Western Council of Construction Consumers is accepting submissions for Owners’ Project Excellence Awards consideration, from February 10 through July 28, 2020.

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, innovative and sustainable construction projects substantially completed by and/or for the Western Council membership, between January 1, 2019 and December 31, 2019.

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, carefully and completely, read and adhere to all stated requirements and criteria.

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: PROJECT CATEGORY:
• New Construction • Buildings
• Renovation • Utilities
• Modernization • Infrastructure
• Seismic Retrofit • Advanced Technologies
• Stabilization • Industrial Process/ Manufacturing
• Restoration • 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: awarded to projects with noteworthy elements, though they may not have achieved all of the criteria.
SPECIAL DISTINCTION AWARDS  (Give us the details we need to note / judge these distinctions.)

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 — July 28, 2020 (You will be contacted if clarification is needed — a good reason to submit as early as possible.)
- The completion date of construction must be within the appropriate time frame - see below.

SUBMISSION CRITERIA
- Project construction was substantially completed between Jan, 1 and Dec. 31, 2019.
- 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
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 submittal narrative that such info will be submitted confidentially. Submit this information in a separate file marked "Confidential" on a separate flash drive, so marked.

SUBMITTAL INSTRUCTIONS
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.
- Also, review your submittal for typos, spelling, completeness, etc. - don’t confuse readers/judges.

PAGE 5 is a CHECKLIST - Complete it to assure you included all required items. (Keep a copy)

FOR EACH PROJECT SUBMITTED, send to each of the two addresses noted:
- The completed Checklist
- A Flash Drive containing the following:
  1. YOUR COMPLETE SUBMISSION Narrative, in order, including ALL required elements listed in this packet and in the Guide (Pg. 4)
     Include TWO file folders - one with an MSWord version and a second with a pdf version
  2. A separate file folder with your Key Participant Info Excel Spreadsheet
  3. A separate file folder with a jpeg of the photo used in the “Project Snapshot” write up.
  4. A separate file folder with jpegs of all the other photos and graphics used in your submittal.

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 challenges met in meeting project goals and telling why the project is exciting, unique, challenging, impressive; and/or meets special needs; plus any special planning, technology, approaches, techniques, equipment, personnel, etc. used in the design, engineering and/or construction that make the project award worthy.
PROJECT INFORMATION REQUIREMENTS

See Form on Pg. 5 for a Checklist of All Required Elements, but refer to this page, as well.

1. A one-page “Project Snapshot” - TWO components: a written summary w/stats and a photo
   ONE:  MS Word Document with Project Summary and Key Info (see list below)
       Include these SEVEN items:
       1. 100-word Project Summary
       2. Project Activity and Category
       3. Project Budget
       4. Actual Project Cost
       5. Start Date  (Include original and actual, if applicable)
       6. Completion Date  (Include original projected and actual, if applicable)
       7. OSHA Safety Record for this project  (Not firm’s or a series w/ other phases)

   TWO: A Separate jpeg format Project Photo 1 MB or less suitable to use in Awards Program.

2. A Complete Stakeholder and Key Participant List in an Excel Spreadsheet (submitter, owner,
team members, subcontractors, vendors, etc.)

3. Full Narrative (Remember - the project is being judged.) Submit MS Word AND Pdf versions.
   List Project name, address/location, Owner, and complete Submitter contact information.
   Describe project function, qualities and features, with reasons it warrants consideration for a
   Western Council Owners’ Project Excellence Award.  Be clear and concise.  Limit 10 pages.
   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.  Include any challenges and how they were addressed.

   Unique technical, design or material features of project that distinguish it from similar others.

   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.

   Key contributors to project success (team members, subcontractors, vendors, etc.) Include
   names, function, and describe their contribution (hero stories, too).  Be specific and clear.

   Project Safety Statistics and details for this project (Include OSHA ratings & incidents)
   Sustainability measures, features, and certifications, if applicable.  (Be detailed.)

