



**Georgia Branch,
Associated General Contractors of America, Inc.**

1940 The Exchange, Suite 100 • Atlanta, GA 30339-2002
678.298.4100 • Fax: 678.298.4101 • www.agcga.org

January 4, 2010

RE: Georgia Branch, AGC's 2010 Build Georgia Awards Program

Dear Specialty Contractor Member:

The beginning of each year means it is time to start thinking about the outstanding projects your firm completed this past year, and consider nominating one or more of these for the Build Georgia Awards Program. This year marks the 21st year for this successful program developed by Georgia Branch, AGC to recognize and honor construction excellence and the project teams for their outstanding performance.

For some of you, participating in the awards program is an annual tradition for your firm, and we look forward to seeing your nominated projects again. We encourage more of our Chapter members from around the state, including our newer members, to consider participating if you have not done so before. Your project competes against other projects with similar contract amounts within your discipline.

Program finalists receive special recognition at the Build Georgia Awards ceremony on June 8, 2010 during Georgia Branch, AGC's Annual Convention (June 6-9) in Hilton Head, SC at The Westin Hilton Head Island Resort & Spa. First place winners receive awards and are featured in the 2010 Fourth Quarter Leadership Issue of *Georgia Construction Today* magazine, and the *Atlanta Business Chronicle's* Construction Industry Special Focus Section published June 11, 2010. **You will be notified by mail in early April if your firm has placed as a finalist in the competition. First place winners and merit award recipients are announced at the Annual Convention Awards Ceremony.**

All entries, regardless of whether they place as a finalist, receive an 11" x 17" plaque which includes an 8" x 10" color photo of your project. This is great to display at your office to boost employee morale and pride as well as to show off your best work to the state's contractor and design community, owners, thus enhancing your image and reputation in the marketplace.

COMPLETED AWARD SUBMITTALS MUST BE RECEIVED AT THE CHAPTER OFFICE BY 5:00 PM WEDNESDAY, FEBRUARY 10, 2010.

For your convenience, an awards program brochure, including a nomination form and a new checklist is included with this letter to help you organize your award submittal and make sure all requirements are met. You will need to complete and return the checklist with your submittal package. If you have questions or need help getting started with your entry, please contact me at 678.298.4106 or abercrombie@agcga.org. Visit www.agcga.org for additional copies of the brochure, nomination forms, checklist and other pertinent information regarding this award submittal. Click on *About Georgia Branch, AGC* and select *Build Georgia Awards*.

Don't miss out on this opportunity to celebrate your firm's construction excellence!

Sincerely,

Alyson B. Abercrombie
Director, Communication and Marketing

Enclosures

2010 Build Georgia Awards Program Brochure for Specialty Contractor Nominations
2010 Build Georgia Awards Program Checklist for Specialty Contractor Award Submittals

Checklist for Specialty Contractor Award Submittals

in the Georgia Branch, AGC
2010 Build Georgia Awards Program



In an effort to help members successfully complete their Build Georgia Award submittal package, Georgia Branch, AGC is providing this checklist. Once you have completed this checklist and marked off each item, **place it in the inside left pocket of your 3-ring binder** acknowledging all requirements have been met for entry into the specialty contractor division of the Georgia Branch, AGC Build Georgia Awards. **If submitting more than one entry**, complete only ONE checklist, but make sure it applies to all of your nominated projects. Place the checklist in the inside pocket of one of your submittal binders.

Reminders

- We understand our firm must be a Specialty Contractor member in good standing with Georgia Branch, AGC, and current with membership dues as of February 10, 2010.
- Our project is located in Georgia and was completed during the 2009 calendar year.

