



# 2017 Excellence in Construction

## *Entry Form and Instructions*

ABC Keystone invites you to showcase your work in the 2017 ABC Excellence in Construction Awards program.

*This program recognizes and publicizes the outstanding work performed on projects built by the members of ABC Keystone.*

Join the ranks of hundreds of free enterprise companies recognized as “the best of the best” in the construction industry.

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Each entry must adhere to all entry requirements, must be accompanied by the entry fee, and submitted to ABC Keystone no later than **Wednesday, June 7, at 4 pm** (Firm deadline, no exceptions!).

- No project with a safety related fatality can receive consideration for an award.
- No points will be given for presentation or appearance of the entry form/package.
- Projects entered, or entrant’s portion of project, must have been completed no earlier than **January 1, 2016**, and no later than **December 31, 2016**. The date on the occupancy permit determines a project’s completion.

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**Keystone Chapter**

# 2017 Excellence in Construction

## *Judging and Awards*

### Judging

ABC Keystone's panel of volunteer judges represents a cross-section of the industry, including local design professionals and engineers. Projects are judged on execution of design, craftsmanship, safety, attention to detail, proper installation, evidence of extraordinary effort, owner satisfaction, and other considerations. Judges evaluate the projects based on submission and, if necessary, site visits.

An accounting firm designated by the Excellence in Construction Committee tabulates the completed forms. Decisions of the judges are final.

### Awards

The Excellence Award, the top honor, is given to the top winner of each category, provided the project earned at least 85 points. The Merit Award, second place, is given to all other projects that scored 80 or more points in each category. If none of the projects in a category scored 80 points or more, then an award will not be given. All other entrants earn a Certificate of Commendation.

- ◆ Being the only project in a category does NOT guarantee an award.
- ◆ A project must score **80 or more** points to be eligible for a **Merit Award**.
- ◆ A project must score **85 or more** points to be eligible for an **Excellence Award**.
- ◆ If more than one project scores **95 or higher**, then judges can award **up to TWO (2) Excellence Awards** per category. Scoring must be very close for this to occur.

## **IMPORTANT DATES TO REMEMBER**

“Insider’s Guide to EIC Entries” FREE seminar: **January 24, 2017 at ABC Keystone**

Submit a completed “Intent to Submit” form by: **April 12, 2017**

Deadline for entry: **June 7, 2017**

Notification: All entrants will be informed of the results on or about **August 1, 2017**

# ***Electronic Submission Process***

**The Excellence in Construction Awards is GOING PAPERLESS! That's right, no more binders, and tabs.** We want to make the entry process as simple as possible. If you have any questions about the process, please call Barbara at 717-653-8106 to walk through the steps to complete the forms and submit them via Dropbox.

TO ENTER YOUR PROJECT(S) YOU NEED ADHERE TO THE FOLLOWING GUIDELINES:

**1) Intent to Submit form must be emailed to [Barbara@abckeystone.org](mailto:Barbara@abckeystone.org) no later than April 12, 2017.** This form can be found at [www.abckeystone.org](http://www.abckeystone.org).

Intent to Submit form includes:

- Contractor information
- Entry Category
- Your company's ABC Dues category
- Project information

2) When the "Intent To Submit" form is received, the designated contact person will receive a Dropbox invitation to upload content into a private folder. If submitting more than one project, your folder will contain pre-labeled project sub-folders.

3) Please upload **one PDF file** that contains the information requested in the Entry Form:

- 1) **Contracted Scope**
- 2) **Project Narrative**
- 3) **Safety**
- 4) **References**
- 5) **Accredited Quality Contractor (AQC) – optional item**
- 6) **ABC Training – optional item**

Your **Project Description** may be uploaded as a separate Word document to Dropbox.

Within your project folder there will be a sub-folder designated for **project photos**.

The official Entry Form can be downloaded from [www.abckeystone.org](http://www.abckeystone.org) and will also be provided in your Dropbox folder.

**The completed Entry Form must accompany your uploaded materials in Dropbox.**

**ENTRIES MUST BE UPLOADED INTO YOUR DROPBOX FOLDER  
BY JUNE 7 AT 4:00 PM.**

# List of Project Categories

(Review pages 4 - 5)

The Excellence in Construction Committee will modify or add categories and divisions as needed to accommodate all entries. Any entrants affected will be contacted regarding any changes.

