ABC of Oklahoma Excellence in Construction Entry Steps and Requirements

Details on the ABC of Oklahoma *EIC Entry webpage* at **www.abcokla.org**, under the **BUSINESS DEVELOPMENT** tab click **Excellence in Construction** and **EIC Entry**.

ABC's Excellence in Construction (EIC) awards program is Oklahoma's premier commercial construction competition, with projects vying to be named the best of the best in Oklahoma.

Be sure to note all important dates and deadlines found on the ABC of Oklahoma EIC Entry webpage (*see top of page for website directions*).

All entries must be submitted in the three-ring binder with tabs provided by ABC of Oklahoma. Label all binders but do not wrap the binders or otherwise change/restrict the binder where it cannot be re-labeled. There is a total possible score of 100 points. Listed below are the categories and their point values.

Overall Presentation and Conformance to Entry Requirements   *Maximum of 5 points*

1. Official Entry Form, Project Description & Contracted Scope   *Maximum of 15 points*

Complete the Official Entry Form. The Project Description is a 50 word (maximum) paragraph describing what is special about your project and what you feel should be focused on for the project announcement if your project is a winner.

The Contracted Scope is up to one full page. This is where you can be creative with your entry (ensure legibility when selecting font size and design. Provide a description of your scope for this project including the following information; type of construction, size of project, contract value, length of project, and percentage of labor that is self-performed. Use this space to tell what's significant about this project. The Contracted Scope is the first thing the judges read and will be used to aid in writing the project announcement if your project is a winner.

Samples of Contracted Scopes may be viewed online at ABC's EIC Entry webpage (*see top of page for website directions*).

2. Narrative   *Maximum of 30 points*

The narrative (2 pages maximum) tells the complete story of the project. Worth almost a third of the total point value, the narrative should be the highlight of the application. This is where you can brag about why a project is special and what qualifies it for an award. Enlist the project manager, superintendent or other on-site personnel to help write this. Obstacles that were overcome and explanations of extenuating circumstances should be communicated clearly and succinctly. The narrative should include a <u>detailed description of any innovative features and programs</u>, safety record, quality control, scheduling, personnel management, value engineering, etc.

Although many projects will be used very philanthropically, be sure to tell <u>about the project</u>, not how the project will be used.

Safety is a priority. Be sure to include the information requested in this section of the application, but also take the opportunity to describe innovative safety programs that were utilized during the project.

3. References   *Maximum of 5 points*

Endorsements, third party comments and letters of recommendation from third-parties involved with the project should be included in this section. General contractors should submit letters from at least the owner and the architect. Specialty contractors should submit a letter from at least the general contractor.

4. Subcontractors and Suppliers   *Maximum of 3 points*

List ALL Subcontractors and Suppliers involved in the project. Also list ABC Member Professionals supporting the project (bank, insurance, attorney, etc.). Highlight ABC members (enclosed in the Official Binder is a listing of current ABC Members).

5. Safety Questionaire   *Maximum of 3 points*

Complete the Safety Questionaire in the Official Binder and describe your company's safety program.

6. STEP Safety Management System *2 points*

If your company is a STEP award recipient include a copy of the most current company certificate or letter. If your company is not a STEP recipient leave this tab empty. Go to www.abcokla.org under the SAFETY tab to find out about this ABC National Program and see past ABC Oklahoma STEP recipients.

7. Accredited Quality Contractor   *2 points*

If your company is designated as an ABC Accredited Quality Contractor (AQC), include a copy of the company certificate or renewal letter. If your company is not an AQC recipient leave this tab empty. Go to www.abc.org/ AQC to find out more about this ABC National Program.

8. Photos and Artwork *Maximum of 35 points*

Photographs are a great way to make a project stand out and are worth almost a third of the total point value. Below are helpful tips for choosing photos in this year's competition.

Let photos tell the story. Remember, the judges will not visit project sites, therefore the photos are very important and must adequately depict the project. It's helpful to provide 'in progress' photos for new construction or 'before and after' photos for restoration and renovation projects.

Include photos (8x10) in print in the binder (minimum of 8, maximum of 10) and the same photos digitally (see Digital Guidelines below). Also include camera-ready artwork of the company logo. Disks and photos will be returned after the awards banquet.

CD or Flashdrive - Be sure it is SECURELY fastened – and labeled with company and project name. Note that binders are moved several times, and the disc or flashdrive must be fastened so that they will not fall out if the binder was carried sideways or upside down. Also, the disc or flashdrive is eventually separated from the binder, and must be identifiable.

Safety, safety, safety! Analyze each photo submitted for any possible safety violations. Safety is a priority at ABC, and points will not be awarded for a photo that contains a safety violation. Involve the company's safety expert if necessary when selecting photos.

If any photos being submitted were taken by a third-party photographer, the photographer's written authorization to use the photos is required. The Photographer's Use Authorization form is included in the binder and can also be found on the ABC EIC Entry webpage (*see top of page for website directions*).

DIGITAL PHOTO GUIDELINES

Photos should be on a CD, flash drive or emailed to btaylor@abcokla.org.
Photos should be saved at 300 dpi resolution, 4"x6" or larger.
Photos should be high-resolution .jpg files.
Photos taken in landscape format (not portrait) are preferred for the winner's program.
Photos on disk should be the **SAME** photos as in the binder.
Photos must **NOT** be submitted with a picture collage or embedded in a
    software program, such as PowerPoint or Adobe.
Photos must **NOT** include any text or framing.