Submittal Requirements

- Our project submittal is organized in the following format within a 3-ring binder that is marked on the **cover and spine** with both our company name and project name.
 - Inside Front Pocket
 - Completed Checklist
 - Plaque Photo (*With requested information included on back of photo*)
 - One Entry Check
 - Secure in the brackets of 3-Ring Binder in the following order:
 - Completed Nomination Form
 - Table of Contents
 - Presentation Summary – 150 words or less
 - Executive Summary of your written award narrative – one page or less
 - Project Narrative addressing 5 of 6 judging criteria (*may include photos arranged in text*)
 - Project progress and completion photos
 - References
 - Letter(s) of Commendation
 - Any supplemental info you deem necessary
- In a separate box or envelope that is clearly marked with both our company name and project name, we have included **10** paper-clipped color copies of all contents in our submittal binder. The nomination form, which is Page 4 of the Build Georgia Brochure, is the cover of all copy packets. (For multiple project submittals by one firm, please include each project's set of 10 copies in one box – clearly group these sets.)
- We emailed our color company logo (*jpg or tif files only*) AND the text of our Presentation Summary in a Word Document to abercrombie@agcga.org.

Contact Alyson Abercrombie, Director of Communications and Marketing who serves as the award program liaison at 678-298-4106 or the above listed email with questions about completing your Build Georgia submittal.

**Complete and place this checklist in the inside front pocket of your award submittal binder.
Return to Georgia Branch, AGC by 5:00 pm on Wednesday, February 10, 2010.**



2010
BUILD
Awards
SPECIALTY CONTRACTOR
GEORGIA

**Demonstrate to prime contractors and owners
the pride you have in their project while recognizing
your employees for a job well done . . .**

CALLING FOR NOMINATIONS TO CELEBRATE CONSTRUCTION EXCELLENCE!

Georgia Branch, AGC announces the 2010 Build Georgia Awards Program and invites you and your firm to participate. Each year, this successful program brings the contractor community together at the Chapter's Annual Convention in June to recognize and celebrate construction excellence in our state.

Both general contractor and specialty contractor members participate in the awards program by nominating one or more of their own unique and special projects completed in 2009. General contractors receive a similar, but different program brochure and nomination form, however, all nominated projects have to meet the same qualification guidelines and satisfy the same judging criteria.

This is the 21st year Georgia Branch, AGC has offered the Build Georgia Awards Program. Please take advantage of this great opportunity to showcase your firm's talents while you join with other industry leaders to celebrate the collective contributions made in improving the quality of life in the communities where you live, work and play.

Your participation can pay huge dividends to your firm far outweighing the effort it takes to prepare an award submittal package. Take advantage of this opportunity to spread the word about your firm's great work — Act Now and Start the Entry Process Today!

CALL for
nominations

ENTRY FEE
\$325 PER PROJECT

ENTRY DEADLINE
WEDNESDAY,
FEBRUARY 10, 2010

**All award information (brochure, nomination forms, checklist) can be found at www.agcga.org by clicking on "About Georgia Branch, AGC" and selecting "Build Georgia Award."*



WHAT IS THE BUILD GEORGIA AWARDS PROGRAM?

Georgia Branch, AGC started the Build Georgia Awards Program in 1989 as an opportunity to recognize general contractor members and their construction teams for outstanding performance on some of Georgia's most noteworthy construction projects. Several years later, the program began recognizing specialty contractors for their projects as well. Today, the awards program is one of the many valued services Georgia Branch, AGC provides to its member firms where construction excellence is recognized and honored among peers, with owners and buyers of construction services, design team professionals and project team members.

WHO IS ELIGIBLE TO PARTICIPATE?

This program is open to general and specialty contractor members in good standing with the Chapter. This brochure and nomination form is for specialty contractor members. Visit www.agcga.org for General Contractor brochure and nomination form.

WHAT PROJECTS QUALIFY?

Only projects built in Georgia and completed in 2009 can be nominated for the 2010 Build Georgia Awards program. Projects eligible for competition include those in the following disciplines:

- ◆ Carpentry/Woodworking
- ◆ Concrete
- ◆ Electrical
- ◆ Masonry
- ◆ Finishes/Painting
- ◆ Mechanical
- ◆ Roofing
- ◆ Sitework

