



2008 ABC HAWAII

EXCELLENCE IN CONSTRUCTION AWARDS

Entry Guidelines & Forms

Associated Builders and Contractors of Hawaii invites you to enter your best project(s) completed in the period November 2007 – September 2008, in the ABC Excellence in Construction Awards competition. This is your opportunity to join the ranks of hundreds of Merit Shop companies that are recognized as “the best of the best” in the construction industry.

- **Purpose**

The Excellence in Construction Awards competition is our opportunity to distinguish and recognize the highest quality of workmanship in the construction industry and to demonstrate to public and private owners, as well as others in the AEC industry, what can be achieved in working with ABC Merit Shop contractors

- **Eligibility**

The competition is open to any member of the Hawaii Chapter of ABC who is a licensed general or specialty contractor. Questions concerning eligibility should be directed to the ABC Hawaii office at 845-4887

- **Awards**

Awards will be presented at the Excellence in Construction and Safety Awards banquet on Thursday, November 6th, 2008 at the Honolulu Country Club.

Final Deadline for Submittal
Friday, October 3rd
[Save \$100 – submit by September 5th]

• Award Categories

Note: Final determination of Award Categories will be made by the selection committee.

Commercial -- Office buildings, retail facilities, banks, hotels, etc.
~ Under \$1M
~ Over \$1M

Historical Restoration --Restoration of historical buildings

Industrial -- Manufacturing plants and facilities, etc.
~ Under \$500K
~ Over \$500K

Residential
~ Under \$500K
~ Over \$500K

Renovation -- Renovation of non-historical commercial or residential buildings
~ Under \$300K
~ Over \$300K

Institutional -- Schools, churches, hospitals, nursing homes, etc.
~ Under \$1M
~ Over \$1M

Electrical
~ Under \$100K
~ Over \$100K

Mechanical
~ Under \$100K
~ Over \$100K

Specialty -- Exterior walls, roofing, drywall, landscape, tile, ceiling, flooring, wall covering, environmental abatement, etc.
~ Commercial
~ Residential

Governmental -- Streets, highways, parks, dams, bridges, telescopes, water treatment plants, sewer treatment plants
~ Under \$500K
~ Over \$500K

• Entry Submittal Dates and Fees

- Early Entry Fee by September 5th, 2008 -- \$150
- Entry Fee after September 5th, 2008 -- \$250

Entry form and binder must be submitted by October 3rd, 2008

2008 EXCELLENCE IN CONSTRUCTION AWARDS

This content guide corresponds to and is intended for use in completing the Entry Form Templates appended below. Submittals may be made using alternative formats, but all of the information contained in this content guide must be provided.

A. Member and Project Information Form

ABC Member Information

- Company name
- EIC Contact name
- Email
- Telephone
- Address

Project Information

- **Name of Project**
- Location of Project
- Preferred Entry Category (see above)
- Name of Project Owner/General
- Contact Person-telephone, email, mailing address
- Project Start and Completion Dates

- **Name of Architect**
 - Company
 - Address
 - Telephone/Email

- **Name of Engineer**
 - Company
 - Address
 - Telephone/Email

**Mail/deliver EIC entries to: ABC Hawaii, 80 Sand Island Access Rd. #119,
Honolulu, HI 96819**

Questions? Contact the ABC office at (808) 845-4887

Project Award Evaluation Criteria – PLEASE READ EACH SECTION CAREFULLY

There is a total possible score of 100 points. Listed below are the criteria sections and their point values. Answer the questions clearly and succinctly as directed. As with any project proposal made to an Owner, the substantive quality of an entry's presentation will have substantial bearing on its chances to win.

B. Project Description/Contracted Scope – 10 points

Provide a concise description of your scope of work for this project (maximum of one page). Responses should include: type of construction; size of project; contract value; length of project; and percentage of labor that is self-performed.

C. Project Narrative - 40 points

Why is this project special? What qualifies it for a national award? Describe the innovative programs relating to personnel management; quality control; scheduling; value analysis; value analysis dollar value; the special obstacles you overcame in completing the project; and the degree of difficulty or extenuating circumstances encountered in completing the project. (Maximum of five pages).

D. ABC Merit Shop – 5 points

What aspects of the Merit Shop philosophy did you emphasize to the construction parties in winning and delivering this project based on merit? What ABC Hawaii member companies were involved; how many sponsored Apprentices were employed on the project?

