



## OWNERS' PROJECT EXCELLENCE AWARDS 2017 Submission Requirements and Judging Criteria

### Western Council of Construction Consumers is accepting submissions for the 2017 Owners' Project Excellence Awards competition through June 1, 2017

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 engineering, design, and construction of quality, cost-effective, and innovative **construction projects substantially completed by and/or for the Western Council membership, January 1, 2016 – December 31, 2016**

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.

[Please read, and adhere to, all requirements and criteria carefully and completely.](#)

### AWARD CATEGORIES

You may submit projects for Awards in the following categories, and according to type, to be presented during the Owners' Project Excellence Awards Banquet in the fall:

#### PROJECT ACTIVITY

- New Construction
- Renovation
- Modernization
- Seismic Retrofit
- Stabilization
- Restoration

#### PROJECT CATEGORY

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

A separate award category has not been included for Safety, as safety is considered strongly during 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 and goals of the project. Project achieved significant energy savings for the project owner.

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

## SUBMISSION REQUIREMENTS — To qualify for submission:

- The Submitter or the Project Owner must hold a current, **active membership** in Western Council.
- Submission information must be complete and submitted by the **deadline – June 1, 2017** (You will be contacted if clarification is needed)
- The **completion date** of construction must be within the appropriate time frame (2016 - see below).

## SUBMISSION CRITERIA

- **Project construction was substantially completed between Jan, 1 and Dec. 31, 2016.**
- **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 multiple projects 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 earning 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 clearly marked "confidential," and on a separate backup CD so marked.**

## SUBMITTAL INSTRUCTIONS (Address listed on page 4)

- ▶ 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.
- ▶ Page 5 is a **CHECKLIST**. **Complete and send** to assure you sent all required. (Keep a copy)

**For EACH project submitted:** Send a package with **1. Completed Submission Checklist (Pg. 5).**  
**2. TWO Binders - EACH** with a complete printed submission, **plus** a full CD submission copy.

**Important — EACH BINDER (3-ring recommended) must include:**

- **Printed submission** with **ALL** required elements listed in this packet and the Guide (Page 4)
- **CD of the entire submission** labeled and inserted securely in the binder. **Note:**
  - Include on the CD a separate jpeg file of the photo used in the "Project Snapshot" write up.
  - Include an additional folder with jpegs of the other photos and graphics used in your submittal.
- 3. AS BACKUP, send a copy of the full submission on CD, PLUS a copy of your completed Submission Checklist to Western Council Programs Director.** (See Page 4 for address).

**NOTE:** Judges only know what you include in your printed submittal. It's 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 the project is 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" — It has TWO components:

**ONE:** Separate **MS Word Document** with Project Summary and Important Basic Info (see below)  
Include these SEVEN items:

1. 100-word Project Summary
2. Complete Stakeholder and Key Participants List
3. Project Budget
4. Actual Project Cost
5. Start Date
6. Completion Date
7. OSHA Safety Record for this project (Not the firm or a series including other phases)

**TWO:** A Separate **jpeg format Project Photo 1 MB or less** suitable to use in Awards Program.  
Include this separate jpeg file of the photo in the submission CDs and backup CD.

**For Project Snapshot examples**, see the 2016 Awards Program:

<http://www.wccc.org/PDFs/2016/2016-WCCC-AWARDS-GALA-PROGRAM.pdf>

### 2. Full Narrative (Remember - it is the project that is being judged.)

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. We only have what you give us, so be clear and thorough.

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

**Project Safety Statistics and details for this project** (Include OSHA ratings & incidents)

**Sustainability measures, features, and certifications** (be detailed)

### 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 with complete info

(Include company or agency, and contact names with their address, phone, fax and 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, June 1, 2017**  
(Submit early - waiting till the last minute does NOT help you, especially if you forgot something)

**MAIL / DELIVER SUBMISSION BINDERS with CDs TO:**

**Western Council c/o Mark Stapke**  
Stapke Law LLP  
100 Wilshire Blvd., Suite 700  
Santa Monica, CA 90401  
(310) 917-1015

**MAIL BACKUP CD OF COMPLETE SUBMISSION TO:**

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

**General Questions:**

Contact Valerie Largin: (916) 599-8020, [vann@wccc.org](mailto: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 (MS Word)
- Project Photo - Jpeg <1MB
- Project Stakeholders & Key Participants
- Start Date
- Completion Date
- Project Budget & Cost
- Safety Record