4. Presentation Graphics  Color photos of project (progress - start through completion, distinctive
   features, innovation, sustainability measures, etc.) - Give judges a complete, accurate picture of
   project uniqueness / complexity.

5. Other Items (Optional)  Press clippings, letters of commendation, special awards, information on
   unique technology/techniques/approaches used, and other related materials.

DUE DATE:  Submit ASAP but no later than Tuesday, July 28, 2020 by 6 PM
(Submit early - waiting till the last minute does NOT help you, especially if you forget something)

MAIL/DELIVER:
ONE  Flash Drive and Checklist  AND  ONE Flash Drive and Checklist
TO:  Andrew Wiktorowicz  TO:  Western Council of Construction Consumers
     2356 Terraza Ribera  1731 Howe Avenue Ave #613
     Carlsbad, CA 92009  Sacramento, CA 95825-2209

QUESTIONS:  Call or e-mail (916) 599-8020, vann@wccc.org

Page 3 of 6
To qualify for consideration, include **ALL** of the following information for **EACH** submission:

### SUBMITTER INFORMATION
*Contact(s) should have knowledge of the project*

- Firm/Agency Name
- Contact Name, Address, E-mail and Phone numbers (include direct #)

### PROJECT

- Name of Project
- Description
- Owner
- Location (City, State ZIP)
- Type of Contract
- New Construction
- Renovation
- Modernization
- Buildings
- Advanced Technologies
- Seismic Retrofit
- Stabilization
- Infrastructure
- Industrial Process/ Manufacturing
- Restoration
- Open

### “PROJECT SNAPSHOT” = SUMMARY + KEY INFO + JPEG PHOTO (Get photographer’s permission)

- 100-word Project Summary (MS Word)
- Project Photo - Jpeg <1MB
- Start Date
- Completion Date
- Project Budget & Cost
- Safety Record

### PROJECT ACTIVITY (Indicate) PROJECT CATEGORY

<table>
<thead>
<tr>
<th>PROJECT ACTIVITY</th>
<th>PROJECT CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>Buildings</td>
</tr>
<tr>
<td>Renovation</td>
<td>Utilities</td>
</tr>
<tr>
<td>Modernization</td>
<td>Infrastructure</td>
</tr>
<tr>
<td></td>
<td>Advanced Technologies</td>
</tr>
</tbody>
</table>

### PROJECT PARTICIPANTS SPREADSHEET

(Do NOT send incomplete info & leave it to us to find the rest.)

*In Excel Spreadsheet Include: **ALL** contact info - name, address, phone, e-mail - for roles below*

- Designer (A/E)
- Constructor
- Engineers
- Construction Manager
- Key Contractors & Subcontractors
- Other Key Contributors

### PROJECT APPROACH AND ACTIVITY NARRATIVE

Project goals, objectives and how effectively met

- Challenges addressed

Unique technical, design or material features

Special planning, approaches, techniques, technology, equipment, personnel, etc. used in design, engineering or construction that make it award worthy.

### BUDGET PERFORMANCE

(include any challenges and how addressed)

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

### SCHEDULE PERFORMANCE

(include any challenges and how addressed)

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

### SAFETY PERFORMANCE

For this project (List all requested info together - don’t make us search for it.)

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

### ADDITIONAL INFORMATION

- Project/ Submission Photos/ Graphics
- LEED Certification or equivalent
- Statement Why Project Merits an Award
- Describe Construction Acquisition Process
- Unique Features And Aspects of Project
- Describe Project’s QA/QC Process

**NOTE:** We know only what you tell us. This is not marketing, it’s an insider account of creating an excellent project. Engage key participants, PMs, end users, etc. for input. **Be thorough, clear, and share “stories”** illustrating why project is exciting, unique, challenging, impressive, and/or meets special needs.

- Follow instructions for submitting confidential info.

### DELIVER / MAIL to arrive before 6 PM, July 28, 2020

A Flash Drive of entire submission + Checklist

**TO:** Andrew Wiktorowicz
2356 Terraza Ribera
Carlsbad, CA 92009

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

Submit ASAP. *Waiting till the last minute does NOT help you, especially if you forget something.*

**QUESTIONS:** (916) 599-8020  vann@wccc.org
2020 WCCC Owners’ Project Excellence Awards — SUBMISSION CHECKLIST

Complete this checklist to confirm you have satisfied each requirement.
Enclose a copy of this checklist with each flash drive you send to the two addresses noted.

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

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

- **“Project Snapshot”** (Includes all required items listed — be sure you can check ALL boxes)
  - A 100-word Project Summary in Microsoft Word format (not pdf)
  - Project Photo
  - Separate jpeg of Project Photo (<1MB) in separate file on flash drive
  - Start Date
  - Completion Date
  - Project Budget
  - Actual Project Cost
  - This Project’s Safety Record/OSHA Rates

- **Project Activity:**
  - New Construction
  - Renovation
  - Modernization
  - Seismic Retrofit
  - Stabilization
  - Restoration
  - Stabilization

- **Project Category:**
  - Buildings
  - Utilities
  - Infrastructure
  - Open
  - Industrial Process/ Manufacturing
  - Advanced Technologies

- Excel Spreadsheet of ALL Project Stakeholders and Key Participants:
  - Include Primary Contact name(s), plus address, phone & e-mail

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Contact(s)</th>
<th>Contact info*</th>
<th>Name(s)</th>
<th>Contact(s)</th>
<th>Contact info*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner:</td>
<td></td>
<td></td>
<td>Other Stakeholders:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designer(s):</td>
<td></td>
<td></td>
<td>Constructor(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Engineers:</td>
<td></td>
<td></td>
<td>CM:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Contractors:</td>
<td></td>
<td></td>
<td>All Subcontractors:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Project Approach and Activity Narrative**
  - Project goals, objectives & how effectively met
  - Challenges addressed
  - Unique technical, design or material features
  - Special planning, approaches, techniques, technology, equipment, personnel, etc. used in design, engineering or construction that make it award worthy.

- **Budget Performance** Note all together — don’t make us search through the submission
  - Original Budget
  - Final Cost
  - Over or Under Budget?
  - Revised Budget with Reasons
  - Scope Changes
  - Nature of, and Reasons for, all Changes, Increases, Decreases, Savings, etc.

- **Schedule Performance**
  - Design Start Date
  - Completion Date
  - Original Planned Construction Start Date
  - Completion Date
  - Actual Start Date
  - Completion Date
  - Contract Completion Date
  - Adjusted Contract Completion Date

- **Safety Performance** For this specific project. (List info together - don’t make us search for it.)
  - OSHA Total Recordable Injury Rate
  - OSHA Lost Time Injury Rate
  - Pertinent details/ explanations

- **Additional Information**
  - Presentation Graphics
  - Construction Acquisition Process Description
  - Unique Features And Aspects of the Project
  - Why the Project Merits an Award — why it’s exciting, unique, challenging, impressive; or meets special needs
  - Sustainability Distinctions
  - LEED Certification or equivalent
  - Project’s QA/QC Process Description
  - Other Noteworthy Details
  - Innovative Solutions and
  - Sustainability Distinctions

- Optional items included (describe):

- **Composition**Reviewed for typos, spelling, clarity, incomplete/missing/erroneous info, etc.— gives a complete, understandable description/explanation of the project and process.
ANNOUNCEMENT OF WINNERS

Judging of submissions will take place by early August, 2020.

Once official slate of awarded projects is determined, the CONTACT for each project submitted will receive an e-mail announcing award status, followed soon after by a letter. If your contact person or info changes following submission, call or e-mail us immediately: (916) 599-5020, vann@wccc.org.

For each winning project, Western Council will present to the submitter one Project Achievement Award, and one each of any earned Distinction Awards.

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

Awards for winning projects will be presented at an Awards Ceremony. Details will be supplied when submitters are notified.

CONFIDENTIAL INFO

If you included Confidential information with your submission, on separate flash drive marked “Confidential,” as instructed, contact us to make arrangements for its return or destruction.