



OWNERS' PROJECT EXCELLENCE AWARDS 2014 Submission Requirements and Judging Criteria

Western Council of Construction Consumers is accepting submissions for the 2014 Owners' Project Excellence Awards competition through **May 29, 2014 (extended)**

Western Council is dedicated to recognizing excellence in project performance with a primary goal of educating and informing our members.

The Western Council of Construction Consumers Annual Owners' Project Excellence Awards Program recognizes continuous improvement and excellence in the engineering, design, and construction of quality, cost-effective, and innovative **construction projects substantially completed by and/or for the Western Council membership January 1, 2013 – December 31, 2013.**

Projects submitted for consideration should demonstrate effective execution; new, innovative ideas, and strategies for improving the construction process; plus successful management of relationships between the owner, contractors and service providers.

Project Awards will be presented during a ceremony at an Awards Banquet held in the fall.

AWARD CATEGORIES

Awards in the following categories and according to type will be presented during the Owners' Project Excellence Awards Banquet:

PROJECT ACTIVITY

- New Construction
- Renovation
Modernization
Seismic Retrofit
Stabilization
Restoration

PROJECT CATEGORY

- Buildings
- Industrial Process/ Manufacturing
- Infrastructure
- Advanced Technologies
- Utilities
- Open

A

separate

award category has not been included for Safety, as safety is considered strongly in the evaluation of all submissions. Western Council believes that "excellent performance" can be achieved only when accompanied by superior safety results.

AWARD STATUS DESCRIPTIONS

Chairman's Award:

This unique project meets all criteria and stands out as the best of the year.

Distinguished Achievement:

Projects have achieved all objective criteria of meeting schedule, budget, and aesthetics requirements and maintained an extraordinary safety record.

Exceptional Achievement:

Projects have achieved most objective criteria regarding meeting schedule, budget, aesthetics, and safety.

Outstanding Achievement:

Projects have achieved a substantial number of objectives, with noteworthy accomplishments.

Significant Achievement:

Projects achieved recognition for unique or significant objectives.

Notable Achievement will be awarded to projects with noteworthy elements, though they may not have achieved all of the criteria.

SPECIAL DISTINCTION AWARDS

Sustainability Excellence Award: The project achieved high sustainability; met or exceeded high requirements of sustainability and LEED certification organizations; and / OR took innovative and creative approaches to meeting sustainability needs/ goals of the project. Achieved significant energy savings for project owner.

Innovative Solutions Award: For this project new, unique, and/or innovative solutions to any of the many common construction issues were implemented, such as: equipment procurement, financing, management, technology, scheduling, community relations, to name only a few.

SUBMISSION REQUIREMENTS — To qualify for submission:

- The Submitter or the Project Owner must hold an **active membership** in Western Council.
- All submission information must be complete and submitted by the **deadline – May 7, 2014**
- The **completion date** of construction must be within the appropriate time frame (see below).

SUBMISSION CRITERIA

- Project construction must have been **substantially completed between January 1, 2013 and December 31, 2013.**
- **Projects with poor safety performance will not be considered for awards.**
- Project size is not necessarily a criterion; however, awards may be given in different capital cost ranges for a particular category, depending upon the total number of projects submitted.

Submission of more than one project, in one or more categories, is both acceptable and encouraged.

JUDGING Criteria considered include: quality, budget, schedule, aesthetics and safety. An impartial panel of industry professionals will conduct the judging.

CONFIDENTIALITY

Please do not include any information in your submittal that is confidential, or that you would not want to be mentioned as part of the reason for winning an award. If there is confidential information that you do not wish to be "published" in connection with the award, but should be considered by the judges, make note in your submittal that such info will be submitted confidentially. Then submit this information **in a separate envelope and clearly marked "confidential."**

APPLICATION SUBMITTAL REQUIREMENTS

For EACH project submitted, Submitter must send to Awards Chair TWO Binders with CDs

Each Binder (3-ring recommended) includes:

- **printed submission** with ALL required elements listed in this packet and the guide
- **CD of the entire submission** inserted securely in the binder.

Note: CD must include a separate jpeg file of photo included in "Project Snapshot" write up.

As backup, Submitter must also send a copy of the submission CD only to Western Council.

► **Page 4 is a GUIDE to Requirements to help you prepare your project submission.**

ALL information listed there must be included to qualify your project for consideration.

Note: The judges only know what you include in your submittal. It is not a marketing piece. It is an insider's account of the creation of an excellent project — engage key participants and end users for input. **Be clear, thorough, and share participant "stories"** illustrating why it's exciting, unique, challenging, impressive; or meets special needs; and what special planning, techniques, technology, approaches, equipment, personnel, etc. were used in its design, engineering or construction that make it award worthy.

PROJECT INFORMATION REQUIREMENTS

See Form on Page 4 for a Checklist of All Required Elements, but refer to this page, as well.

1. Project Snapshot (A Summary with a Photo)

- Short **MSWord Document** which includes the **SIX** items listed below:
 1. 100 word Project Summary
 2. Stakeholder and Key Participants List
 3. Budget and Capital Cost
 4. Start Date
 5. Completion Date
 6. Safety Record for this project
- **Project Photo in jpeg format, 1 MB or less** (for printed award program)
Include a separate jpeg file of this photo on both submission CD's.

For Project Snapshot examples, see: <http://wccc.org/awards/pdfs/2012-OPEA.pdf>

2. Full Narrative

Describe the project's qualities and features, and the reasons it warrants consideration for a Western Council Owners' Project Excellence Award. **Please limit narrative to 10 pages or less.**

Choose a format that best tells the story of your project. We encourage you to recognize superior performance by your project team(s). Also address issues such as the following:

Goals and objectives of the project -- state how effectively these objectives were met and quantify results whenever possible.

