

## Awards Presentation

The AGC/WSDOT Lead Team will contact the winning project team and present the **Partnership for Excellence in Contract Administration** awards during the Annual AGC/WSDOT Joint Meeting and the WSDOT Annual Statewide Project Engineer's Conference.

## Application Package

Each Entry must include the following:

1. A single completed nomination form signed by both the Contractor and the Project Engineer.
2. A brief overview of the nominated project.

**Note: The nomination may also be submitted via e-mail to:**

[gasched@wsdot.wa.gov](mailto:gasched@wsdot.wa.gov) or [EricksD@wsdot.wa.gov](mailto:EricksD@wsdot.wa.gov).

## Contacts

Dan Gasche WSDOT Construction Office (360)705-6970 <a href="mailto:gasched@wsdot.wa.gov">gasched@wsdot.wa.gov</a>	Dave Erickson WSDOT Construction Office (360)705-7833 <a href="mailto:EricksD@wsdot.wa.gov">EricksD@wsdot.wa.gov</a>
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Jerry VanderWood  
Associated General Contractors  
(253)272-7725  
[jvanderwood@agcwa.com](mailto:jvanderwood@agcwa.com)

## "Partnership for Excellence in Contract Administration" Award

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Project Name: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Project Engineer: \_\_\_\_\_  
Date Project Accepted: \_\_\_\_\_

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### Category of Award (please circle one category)

#### Eastern Washington

- Project Less than \$3,000,000
- Project \$3,000,000 to \$10,000,000
- Projects Greater than \$10,000,000

#### Western Washington

- Project Less than \$3,000,000
- Project \$3,000,000 to \$10,000,000
- Projects Greater than \$10,000,000

#### Statewide

- Special mention City/County or Other Project Administered by the WSDOT/Contractor Team

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### Brief Overview of Nominated Project

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WSDOT Applicant Team Signature

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Contractor Applicant Team Signature

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**Completed nomination form must be received on or before October 31, 2016.**

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Mail to:  
Partnership for Excellence in Contract Administration Award  
c/o Dan Gasche  
Construction Administration Specialist  
Washington State Department of Transportation  
P.O. Box 47354  
Olympia, WA 98504-7354  
E-mail to:  
[gasched@wsdot.wa.gov](mailto:gasched@wsdot.wa.gov)

## Partnership for Excellence in Contract Administration



Girder Placement -  
Pedestrian Bridge over Freya Street

North Spokane Corridor

2016  
Recognizing Excellence in  
Contract Administration  
A Joint AGC/WSDOT Award



Partnership for Excellence in Contract Administration

## Award Nomination

“Recognize and encourage extraordinary achievement by the Contractor/WSDOT partnership responsible for delivering transportation projects in a timely, professional, and responsive manner while also considering the needs of others who are affected by the project.”

## Key Elements

Key elements of effectiveness include a partnered atmosphere with empowered project team members who are able to recognize and overcome obstacles, initiate effective public involvement, maintain effective and open communication between all stakeholders, and streamline project administration where appropriate.

## Eligibility

To be eligible for an award, the team’s accomplishments must be nominated for a project that has been “Accepted” by WSDOT in accordance with 1-05.12 of the *Standard Specifications on or before October 15, 2016*. In addition, those projects which have been granted Physical Completion by this date or have been granted Substantial Completion with only Plant Establishment work remaining, may be nominated provided both the Contractor and WSDOT team leaders state on the nomination form that there are no outstanding unresolved issues.

Determination of Western Washington/Eastern Washington will be based upon the Region boundaries of the Region in which the physical work took place.

**Projects completed before October 15, 2016, may be submitted as soon as they meet the eligibility requirements shown above. The WSDOT Construction Office will keep them on file until the time of final judging.**

## Evaluation Criteria

The following are the six (6) criteria categories for the **Partnership for Excellence in Contract Administration** awards. Each category will be weighted 100 points each for a total of 600 points possible.

### **Customer-Focused Administration**

- Effectively mitigates impacts to the public, adjacent businesses, and residents.
- Employs an effective public involvement program.
- 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 challenges.

- Effective use of subcontractors and/or resource support groups.

### **Innovative Problem Solving**

- Extraordinary obstacles overcome in the delivery of the project.
- Extraordinary coordination and/or cooperation with other work on or adjacent to the project.
- Disputes that are resolved 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.
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- Upon submittal of a nomination, there are no outstanding disputes.
- The speed at which problems are resolved or the ease of their resolution.

### **Overcoming Extraordinary Challenge**

- Emergency contracting.
- Special or unique features that were encountered.
- Use of unique construction methods.
- The team’s ability to overcome adversity.
- Something extraordinarily different about this project than work on an adjacent project or previous efforts.
- A uniqueness of the project itself or some aspect of implementing or delivering the project.

### **Effective Contract Administration**

- Effective administration of change orders.
- Materials Documentation requirements that are provided early.
- Materials Documentation that is received with the material prior to installation.
- The Region’s ability to manage and certify materials used in a timely manner.
- Timeliness of the project’s materials and other required contract paperwork.
- Shop drawings and other submittals are provided early and are complete.
- Ability to close project in a timely manner, all Affidavits of Wages Paid are submitted.
  
- Open and frank Contractor PE evaluations indicating good performance.
- Effective assistance provided to each other in support of these goals.

### **Timely Completion of Project**

- All aspects of the work are completed in a timely manner, from paperwork to project completion.
- Prompt submittal and effective use of project schedule.
- Environmental issues are effectively addressed.
- Compliance with labor requirements by both the Prime Contractor and subcontractors. (Wages, DBE, MWBW, Apprentice)
- 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.

### **Safety**

- Employs effective worker safety.
- 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 project personnel and external accidents involving the public.

## Selection Process

All nominations must be received **on or before October 31, 2016**. A representative from the Project Office and the Contractor must be available for the interview.

A panel of impartial judges will interview (by phone) all nominated teams for the category submitted. However, at the panel’s discretion, and upon review of the nominations submitted, a decision may also be reached to forego an award altogether for a particular category. The seven (7) categories are listed on the reverse of this form.



## Nomination Form 2016

“Partnership for Excellence in Contract Administration”  
Award

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Contract Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Project Engineer: \_\_\_\_\_

Date Project Accepted: \_\_\_\_\_

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**Category of Award** (*please underline one category*):

**Eastern Washington**

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

**Western Washington**

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

**Statewide**

- Special Mention City/County or Other Project Administered by the WSDOT/Contractor Team
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**Brief Overview of Nominated Project**



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WSDOT Applicant Team Name (Please Print)

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WSDOT Applicant Team Signature

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Contractor Applicant Team Name (Please Print)

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Contractor Applicant Team Signature

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Completed nomination form, overview, narrative, and any other appendices must be received on or before October 31, 2016.

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**Mail to:** Partnership for Excellence in Contract Administration Award  
c/o Dan Gasche  
[gasched@wsdot.wa.gov](mailto:gasched@wsdot.wa.gov)  
(360) 705-6970  
Washington State Department of Transportation  
P.O. Box 47354  
Olympia, WA 98504-7354