

**2019 ABC Southeastern Michigan Chapter
Excellence in Construction Awards
Project Entry Requirements and Forms**



**Associated Builders and Contractors invites
your company to enter its best projects in
the 2019 ABC SEMI Excellence in
Construction Awards competition.**

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Program Overview

Your company has the opportunity to compete for honors in the construction industry's premier awards program which recognizes the outstanding merit shop projects of the year. Use this application and the enclosed forms to enter your company's best project(s).

All award winners will be recognized at the ABC SEMI's EIC Awards ceremony on **April 17, 2019**. The ceremony will take place at **Club Venetian** located at **29310 John R Rd, Madison Heights, MI 48071** at **6 PM**. The ceremony will feature a multimedia presentation highlighting each award-winning project. All winners will be recognized in a special section of our chapter magazine.

If you/someone you know plans on attending ABC SEMI's 2019 EIC Awards ceremony, please register online by going to www.abcsemi.org → **Events**. The cost to attend the event is **\$50** per person. Sponsorship opportunities are listed online.

Entry Requirements

ABC SEMI Membership

Only ABC SEMI 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 SEMI member but not all partners are ABC SEMI members, only the majority contractor is eligible to enter. If your project was completed by a joint venture and not all parties are ABC SEMI members, contact ABC SEMI's Membership and Safety Director, John Manor via email at jmanor@abcseim.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 (Oct. 16, 2017-Oct. 15, 2018) is **NOT** eligible for an Excellence in Construction Award. If a subsidiary is a direct ABC SEMI 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 from ABC SEMI's Membership and Safety Director, John Manor by emailing jmanor@abcsemi.org prior to submission of the project.

ABC National EIC Awards

Those who receive awards at ABC SEMI's 2019 Excellence in Construction Awards are there by eligible to compete on a national level. We highly recommend keeping a copy of your application on hand for it can be useful when applying to ABC National later in the year for a chance to be nationally recognized at the ABC National's 2019 Excellence in Construction Awards.

Project Entry Deadlines

Completion of Project – Projects must be completed by **October 15, 2018**.

Submission Deadline – Entries must be submitted no later than **March 15, 2019**.

Mailing Address for Application

**31800 Sherman Avenue
Madison Heights, MI 48071**

More Information

Specific questions may be directed to the ABC SEMI office by sending an email to jmanor@abcsemi.org

Overview of Award Categories

Eagle Award

A total of 8 first place Eagle Awards will be presented. Award winners will receive a specially designed eagle sculpture to signify construction's highest honor.

Legacy Award

Given to one individual whose career contributed to the merit shop philosophy and are recognized for having made a significant impact on the construction industry and ABC SEMI. This individual must be nominated by one of his/her peers.

MVP of EP Award

Given to one individual who has gone above and beyond his/her peers and has fully immersed himself/herself in our Emerging Professionals program.

Judging Criteria

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. Use the checklist at the end of this document to review your entry prior to submittal.

Overall Presentation and Conformance to Entry Requirements

(10 points)

- Uploaded documents should be pleasing to the eye and legible. Points will be deducted for font that is too small to easily read.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.

Contracted Scope

(20 points)

- Include up to one full page, ensuring legibility when selecting font design and size.
- Provide a description of your scope for this project including the following information:
 - type of construction
 - size of project
 - contract value
 - length of project
 - percentage of labor that is self-performed
 - any subcontracted work performed by fellow ABC SEMI members, suppliers or associates/industry professionals, if applicable

Project Narrative

(30 points)

- Include up to one full page, ensuring legibility when selecting font design and size.
- Provide a written narrative indicating why this project is special and why it qualifies for an award. Be sure to include the following items:
 - Describe any innovative programs relating to scheduling.
 - 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 related to productivity.

Photographs

(20 points)

- Submit up to 10 high-quality photographs (jpg format only) of the project.
- To obtain maximum points, all projects should include "in progress" photos in addition to the completed project.
- Ensure the photographs do **NOT** include any safety violations.
- The photographs must **NOT** be submitted within a software program such as PowerPoint or Acrobat and must not include any text or framing that affects the photo.

- **Photographer’s Use Authorization:** If any photos being submitted were taken by a third-party photographer, the photographer’s written authorization to use the photos is required. There are two ways to comply: (1) the photographer can sign and date the licensing agreement included in this document, or (2) the applicant must submit a letter from the photographer giving ABC SEMI authorization to use the photos, which must follow the licensing agreement in this document. No changes are allowed to this document. The letter may be emailed to aweaver@abcsemi.org.

Project Safety

(20 points)

- Complete the separate Project Safety section on pages 5 and 6 of this application.
- You must include your company’s OSHA Form 300A (project specific, if available) for the year(s) the project was under construction.
- Include the additional documents requested on the Project Safety Form.
- In order to be eligible to win an award, the company must have a written Safety and Health Policy Manual.

Supplemental Materials (optional)

(5 points)

- Up to five pages.
- Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, awards and promotion.

STEP Participants (optional)

(5 points)

- If your company is a Safety Training and Evaluation Process (STEP) participant, include a copy of the company certificate from the year(s) the project was performed or from the current year. STEP participation is not required to submit a project for an Excellence in Construction award. If you do not have a copy of your certificate, contact your chapter, or email safety@abc.org.
- The certificate must indicate the chapter through which you are submitting your project because STEP participation is chapter specific.

Project Information Form

Provide the requested information exactly as it should appear in award-related materials and on the award.