E. Project Safety - 20 points

- Did this project have a safety-related fatality?
If Yes, do NOT submit your entry for this competition.
- Does your company have a written Safety & Health Policy Manual?
If Yes, include a copy of its Table of Contents in the Supplementary Materials
- Did you develop a site-specific Safety & Health Policy Manual?
If Yes, include a copy of its Table of Contents in the Supplementary Materials
- Were toolbox safety meetings held?
If Yes, include a one-page summary/actual example in the Supplementary Materials
- Was specialized training conducted on this project?
- Number of OSHA recordable accidents on this project?
- Number of OSHA restricted day cases on this project:
- Number of OSHA lost-time accidents on this project:
- Does your company have a substance abuse policy?
- Were there any innovative safety and health programs used specific to this project?

F. Additional Qualifying Criteria – 6 points

1. STEP / Accredited Quality Contractor - 4 points

- Is the company an ABC STEP Award recipient for 2007 and/or 2008?

If Yes, include a copy of your bronze, silver, gold, or platinum-level certificate under Supplementary Materials.

- Is the company an ABC Accredited Quality Contractor?

If Yes, include a copy of the company certificate or renewal letter under Supplementary Materials. This certificate may be requested by emailing aqc@abc.org. For information or an application to become an AQC member contact the ABC Hawaii chapter or email aqc@abc.org.

2. Green Building Efforts – 2 points

- Was this a LEED-rated project? If Yes, what was its LEED rating?
- Describe any “green building” design or construction activities, such as efforts to recycle construction waste, install energy efficient fixtures or otherwise protect the environment:

G. References - 4 points

Include as attachments or in Supplementary Materials a letter of recommendation from the owner as well as letters from the design team and other endorsements, or third-party comments. To obtain maximum points General Contractors should submit at least a letter from Owner or Architect and Specialty Contractors should submit at least a letter from Construction Manager or General Contractor.

H. Supplemental Materials - 15 points

In addition to any materials identified with the evaluation criteria listed above, up to a total of 15 points will be awarded for:

- Any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion. A maximum of five pages in this section. **“Do Not Submit Oversized Documents”**
- A photo-layout that includes a minimum of five, but not to exceed 10, 8” x 10” or full-page photographs. Provide a brief description for each photograph. To obtain maximum points, provide “In-Progress” photos for new construction and “before and after” photos for restoration and renovation projects. Provide captions to each photo and locate in the best place on the photo. A CD with your digital photos saved at a minimum of 300 dpi is required. Keep photos on the CD clear of any labels or captions. The photographs may not be contained within a software program such as PowerPoint or Acrobat and must not include any text or framing that affects photo. Please include the CD in a vinyl sleeve, properly labeled and securely fastened. Absolutely no videotapes! **Applicants must own or obtain the rights from their photographer to reprint the photographs without limitations. . Any liability for copyright violation shall be borne solely by the applicant.**

General Qualifications and Requirements

1. **All entries become the property of Associated Builders and Contractors Hawaii.** ABC will retain your binder as long as it is needed to fulfill program requirements. There is no obligation that your binder will be returned to you.
2. The ABC Hawaii and its judges reserve the right to change the applicant's selected category based on the scope of entries and if it believes a company's chances of winning will be enhanced.
3. Photographs become the property of ABC Hawaii. Applicants must obtain the rights from their photographer to reprint the photographs without limitations. Ownership of a physical photo is not sufficient. Photographers normally obtain the copyright of photos; so applicants should assure they have permission to copy and send photos to ABC Hawaii for use without limitations. Any liability for copyright violation shall be borne solely by the applicant.
4. **Grant of Rights:** You hereby grant to Associated Builders and Contractors the following non-exclusive rights: the right to reproduce, distribute and sell copies of the work throughout the year as part of the course 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 your name and, if we so choose, your photograph and biography, in connection with the work. You reserve all rights not specifically granted herein.
5. No project with a safety-related fatality is eligible to receive consideration for an award.
6. **Warranty:** You warrant that the work is original with you, that its publication will not infringe on the rights of others, and that you have full power to make this grant.
7. **Overall Presentation and Conformance to Entry Requirements**
 - a. Entry must be in a three-ring binder – not to exceed 12 X 12 inches--with Company name and entry category displayed on the spine and cover of the binder
 - b. Create tabs that separate the
 - i. Summary Project Information Form
 - ii. Project Award Evaluation Criteria
 - iii. Supplementary Materials to the Project Award Evaluation Criteria
 - iv. Photographs depicting the project
 - v. Miscellaneous supporting materials

Please read and sign below:

I have enclosed a check payable to Associated Builders and Contractors Hawaii to cover the entry fee on behalf of

Company Name: _____

- **Early Entry Fee by September 5th, 2008 -- \$150** []
- **Entry Fee after September 5th, 2008 -- \$250** []

Also enclosed is my entry binder addressing the requirements listed above.