BENEFITS OF PARTICIPATING

1. You have multiple opportunities to promote your best work to the state's contractor and design community, as well as owners and buyers of construction services, thus enhancing your image and reputation in the marketplace.
2. Each nominated project receives an 11" x 17" engraved, wooden plaque with a photo of the construction project (8" x 10" photo must be provided by your firm). After learning if your project placed in the competition, additional plaques can be purchased for \$125 each and given to an owner, prime contractor, architect, engineer, project manager, and/or superintendent as a token of your appreciation for your relationship with them.
3. Once winners are announced, you can cite the project in your marketing materials as either a first place winner, a merit award recipient or an award program nominee of Georgia's industry award competition for construction excellence to help earn new work.
4. Winning firms are honored among their peers at the Build Georgia Awards Ceremony on the morning of June 8, 2010 during the Georgia Branch, AGC's Annual Convention, June 6-9 at The Westin Hilton Head Island Resort & Spa in Hilton Head, SC. During the Awards Ceremony, a special trophy and/or plaque is given to members of the team in attendance depending on the project's placement in the competition.
5. All first place projects are highlighted in the *Atlanta Business Chronicle's* Construction Focus, published June 11, 2010, with a readership of more than 210,000. They are also featured in the fourth quarter Leadership Issue of the 2010 *Georgia Construction Today* magazine which is mailed to all members of Georgia Branch, AGC, AIA of Georgia, ACEC of Georgia and the Atlanta Chapter of BOMA. Merit award recipients are also listed in this magazine.
6. Employee morale and productivity increases when projects are singled out and recognized for their excellence.

HOW ARE WINNERS SELECTED AND ANNOUNCED?

A panel of judges who represent different aspects of the design/construction industry review award submittals. **Keep in mind their emphasis is on the construction process and challenges you faced and not on the building's aesthetics and amenities.** Competing projects are grouped based on their discipline and contract amounts. First place winners and merit award recipients are named from each category.

The primary staff contact for a project is notified by mail if their firm's project places in the competition as a finalist. At the Annual Convention, the first place winner from each group is announced, and the remaining finalists are announced as merit award recipients.

IMPORTANT DATES AND ENTRY FEES

- ◆ Completed entries must be submitted no later than 5:00 pm on Wednesday, February 10, 2010. (NO EXCEPTIONS)
- ◆ A \$325 non-refundable entry fee is applicable for each nomination. If your firm is submitting multiple projects, please combine all entry fees in one check payable to Georgia Branch, AGC.
- ◆ A higher entry fee applies for projects submitted as a joint venture, please contact Georgia Branch, AGC for more details.

JUDGING CRITERIA

Each entry is judged on how well the project showcases and exemplifies Skill, Integrity and Responsibility. Be sure to address in your submittal narrative how well the project meets five of the following six criteria:

- I. Exceptional project safety performance (**Mandatory Category**)
Include safety accomplishments, your safety record and any lost time accidents.
Projects experiencing ANY work-related jobsite fatality do not qualify for consideration.
(Relates to ALL personnel working on project - direct hires and employees of subs, sub-sub, etc.)
- II. Overcoming the challenge of a difficult project
- III. Innovation in construction techniques and materials
- IV. Application of sustainable building practices and/or green construction methods
- V. Excellence in project management and scheduling
In addition to other accomplishments in this area, refer to your timeliness of project completion and ability to stay within budget.
- VI. Dedication to client service and customer care

