.

### Project Entry Information

* **Project Submissions** – All project submissions forms must be received at the ABC Central Texas office by Friday August 14, 2020.
* **Project Entry Fee** – Each project must be submitted with payment in the amount of $350 either online or check made   
  payable to ABC Central Texas| 2600 Longhorn Blvd Ste 105, Austin, TX 78758.   
  Payment must be received on or before Friday, August 7. 2020.

**Entry Deadlines**

Absolutely no extensions can be made to the indicated deadlines.

* **Completion of Project** – Projects must be completed by July 30, 2020.
* **Online Project Registration** – Projects must be registered online no later than Friday July 24, 2020.
* **Submission Deadline** – Entries must be completed online no later than Friday August 14, 2020

Frequently asked questions and application tips are listed at abc.org/eic.

Awards may be presented in a variety of categories. The categories for General Contracting/Construction Management are outlined on page 9 of this document. The 19 categories for Specialty Contracting are outlined on page 10 of this document. For further descriptions of each category, visit abc.org/eic.

**Overview of Awards**

## Chapter Eagle Award

A total of 50 first place Eagle Awards may be presented. Award winners will receive a specially designed eagle sculpture to signify construction’s highest honor.

## Chapter Merit Award One construction project in each category will be eligible for a Merit Award. Award winners will receive a specially designed eagle sculpture to signify construction’s honor.

**Requirement: Project Registration**

* Company
* Project title
* Project location (city, state if in the United States)
* Final contract amount (ABC will keep the information confidential, if required)
* Category
* Applicant name, job title, phone and email
* Project Classification
* Submit non-refundable submission fee: $350 per entry

## Read Each Section Carefully

The panel of judges represents a cross section of construction industry experts, including owners, architects, engineers and other industry leaders. The competition is comparative, using a point system to assist in the comparisons. A project entry can earn a total possible score of 100 points. The different evaluative sections and their point values are listed below. Answers to questions should be clear and succinct, as directed; the quality of an entry’s presentation will have a great impact on its opportunity to win.

## Overall Presentation and Conformance to Entry Requirements (5 Points)

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
* 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 (Aug.1, 2019 - July 31, 2020)? 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 Eagle 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 (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 ABC members, suppliers or associates/industry professionals, if applicable.
  + Describe the opportunities you provided to the construction community to participate based on merit.

PDF format is required.

\*\*Samples of Contracted Scopes may be viewed online at abc.org/eic\*\*

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 an award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project. Four pages are

**Requirements: Project Narrative (30 points)**

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 7 of this application guide)

PDF format is required.

\*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 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 on at abc.org/eic 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 (Aug.1, 2019-July 31, 2020) 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 on the next page).

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 Central Texas EIC Committee prior to submission by emailing [kklein@abccentraltexas.org.](mailto:kklein@abccentraltexas.org.)

* Did the applying company have a safety-related fatality within the current program year (Aug.1, 2019-July 31, 2020)? If yes, your company is not eligible.

**Requirements: Safety continued**

* Did your company have a safety-related fatality within two or three years of the current program year (Aug.1, 2016 - July 31, 2019)? 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, Department of Transportation, 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 there an overall evaluation of the company safety policies, and if so, what changes were made?

If the fatality occurred within two years prior to this program year (Aug.1, 2017 -July 31, 2019), 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 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 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 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 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. Provide a short description of how the author of each letter was involved in the project.

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: Supplemental Materials (2 points)**

**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 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 or email [aqc@abc.org.](mailto:aqc@abc.org)

**Opportunities: STEP Safety Management System (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 [eic@abc.org.](mailto:eic@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.

STEP participation is not required to submit a project for an Excellence in Construction Award. For more information about STEP, visit abc.org/step or email [step@abc.org.](mailto:step@abc.org)

**Social Media**

### 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. The projects are generally featured after the awards gala and throughout the program year. 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?

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

**Project Entry Qualifications, Rights and Agreement**

### Property

All entries become the property of Associated Builders and Contractors (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.

### 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 Central Texas Excellence in Construction Award winners will be notified in September. ABC will provide winners with a news release and photograph(s) within several weeks of the ceremony.

### Applicant Agreement

I understand the entry fee is non-refundable.

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

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

**Project Award Category Form – General Contracting/Construction Management**

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.

Please review the categories below to determine eligible projects. For detailed descriptions of each category, visit the   
Excellence in Construction webpage at www.abc.org/eic and click on “Category Descriptions.” Each project may only be   
entered into one category of competition per contract.

Provide a statement (up to 25 words) describing what makes this project special. This description may be incorporated in the   
EIC program description if the project wins an Eagle Award.

### Mega-Projects

All projects regardless of type More than $100 million

### Commercial

Office buildings, banks, retail facilities, hotels and mixed-use

Less than $5 million

$5 to $10 million

$10 to $25 million

$25 to $100 million

**Community / Public Service** Philanthropic projects that enhance the community, using substantial resources donated by the contractor

All contract amounts up to

$100 million

**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

### Health Care

Hospitals, assisted living, nursing homes and other licensed medical facilities

Less than $10 million

$10 to $25 million

$25 to $100 million

**Historical Restoration / Renovation** Restoration of buildings

registered as historical, or eligible to be registered as historical

Less than $25 million

$25 to $100 million

### 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

### Infrastructure: Heavy

Streets, highways, parks, dams and bridges

All contract amounts up to

$100 million

### 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

**Pre-engineered Building** Institutional, shopping centers, banks and manufacturing plants

All contract amounts up to

$100 million

**Public Works / Environmental** Water treatment plants and sewage treatment plants

All contract amounts up to

$100 million

### 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

### Residential

Residential, including independent living retirement communities

Single-family up to $100 million

Multifamily and condominium up to $100 million

**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)

Less than $2 million

$2 to $100 million

**Project Award Category Form – Specialty Contracting**

You may select only ONE category indicating the dollar amount of the contract for the project.  
  
There are 19 project award categories for companies that perform specialty contracting and do not act as the general contractor   
or construction manager. For detailed descriptions of each category, visit the Excellence in Construction web page at www.abc.org/eic and click on “Category Descriptions.” Each project may only be entered into one category of competition per contract.

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.

**Community / Public Service** Philanthropic projects that enhance the community, using substantial resources donated by the contractor

All contract amounts

**Electrical: Commercial** Schools, hospitals, outdoor lighting, institutional, shopping centers

Less than $2 million

$2 to $10 million

**Electrical: Industrial** Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control

Less than $2 million

$2 to $10 million

### Electrical

All projects

More than $10 million

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

Less than $2 million

$2 to $10 million

**Mechanical: Industrial** Manufacturing plants, processing plants and pneumatic controls

Less than $10 million

**Mechanical**

All projects

More than $10 million

### Exteriors

Masonry, precast or stone All contract amounts

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

All contract amounts

### Interiors

Acoustical, drywall, millwork or plaster

All contract amounts All other interior finishes All contract amounts

### Sitework / Landscape / Hardscape

Interior/exterior, landscaping and parking lots

All contract amounts

### Specialty Construction: Commercial

Commercial construction not specifically referred to in the prior categories

Less than $10 million More than $10 million

### Specialty Construction: Industrial

Industrial construction not specifically referred to in the prior categories

Less than $10 million More than $10 million

**Specific questions may be directed to the ABC Central Texas office by sending an email to** [**kklein@abccentraltexas.org.**](mailto:kklein@abccentraltexas.org.) **Frequently asked questions and application tips are listed at abc.org/eic.**