



PROJECT SUBMISSION PACKET

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**PROJECT SUBMISSIONS DUE:
SEPTEMBER 3**





EXCELLENCE IN CONSTRUCTION AWARDS

SCORING MATRIX + TOC

Entries can earn a total of 100 points. Each section is valued as indicated below. Entries must follow the following Table of Contents (TOC), in the order listed. Please note attachments and maximum page allowances where required. Detailed list of requirements and clarifications for each section are listed below.

TAB	SECTION NAME	PAGE MAXIMUM	REQUIRED ATTACHMENT	POINT VALUE
-	Overall Presentation	N/A	N/A	5
1	Company Information	-	-	0
2	Contracted Scope of Work	1	-	10
3	Project Narrative	4	-	30
4	Project Safety	-	Project Safety Form + OSHA Form 300A & 300	30
5	Merit Shop Partners	-	-	10
6	References	-	-	5
7	Supplemental Materials and Related Publicity	5	-	2
8	Photographs	-	-	8
Total Points Available				100

OVERALL PRESENTATION >>> 5 POINTS

All uploaded documentation should be legible and pleasing to the eye. Points will be deducted for font that is too small or difficult to read. Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.

TAB 1 || COMPANY INFORMATION >>> 0 POINTS

- Provide historical information of company (year established, founder, etc.)
- Type of work performed
- Special abilities and market niches

This information is for the benefit of the judges.





TAB 2 || CONTRACTED SCOPE OF WORK >>> 10 POINTS

1 page maximum

Samples of contracted scopes may be viewed online at www.abc.org/eic under the application section.

Detailed description of your scope of work for this project.

Include:

- Type of construction
- Type of contract (i.e. Lump Sum, Time & Materials, Construction Management at Risk, Cost Plus, etc.)
- Size of project
- Contract value
- Duration of project
- Percentage of labor that is self-performed
- Describe the opportunities you provided to the construction community to participate based on merit.

TAB 3 || PROJECT NARRATIVE >>> 30 POINTS

4 page maximum

Written narrative indicating why the project is special and qualifies for an award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project. Be sure the documentation is legible when selecting font design and size. Type of contract (i.e. Lump Sum, Time & Materials, Construction Management at Risk, Cost Plus, etc.)

Include:

- Provide a "Project Summary" of approximately 150 words to capture or highlight what makes this project unique and might explain a specific challenge. This will be used or modified when featuring your project in written or audio descriptions.
- Any innovative programs relating to quality control
- Any innovative programs relating to scheduling
- Any value analysis/engineering processes used for the project
- Any special obstacles to overcome in completing the project
- Any difficulties or extenuating circumstances encountered in completing the project
- Any innovative programs or methods related to productivity



TAB 4 || PROJECT SAFETY >>> 30 POINTS

Required attachments: Project Safety form + OSHA Form 300A & 300

- To be eligible to win an award, the company must have a written Safety and Health Policy Manual.
- No project that involves prime, multi-prime or sub-trade contractors with a safety-related fatality is eligible to be considered for an award.
- Complete the Project Safety Form in this project entry packet.
- Companies that experience a safety-related fatality of a direct employee in the United States within the current program year is not eligible. (September 1, 2025 - August 31, 2026).
If a subsidiary is a direct ABC member versus part of a larger holding company, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be.
- A company that experienced a safety-related fatality of a direct employee in the United States during the three years before the current program year is required to provide additional information regarding action that has been taken following the fatality.
- No company that experiences a safety-related fatality with the current program year (September 1, 2025 through August 31, 2026) is eligible to submit a project.
- Must include OSHA Form 300A & 300 (project specific, if applicable) for the year(s) the project was under construction, with personal information redacted.
- In order to be eligible to win an award, the company must sign the Drug- and Alcohol-Free pledge found at drugfreeconstruction.org.

TAB 5 || MERIT SHOP PARTNERS >>> 10 POINTS

- List all contractors involved on the project.
- Include ABC members and non-ABC members. ABC will denote current ABC members.
- Include contact information (company name, email, phone number, office location) and a description of each companies' involvement percentage of work performed on the project.
- With regard to your scope of work, what opportunities did you provide to ABC members to participate based on merit?

TAB 6 || REFERENCES >>> 5 POINTS

- Include letters of recommendation from third parties involved with the project, such as the owner and design team.
- It is recommended for general contractors to submit letters from the owner or prime contracting entity and the architect.
- It is recommended that specialty or subcontractors submit a letter from the general contractor or prime contracting entity or owner.
- Additional letters are recommended.
- Provide a short description of how the author of each letter was involved in the project.



TAB 7 || SUPPLEMENTAL MATERIALS & RELATED PUBLICITY >>> 2 POINTS

5 Page Maximum

- Miscellaneous supporting material
- Graphics
- Media coverage, newspaper articles, press releases
- Promotional pieces, etc.
- Positive social media posts or coverage
- Awards and promotions
- Special events

TAB 8 || PHOTOGRAPHS >>> 10 POINTS

- Submit up to ten (10) quality photos. For the maximum points, include “in progress” photos for new construction or “before and after” photos for restoration or renovation projects. It is recommended to include photos relevant to the challenges and solutions mentioned in the project narrative section.
- Provide a short descriptive caption for each photograph on a separate sheet; do NOT include wording on top or embedded in the photos.
- Do not upload photos embedded in PowerPoint, Word or Acrobat programs.
- Still photos only; no videos will be allowed.
- Review your photos to ensure there are no safety violations.
- If any submitted photos were taken by a third-party photographer, the photographer’s authorization to use the photos is required. Use the required agreement in this project entry guideline booklet giving ABC permission to use the photos.

