

2018 Partnership for Excellence in Contract Administration Awards

Recognizing Excellence in Contract Administration

A Joint AGC/WSDOT Award



2017 Eastern Washington Project Winner
SR 20, Loup Loup Pass

Categories

Eastern Washington **

- Projects Less than \$3,000,000
- Projects \$3,000,000 to \$10,000,000
- Projects Greater than \$10,000,000

Western Washington **

- Projects Less than \$3,000,000
- Projects \$3,000,000 to \$10,000,000
- Projects Greater than \$10,000,000

Design Build – Statewide

- Projects Less than \$30,000,000
- Projects 30,000,000 and Greater

Contacts

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This Award is intended to:

“Recognize and encourage extraordinary achievement due to the Contractor - WSDOT partnership responsible for delivering transportation projects in a timely, professional, and responsive manner while also considering the needs of others who are affected by the project.”

Key Elements

Key elements of effectiveness include a partnered atmosphere with empowered project team members who are able to recognize and overcome obstacles, initiate effective public involvement, maintain effective and open communication between all stakeholders and streamline project administration where appropriate.

Eligibility

To be eligible for an award, a project must be administered by WSDOT and have the major construction activities completed. Nominations received after the deadline will be kept on file until the next year for judging.

Application

WSDOT encourages a collaborative effort between the Project Engineer and the Contractor when assembling information for the application package. However, either party can initiate the process. See application for additional details.

Evaluation Criteria

Criteria for selection is divided into six categories as follows:

1. Customer-Focused Administration
2. Innovative Problem Solving
3. Overcoming Extraordinary Challenge
4. Effective Contract Administration
5. Timely Completion of Project
6. Safety

Selection Process

All nominations must be received **on or before October 31, 2018**. A representative from the Project Office and the Contractor must be available for scheduling an interview in November. A panel of impartial judges will review all applications, decide who to interview and decide for each category whether an award is warranted and if so who should receive the award.

Awards Presentation

The AGC/WSDOT Lead Team will contact the winning project teams and present the **Partnership for Excellence in Contract Administration Awards** during the Annual AGC/WSDOT Joint Meeting.

*** Determination of Western/Eastern Washington will be based on Region boundaries of the Region in which the physical work took place.*



Nomination Form 2018 - Instructions

A valid application package for nomination must include:

- 1) A single complete nomination form reviewed and signed by both the contractor and the project engineer
- 2) A brief overview of the nominated project
- 3) 5 to 10 project photos displaying different views of the project

Projects will be judged using the following evaluation criteria:

- 1) Customer-Focused Administration
 - Effectively mitigates impacts to the traveling public, general public, adjacent businesses and residents
 - Effectively communicates the project and its impacts with stakeholders and customers
 - Establishes effective means for community recognition of the project, the difficulties the project faces, the team's efforts and successes in overcoming challenge
 - Effective use of subcontractors and/or resource support groups
- 2) Innovative Problem Solving
 - Extraordinary obstacles overcome in the delivery of the project
 - Extraordinary coordination and/or cooperation with other work on or adjacent to the project
 - Disputes that are resolved timely to the benefit of all parties and customers
 - A team that is focused on outcomes rather than processes and utilizes an effective disputes resolution process.
 - Upon submittal of a nomination, there are no outstanding disputes
- 3) Overcoming Extraordinary Challenge
 - Emergency contracting
 - Special or unique unexpected features that were encountered
 - Use of unique construction methods
 - The team's ability to overcome adversity
 - A uniqueness of the project itself or some aspect of implementing or delivering the project
- 4) Effective Contract Administration
 - Effective administration of change orders
 - Materials documentation tracked, current and complete
 - i. Material documentation approved prior to installation
 - ii. The Region's ability to manage and certify materials in a timely manner
 - Timeliness of the project's required contract paperwork
 - Shop drawings and other submittals were provided early and were complete
 - Compliance with all labor requirements (Wages, DBE, MWBW, Apprentice)
 - Open and frank Contractor/PE communication/evaluations
 - Effective assistance provided to each other in support of these goals



Washington State
Department of Transportation

5) Timely Completion of Project

- All aspects of the work completed in a timely manner,
 - i. From paperwork to project completion
- Effective and timely use of project schedule
- Environmental issues are effectively addressed
- The progress of work is enhanced in some manner
- Effective or innovative management of traffic in an effort to reduce impacts and expedite project completion

6) Safety

- Employs effective worker safety
- Performs regular training, meetings and site evaluations
- Employs effective protection of the public's safety
- Effectively uses the various safety tools and devices available
- Effective measurement and responsiveness to accidents occurring on the project, both internal and external

For Questions contact: Heidi Jensen, Documentation Engineer
jensenh@wsdot.wa.gov



Nomination Form 2018

“Partnership for Excellence in Contract Administration”
Award

Contract Number:

Project Name:

Contractor Name:

Project Engineer:

Date Project Accepted:

Category of Award:

Eastern Washington

- Projects Less than \$3,000,000
- Projects \$3,000,000-\$10,000,000
- Projects Greater than \$10,000,000

Western Washington

- Projects Less than \$3,000,000
- Projects \$3,000,000-\$10,000,000
- Projects Greater than \$10,000,000

Design-Build - Statewide

- Projects Less than \$30,000,000
 - Projects \$30,000,000 and Greater
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Brief Overview of Nominated Project
Project Description

Customer-Focused Administration

Innovative Problem Solving

Overcoming Extraordinary Challenge

Effective Contract Administration

Timely Completion of Project

Safety



WSDOT Applicant Team Name (Please Print)

WSDOT Applicant Team Signature

Contractor Applicant Team Name (Please Print)

Contractor Applicant Team Signature

Application must include a completed nomination form, overview, narrative, photos and any other appendices as described in the "Nomination Form 2018 - Instructions". Application must be received on or before October 31, 2018.

Mail to: Partnership for Excellence in Contract Administration Award
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