

2017 Partnership for Excellence in Contract Administration Awards

Recognizing Excellence in Contract Administration

A Joint AGC/WSDOT Award



**2016 Statewide Special Mention Winner
Nooksack River Shoulder Washout**

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

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

Statewide

- Special Mention City/County or Other Project Administered by the WSDOT/Contractor Team

“Recognize and encourage extraordinary achievement by 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 have most of the major construction activities completed.

Evaluation Criteria

There are six (6) criteria categories for the **Partnership for Excellence in Contract Administration Awards**. Each category will be weighted 100 points each for a total of 600 points possible. The criteria categories are: Customer-Focused Administration, Innovative Problem Solving, Overcoming Extraordinary Challenge, Effective Contract Administration, Timely Project Completion and Safety.

Application Package

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. Each entry must include:

- 1) A single completed nomination form signed by both the Contractor and the Project Engineer.
- 2) A brief overview of the nominated project.
- 3) 5 – 10 project photos displaying different views of the project.

Selection Process

All nominations must be received **on or before October 31, 2017**. A representative from the Project Office and the Contractor must be available for an interview.

Nomination received after the deadline will be kept on file until the next year for judging.

A panel of impartial judges will interview (by phone) all nominated teams for the category submitted. However, at the panel’s discretion, and upon review of the nominations submitted, a decision may also be reached to forego an award altogether for a particular category.

Awards Presentation

The AGC/WSDOT Lead Team will contact the winning project team and present the **Partnership for Excellence in Contract Administration Awards** during the Annual AGC/WSDOT Joint Meeting and the WSDOT Annual Statewide Project Engineer’s Conference.

Contacts

Dan Gasche
WSDOT Construction Office
(360)705-6970
gasched@wsdot.wa.gov

Jerry VanderWood
Associated General Contractors
(360)352-5000
jvanderwood@agcwa.com



Nomination Form 2017 - Instructions

Application Package for valid nominations must include:

- 1) A single completed nomination form signed by both the Contractor and the Project Engineer.
- 2) A brief overview of the nominated project.
- 3) 5 – 10 project photos displaying different views of the project.

Evaluation Criteria will be judged using the following:

- 1) Customer-Focused Administration
 - Effectively mitigates impacts to the public, adjacent businesses and residents.
 - Employs an effective public involvement program.
 - 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 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.
 - The speed at which problems are resolved or the ease of their resolution.
- 3) Overcoming Extraordinary Challenge
 - Emergency contracting.
 - Special or unique features that were encountered.
 - Use of unique construction methods.
 - The team's ability to overcome adversity.
 - Something extraordinarily different about this project compared to work on an adjacent project or previous efforts.
 - A uniqueness of the project itself or some aspect of implementing or delivering the project.
- 4) Effective Contract Administration
 - Effective administration of change orders.
 - Material documentation requirements that are provided early.
 - Material documentation that is received with the material prior to installation.
 - The Region's ability to manage and certify materials used in a timely manner.
 - Timeliness of the project's materials and other required contract paperwork.
 - Shop drawings and other submittals are provided early and are complete.



Washington State
Department of Transportation

- Ability to close project in a timely manner, all Affidavits of Wages Paid are submitted.
 - Compliance with labor requirements by both the Prime Contractor and subcontractors. (Wages, DBE, MWBW, Apprentice)
 - Open and frank Contractor PE evaluations indicating good performance.
 - Effective assistance provided to each other in support of these goals.
- 5) Timely Completion of Project
- All aspect of the work completed in a timely manner, from paperwork to project completion.
 - Prompt submittal and effective 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.
 - 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 project personnel and external accidents involving the public.

Submit completed nomination forms with Contractor and Project Engineer signature to:

Partnership for Excellence in Contract Administration Award
c/o Dan Gasche
Construction Administration Specialist
Washington State Department of Transportation
P.O. Box 47354
Olympia, WA 98504-7354

-or-

Via email to:

gasched@wsdot.wa.gov



Nomination Form 2017

“Partnership for Excellence in Contract Administration” Award

Contract Number:

Project Name:

Contractor Name:

Project Engineer:

Date Project Accepted:

Category of Award (*please underline one category*):

Eastern Washington

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

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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

Completed nomination form, overview, narrative, and any other appendices must be received on or before October 31, 2017.

Mail to: Partnership for Excellence in Contract Administration Award
c/o Dan Gasche
Construction Administration Specialist
Washington State Department of Transportation
P.O. Box 47354
Olympia, WA 98504-7354
-or-
E-mail to: gasched@wsdot.wa.gov