If you do not see a category that you feel applies to your project, contact Barbara at ABC Keystone 717.653.8106.

## GENERAL CONTRACTOR CATEGORIES:

### • **A-1: Commercial**

Offices, retail stores, banks, hotels, fit-out of commercial tenant spaces\*

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. \$25 to \$50 million
- e. Over \$50 million

### • **A-2: Industrial**

Warehouses, manufacturing facilities, etc.

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. Over \$25 million

### • **A-3: Institutional**

Schools, churches, theaters, facilities with "monumental" finishes.

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. \$25 to \$50 million
- e. Over \$50 million

### • **A-4: Healthcare**

Hospitals, facilities where patient care requires high levels of sanitary finishes and complex support services. Heavy medical use.

- a. Under \$2 million
- b. \$2 to \$10 million
- c. \$10 to \$25 million
- d. Over \$25 million

### • **A-5: Renovation**

No more than 20% increase in facility square footage, and area of renovation exceeds area of addition; includes historical renovation.

- a. Under \$1 million
- b. \$1-\$5 million
- c. Over \$5 million

### • **A-6: Residential\*\***

- a. New Single Family
- b. New Multi-Unit
- c. Renovation Single Family
- d. Renovation Multi-Unit

### • **A-7: Pre-Engineered Buildings**

Over 75% of facility area is pre-engineered.

### • **A-8: Medical Renovation**

Renovation of a medical facility, as described in A-4. No more than 20% increase in facility square footage, and area of renovation exceeds area of addition.

- a. Under \$1 million
- b. \$1-\$5 million
- c. Over \$5 million

### • **A-9: Public Works/Infrastructure**

Streets, parks, bridges, water or sewer treatment plants, where non-building work far exceeds building portion of the facility.

### • **A-10: Community/Public Service**

General Contractor projects, regardless of type, which enhanced the community and used partially or fully donated resources. Entries should include information detailing the donated resources.

### • **N-1: Miscellaneous/Special Projects – Both GCs and SCs may enter this category**

Projects that do not qualify for any of the above; includes equipment specialties.

\*Doctor's offices, without extensive treatment facilities, should be entered in **Commercial**.

\*\*Elder care and retirement facilities should be entered in **Residential Multi-Unit** category. However; if the largest portion is common area (recreation, dining, etc.), project should be entered in the **Commercial** category.

## PLEASE NOTE:

Each project may be entered in only ONE general contractor category.

The same project may be entered in various specialty contractor categories as appropriate, in addition to entry in a general contractor category.

# List of Project Categories

The Excellence in Construction Committee will modify or add categories and divisions as needed to accommodate all entries. Any entrants affected will be contacted regarding any changes.

If you do not see a category that you feel applies to your project, contact Barbara at ABC Keystone 717.653.8106.

## SPECIALTY CONTRACTOR CATEGORIES:

- **B-1: Electrical**
  - a. Under \$250,000
  - b. \$250,000 to \$1 million
  - c. \$1-\$5 million
  - d. Over \$5 million
- **C-1: HVAC**
  - a. Under \$250,000
  - b. \$250,000 to \$1 million
  - c. \$1-\$5 million
  - d. Over \$5 million
- **C-2: Plumbing**
  - a. Under \$250,000
  - b. \$250,000 to \$1 million
  - c. \$1-\$5 million
  - d. Over \$5 million
- **C-3: Fire Protection**
  - a. Under \$250,000
  - b. Over \$250,000
- **D-1: Sitework**

Sitework portion of building projects, not public works.  
Specification Div. 2

  - a. Under \$250,000
  - b. Over \$250,000
- **E-1: Concrete**

Specification Div. 3

  - a. Under \$250,000
  - b. Over \$250,000
- **F-1: Masonry**

Specification Div. 4

  - a. Under \$250,000
  - b. Over \$250,000
- **G-1: Metal Work**

Structural steel, miscellaneous metal (stairs, railings, etc.).  
Specification Div. 5

  - a. Under \$150,000
  - b. Over \$150,000
- **H-1: Woodworking**

Installation, finish carpentry. Specification Div. 6

  - a. Under \$150,000
  - b. Over \$150,000
- **I-1: Millwork**

Fabrication

  - a. Under \$150,000
  - b. Over \$150,000
- **J-1: Moisture/Thermal Work**

Insulation, roofing, exterior thermal finishes, siding. Includes architectural metals (roofing, trims, etc.). Specification Div. 7

