



OWNERS' PROJECT EXCELLENCE AWARDS 2019 Submission Requirements and Judging Criteria

Western Council of Construction Consumers is accepting submissions for the Owners' Project Excellence Awards competition through June 5, 2019

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, 2018 and December 31, 2018.**

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 5, 2019** (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, 2018.
- 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

(Submission Address listed on pages 3 & 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 all required items are sent. *(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 submissions, plus a full CD submission copy.**
EACH Binder *(3-ring recommended)* **must include:**
 - **Printed submission** with **ALL** required elements listed in this packet **and** in the Guide (Pg. 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 / graphics in your printed submittal.
 - 3. AS BACKUP - Send to Western Council Programs Director a CD including:**
FULL submission + copy of completed Submission Checklist (Pg. 5). *(Address on Pg. 3 & 4)*

▶ **NOTE:** Judges only know what you include in your printed submittal. It is not a marketing piece. **It is an insider's account of 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; and/or meets special needs; plus any special planning, technology, approaches, techniques, equipment, personnel, etc. used in design, engineering or construction that make the project award worthy. ***Also, review for typos, spelling, completeness, etc. - don't confuse the reader.***

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 Key Info (*see list 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, 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: Submit now or no later than: 5 PM on Wednesday, June 5, 2019

(Submit early - waiting till the last minute does NOT help you, especially if you forget something)

MAIL/DELIVER SUBMISSION BINDERS w/ CDs

TO: Western Council c/o Mark Stapke

Stapke Law LLP
100 Wilshire Blvd., Suite 700
Santa Monica, CA 90401
(310) 917-1015

QUESTIONS: Valerie Largin
(916) 599-8020, vann@wccc.org

**MAIL Checklist copy and Backup CD
of COMPLETE SUBMISSION by 6/5/19**

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

WCCC Owners' Project Excellence Awards Program Submission Guide

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

"PROJECT SNAPSHOT" = SUMMARY + KEY INFO + 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(s) should have knowledge of the project*

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

PROJECT INFO Include: **ALL** contact info - name, address, phone, e-mail - for **ALL** roles listed below

DO NOT send incomplete info and leave it to us to find the rest.

- 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, Wed., June 5, 2019** 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 ASAP. Waiting till the last minute does NOT help you, especially if you forget something.

MAIL Checklist Copy + BACKUP CD of entire Submission **POSTMARKED BY 5 PM, Wed., June 5, 2019**

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

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Project Name: _____

2019 WCCC Owners' Project Excellence Awards Program SUBMISSION CHECKLIST

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

- **“PROJECT SNAPSHOT”** *(Includes ALL required items listed — be sure you can check all boxes)*

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

- **PROJECT INFORMATION**

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

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

- ▶ **Include contact info for ALL with Primary Contact name(s), plus address, phone & e-mail)**

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

- **BUDGET PERFORMANCE** **Note all — don't make us search through 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**

- 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 (**included in print & CD**) 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):

- **COMPOSITION**

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

ANNOUNCEMENT OF WINNERS

Judging of submissions will take place later in June, 2019.

Once the 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 contact person or info changes following submission, notify Valerie Largin 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, 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 2019. 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.