I hereby give ABC Hawaii my permission to use photographs and any information submitted for the ABC Hawaii Excellence in Construction Awards competition in ABC awards materials (presentations, printed matter, etc.), promotional materials and news releases.

Signature _____ Date _____

Title _____ **E-mail address** _____

ABC Excellence in Construction Project Submittal Templates

- A. Member and Project Information Form
- B. Project Description/Contracted Scope
- C. Project Narrative
- D. ABC Merit Shop
- E. Project Safety
- F. Additional Evaluation Criteria
- G. References
- H. Supplemental Materials



A. Member & Project Information

ABC Member Information

Company Name:

EIC Contact Name:

Phone:

Email:

Address:

Project Information

Project Name:

Project Location:

Preferred Entry Category:

Project Owner/General Contractor:

Name of Contact Person:

Address:

Telephone/Email:

Project Start Date: _____ Completion Date: _____

Project Architect:

Name of Contact Person:

Address:

Telephone/Email:

Project Engineer:

Name of Contact Person:

Address:

Telephone/Email:

B. Project Description/Contracted Scope

Provide a concise description of your scope of work for this project. Responses should include the type of construction, size of the project, contract value, length of project, and percentage of labor that was self-performed. (use additional pages as necessary)

C. Project Narrative

Please provide a description of the construction process. Why is this project special? What qualifies it for an award? Describe innovative programs relating to personnel management, quality control, scheduling, value engineering, difficult etc.

D. ABC Merit Shop

What aspects of the Merit Shop philosophy did you emphasize to the construction parties in winning and delivering this project based on Merit? What ABC Hawaii member companies were involved; how many sponsored Apprentices were employed on the project?

E. Project Safety

- Did this project have a safety-related fatality? [] Yes [] No
If Yes, do NOT submit your entry for this competition.
- Does your company have a written Safety & Health Policy Manual? [] Yes [] No
If Yes, attach a copy of its Table of Contents
- Did you develop a site-specific Safety & Health Policy Manual? [] Yes [] No
If Yes, attach a copy of its Table of Contents
- Were toolbox safety meetings held? [] Yes [] No
If Yes, attach a one-page summary/actual examples
- Was specialized training conducted on this project? [] Yes [] No
If Yes, attach a one-page summary of type(s) of training
- Number of OSHA recordable accidents on this project? []
- Number of OSHA restricted day cases on this project: []
- Number of OSHA lost-time accidents on this project: []
- Does your company have a substance abuse policy? [] Yes [] No
- Were there any innovative safety and health programs used specific to this project? Please describe:

(Project Safety continued)

Hazard Analysis: Every contractor should perform a job hazard analysis of their project before starting and then update it throughout the project.

Please provide a copy of your job hazard analysis for this project. If no written analysis is available, please use the following section to summarize the safety hazards on this project and what you or your subcontractors did to protect your workers from these hazards.

F. Additional Qualifying Criteria

STEP / Accredited Quality Contractor

- Is the company an ABC STEP Award recipient for 2007 and/or 2008?
Yes [] No []

If Yes, attach a copy of your bronze, silver, gold, or platinum-level certificate.

- Is the company an ABC Accredited Quality Contractor? Yes [] No []

If Yes, include a copy of the company certificate or renewal letter under Supplementary Materials. This certificate may be requested by emailing aqc@abc.org. For information or an application to become an AQC member contact the ABC Hawaii chapter or email aqc@abc.org.

Green Building Efforts

- Was this a LEED-rated project? Yes [] No []
- If Yes, what was its LEED rating? []
- Describe any “green building” design or construction activities, such as efforts to recycle construction waste, install energy efficient fixtures or otherwise protect the environment:

G. References

Please include as attachments or in Supplementary Materials a letter of recommendation from the owner as well as letters from the design team and other endorsements, or third-party comments. To obtain maximum points General Contractors should submit at least a letter from Owner or Architect and Specialty Contractors should submit at least a letter from Construction Manager or General Contractor

H. Supplementary Materials

In addition to any materials identified with the evaluation criteria listed above, up to a total of 15 points will be awarded for:

- Any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion. A maximum of five pages in this section. ***“Do Not Submit Oversized Documents”***
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