  - a. Under \$150,000
  - b. Over \$150,000
- **K-1: Doors/Windows/Glasswork**

Specification Div. 8

  - a. Under \$150,000
  - b. Over \$150,000
- **L-1: Interior Finishes**

Ceilings, drywall, ceramics, flooring, non-painting/wallcoverings. Specification Div. 9

  - a. Under \$150,000
  - b. Over \$150,000
- **M-1: Painting & Wallcoverings**

Specification Div. 9

  - a. Under \$150,000
  - b. Over \$150,000
- **N-1: Miscellaneous/Special Projects – Both GCs and SCs may enter this category**

Projects that do not qualify for any of the above; includes equipment specialties.
- **P-1: Community/Public Service**

Specialty Contractor projects, see description on page 4 for Category A-10.

Specification Division definitions per the Construction Specifications Institute Format.

The same project may be entered in various specialty contractor categories as appropriate, in addition to entry in a general contractor category.

# Entry Requirements

Entries must be received by ABC Keystone no later than June 7, 2017, by 4:00 pm.

- Payment is due June 7, 2017.
- Entries submitted by a General Contractor:  
Entry fee paid by cash/invoice: \$315 | Entry fee paid by credit card: \$326
- Entries submitted by a Specialty Contractor:  
Entry fee paid by cash/invoice: \$275 | Entry fee paid by credit card: \$283

Projects entered, or entrant's portion of project, must have been completed no earlier than **January 1, 2016**, and no later than **December 31, 2016**. The date on the occupancy permit determines a project's completion.

## Entry Rules

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1. Entry form and fee are required for each awards category entry. Checks payable to ABC Keystone. Due June 7, 2017 to the Chapter for consideration in the 2017 EIC Awards.
2. There is no limit to the number of entries in any category. Entrants must clearly specify in which category the project is being entered.
3. Eligibility:
  - Any contractor member of ABC Keystone, in good standing, may enter. A firm must be current in their payment of annual membership dues and association charges. Project entries must be in member's dues category. Questions about eligibility will be decided by the Excellence in Construction Committee. NO project with a safety-related fatality will receive consideration for an award.
  - Project eligibility is based on the contractor's ABC membership.
  - Projects outside the Keystone Chapter area are eligible for the Keystone Excellence in Construction Awards Program as long as the contractor is not a member of the Chapter in which the project is located.
4. In the case of site visits, projects submitted within the ABC Keystone region of the following counties will be judged free of charge:  
Adams • Berks • Chester • Cumberland • Dauphin • Franklin • Lancaster • Lebanon • Perry • Schuylkill • York  
**Projects outside this region are eligible as long as they are not eligible to be entered in any other chapter's competition.** It is the responsibility of the entrant to reimburse the Chapter for expenses incurred in judging projects outside the Chapter's region. If a site visit is required and no judges are available for a project that is outside the ABC Keystone region, the Excellence in Construction Committee reserves the right to return entry and fee.
5. If an onsite visit is required, applicants may be asked to coordinate site visits for the judges.
6. All entries become the property of ABC Keystone and will not be returned unless requested.
7. Entry fees are non-refundable. The Excellence in Construction Committee reserves the right to re-categorize and/or disqualify any entry for cause with proper notification.
8. Photographs become the property of ABC. Grant of Rights -- You hereby grant to ABC Keystone the following non-exclusive rights:
  - a) The right to reproduce, distribute or 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 in the English language.
  - b) 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.

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.

# Award Criteria

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## 1. Contracted Scope - 10 points

*Brief description of your scope for this project; bullet point lists are best. Provide information that supports your entry's placement in this category.*

- 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

## 2. Project Narrative - 40 points

- Include up to **two pages**, 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. The focus of the narrative should be the construction (i.e., erection, installation, modification, grade footprint, etc.) of the project. Be sure to include the following items:
  - Describe any innovative programs relating to quality control.
  - Describe any innovative programs relating to scheduling.
  - Describe any innovative programs or methods relating to productivity.
  - 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.

< **Sample Contracted Scopes and Project Narratives provided on the “Excellence Awards” page of [abckeystone.org](http://abckeystone.org).** >

## 3. Safety - 25 points

You will be required to answer safety-related questions in the entry form portion of this application. You must provide all the required documents and answer the questions.

