

2024 Partnership for Excellence in Contract Administration Awards

Eligibility

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

Nomination Form Instructions

Purpose of Award

The purpose of the award is to recognize and encourage extraordinary achievement due to the Contractor-WSDOT partnership responsible for delivering transportation projects in a safe, timely, professional, and responsive manner while also considering the needs of others who are affected by the project.

Successful projects exemplify a partnered atmosphere with empowered team members who can recognize and overcome obstacles, promote and execute a safe project, initiate effective public involvement, maintain effective and open communication and streamline project administration, when appropriate.

Section 1 - General Project Information

Fill-in all fields for general project information. Contract amount is the bid amount. Actual amount is the final amount paid or the estimate at completion including all pending or executed change orders. Working days authorized is the number of days currently authorized, including all time added by change orders.

Section 2 - Category of Award

Select the appropriate category for the project. Use the bid amount for the project value.

Section 3 - Brief Overview of the Project

Describe the scope of the project. Applicants may use the project description from the Contract Provisions and/or describe the major scopes of work. Applicants may include major quantities to explain the magnitude of the project.

Section 4 - Project Achievements

The application should highlight project achievements in any of the following categories on the next page. Bulleted statements are provided as examples and may not apply to every project. Section 4 is limited to two pages and applicants are encouraged to highlight their team's very best accomplishments. Applications do not need to have entries in every category. Please tailor your accomplishments to how **team partnering** achieved them.



Projects will be judged using the following evaluation criteria:



Safety

- Project has an exemplary safety record and employs effective worker safety
- Performs regular safety training, meetings and site evaluations
- Employs effective protection of the work area and adjacent traveled way to ensure the public's safety
- Effectively uses the various safety tools and devices available
- Monitors and responds swiftly to safety incidents occurring on the project, internal and external



Effective Contract Administration

- Completes the project on time or ahead of schedule
- Completes all aspects of the work in a timely manner including paperwork
- Effectively uses the project schedule
- Effectively addresses environmental issues
- Resolves disputes timely to the benefit of all parties
- Effectively administers change orders
- Submits timely and complete materials documentation
- Proactively manages shop drawings and submittals
- Complies with all labor requirements (Wages, DBE, MSVWBE, Apprenticeship)



Customer-Focused Administration

- Mitigates impacts to the traveling public, adjacent businesses, and residents
- Communicates with stakeholders and customers throughout the project
- Establishes effective means for community recognition of project and team's efforts in overcoming challenges
- Coordinates and communicates well with subcontractors and support groups



Overcoming Extraordinary Challenges

- Overcomes extraordinary obstacles during project delivery
- Extraordinary coordination and cooperation with other work on or adjacent to the project
- Uses unique construction methods to enhance the project
- Innovatively manages traffic to reduce impacts, improve safety, or expedite project completion

Section 5 - Submittal Certification and Upload Instructions

Applicant must list the names of the Contractor Project Manager and WSDOT Project Engineer on whose behalf the application is submitted. Applicants should obtain the support of the Project Manager and Project Engineer prior to submission. Only one application per project is necessary. All files submitted should include the **Contract Number** at the beginning of the file name. Applications must be uploaded to the Dropbox site listed along with the photos and videos required on or before the deadline.

- Please include **15-30 high resolution photos** of the project showing unique construction methods, challenges that were overcome, or partnering in the field. Photos of the project team are highly encouraged.
 - Two photos must show the **completed project**.
 - Photos should be at their **native resolution** when taken (not resized smaller) and labeled with the **Contract Number**.
- Consider uploading **one or more videos** (aerials or unique ground perspectives). These help to present your project well during the awards ceremony.



Nominations must be received on or before October 4, 2024

For questions, contact: Mike Niedringhaus at Mike.Niedringhaus@aecom.com



2024 Partnership for Excellence in Contract Administration Nomination Form

General Project Information

Contract Number:

Project Name:

Contractor Name:

Contractor Project Manager:

Project Engineer:

Date Project Accepted or Last Milestone Achieved:

(e.g. Substantial Completion, Physical Completion)

Apprenticeship Utilization Requirement Met? Yes No N/A

Did the contractor/WSDOT team participate in a Partnership Workshop? Yes No

Recordable OSHA rate for the project:

Contract Amount:

vs. Actual Amount (or Est. at Completion):

Working Days Authorized:

Working Days Charged at Physical Completion:

Project Physically Complete? Yes No

Any subcontractors that exceeded expectations (note if they are MBE/WBE,DBE, etc):

Additional Information (if necessary):

Category of Award (Select one):

Eastern Washington

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

Statewide

- DBB Projects Greater than \$10,000,000

Western Washington

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

- Design-Build Projects



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Brief Overview of Project

Briefly describe the project. (Please reference any uploaded photos if they apply to your description. This helps in matching the narrative to the imagery in the award presentation.)



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Project Achievements

● **Safety**, ● **Customer-Focused Administration**, ● **Overcoming Extraordinary Challenges** and ● **Effective Contract Administration**. (Please reference any uploaded photos if they apply to your achievement, especially any technical innovations or challenges. This helps in matching the narrative to the imagery in the award presentation.). **2-page limit.**



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Certification and Submittal Instructions

Please Print Project Engineer's Name

This application is submitted on behalf of the WSDOT Project Engineer's Office

Please Print Project Manager's Name

This application is submitted on behalf of the Contractor

Please Print Nomination Submitter's Name and Email Address

To be used for any follow-up questions.

Upload completed application package to: [Submit files - Dropbox](#)

For Questions, contact Mike Niedringhaus at Mike.Niedringhaus@aecom.com

A valid application package must include a completed Nomination Form, required photos/videos, and be *received by WSDOT on or before October 4, 2024.*