Required:

All photos used in this section should also be submitted as individual images in .jpg or .tif form.

High resolution photos only please (minimum 300 dpi).

Please name/label photos (company name, project name, type).



PROJECT SAFETY FORM

1. Did this project have a safety-related fatality? Yes No
If Yes, this project is not eligible.

2. Did the applying company have a safety-related fatality within the current program year?
If Yes, this project is not eligible. Yes No

3. Did your company have a safety-related fatality within two or three years of the current program year?
If yes, answer the questions below. Yes No

*What was the violation type as determined by OSHA (i.e. Willful, Serious, Repeated, Other-than serious, No violation was cited)?

*Date and location of incident

*Were there any notices, citations or penalties issued? If so, by whom (i.e. OSHA, Police, Department of Transportation, etc.)?

*Provide a written report up to five pages that details the following:

- A full account of the incident and the investigation.
- What corrective actions were taken immediately?
- What corrective actions were taken culturally?
- How was accountability addressed?
- What procedural changes were made?
- Was there an overall evaluation of the company safety policies, and if so, what changes were made?
- If the fatality occurred within two or three years prior to this program year, provide details as to how your company has implemented the changes discussed above, and how it has affected the overall safety performance.

4. Is your firm a 2025 STEP Safety Management System award recipient? Yes No
If Yes, Diamond Platinum Gold Silver Bronze Participant
If Yes, include a copy of your certificate or for more information about STEP, visit www.abc.org/STEP.

5. Include copies of the OSHA Form 300 and OSHA Form 300A for your company (project specific, if available) for the year(s) the project was under construction with personal information redacted.
If omitted, your company is not eligible.

6. Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at drugfreeconstruction.org?
If no, your company is not eligible. Yes No

7. Does your company have a written Safety & Health Policy Manual? Yes No
If Yes, include table of contents or a one-page summary.



PROJECT SAFETY FORM

8. Indicate the following details and then calculate the project's Total Recordable Incidence Rate (TRIR)*:

*Total man-hours for all disciplines included in your contract on this project: []

*Company NAICS and SIC codes: []

*Number of OSHA recordable accidents on this project: []

*Number of OSHA job transfer or restriction day cases on this project: []

*Number of OSHA days away from work cases on this project: []

*Compute the project's Total Recordable Incidence Rate: []

TRIR = Number of recordable accidents x 200,000 / total man-hours for this project:

General contractors and construction managers must also include all specialty contractors' hours & recordables on this project.

9. If a general contractor or construction manager, do you require accident reports from the specialty contractors?

If Yes, include process on separate page. [] Yes [] No

10. Were toolbox safety meetings held with employees? [] Yes [] No

Were these meetings documented? [] Yes [] No

If Yes, how often? []

Include 1 page summary or up to 2 actual examples.

11. Did your company regularly establish pre-task safety planning prior to beginning work on this project?

If yes, provide at least one example. [] Yes [] No

12. Did you develop a site-specific Safety & Health Policy Manual?

If Yes, include table of contents or a one-page summary. [] Yes [] No

13. Did your company have a process in place to record near-miss cases on this project?

If Yes, provide supporting documentation of this process and how your company uses this information.

{NOTE: This does not indicate near-misses occurred} [] Yes [] No

14. Does your company have a written substance abuse policy?

If Yes, include table of contents or a one-page summary. [] Yes [] No

15. Was specialized training conducted on this project?

If Yes, include types of training on separate page. [] Yes [] No

16. Does your company conduct a new employee safety orientation?

If Yes, include a copy of the agenda. [] Yes [] No

17. Provide the project's organizational chart identifying the person responsible for safety.

18. Additional information regarding any innovative safety and health programs used on this project or the company's overall safety program may be included.

Provide the below information about the person responsible for safety on this project and attesting to these accident rates:

Name: []

Title: []

Phone: []

Email: []



PHOTO AGREEMENT FORM
Excellence in Construction Awards



Photographs submitted with the application have been licensed by the photographer to be used by ABC. Applicant has obtained the signature of any third-party photographer to reprint the photographs without limitations.

The undersigned photographer hereby grants Associated Builders and Contractors Heart of America Chapter ("ABC") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the ABC Excellence in Construction Awards competition ("Competition"). This license grants ABC an unlimited right to use, reproduce, crop, resize, publicly display, distribute and transmit electronically including on the Internet, my photographs in connection with the Competition including but not limited to the promotion of the Competition and the announcement and promotion of any awards, without payment of any royalty or license or other fee by or from ABC or applicant or agent or other representative of ABC or applicant. ABC will provide photo credit whenever possible.

Photographer's Name (Signature): Date:

Photographer's Name (Print): Phone: