

## 2021 Partnership for Excellence in Contract Administration Awards Nomination Form Instructions Page

### Application Package:

A valid application package must include:

- 1) A single, complete Nomination Form reviewed and signed by the Contractor and the Project Engineer (electronic signatures are acceptable)
- 2) 10 project construction photos showing unique construction methods, challenges that were overcome, and/or Partnering in the field:
  - At least two photos to show the completed project
  - Photos should be at their native resolution when taken (not resized smaller), and labeled with the name of the project
  - Identify two photos for use if project is selected to receive an award for canvas print

### NEW OPTIONAL SUBMITTALS FOR THE 2021 AWARDS

- *Drone video footage of project*
- *Recorded clips of WSDOT and/or the Contractor discussing challenges experienced during the project and why it was successful – 2 minutes max*

Videos and pictures submitted may be used during the award presentation.

### Submittal Process:

A valid application package must be submitted using the Dropbox platform at: [Submit files - Dropbox](#)

- The Dropbox site can be opened on a phone for easy access and information can be transferred from the phone's library by typing the URL above into the phone's internet browser or accessed on a computer using any browser
- Include the WSDOT Contract number in the name for all files, photos and videos uploaded

### Nomination Form:

Projects will be judged using the following evaluation criteria:

- 1) Customer-Focused Administration
  - Effectively mitigates impacts to the traveling public, 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 during project delivery
  - 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 complete and provided early
  - Compliance with all labor requirements (Wages, DBE, MSVWBE, Apprentices)
    - Apprenticeship requirements met or GFE accepted
  - Open and frank Contractor/PE communication/evaluations
  - Effective assistance provided to each other in support of these goals
- 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 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  
[jensenh@wsdot.wa.gov](mailto:jensenh@wsdot.wa.gov)