If you have any questions regarding this application, you may call the ABC SEMI office at (248) 298-3600 or email jamnor@abcsemi.org (Do not alter or recreate this form in any way).

Applicant Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Website: _____

Indicate if you are a women-owned business or minority-owned business: _____ WBE _____ MBE

Nominated By (only applicable if applying for the legacy award)

Full Name: _____ Company Name: _____

Phone: _____ Email: _____

Social Media

Facebook: _____ Twitter: _____

LinkedIn: _____ YouTube: _____

Instagram: _____ Other: _____

Primary Contact Information

Contact Name: _____

Title: _____

Phone: _____

Email: _____

Project Information

Name of Project: _____

Project Location: _____

City: _____ State: _____ Zip: _____

Final Contract Amount: \$ _____

Award Entry Category (see page 5): _____

Primary Architect (official firm name and contact): _____

Primary Engineer (official firm name and contact): _____

General Contractor (official firm name and contact): _____

Client/Owner (official firm name and contact): _____

Starting Date of Construction: _____ Substantial Completion Date of Construction: _____

Project Award Category Form

Circle only **ONE** category indicating the category and the dollar amount of the contract for the project. ABC SEMI 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 SEMI also reserves the right to redistribute the contract volume levels within a category.

<p>Electrical 1 All projects regardless of type Less than \$100,000.</p> <hr/> <p>Electrical 2 All projects regardless of type More than \$100,000.</p> <hr/> <p>Carpentry 1 All projects regardless of type Less than \$250,000.</p> <hr/> <p>Carpentry 2 All projects regardless of type More than \$250,000.</p>	<p>Site Preparation/Excavating 1 Includes landscaping, cement work, asphalt and sewer systems. All projects regardless of types. Less than \$100,000.</p> <hr/> <p>Site Preparation/Excavating 2 Includes landscaping, cement work, asphalt and sewer systems. All projects regardless of type. More than \$100,000.</p> <hr/> <p>Legacy Any member can apply but they must be nominated by a third party. Any size company</p>	<p>Sub-Contractor Includes roofing, sheet metal, plumbing, masonry, HVAC and welding. All projects regardless of type. All amounts.</p> <hr/> <p>General Contractor All projects regardless of type All amounts.</p> <hr/> <p>MVP of EP Any member can apply but they must be nominated by a third party. Any size company</p>
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Project Safety Form

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Oct. 16, 2017-Oct. 15, 2017) 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 with a safety-related fatality is eligible for an Excellence in Construction Award.

- If a general contractor or construction manager, do you require accident reports from the specialty contractors?
If yes, provide information on the process. _____ Yes _____ No
- Were toolbox safety meetings held with employees? _____ Yes _____ No
Were these meetings documented? _____ Yes _____ No
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. _____ Yes _____ No
- Does your company have a written substance abuse policy? _____ Yes _____ No
If yes, provide a copy of the table of contents.
- Was specialized training conducted on this project? _____ Yes _____ No
If yes, indicate types on a separate page.
- Does your company conduct a new employee safety orientation? _____ Yes _____ No
If yes, include a copy of the agenda.
- Provide the project's organizational chart identifying the person responsible for safety.

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

Name: _____ Title: _____
 Phone: _____ Email: _____
 Signature: _____

Project Entry Qualifications, Rights and Agreement

Property

All entries become the property of ABC SEMI.

Entry Category Reassignment

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

Photographs (This section may be copied to a separate page for ease of gaining signature. No amendments will be accepted.)

Photographs submitted with the application have been licensed by the photographer to be used by ABC SEMI. Applicant has obtained the signature of any third-party photographer to reprint the photographs without limitations.

License to Use: The undersigned photographer hereby grants Associated Builders and Contractors Southeastern Michigan Chapter a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC SEMI Excellence in Construction Awards competition. This license grants ABC SEMI 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 SEMI or applicant or agent or other representative of ABC SEMI or applicant. ABC SEMI will provide photo credit whenever possible.

Photographer's Name (signature): _____ Date: _____
 Photographer's Name (print): _____ Phone: _____
 Email: _____

Grant of Rights

The applicant hereby grants to ABC SEMI 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.

I hereby give permission to ABC SEMI to use the photographs and any information submitted to the ABC SEMI Excellence in Construction Awards competition in ABC SEMI awards materials, including presentations and printed matter, as well as promotional materials and news releases.

Print name: _____

Title: _____

Signature: _____

Date: _____

Email address: _____

Phone: _____

EIC Entry Checklist

Prior to submitting your entry to ABC SEMI, complete the checklist below to be sure you have included all required elements.

- Event Registration** – If you/someone you know plans on attending ABC SEMI's 2019 EIC Awards ceremony or would like to sponsor the ceremony, please register online by going to www.abcsemi.org → **Events**. The cost to attend the event is \$50 per person. Sponsorship opportunities are available.
- Project Information Form**
- Project Award Category Form**
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs**
- Project Safety**
 - Include the **Project Safety Form** (see pages 5 and 6)
 - Include your OSHA Form 300A.
 - Including the following, if applicable:
 - A one-page summary of, or the table of contents of, the company's Safety and Health Policy Manual
 - A one-page summary or an example of toolbox safety meetings
 - Information on the process of collecting accident reports from specialty contractors
 - Project's organizational chart identifying the person responsible for safety
 - A copy of the table of contents of the company's substance abuse policy
 - Explanation of specialized training
- Option Materials**
 - Supplemental Materials
 - STEP Certificate (year the project construction was performed)
- Project Entry Qualifications, Rights and Agreement Form**