



2012 PROJECT ACHIEVEMENT AWARD NOMINATION INSTRUCTIONS

General Information

The annual Construction Management Project Achievement Awards program recognizes outstanding achievement in the practice of construction management. The awards program is designed to recognize and promote professionalism and excellence in the management of the construction process. Awards will be given to CM practitioners for projects and programs that reflect this mission. To be eligible, projects, programs, or program phases must have achieved substantial completion during the period **starting March 1, 2011 and ending February 28, 2012**. This competition is open to all Construction Management Association of America (CMAA) members and non-members. Multiple entries from one firm are accepted. Entries may be submitted in more than one category and may be awarded in more than one category. Separate nomination packages must be submitted for each category of nomination if submitted in more than one category. All projects must be constructed in the San Diego Chapter membership region (San Diego or Imperial Counties).

All entries must be received by CMAA by **Wednesday, February 29, 2012, 4:00 p.m.**

The entry process has changed this year to electronic submission. Each entry shall be delivered to the address below and shall consist of the following:

1. The 2011 Project Achievement Awards Entry Form along with the entry fee. Checks only.
2. The project descriptions package must be submitted as a single PDF document (version 7.0 or later) and provided on a CD/DVD. Ensure the CD/DVD clearly shows the name of the project and submitting company. See Entry Requirements below for details.
3. Include on the CD/DVD containing the project description PDF, a separate Microsoft .DOC word file (not PDF) containing a one-paragraph description of the project, highlighting the significant points of the project.
4. Include 3-4 pictures of the project as high-resolution JPG or EPS files.

Deliver Submission Package to:

**Wayne Papac
RBF Consulting
9755 Clairemont Mesa Boulevard, Suite 100
San Diego, CA 92124**

Entry fees payable to:

CMAA San Diego Chapter

Questions:

CMAA San Diego Chapter Office: 562-434-8409 or email cmaasd@cmaa-sd.org

Include an entry fee with each entry nomination package. Entries will not be judged unless the entry fee has been paid. Entry fees are **\$200/members, \$300/non-members**. All entries become the property of CMAA San Diego Chapter and will not be returned. The information and images submitted may be used for promotional purposes by CMAA.

The Project Achievement Awards Committee is composed of owners and professional construction managers. In judging the entries, the Committee will consider outcomes, overall management, safety, quality management, cost management, schedule management, complexity, innovation and creativity, and customer satisfaction as the basis for the award. This is a competitive process. Be sure to present your entry in the most complete and thorough manner possible.

The judging process will take place in early-March. Notification will be made in mid to late March to each submitting firm. Those firms whose entries were not selected will receive judges' comments for use in future nominations.

The 2012 Project Achievement Awards will be presented at the CMAA Awards Banquet and Scholarship Dinner to be held on April 26, 2012, at the Mission Valley Marriott in San Diego. Following this presentation, all award winners will be recognized in the *San Diego Chapter Newsletter*, on the CMAA San Diego Chapter website, and in a press release to CMAA members and press contacts. Award winning firms will also have the opportunity to submit for the CMAA National Project Awards competition or an article for the *CM Advisor* based on the winning entry.

Award Categories and Sizes

Transportation (includes highways, transit, airports, ports, etc.) with:

- Constructed value less than \$5 Million
- Constructed value between \$5 Million and \$15 Million
- Constructed value greater than \$15 Million

Public Works (includes water, wastewater, flood control, parks, etc.) with:

- Constructed value less than \$5 Million
- Constructed value between \$5 Million and \$15 Million
- Constructed value greater than \$15 Million

Buildings (includes education, health care, research, offices, commercial, residential, hospitality, federal, state, county, city, etc.) with:

- New Construction
 - Constructed value less than \$25 Million
 - Constructed value greater than \$25 Million
- Renovation/Modernization
 - Constructed value less than \$10 Million
 - Constructed value greater than \$10 Million

Program Management

- Infrastructure (highways, transit, airports, ports, public works, parks, etc.)
- Buildings

Entry Requirements

Entry this year has changed to a completely electronic format. Each entry nomination project description package must follow these guidelines:

- Three (3) copies of the CD/DVD of nomination in PDF (7.0 or later) file format
- Photos should be embedded as well as in separate files.
- Supporting materials available as hard copies, such as newspaper clips, should be scanned and incorporated into the PDF
- 8-1/2" x 11" portrait page size, minimum 10 point font, 1" margins
- Entry form completed and inserted as the first page
- Tabbed sections as indicated below

Write all narratives clearly and concisely. Provide information that best illustrates the merits of the entry with respect to the criteria. Complete all questions as each criterion will be evaluated and missing information will have an adverse effect on your score. Indicate N/A if a question is not applicable. The weight in scoring for each tabbed section is included in the requirements along with the maximum number of narrative pages allotted for each tabbed section. Be aware that if the text in a section is longer than the specified page limit, only the number of pages within the limit will be judged.

