



CMAA GULF COAST CHAPTER

2017 CMAA Gulf Coast Chapter PROJECT ACHIEVEMENT AWARD ENTRY REQUIREMENTS

General Information

The annual CMAA Gulf Coast Chapter 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 be completed during the period starting June 3, 2016 and ending June 2, 2017. This competition is open to all CMAA members and non-members. Multiple entries from one firm are accepted.

The competition is open to all firms having established offices within the Gulf Coast Chapter geographic region (Louisiana, Mississippi and Alabama counties/parishes as defined here: <http://cmaanet.org/find-regional-chapter>). The project must have been managed from or constructed within the geographic boundaries of the Gulf Coast Chapter. International projects must be managed from the Gulf Coast Chapter geographic region.

All entries must be received **by 5:00 pm on Monday, May 22, 2017**. Entries may be submitted electronically or on a USB flash drive. Hard copy submissions are not acceptable. For electronic submission, please send all files, including images (not just embedded in PDF or PPT files) to LCookmeyer@TrigonAssociates.com via Dropbox, Google Drive or similar service.

Include entry fee with each entry nomination package. Submit entry fee online through PayPal (to cmaagulfcoast@gmail.com) or check payable to **CMAA Gulf Coast Chapter**. Mail nominations and checks to:

CMAA GCC
P.O. Box 52605
New Orleans, LA 70152

Questions should be directed to Lisa Cookmeyer at LCookmeyer@TrigonAssociates.com / 504.585.5767 no later than 5:00 pm, May 22, 2017.

The Project Achievement Awards Review Committee is composed of owners and professionals in the construction management industry. In judging the entries, the Committee will consider outcomes, overall management, safety, quality management, cost management, schedule management, complexity, sustainability, 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 May 2017.

Winners in all categories/market sectors will be showcased through the Gulf Coast Chapter professional development series, press announcements and social media.



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Submittal Instructions

Please submit your pdf file on USB drive or electronically to LCookmeyer@TrigonAssociates.com (via Dropbox, Google Drive or similar service) by 5:00 pm, on Monday, May 22, 2017. Project entries should be placed in the category with the best fit. Multiple entries from one firm are allowed. If a joint venture relationship, both firms must be documented in the submission. Entries may be submitted in more than one category and may be awarded in more than one category. **If a nomination is submitted in more than one category, separate entries must be made for each category.**

The entry fee is **\$150 for member firms and \$200 for non-member firms**, which must be paid before entries can be judged. All entries become the property of CMAA GCC. The information and images submitted may be used for promotional purposes by CMAA.

Each online entry will consist of two (2) parts:

1. The Entry Form along with the project description package must be submitted as a PDF document. The PDF must follow these guidelines:
 - All text and supporting materials must be included in a single PDF.
 - Supporting materials available as hard copies, such as newspaper clips, should be scanned and incorporated into the PDF.
 - Page size should be 8-1/2 x 11 inches, portrait orientation.
 - Minimum 12-point font size and one-inch margins
 - Single or double-spaced text
 - Follow tab organization as described below.
2. Digital images shall be submitted in JPEG or TIF format.

Make your narratives clear and concise, showing merits of your entry with respect to the criteria, particularly the construction manager's contributions to the success of the project. Complete all questions. 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 owner/client testimonials and quantifiable project outcomes. All supplemental materials must be contained within the PDF. These supplemental materials, however, do not count against the maximum page limits for each tabbed section.

For photographs, please include high resolution (300dpi) images of the project – three (3) during construction and three (3) of the finished project. Include full credit information for photographs. Submitter grants CMAA the right to use photographs submitted for marketing use by the association.



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Entry Form

Each nomination must include the completed entry form (see end of this packet) as the first page of the nomination package. Be sure to provide an original signature in the Affirmation portion of the entry form.

