



# OWNERS' PROJECT EXCELLENCE AWARDS 2020 Submission Requirements and Judging Criteria

**Western Council of Construction Consumers is accepting submissions for Owners' Project Excellence Awards consideration, from February 10 through June 3, 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:**

- 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:** 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 – June 3, 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 your submittal that such info will be submitted confidentially. Then submit this information in a **separate envelope marked "Confidential,"** and on a **separate backup flash drive, so marked.**

## SUBMITTAL INSTRUCTIONS

*Submission Address is 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 submission, **plus** a full copy on a flash drive.  
EACH Binder (*3-ring recommended*) must include:
    - **Printed submission** with **ALL** required elements listed in this packet **and** in the Guide (Pg. 4)
    - **Flash drive of the entire submission** labeled and inserted securely in the binder. **Note:**
      - Include on flash drive 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 flash drive including:**  
**FULL submission + copy of completed Submission Checklist** (Pg. 5). Address is 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 readers.***

## 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, written and photo:

**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's or a series with other phases)

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

**For Project Snapshot examples**, see Awards Programs from previous years on this page:  
<http://www.wccc.org/awards/awards.htm>

### 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 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.

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

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

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

### 3. 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.

### 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 project, information on unique technology/techniques/approaches used, and other related materials.

**DUE DATE:** Submit Monday, February 10 through **Wednesday, June 3, 2020 by 5 PM.**

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

**MAIL/DELIVER: Complete Submission Binders with Flash Drives and Checklist 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](mailto:vann@wccc.org)

**ALSO MAIL by June 3, 2020:  
Checklist Copy with Backup Flash Drive of COMPLETE Submission TO:**  
**Western Council of  
Construction Consumers**  
1731 Howe Avenue Ave #613  
Sacramento, CA 95825-2209

# 2020 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 project (List all requested info together - don't make us search for it.)

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

## ADDITIONAL INFORMATION

- Project/ Submission Photos/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: Stakeholders, Key Participants/ Contributors, Subs, etc. with full contact info.

**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 clear, thorough, and share "stories"** to illustrate why project is exciting, unique, challenging, impressive, and/or meets special needs. Include special planning, techniques, technology, approaches, equipment, personnel, etc. used in design, engineering or construction that make it award worthy. ► **Follow instructions for submitting any confidential info.**

**DELIVER SUBMISSION (2 BINDERS w /flash drives + Checklist) BY 5 PM, June 3, 2020 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 flash drive of entire Submission POSTMARKED BY 5 PM, June 3, 2020**

**TO: ATTN: Valerie, Western Council, 1731 Howe Ave #613, Sacramento, CA 95825-2209**

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

## 2020 WCCC Owners' Project Excellence Awards — SUBMISSION CHECKLIST

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

- **“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) **on Submission & Backup flash drives**
- 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**  
Contacts'  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 ALL 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 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**

- 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. (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 (included in print & on flash drive)  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. Note Innovative Solutions and Sustainability Distinctions.

- 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, 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 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, 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 in the fall of 2020.**

Details will be supplied when submitters are notified.

## **RETURN OF SUBMISSIONS**

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

**Requests for the second binder with flash drive 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.**

**If you included Confidential information with your submission, in a separate envelope marked "Confidential," as instructed, contact Valerie to make arrangements for its return or destruction.**