PREPARING YOUR AWARD SUBMITTAL

1. Start by completing the nomination form on page 4. You can either detach the form from this brochure or find additional copies under the About Georgia Branch, AGC link at www.agcga.org. Information on the nomination form will assist you in identifying characteristics of this project that are useful in preparing the submittal's narrative.
2. All submittal content specific to one project needs to be placed in one 3-ring binder. Mark the cover and spine with your company and project name. This binder is returned to you after the Build Georgia Awards Ceremony in June.
3. In a separate container from your formal 3-ring binder, provide 10 paper-clipped (no staples, no tabs) color copies of all submittal content. A copy of the nomination form must be the cover page of these paper-clipped copies. Your 3-ring binder submittal is used by Chapter staff throughout the awards process and displayed at the Annual Convention. Color copies of your submittal package are mailed to judges in advance of their group meeting to give them more time to review and evaluate each award entry. Representatives from the *Atlanta Business Chronicle* and *Georgia Construction Today* also receive copies of your submittal should it place in the competition.
4. Include two summaries in your submittal. The first is a "Presentation Summary" no more than 150 words, highlighting key points that make this project unique and award-worthy. If your project is a finalist in the competition, the presentation summary is used to introduce it during the Awards Ceremony.
5. The second requested summary is an "Executive Summary" - no more than one page - providing judges highlights of what is included in your submittal narrative.
6. Please limit your project's written narrative to six pages, not including the presentation and executive summaries. Succinctly describe how your project meets at least five of the six judging criteria. Provide clear direction on what topic you are addressing by using the criteria name as the heading of each section of your narrative. Be sure to number the pages in your award submittal and include a table of contents immediately following your nomination form within your submittal binder.
7. It is important to document your project's progress with key photos to support your narrative. Entries must include progress and completion photos. In consideration of your time and the judge's ease of viewing, limit photos to critical progress and completion photos. Consider printing multiple photos on one page to limit the number of pages to be reviewed. Ultimately, the presentation is your decision, but an excess of photos is cumbersome to review.
 *Please include one 8" X 10" color photo in the front inside pocket of the binder of the finished project marked with a label on the back reading Plaque Photo. This photo is used on your project's plaque. Submit the best quality photo available - do not submit photo printed on copier paper. Should your project place as a first place winner, AGC releases a digital scan of this photo to the media. If your "plaque photo" requires a **PHOTO CREDIT**, please include the appropriate credit ON THE PHOTO LABEL. If the photo does NOT need a photo credit, please include "No Credit Needed to Reprint" on the label.
8. Provide three references: one architect and/or engineer, one owner and one prime contractor involved with the project. Include a contact name, company name, address and phone for each reference. Please include a letter of commendation from one reference.
9. At the time of entry, email a color company logo (jpg or tif files only) AND the 150 word Presentation Summary text (in a Word document) to Alyson Abercrombie at abercrombie@agcga.org.
10. Review the Checklist for Specialty Contractor Award Submittals sent with this brochure to help you organize your award entry and make sure you have included everything before sending to AGC. **Also remember to send in your completed checklist in your entry book.**

TIP!

During the review process, judges read many submittals. They make positive comments about the ones that are "easy to read." Please have someone in your office not involved with the project read your narrative. Do they have questions? Do they understand why the project is award-worthy? How they respond could be a precursor to how the judges evaluate your entry.

GEORGIA BRANCH, AGC

2010 BUILD GEORGIA SPECIALTY CONTRACTOR AWARD NOMINATION FORM

ENTRY DEADLINE: Wednesday, February 10, 2010 ♦ ENTRY FEE: \$325 per project

1) What discipline best fits your project?

- Carpentry/Woodworking Concrete Electrical Masonry Mechanical
 Finishes/Painting Roofing Sitework Other _____

2) What category represents your project's contract amount?

- Under \$250,000 \$ 250,000 - \$1 Million Over \$1 Million

NOTE: Judges have the discretion to use the information above in developing award categories to assure proper competition for all specialty contractor projects.

Company Name: _____

Address: _____

City, State, Zip: _____

Chief Executive Officer: _____

(Or the name and title of the person approving nomination of this project and the accuracy of the entry's narrative)

Project Title: _____

(Print clearly! This title is used on the project's photo plaque.)

Project Prime Contractor: _____ Project Architect/Engineer: _____

Project Owner: _____

Project Physical Address: _____

Project Manager: _____ Project Superintendent: _____

Project Contract Amount: _____ Project Begin Date: ____/____/____ Project End Date: ____/____/2009

Primary staff contact for questions pertaining to entry preparation and content:

Name: _____ Title: _____

E-mail Address: _____ Phone: _____

**Return this entry form with a check, your project submittal in a three-ring binder,
10 color copies of the submittal content and a completed checklist to:**

Alyson Abercrombie; Georgia Branch, AGC; 1940 The Exchange; Suite 100; Atlanta, GA 30339

Questions: Contact Alyson, Director of Communications and Marketing at 678.298.4106 or abercrombie@agcga.org.

Submitting more than one nomination? Combine all entry fees into a single check and include it in the inside pocket of any entry book.

Thank you for participating in Georgia Branch, AGC's 2010 Build Georgia Awards Program! Good Luck!