**2019 Construction Management Project Achievement Awards**

**Project Nomination Form**

**Nominations due Friday, May 31, 2019 at 4:00 p.m.**

**TEAM INFORMATION (2 PAGES MAXIMUM – NO SCORING WEIGHT)**

* **Project Information**
* Name of project
* Location
* Date Started
* Date Completed (Project must be substantially complete by December 31, 2018)
* **Project Team: (Name, Address, Phone and e-mail for each individual)**
* Owner / Client
* Construction Management Firm(s), Partners, Joint Venture
* Architect / Engineer
* Builder / Contractor
* Design Builder
* Contractor
* Other Key Stakeholders
* Award Recipient Name (include position and title)

**PROJECT DESCRIPTION (3 PAGES MAXIMUM, NO SCORING WEIGHT)**

* **Delivery Method** (Design-Bid-Build, Design-Build, CM Multiple Prime, CM @ Risk, other)
* **Project Type** (New construction, retrofit, modernization, sustainable, other)
* **Market Sector** (Building, Transportation / Transit, Water / Wastewater)
* **Final Construction Cost** (Was project/program completed within budget? If not, please explain)
* **Schedule** (Was project/program completed within schedule? If not, please explain)
* **General Project Description:** (Provide a brief narrative of project scope, types of construction, materials, building systems, means and methods.)

**CM INNOVATION AND CONTRIBUTIONS (2 PAGES MAXIMUM, 30% SCORING WEIGHT)**

* **Innovation/Contributions:** Describe the unique contributions the Construction Manager made to the success of the project/program. What did the CM do that was special? What did the applicant do that another CM/PM firm would not or could not have provided? Stress how the CM solved a problem, created an opportunity or overcame challenges.

**SUPPORTING INFORMATION (7 PAGES MAXIMUM, 40% SCORING WEIGHT)**

Choose the areas where the CM’s contribution made the most difference to the project. The applicant’s area of influence may only involve one or two of these elements, or several; stress your application on those strong points. Information outlined should relate to and additionally support statements made under CM Innovation and Contributions. Detailed descriptions of materials, methods and processes that are well-known/commonly used are not necessary.

* **Overall Project Management Efforts:** Describe team roles and responsibilities (including CM); lines of communication; approach to conflict resolution; partnering; breakdown of CM staff, etc., during all phases of services contracted for i.e. pre-design, design, construction, etc.
* **Team Leadership:** Describe the CM’s involvement in overall leadership/success of the project.
* **Project delivery method:** Describe approach to the specific delivery method.
* **Quality Management:** Describe approach to quality control/quality assurance during all

phases of services contracted for i.e. pre-design, design, construction, etc.

* **Cost Management:** Describe approach to cost controls during all phases of services

contracted for i.e. pre-design, design, construction, etc.

* **Schedule Management:** Describe approach to schedule control during all phases of services contracted for i.e. pre-design, design, construction, etc.
* **Safety Management/Performance:** Describe the project’s approach to safety (contractor, owner, and CM).
* **Customer Service and Satisfaction:** Identify any special or unique client needs addressed by the CM firm for this project. Briefly summarize in what specific ways the nominated project is an example of the successful application of CM services, principles, and standards of practice in meeting the needs of the owner/client. Provide any letters received by the client, A/E, users, and other key stakeholders (not included in page count).
* **Risk Mitigation:** Describe the risk management process and what unique contributions were made by the CM.
* **Sustainability Standards:** Describe any sustainability standards utilized; and contributions made by CM.
* **Lean Methods:** Describe any Lean Methods utilized; and contributions made by CM.
* **Use of Technology:** Describe any use of new technology.
* **Unique Challenges and CM Responses:** Describe any unique challenges faced on the project and the CM response(s) to those challenges.
* **Awards:** List and describe any awards project has received from other industry or professional organizations (not included in page count).

**OUTCOMES (4 PAGES MAXIMUM –excluding client letters, 30% SCORING WEIGHT)**

* **Client/owner letters or testimonials (10 %)**
* **Schedule Performance (5%)**
* Design Start Date
* Design Completion Date
* Actual Design Project Duration (calendar days)
* Original Construction Duration (calendar days)
* Construction Start Date
* Construction Completion (planned date, actual date, +/- calendar days)
* Discussion of schedule success, including changes in the original schedule (reasons for delay or acceleration).
* **Cost performance (5%)**
* Engineer’s Estimate
* Contract Bid Amount (initial contract amount)
* Final Construction Cost
* Initial construction contract amount variance from original budget (+/- %)
* Value of Change orders ($ and % of Original Contract Bid)
* Was this project completed within budget? If not, please explain.
* Describe change order growth, addressing % owner changes, % differing site conditions,
* and % errors and omissions.
* Original CM contract amount
* Final CM contract amount
* Describe any variance in CM cost and reasons why
* **Claims (5%)**
* Identify claims, if any, and mitigation efforts and results.
* **Safety, including OSHA recordable injury/illness rates (5%)**
* Provide the following metrics:
* Total hours worked - Contractor (include subs) + CM + Owner
* Number of Recordable incidents
* TRIR - Total Recordable Incident Rate ((# of Recordables x Work hours) / 200,000)
* DART - Days Away from Work, Day of Restricted Work Activity, or Job Transfer

**AFFIRMATION (1 PAGE MAXIMUM, NO SCORING WEIGHT)**

* **Nominator’s Name, Title, Phone, Email, CMAA Membership Number**
* **Name of Submitting Firm/Partners/Joint Venture**
* **Mailing Address**
* **Correspondence Contact Phone and Email** (if different from nominator)
* **Affirmation:** (Please include following affirmation at the end of your submission and have signed by nominator) In submitting this nomination, I affirm that to the best of my knowledge, the information provided in this nomination is accurate and correct.