Part One: Team Information (1-page text maximum; no scoring weight)

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

- Owner/Client
- Construction or Project Manager
- Designer
- Architect
- Engineer
- General Contractor
- Other Key Stakeholders

Part Two: Project Description (1-page maximum; no scoring weight)

- Brief description of project to include location, construction value, and contract term.

Part Three: CM Innovation and Contributions (30% scoring weight)

- Provide a statement not exceeding 350 words describing the unique contributions the CM made to the success of this project or program. Questions to consider:
 - What did the CM do that was unique and special?
 - What did the applicant provide that another CM/PM firm would not or could not have provided? Stress how the CM solved a problem, created an opportunity, or overcame challenges.

Part 4: Supporting Information (5-page maximum; 40% scoring weight)

Provide detail to support the statement(s) made in Part Three. Focus on as many of the areas listed below as may be appropriate to the project. Everything submitted in Part Four must relate to and support statements made in Part Three. It is not necessary to address all of the areas below. The judges will look for evidence of innovation and creativity on the part of the CM. Your project's uniqueness may involve only one or two of these elements. Focus on those strong points and make your case. Do not provide detailed descriptions of materials, methods, and processes that are well known and commonly used.

- | | |
|--|---|
| <input type="checkbox"/> Overall management | <input type="checkbox"/> Public awareness |
| <input type="checkbox"/> Team leadership | <input type="checkbox"/> Risk mitigation |
| <input type="checkbox"/> Project delivery method | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Quality management | <input type="checkbox"/> Lean methods |
| <input type="checkbox"/> Cost management | <input type="checkbox"/> Use of technology |
| <input type="checkbox"/> Schedule management | <input type="checkbox"/> Unique challenges and CM responses |
| <input type="checkbox"/> Safety management | |
| <input type="checkbox"/> Customer service | |

Part Five: Outcomes (3-page maximum; 30% scoring weight)

- Client/owner letters or testimonials (10%)
- Schedule performance (5%) – Did the project meet schedule requirements?



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- Cost performance (5%) – How did final cost compare to budgeted amount?
- Claims (5%) – Were there any claims associated with the project?
- Safety, including OSHA recordable injury/illness rates (5%) – What was the project's safety record?



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2017 PROJECT ACHIEVEMENT AWARD ENTRY FORM

Complete and submit this form as the first two (2) pages of the entry nomination package.

General Information on Entry

Name of Project/Program/Program Phase:

Location:

Date Started:

Date Completed:

Award Categories & Sizes (Mark the appropriate box for this entry.)

(Please note that the award categories have changed.)

- Transportation** (highways, bridges, rail, aviation, maritime)
 - Constructed value under \$10 Million Constructed value under \$50 Million
 - Constructed value over \$50 Million

- Education** (K-12, colleges/universities, libraries)
 - Constructed value under \$10 Million Constructed value under \$50 Million
 - Constructed value over \$50 Million

- Water/Wastewater** (storage, conveyance & treatment, industrial, and power/utilities)
 - Constructed value under \$50 Million Constructed value over \$50 Million

- Healthcare**
 - Constructed value under \$10 Million Constructed value under \$50 Million
 - Constructed value over \$50 Million

- Commercial/Sports/Entertainment/Hospitality**
 - Constructed value under \$50 Million Constructed value over \$50 Million

- Government** (Federal/State/Local)
 - Constructed value under \$50 Million Constructed value over \$50 Million



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Residential/Mixed-Use

- Constructed value under \$10 Million Constructed value under \$50 Million
 Constructed value over \$50 Million

Environmental (wastewater reuse, ecosystem management, flood control)

- Constructed value under \$50 Million Constructed value over \$50 Million

Payment Information

- \$150 – member firms \$200 – non-member firms
 Online payment Check Mailed (payable to CMAA, Gulf Coast Chapter)

Affirmation

Nomination Submitted By:

Title:

Name of Firm:

Mailing Address: Email:

Phone:

Fax:

Correspondence Contact (if different from signer):

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:** _____