## PROJECT ACTIVITY (Indicate)

- New Construction
- Renovation  
Modernization  
Seismic Retrofit  
Stabilization  
Restoration

## PROJECT CATEGORY (choose one)

- Buildings
- Utilities
- Infrastructure
- Advanced Technologies
- Industrial Process/ Manufacturing
- 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 phone #
- Contact Fax Number (s)
- Contact E-mail (s)

## PROJECT INFORMATION **Include all contact info for ALL listed - name, address, phone, fax and e-mail**

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

## BUDGET PERFORMANCE

- Original Budget and Final Cost
- Scope Changes with Nature of and Reasons for Changes
- Over/Under Budget Details
- 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 Project's 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& Checklist) **BY 5 PM, Thu, June 1, 2017** **QUESTIONS?**

**TO: Western Council c/o Mark Stapke**  
Stapke Law LLP  
100 Wilshire Blvd., Suite 700  
Santa Monica, CA 90401

Contact Valerie: (916) 599-8020  
vann@wccc.org

*Submit early. Waiting till the last minute does not help you, especially if you forgot something.*

## MAIL BACKUP CD of entire Submission plus Checklist **POSTMARKED BY 5 PM, Thu, June 1, 2017**

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

**Page 4 of 6**

## 2017WCCC Owners' Project Excellence Awards Program SUBMISSION CHECKLIST

- ▶ **COMPLETE THIS CHECKLIST TO CONFIRM YOU HAVE SATISFIED EACH REQUIREMENT.**
- ▶ **ENCLOSE ORIGINAL in package with submissions.** ▶ **INCLUDE A COPY with Backup CD.**

- **“PROJECT SNAPSHOT”**

- 100-word Project Summary *in a Microsoft Word Document* (not pdf)
- Project Photo     **Separate jpeg** of Project Photo (<1MB) **on the Submissions and Backup CDs**
- List of Project Stakeholders and Key Participants       This Project's Safety Record/OSHA Rates
- Start Date       Completion Date       Project Budget       Project Actual Cost

- **PROJECT ACTIVITY:**     New Construction     Renovation     Modernization
- Seismic Retrofit       Stabilization     Restoration

- **PROJECT CATEGORY:**     Buildings                       Utilities                       Infrastructure                       Open
- Industrial Process/ Manufacturing       Advanced Technologies

- **SUBMITTER INFORMATION**

- Company/Organization Name       Contact Name(s) — ***must have knowledge of the project***
- Contact(s)     Address       Phone Number(s) including a direct #     E-mail     Fax

- **PROJECT INFORMATION**

- Name of Project     Description     Location (*City, State ZIP*)     Type of Contract     Capital Value

- COMPLETE LIST OF ALL STAKEHOLDERS AND KEY PARTICIPANTS:**

**\* with contact info for ALL = name, address, phone, fax, e-mail**

	Name(s)	Contact(s)	Contact info*		Name(s)	Contact(s)	Contact info*
<b>Owner:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other Stakeholders:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Designer(s):</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Constructor(s):</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Engineers:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CM:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Contractors:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>All Subcontractors:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **BUDGET PERFORMANCE**

- Original Budget     Final Cost     Over or Under Budget?     Revised Budget with Reasons
- Scope Changes     Nature of, and Reasons for, Changes

- **SCHEDULE PERFORMANCE**

- Original Planned Construction     Start Date     Completion Date
- Actual     Start Date     Completion Date     Reasons for any Changes
- Design     Start Date     Completion Date
- Contract Completion Date     Adjusted Contract Completion Date

- **SAFETY PERFORMANCE** (For this specific project )

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

- **ADDITIONAL INFORMATION**

- Presentation Graphics                                       LEED Certification or equivalent
- Construction Acquisition Process Description       Project's QA/QC Process Description
- Unique Features And Aspects of the Project       Other Noteworthy Details
- Why the Project Merits an Award —

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.

- Optional items included (describe):

## **ANNOUNCEMENT OF WINNERS**

**Judging of submissions will take place in June, 2017.**

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 Valerie Largin immediately: (916-599-5020 vann@wccc.org).

**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 for winning projects will be presented at an Awards Ceremony in the fall of 2017.**  
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 included with the submission package.**

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