Unique technical, design or material features of the project that distinguish it from other similar projects.

Cost and schedule challenges -- elaborate on project organization, contractual relationships, partnering, team-building, etc.

Identify by name and function, **key contributors** to the success of the project (team members, vendors, etc.) and describe their contribution. Be specific.

Project Safety Statistics and details for this project

Sustainability measures, features, and certifications

3. Presentation Graphics

Color photos of the project (progress -start through completion, distinctive features, etc.) to give the judges a complete and accurate picture of the uniqueness and complexity of the project.

4. List of Stakeholders and ALL Key Project Participants (include address, phone, fax & e-mail)

5. Other Items (Optional)

Press clippings about the project, letters of commendation, special awards received for the project, information on unique technology used, and other related materials.

DUE DATE: Submissions are due no later than **5 PM on Thursday, May 29, 2014 (extended)**

MAIL OR DELIVER SUBMISSION BINDERS with CD's TO:

Western Council Awards Chair: Tom Broz
Senior Vice-President
Willdan Engineering
2401 E. Katella Ave, Suite 450
Anaheim, CA 92806-6073
(714) 978-8251 tbroz@willdan.com

MAIL BACKUP CD of SUBMISSION TO:

**Western Council of
Construction Consumers**
1731 Howe Avenue Ave #613
Sacramento, CA 95825-2209

General Questions: Contact Valerie Largin, Western Council, (916) 599-8020, vann@wccc.org

WCCC Owners' Project Excellence Awards Program Submission Guide

To qualify for consideration, include ALL of the following information for EACH submission:

"PROJECT SNAPSHOT" PROJECT SUMMARY + JPEG PHOTO (Get photographer's permission)

- 100-word Project Summary
- Project Photo - Jpeg <1MB
- Project Stakeholders & Key Participant List
- Start Date
- Completion Date
- Budget/Capital Cost
- Safety Record

PROJECT ACTIVITY (Indicate)

PROJECT CATEGORY (choose one)

- New Construction
- Renovation
- Modernization
- Seismic Retrofit
- Stabilization
- Restoration
- Buildings
- Industrial Process/ Manufacturing
- Infrastructure
- Advanced Technologies
- Utilities
- Open

SUBMITTER INFORMATION

**Contact should have knowledge of the project*

- Company/Organization Name
- Contact Name(s)*
- Contact Address
- Contact Phone Number (s) include a direct #
- Contact Fax Number (s)
- Contact E-mail (s)

PROJECT INFORMATION (include contact information for all listed - name, address, phone, fax e-mail)

- Name of Project
- Description
- Location (City, State ZIP)
- Owner
- Type of Contract
- Approximate Capital Value
- Designer (A/E)
- Constructor
- Construction Manager

BUDGET PERFORMANCE

- Original Budget
- Scope Changes with Nature of and Reasons for Changes
- Over/Under Budget
- Revised Budget with Reasons

SCHEDULE PERFORMANCE

- Original Planned Construction Start & Completion Dates
- Design Start & Completion Dates
- Contract Completion Date
- Adjusted Contract Completion Date
- Actual Start and Completion Dates
- Reasons for Changes

SAFETY PERFORMANCE (For this specific project)

- OSHA Total Recordable Injury Rate
- OSHA Lost Time Injury Rate
- Any pertinent details/ explanations

ADDITIONAL INFORMATION

- Presentation Graphics
- LEED Certification or equivalent
- Statement of Why Project Merits an Award
- Describe Construction Acquisition Process
- Unique Features And Aspects of the Project
- Describe the Projects QA/QC Process
- Other Noteworthy Details
- Complete List of Stakeholders, Key Participants/Contributors, Subs with full contact info

NOTE: We only know what you tell us, This is not a marketing piece, but an insider's account of the creation of an excellent project — engage key participants and end users for input. **Be clear, thorough, and share "stories"** illustrating why it's exciting, unique, challenging, impressive; or meets special needs; and what special planning, techniques, technology, approaches, equipment, personnel, etc. were used in its design, engineering or construction that make it award worthy.

DELIVER SUBMISSION (2 BINDERS W/ CDs) BY 5 PM, MAY 29, 2014 (extended)

QUESTIONS?

TO: Western Council Awards Chair: Tom Broz
Willdan Engineering
2401 E. Katella Ave, Suite 450
Anaheim, CA 92806-6073

Tom: (714) 978-8251
tbroz@willdan.com
Valerie: (916) 599-8020
vann@wccc.org

MAIL BACKUP CD of Submission POSTMARKED BY 5 PM, MAY 29, 2014

TO: WCCC, 1731 Howe Ave #613, Sacramento, CA 95825-2209

ANNOUNCEMENT OF WINNERS

Judging of submissions will take place in June, 2014.

Once the official slate of winning projects is determined, the CONTACT for each project submitted will receive an e-mail announcing award status, followed soon after by a letter. If contact person or info changes following submission, notify Tom Broz and Valerie Largin immediately.

Western Council will provide one award for each winning project.

Additional awards may be ordered for, or by, the submitter, as well as other project stakeholders, and project design, engineering and construction participants.

Awards will be presented for winning projects at an Awards Ceremony in the fall of 2014. Details will be supplied when submitters are notified.

RETURN OF SUBMISSIONS

Western Council will archive one binder with CD for each submission, and keep the backup CD.

Requests for the second binder with CD to be returned to the submitter must be made in the form of a written letter on the applicant's letterhead **and included with the submission package.**

Include a pre-paid label or label from your shipping account for use in its return.