< **NO project with a safety-related fatality will receive consideration for an Excellence in Construction award.** >

## 4. References - 15 points

Two reference letters are required, from the owner or design professional, which applauds staff, schedule adherence, and containment of project costs. May also include letters from specialty contractors, general contractors, and architects involved in the project praising the general or specialty contractor for the same. If you are both the entrant and the project owner, you may obtain a reference letter from one of your specialty contractors on your job performance. If there are no sources available for references, please explain.

# ***Award Criteria continued***

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## **5. Photographs - 10 points**

- Submit **5 to 10** maximum color digital photos (.jpg file format); one image per file.
- Photographs become the property of ABC.
- **For maximum points, provide in-progress photos for new construction; before and after for renovations.**
- Photos depicting any unusual circumstances and/or obstacles encountered should be included.
- Photos should showcase your specific area of work and match your narrative whenever possible.
- Please explain if the project owner did not allow photos to be taken.
- Digital photos must not be submitted within a software program such as PowerPoint or Acrobat, and must not include any text, date stamp or framing that affects the photo.
- **Photo file names should be labeled as follows: CompanyName\_ProjectName\_image#. Please abbreviate your company name and project name to shorten the file name; no hyphens or special characters, using underscores are OK.**
- If you would like to provide a one sentence description of each photo, please submit a separate Word document with image number and description.
- Please indicate on page 9 of the entry form which image number you would like used as the “Marketing photo” for each entry. This photo will be used in print marketing materials, social media and the audio/visual presentation at the Awards Gala.

## **6. Project Description**

If this project is an Excellence Award recipient, a project description (submitted by your firm) will be read from the stage at the Awards Gala.

Please provide a project description between 30 and 40 words long and highlight the most impressive/unique aspects of the job. The project description is subject to editing and may be changed by ABC staff.

< Sample Project Descriptions provided on the “Excellence Awards” page of [abckeystone.org](http://abckeystone.org). >

## **7. AQC Contractor – optional – 2 pts.**

If your company is designated as an ABC 2016 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing [AQC@abc.org](mailto:AQC@abc.org).

## **8. ABC Training – optional – 2 pts.**

If your company has used ABC apprenticeship or other ABC training in the last 12 months, please provide a written description explaining how this training had equipped your company to complete this project.

## **9. Project of the Year (optional Keystone Chapter bonus award)**

For entrant informational purposes, separate judging for the ABC Keystone Project of the Year Award will be based on the following criteria (in no particular order):

- Client Satisfaction
- Community Impact
- Design Features
- Positive notoriety or high-profile of the project

Recognition for the Project of the Year will include ALL entries (GC and SCs) submitted for that project. Project finalists for Project of the Year will be notified in mid-September.



# 2017 ABC Keystone Excellence in Construction Entry Form

Complete the information exactly as it should appear in the audio/visual presentation and printed materials.  
Each submission requires a separate entry form.

**1. Contractor Information**

Company Name \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**2. Entry Category (see list on pages 4-5) \_\_\_\_\_**

**3. Your company's ABC Dues Category (i.e., Cat. 7 = \$1M-\$3M annual volume) \_\_\_\_\_**

**4. Project Information**

Project Name \_\_\_\_\_

Project Owner \_\_\_\_\_

Project Owner Contact \_\_\_\_\_ Phone \_\_\_\_\_

Project Location (City/State) \_\_\_\_\_

Project Start Date \_\_\_\_\_

Project Completion Date \_\_\_\_\_

Total cost of YOUR portion of the contract \$ \_\_\_\_\_

Total Square Footage of Project (if appropriate) \_\_\_\_\_ Total Square Footage of Facility \_\_\_\_\_

If Renovation: Renovated Sq. Ft. \_\_\_\_\_ New Sq. Ft. \_\_\_\_\_

**5. Project Team Information**

Project Manager \_\_\_\_\_

Field Supervisor \_\_\_\_\_

Project Foreman \_\_\_\_\_

Name of primary architect (firm name): \_\_\_\_\_

Name of primary engineer (firm name): \_\_\_\_\_

Name of general contractor (if applying company is a specialty contractor): \_\_\_\_\_

**6. Marketing Photo Image #: \_\_\_\_\_**

(see description on pg. 8, #5, last bullet)

# SAFETY

- a. Did this project have a safety-related fatality?  Yes  No

If yes, do not submit your entry for this competition.

