



OWNERS' PROJECT EXCELLENCE AWARDS

2021 Submission Requirements and Judging Criteria

Western Council of Construction Consumers is accepting submissions for Owners' Project Excellence Awards consideration, from **March 18 through July 13, 2021.**

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, 2020 and December 31, 2020.**

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 – July 13, 2021** (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, 2020.
- 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 MS Word version & 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,

Project	Project Role	First Name	Last Name	Firm / Agency	Phone	e-mail	Job Title	Address	City	ST	ZIP

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 13, 2021 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
2356 Terraza Ribera
Carlsbad, CA 92009

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

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

2020 WCCC Owners' Project Excellence Awards Program Submission Guide

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
- Type of Contract
- Owner
- Location (City, State ZIP)
- Approximate Capital Value

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

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

PROJECT ACTIVITY (Indicate) PROJECT CATEGORY

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

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
- Key Contractors & Subcontractors
- Engineers
- Construction Manager
- 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: a Flash Drive of entire submission (both MS Word & pdf versions) + Checklist to arrive before 6 PM, July 13, 2021

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

Project Name: _____

2021 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 that you send to the two addresses noted.

Flash Drive includes both MS Word & pdf versions of your submission

• 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

• 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**

	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"/>
Designer(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Constructor(s):	<input type="checkbox"/>	<input type="checkbox"/>
All Engineers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CM:	<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"/>

• PROJECT APPROACH AND ACTIVITY NARRATIVE

- Project goals, objectives & how effectively met Special planning, approach, technique, technology, equipment, personnel, etc. used in design, engineering or construction that make it award worthy.
- Challenges addressed
- Unique technical, design or material features

• 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 Reasons for any Changes
- 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 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 Innovative Solutions and
- Sustainability Distinctions
- Optional items included (describe):

• COMPOSITION **Reviewed for typos, spelling, clarity, incomplete/missing/erroneous info, etc.** **Gives complete, understandable description/explanation of project and process.**

ANNOUNCEMENT OF WINNERS

Judging of submissions will take place in late July, or early August, 2021.

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 later in 2021.

Whether the ceremony will be virtual or in person, will be determined based on the COVID-19 situation and projections for fall. Details will be supplied to submitters once that is determined.

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.