

# CALL FOR ENTRIES

## First Annual DBIA-GLR Design-Build Project Awards

### Overview

The Design-Build Institute of America-Great Lakes Region (DBIA-GLR) invites you to submit your successful design-build project(s) for our First annual DBIA-GLR Design-Build Project Awards competition. Completed entries must arrive to the DBIA-GLR office in Indianapolis no later than **May 31, 2010**.

To be considered for a Regional Design-Build Award, projects must demonstrate successful application of design-build principles, including collaboration in the early stages of the project and the acceptance of single-entity risk. The project must be completed on time, on budget and without litigation. Winning projects are honored for advanced and innovative application of total integrated project delivery and unique solutions to project challenges.

Judging will take place at the DBIA-Rocky Mountain Region headquarters in June 2010 by a jury of industry experts, including owners, design-builders, architects and engineers.

Awards will be presented during the First Annual DBIA-GLR Golf Outing and Awards Banquet on August 6, 2010. This physical award will be engraved with the project name, category and team name. Additional awards specifying the owner, engineer, architect or other team members may be purchased after the award ceremony through DBIA.

Award Categories - Project awards may be presented in the following 12 categories:

### Educational

Under \$10 Million

Over \$10 Million

### Healthcare

Under \$10 Million

Over \$10 Million

### Industrial

Under \$10 Million

Over \$10 Million

### Transportation

Under \$10 Million

Over \$10 Million

### Water/Wastewater

Under \$10 Million

Over \$10 Million

### Institutional/Commercial/Retail

Under \$10 Million

Over \$10 Million

### **\*\*Best Overall Project\*\***

The jury will also present a "Best Overall" Project Award to one submitted project. To be eligible, all projects entries must select one of the 12 entry categories. All submissions will automatically be included in the Best Overall competition, regardless of size or sector, granted they meet all other eligibility requirements.

## **Eligibility**

- All design-build projects submitted must have been completed after **March 31, 2007.**
- Projects must be delivered under a single-source contract between the owner/user and the design-builder.
- The design-build team must have been “at risk” for both the project’s cost and the project’s schedule.
- All companies who submit an entry must have a company representative that is a DBIA member (Individual Member or Industry Partner Member.)

## **Entry Requirements**

- All entries must arrive to DBIA-GLR in Indianapolis, no later than **May 31, 2010.**
- All entries must include:
  - Signed waiver allowing DBIA-GLR to utilize information in the entry for DBIA marketing materials.
  - Completed submission to DBIA’s design-build project database. A link to this database can be found on the homepage of the DBIA-GLR website.
  - **Two** hard-copy master submissions (binders with tabs.)
  - CD containing the entire entry submission and photos.

## **Please ship entries to:**

DBIA-GLR  
200 South Meridian Street  
Suite 410  
Indianapolis, IN 46225

## **Questions?**

To ensure a fair judging and review process, DBIA staff can only answer questions directly related to the award submission process, eligibility and rules. Send such questions to Chris Price or Julia Petro at the DBIA office at 317-686-2662.

## **Please Note:**

The DBIA-GLR awards program is modeled after the DBIA National awards program to encourage you to submit to both awards programs. Please keep in mind that the Regional deadline for entries is **two weeks later than the National deadline.** The category thresholds are lower for the regional awards than the National awards as well, so please also keep this in mind if you are submitting for both programs.

**THE DBIA-GLR DOES NOT SEND YOUR SUBMISSION TO DBIA NATIONAL. IF YOU WISH TO PARTICIPATE IN THE DBIA NATIONAL AWARDS PROGRAM YOU MUST SEND A SEPARATE SUBMISSION AND FOLLOW THEIR GUIDELINES.** The DBIA National award program criteria and submission guidelines can be downloaded at [www.dbia.org](http://www.dbia.org).

