

Purpose

The Builders Exchange of Northwest Michigan, Inc., presents our *2010 Awards of Excellence* Program, which recognizes and promotes quality workmanship performed by contractors and their employees.

Eligibility Criteria

Any general contractor or subcontractor that is a member, in good standing, of the Builders Exchange of Northwest Michigan, Inc., may enter our traditional competition. To be considered "in good standing", a company must be current in their payment of annual membership dues and/or any other charges.

Rules of Submission

1. A registration fee of \$195.00 is required with each entry form. One entry form per project submitted. Make checks payable to The Builders Exchange. All entry fees are non-refundable.
2. The project entered must have been started by August 2008 and completed by August 20, 2010. Subcontractors may enter their contracted work, even if the rest of the project is not completed.
3. Projects submitted must be located within the following counties: Emmet, Charlevoix, Cheboygan, Otsego, Antrim, Leelanau, Grand Traverse, Benzie, Kalkaska, Manistee, Wexford, Missaukee, Roscommon, Mason, Lake, Osceola and Clare.
4. All accepted entries become the property of the Builders Exchange and may be used for publication, marketing, or for any other purpose the Exchange deems appropriate.
5. The Official Entry Form must be FULLY COMPLETED and submitted no later than August 20, 2010. One entry form per project submitted. Make copies as needed.
6. Upon submission of Entry Form, submit 6-8 color photographs depicting a variety of shots of the each entry. Pictures should correspond to eventual project description used in the program's script. Please email .tif files to Andrea Johns at ajohns@bxtvc.com.
7. The Awards of Excellence Committee may categorize, re-categorize and/or disqualify any entry after proper notification to the entrant. Categories may be adjusted by size/type of projects entered to promote competition, fairness and ease of judging.
8. Notice will be given of the date of judging to the project owner. The contractor or contractor representative should not be present at the judging.
9. Authorization by owner for project to be entered and judged on site must be obtained in advance by the member submitting the entry. Provide the name of owner's contact person on the entry form.

Dates and Time Line

- The project (or your portion) must have been started by August 2008 and completed by August 2010.
- Applications are due to the Builders Exchange Office by August 20, 2010 along with \$195 per entry.
- Narratives and pictures of the project must be completed by October 15, 2010.
- The list of projects submitted will be announced at the September 23, 2010 General Meeting.
- Judging will take place on Tuesday, December 1, 2010.
- Winners will be contacted in December 2010.
- Awards will be presented in January 2011 at the Awards Banquet.

MEMBER INFORMATION:

Name of Member Company _____ Date _____

Contact Person _____ Phone _____

Address _____ City, St, Zip _____

Email _____ Fax _____

CATEGORY

Projects may be entered by General Contractors, Construction Managers or Subcontractors.

(only one category per entry form):

A. General Construction

_____ under ½ Million\$ _____ ½ - 1 Million\$ _____ 1-5 Million\$ _____ over 5 Million\$ _____ over 10 Million\$

B. Renovation/Remodeling

_____ under ½ Million\$ _____ ½ - 1 Million\$ _____ 1-5 Million\$ _____ over 5 Million\$ _____ over 10 Million\$

C. Historical Renovation

_____ under ½ Million\$ _____ ½ - 1 Million\$ _____ 1-5 Million\$ _____ over 5 Million\$ _____ over 10 Million\$

D. Subcontractor

_____ under ½ Million\$ _____ ½ - 1 Million\$ _____ 1-5 Million\$ _____ over 5 Million\$ _____ over 10 Million\$

Suggested Categories for Subcontractor entries - identify your selection

- | | | |
|----------------------|------------------------|---------------------|
| a. Concrete | g. Insulation | m. Painting |
| b. Earthwork | h. Interior finishing | n. Roofing |
| c. Electrical | i. Landscaping | o. Sheet Metal |
| d. Exterior finishes | j. Low Voltage Systems | p. Structural Steel |
| e. Fire protection | k. Masonry | q. Misc Steel |
| f. Glazing | l. Millwork | r. Other _____ |

PROJECT INFORMATION

Name of Project _____

Address of Project _____ City, St, Zip _____

Name of Owner _____

Project Contact person _____ Phone _____

Architect Firm _____ Engineering Firm _____

Project Manager _____

Superintendent _____ Foreman _____

CONTACT INFORMATION

Include the contact names and information for the judges to interview and to gain access to the project.

AWARDS

Each winning entry will be awarded a beautiful trophy. Additional awards or plaques for project owners, project managers, superintendents, job foremen, or design professionals will also be available for purchase. You will be able to present these to your team at the awards banquet.

- Awards will be presented in January 2011, at the Awards Banquet.
- A video presentation of each winning entry will be shown during the banquet.
- Press releases will be made available to all forms of media.

Time Line (See attached sheet, Rules and Regulations)

- The project that you submit, must have been started by August 2008 and completed by August 2010. Reminder: if you are a subcontractor, **ONLY YOUR PORTION** must be done within this time frame.
- Applications are due to the Builders Exchange Office by Friday, August 14, 2010.
- Narratives and pictures must be completed by October 15, 2010. The projects will be announced at the September 23, 2010 General Meeting.
- Judging will take place on Tuesday, December 1, 2010.
- Awards will be presented in January 2011 at the Awards of Excellence Banquet.

JUDGING

The panel of judges will consist of a cross section of people in the commercial construction industry, community leaders, environment specialists, and others. The Judges will evaluate all entries and decide on the winners. Scoring will be based on visual appearance, project complexity, difficulty of installation, project conditions, constructability, coordination, site and landscaping, relationships, and other miscellaneous items.

Office use only	By: _____
Check _____	Credit Card _____
Date _____	Amount _____
Category _____	

Thank you for taking your time to submit a project for the 2010 Awards of Excellence, presented by the Builders Exchange of Northwest Michigan, Inc.

The Narrative is your explanation to the judges about your project. It is a tool, along with the site tour and conversations with project participants that will impact judging. Use the following **guidelines or suggestions** for organizing and preparing your narrative. Please remember that these are suggested topics and ideas. Use those that impact your project and help create the necessary picture of what made your project an award winning entry.

PROJECT DESCRIPTION

Describe the project you have submitted using the following items as suggestions or as guidance.

- Any history leading up to the project and how you were selected to perform the project.
- The "solution" or owner's need, which the project solved.
- Any unique design elements, techniques or materials planned for the project.
- Any schedule challenges.
- Any pre-planning strategies that enhanced the project constructability.
- Any other pre-construction challenge or issues, which were anticipated prior to construction.

CONSTRUCTION CHALLENGES

- Describe any unforeseen conditions, weather issues, etc.
- Describe design, material, and schedule changes during construction.
- Describe any labor challenges and/or skill issues.
- Describe how the above challenges or any others were managed to achieve a successful project.

WHY AN AWARD?

Consider and highlight efforts that were above and beyond what was expected from your company or individuals within your company during this project. Also consider highlighting the relationships between you and the owner or project manager. What made this project an award winning entry?

This narrative is your explanation to the judges about your project and can range from one page to many pages.

**Please send your narrative via fax or mail prior to October 15, 2010.
Thanks again for your time.**