



# OWNERS' PROJECT EXCELLENCE AWARDS 2015 Submission Requirements and Judging Criteria

## Western Council of Construction Consumers is accepting submissions for the Owners' Project Excellence Awards competition through June 3, 2015

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 the engineering, design, and construction of quality, cost-effective, and innovative **construction projects substantially completed by, and/or for, the Western Council membership January 1, 2014 – December 31, 2014.**

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.

### AWARD CATEGORIES

**Awards in the following categories and according to type will be presented during the Owners' Project Excellence Awards Banquet:**

#### **PROJECT ACTIVITY**

- New Construction
- Renovation  
Modernization  
Seismic Retrofit  
Stabilization  
Restoration

#### **PROJECT CATEGORY**

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

A separate award category has not been included for Safety, as safety is considered strongly in 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/ goals of the project. Achieved significant energy savings for project owner.

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

## **SUBMISSION REQUIREMENTS** — To qualify for submission:

- The Submitter or the Project Owner must hold an **active membership** in Western Council.
- All submission information must be complete and submitted by the **deadline – June 3, 2015**
- The **completion date** of construction must be within the appropriate time frame (see below).

## **SUBMISSION CRITERIA**

- **Project construction must have been substantially completed between January 1, 2014 and December 31, 2014.**
- **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 winning 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 and clearly marked "confidential."**

## **APPLICATION SUBMITTAL REQUIREMENTS**

**For EACH project submitted, Submitter must send TWO Binders with CDs**

Each Binder (3-ring recommended) includes:

- **printed submission** with ALL required elements listed in this packet and the guide (Pg. 4)
- **CD of the entire submission** inserted securely in the binder. **Note:**
  - Include a separate jpeg file of the photo included in "Project Snapshot" write up.
  - Include an additional folder with jpegs of additional photos & graphics used in your submittal.

**As backup, Submitter must also send a copy of the submission CD only to Western Council.**

► **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.**

**Note:** 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 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 and construction that make it award worthy.

## **PROJECT INFORMATION REQUIREMENTS**

▶ See Form on Pages 4 for a Checklist of All Required Elements, but refer to this page, as well.

### **1. “Project Snapshot” — It is a project summary with TWO components:**

**ONE: A SEPARATE MSWord Document** w Project Summary and Important Basic Info (see list)

**Include these SEVEN items:**

1. 100-word Project Summary
2. Stakeholder and Key Participants List
3. Project Budget
4. Actual Project Project Cost
5. Start Date
6. Completion Date
7. Safety Record for this project

**TWO: A Separate JPEG Project Photo 1 MB or less** suitable for use in Awards program.

Include this separate jpeg file of the photo on both submission CDs. For Project Snapshot wording examples, see: <http://www.wccc.org/PDFs/2014-AWARDS-PROGRAM.pdf>

### **2. Full Narrative**

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**

**Sustainability measures, features, and certifications**

### **3. Presentation Graphics**

Color photos of the project (progress -start through completion, distinctive features, etc.) to give the judges a complete and accurate impression of the uniqueness and complexity of the project.

### **4. List of Stakeholders and ALL Key Project Participants**

Include company or agency, and contact names with their title, address, direct 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 any other related materials.

**DUE DATE:** Submissions are due no later than **5 PM on Wednesday, June 3, 2015**

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

Larry Eisenberg/ WCCC Vice Chair  
Beezley Energy Advisors  
23632 Calabasas Road, Suite 105  
Calabasas, CA 91302

**MAIL BACKUP CD of SUBMISSION TO:**

Western Council of  
Construction Consumers  
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
- Project Photo - JPEG <1MB
- Project Stakeholders & Key Participant List
- Start Date
- Completion Date
- Project Budget & Cost
- Safety Record

## PROJECT ACTIVITY (Indicate)

## PROJECT CATEGORY (choose one)

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

## SUBMITTER INFORMATION \*Contact should have knowledge of the project

- Company/Organization Name
- Contact Name(s)\* & Title(s)
- Contact Address
- Contact Phone Number (s) include a direct #
- Contact Fax Number (s)
- Contact E-mail (s)

## PROJECT INFORMATION (include contact info for ALL listed - name, address, direct phone, fax, e-mail)

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

## 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 Projects 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. It is an insider's account of the creation of an excellent project — engage key participants and end users for narrative input. **Be clear, thorough, and share "stories"** illustrating why the project is exciting, unique, challenging, impressive; or meets special needs; and what special approaches, techniques, planning, technology, equipment, personnel, etc. were used in its design, engineering and construction that make it award worthy.

## DELIVER SUBMISSION (2 BINDERS W/ CDs) **BY 5 PM, June 3, 2015**

## QUESTIONS?

TO: Larry Eisenberg / WCCC Vice Chair  
Beezley Energy Advisors  
23632 Calabasas Road, Suite 105  
Calabasas, CA 91302

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

## MAIL BACKUP CD of Submission **POSTMARKED BY 5 PM, June 2, 2015**

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

## **ANNOUNCEMENT OF WINNERS**

Judging of submissions will take place in June, 2015.

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.

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 will be presented for winning projects at an Awards Ceremony in the fall of 2015. 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 **and included with the submission package.**

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