## Judging Criteria

A jury of industry experts will evaluate project submissions primarily on successful achievement of the owner's project goals and the implementation of design-build best practices. Judges will place special emphasis on the design team's use of **innovation** to add value to the project, including the use of new systems, methods, technologies and processes that decrease cost, and increase efficiency, speed, and safety. The design quality of the project, including aesthetics, functionality and life-cycle considerations, will also be a key consideration. You must follow all instructions and include all requested materials. Incomplete submissions will not be considered.

## Submission Requirements and Point Values

Answer the questions clearly and succinctly, paying close attention to all aspects of the question. The quality of an entry's presentation will have bearing on its chance to win.

### Overall Presentation & Conformance to Entry Requirements (5 points)

- Entry must include one three-ring binder with labeled tabs and a CD containing the entire entry.
- Font size throughout must be Arial 12 for Headings, Arial 11 for all other text, and 1.5-spaced.
- Binder cover and spine should display company name, project name, and entry category.
- Do NOT send videos or DVD presentations.

### Cover Page

First interior page should include the following:

- Project name, award category, construction start and completion date, final project cost, and project address.
- Primary Contact name, company, mailing address, phone number and e-mail address.
- Photographs may be included on the cover page, but are not required. Project photographs are, however, required in other sections (*see Tab 3*).

### Project Database Submission & Completed Entry Form

- All entries must submit into the Design-Build Project Database. A link to this online database can be found on the DBIA-GLR website homepage at [www.dbiaglr.org](http://www.dbiaglr.org). The entry form can be found at the conclusion of the database submission.
- Both the Project Database submission and the Awards Entry Form **must** be completed at the same time. You do **not** have the option to save and complete at a later date.

### Waiver/Disclosure Agreement

Include the following statement and signature:

On behalf of the submitting company, I understand that the contents of this entry become the property of DBIA and will not be returned. DBIA shall have the right to make all text and photos available for publication without compensation, real or implied, and without claim by nominees against the jury, DBIA or its staff, or individual DBIA members. I further understand that DBIA has the right to include information provided in this entry for a public project database.

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Signature

Printed Name

Title

Date

**Tab 1 – Project Overview - Maximum of 1 page (5 points)**

- Provide a brief description of the project (i.e. size, location, etc.) and project goals, challenges and constraints.

**Tab 2 – Owner Letter - Maximum of 2 pages (10 points)**

- Include a letter from the owner stating how the completed project met the owner’s goals. The letter must be submitted on the owner’s letterhead. Letters may be addressed to the DBIA-GLR Design-Build Awards Jury.
- If the owner cannot submit a letter, please explain why they are unable to do so.

**Tab 3 – Photographs - Maximum of 7 pages (5 points)**

***Print Photographs***

- Include five to seven, 8” x 10” or full-page printed photographs. Remember that the best-quality photos receive the greatest number of points. Both “in-progress” and completed project photos are highly encouraged.
- Provide a brief description for each photograph. Captions may be included on the front or back of the photo or on a separate introductory page at the beginning of the tab.

***Digital Photographs***

- A CD with digital photos of the project is **required**. Include five to seven high-resolution images.
- Photos should be saved at 300 dpi at 4” x 6” or larger, as high-resolution jpeg, tiff or EPS files. They should NOT be part of a software program such as PowerPoint, Word or Acrobat.
- Applicants are responsible for obtaining the rights from their photographer to reprint the photographs without limitations. Ownership of a physical photo is not sufficient. Photographers normally retain the copyright of photos, so applicants should ensure that they have permission to copy and send photos to DBIA for use without limitations. Any liability for copyright violation shall be borne solely by the applicant.
- If a photo credit is required, include the photo credit information on a label or separate page.

**Tab 4 – Project Team - Maximum of 2 pages (2 points)**

- Identify the member companies of the project team.
  - o Contractual design-build team leader
  - o General contractor
  - o Architect(s)
  - o Engineer(s)
  - o Specialty Consultant(s)
  - o Specialty Contractor(s)
  - o Owner/developer
  - o Other team members significant to the submission
- Provide a chart depicting the contractual relationship between team members.