You are encouraged to supplement the entry with printed images and other supporting material such as press reports, awards information and recognition, and letters from clients. All supplemental materials must be contained within the PDF; however, any supplemental materials you submit are not included in the maximum page limits stipulated for each tabbed section. For photographs, please include full credit information

Tab 1: Team Information (2-page text maximum)

Provide name, address, phone, & email for each individual listed below.

- **Owner/Client:**
- **Construction Management Firm:**
- **Construction Management Key Team Members:**
- **Architect/Engineer:**
- **Builder:**
- **Design-Builder:**
- **Other Key Stakeholders:**

Tab 2: Project Description (10-page text maximum; 25% scoring weight)

- **Delivery Method:**
 - *CM-at-Risk, Design-Build, Design-Bid-Build, CM multiple primes, other.*
- **Market:**
 - *Health Care, Research, K-12, Higher Education, Justice, Commercial, Residential, Hospitality, Industrial, Federal, Civilian, DOD, City/County/State Government, Highway/Bridge, Transit, Public Works, Airport, Marine Port, Public Works, other.*
- **General Description:** *(Provide brief narrative on each topic below.)*
 - *Scope of project/program;*
 - *Type of construction materials;*
 - *Building systems; and*
 - *Means and methods.*
- **Complexity:**
 - *Describe unique characteristics of the project/program, including challenges, restraints, solutions to problems, and achievements.*
- **Awards:**
 - *Indicate and describe any awards project/program has received from other industry or professional organizations.*
- **Customer Satisfaction:**
 - *Provide any letters received by the client, A/E, users, and other key stakeholders.*

Tab 3: Overall Management (20-page text maximum; 75% scoring weight)

- **Management Efforts:**
 - **Quality Management:**
 - *Approach to quality control/quality assurance during all phases contracted for, i.e. pre-design, design, etc.*
 - **Cost Management:**
 - *Approach to cost controls during all phases contracted for, i.e. pre-design, design, etc.*
 - *Provide change order data and discussion. Describe any growth addressing % owner's changes, % differing site conditions, and % errors and omissions.*
 - *Identify claims, if any, and mitigation efforts and results along with the approach to conflict resolution.*
 - **Schedule Management:**
 - *Discussions of schedules successes including changes in the original schedule (reasons for delays, extensions in time or acceleration).*
 - **Safety Management:**
 - *Identify number of accidents, if any, and mitigation efforts and results.*
- **Innovation and Creativity:**
 - *Describe innovation and creativity, if any, employed by the CM on this project/program including the use of new technology, unique means and methods, unique ways of resolving problems or conflicts, electronic/Web-based management systems, etc.*
- **Customer Service:**
 - *Identify any special or unique owner/client needs addressed by the CM firm for this project/program. Briefly summarize in what specific ways the nominated project/program is an example of the successful application of CM services, principles, and standards of practice in meeting the needs of the owner/client.*



2012 Project Achievement Award Entry Form

Complete and submit this form as the first page of the entry nomination package. Deadline for receipt of entry nomination package: **Wednesday, February 29, 2012, 4:00 p.m.**

General Information on Entry

Mark the appropriate box for this entry: Transportation Public Works Buildings Program Management

Name of Project/Program _____ Date Started _____ Date Completed _____

City _____ State _____

CM Firm(s)/Partners/Joint Venture _____ Owner/Client _____

Award Categories & Sizes

Mark the appropriate box for this entry based on constructed value. Select one major category and a subcategory as appropriate.

TRANSPORTATION (includes highways, transit, airports, ports, etc.)
 Less than \$2.5 Million Between \$5 and \$15 Million Greater than \$15 Million

PUBLIC WORKS (includes water, waste water, flood control, parks, etc.)
 Less than \$2.5 Million Between \$5 and \$15 Million Greater than \$15 Million

BUILDINGS (includes education, health care, research, government, etc.)
New Construction: Less than \$25 Million Greater than \$25 Million
Renovation/Modernization: Less than \$10 Million Greater than \$10 Million

PROGRAM MANAGEMENT (includes highways, transit, airports, ports, etc.)
 Infrastructure (including transportation/public works as described above) Buildings

Payment Information

Fees per entry / nomination are
\$200/Members and \$300/Non Members

Check Enclosed (Payable to CMAA San Diego Chapter)

Affirmation

Nominators Name _____ Title _____

Name of Submitting Firm/Partners/Joint Venture _____

Mailing Address _____

Phone _____ Email _____

Contact (if different from Nominator) _____

Phone _____ Email _____

In submitting this nomination, I affirm that to the best of my knowledge, the information provided in this nomination is accurate and correct. I further agree that the information and images provided by my firm may be used by CMAA as it determines for promotional purposes.

Authorized Signature _____ Date _____

Submit Nominations to:

Wayne Papac
RBF Consulting
9755 Clairemont Mesa Blvd., Suite 100
San Diego, CA 92124

Entry Fees (check only) payable to:

CMAA San Diego Chapter

Questions regarding submission:

CMAA San Diego Chapter Office
562-434-8409
cmaasd@cmaa-sd.org