- b. STEP award recipients: ABC Keystone will verify your level and year of participation, and provide a list of current STEP members to the EIC judges.

- c. Do you have a written Safety & Health Policy Manual that addresses the hazards on this job?  Yes  No

If yes, include its table of contents or provide a one-page summary.

- d. Were toolbox safety meetings held?  Yes  No

Were these meetings documented?  Yes  No

Frequency of meetings? \_\_\_\_\_

Include a one-page summary or an example up to two pages.

- e. Total man-hours for this project \_\_\_\_\_

General Contractor submittals should include all hours for all contractors and subcontractors on the submitted project. Specialty Contractors need only submit the hours for their forces, and their subs if they have any.

- f. Was specialized craft training conducted on this project?  Yes  No

If yes, indicate types of craft training: \_\_\_\_\_

- g. Number of OSHA recordable accidents on this project: \_\_\_\_\_ (Include all subcontractors under your contract)

Number of OSHA restricted day cases on this project: \_\_\_\_\_

Number of OSHA lost-time accidents on this project: \_\_\_\_\_

- h. Compute the project's Total Recordable Incidence Rate:

TRIR = Number of recordable accidents x (200,000/ total man hours for the project): \_\_\_\_\_

- i. Name and title of person responsible for safety on this project:

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

- j. Was the person responsible for safety identified as such in the project's organizational charts?  Yes  No  
(Supply chart)

- k. Does your company have a substance abuse policy?  Yes  No

If yes, provide a copy of the table of contents.

Was there a substance abuse program for all contractors on this project?  Yes  No

- l. Were there any innovative safety and health programs used specific to this project?  Yes  No

Explain: \_\_\_\_\_

## Project Description:

If this project is an Excellence Award recipient, a project description (submitted by your firm) will be read from the stage at the Awards Gala. Please include phonetic pronunciation for any potentially challenging names, words, etc. Keep in mind when writing your description that it will be read live at the Awards Gala.

Please provide a project description between 30 and 40 words in length and highlight the most impressive/unique aspects of the job. The project description is subject to editing and may be changed by ABC staff.

Key points to consider mentioning in your project description:

- Significant number of man-hours worked without an incident
- Unusually fast-track schedule
- Extensive collaboration with the owner or other project stakeholders
- Significant weather events
- Whether work was completed under budget or ahead of schedule
- Innovative technology or project delivery methods used
- Sustainable elements of the job
- Impressive project size or quantity of materials used
- Site constraints
- Significant changes in scope

Please submit your project description as a Word document with your completed entry form.

## Extra Credit – 2 points each

### AQC Contractor

If your company is designated as an ABC 2016 Accredited Quality Contractor (AQC) member, include a copy of the company certificate. AQC status is not required to submit a project for an Excellence in Construction award. If necessary, a copy of the certificate may be requested by emailing [AQC@abc.org](mailto:AQC@abc.org).

Have you used ABC apprenticeship or other ABC training in the last 12 months?  Yes  No

If yes, how has this training equipped your company to complete this project? Answer in 50 words or less in a separate document.

### Please read and sign below:

- I have uploaded my entry information and submitted payment to ABC Keystone to cover the entry fee.
- I hereby give ABC my permission to use photographs and information submitted for the Excellence in Construction Awards Competition in ABC awards materials (presentations, printed matter, etc.), promotional materials and press releases.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# 2017 EXCELLENCE IN CONSTRUCTION CHECKLIST

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

- Completed Project Entry Form**
- Entry fee** – Submit payment or mail a check. Be sure payment is made out to ABC Keystone. If you are submitting multiple entries, you may combine the fees into one check.
- Contracted Scope**
- Project Narrative**
- Up to 10 Photographs Maximum**
  - Designate image number of your project’s “Marketing Photo” on page 9 of the entry form.
- Project Safety**
  - Include the **Project Safety Form** found on page 10 of this application.
  - 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 (up to two-pages)
    - Explanation of specialized craft training
    - 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
- Reference Letters**
- Project Description**
- Extra Credit Materials**
  - AQC Certificate (current year)
  - ABC Training description
- Project Entry and Payment Confirmation - electronic signature**