**Tab 5 – Source Selection & Contracting Approach - Maximum of 7 pages (15 points)**

- Provide a CD with a copy of the Owner’s RFP (For reference only)
- Describe the evaluation factors used by the owner in source selection.
- Describe the method the owner used in the RFQ/RFP process to accurately communicate requirements (i.e. Performance, Prescriptive, Functional).
- Describe the contracting approach the design-builder and owner used to achieve single point responsibility.
- Describe the design-build contract format (cost-based, lump sum, etc.).
- Describe the basis of contract (industry standard, custom developed).
- Describe the risk assumption and equitable risk allocation to the benefit of the project.
- Describe how the owner provided incentive(s) to the design-builder and how the design-builder provided incentive(s) to specialty contractors.
- Describe how awards and incentives were allocated within the team.

**Tab 6 – Schedule and Cost Performance - Maximum of 3 pages (10 points)**

- Complete the Table below:

	Contracted	Actual
Start Date		
Completion Date		
Project Cost		

- Describe actions taken to ensure that the design-build team met required schedule dates. If there were any changes, explain why.
- Describe how the design-build team saved time and money while enhancing project value to the owner’s benefit.
- Provide information about the claims and litigation/arbitration history of the project. If there were no claims or litigation, please state so.

**Tab 7 – Design & Quality Approach - Maximum of 5 pages (20 points)**

- Describe the overall complexity of the project and design challenges. Responses should address the entire project including:
  - o Architectural
  - o Structural
  - o MEP

For industrial, process or technically complex facilities, include a brief description of the significant project requirements. Photos and graphics that help illustrate the points being made should be included (i.e. before-and-after photos.)

- Describe the quality assurance process that was used on the project. Identify specific instances where the design-build process encouraged cost control and quality assurance.

**Tab 8 – Innovations - Maximum of 5 pages (20 points)**

- Describe significant innovations developed through this project.
- Where relevant, explain how the following concepts and/or methodologies were incorporated into the project:
  - o Sustainability
  - o BIM/Technology
  - o Value Engineering
  - o Lean Construction

**Tab 9 – Safety - Maximum of 3 pages; excluding Table of Contents (8 points)**

- Describe the safety program.
- Did you develop a site-specific safety and health policy manual? If yes, include a copy of its table of contents. If a site-specific manual was not developed, include a copy of the table of contents of the company manual.
- Were regular on-site safety meetings held? If yes, include a copy of a meeting agenda as documentation.
- Describe specialized safety training conducted on this project.
- Describe any innovative safety and health programs used specifically for this project.
- Include a table that lists:

Total Hours Worked on the Project	
Duration of Construction (in months)	
Fatalities	
Cases with Days Away from Work	
Cases with Job Transfer or Restriction	
Other Recordable Cases	

# AWARD ENTRY CHECK LIST

## First Annual DBIA-GLR Design-Build Project Awards

Before you submit your binder, please double check the following:

- YES  NO 1.. Did you submit into the Design-Build Project Database and complete the online entry form? Each submission requires a separate submission.
- YES  NO 2. Is the "Waiver/Discloser Agreement" signed and included before Tab 1?
- YES  NO 3. Did you include a CD that contains the full entry and high-resolution photographs?
- YES  NO 4. Did you double check that the CD contains the requested information and you are not submitting a blank disk?
- YES  NO 5. Did you adhere to all page counts? If not, the jury has the right to stop reading after the maximum page count is reached.

If you've check "Yes" to all of the above, then your binders are ready to be submitted into the First Annual DBIA-GLR Design-Build Project Awards program.

If you have any questions, please contact the DBIA-GLR office at 317-686-2662.

**Please ship your nomination(s) to:**

DBIA-GLR  
200 South Meridian Street  
Suite 410  
Indianapolis, IN 46225