

# 2026 EXCELLENCE IN CONSTRUCTION SUBMISSION CHECKLIST



## INTENT TO COMPETE

- Project Title
- Project Location
- Final Contract Amount
- Category
- Contact Information of Applicant

## PROJECT INFORMATION

- General Questions: Contractor, Architect, Engineer, contact information
- The project description should range from 30, to a maximum of 40 words - highlighting the most impressive/unique aspects of the job. Suggested themes:
  - Significant number of man-hours worked without an incident
  - Unusually fast-track schedule
  - Extensive collaboration with the owner or other stakeholders
  - Significant weather events
  - Work completed under budget or ahead of schedule
  - Innovative technology or project delivery methods
  - Sustainable elements of the job
  - Impressive project size or quantity of materials used
  - Site constraints
  - Significant changes in scope

**NOTE:** if the description exceeds 40 words you will receive an error message from the electronic system. If the project wins an award, this description may be shared with the media, printed and/or read at the awards gala. It is subject to editing for brevity or clarity. There is an opportunity for a more robust description in another section, this serves as a brief project description.

## CONTRACTED SCOPE (10 POINTS)

For this section, you will upload **no more than one full page**, making sure your font is legible, including the following information:

- Type of construction
- Type of contract (i.e., lump sum, contract plus, type and material, unit pricing, etc.)
- Size of project
- Contract value
- Duration of project
- Percentage of labor that is self-performed
- Any subcontracted work performed by fellow ABC members, suppliers, or associates/industry professionals, if applicable.
- Merit Shop: Opportunities you provided to the construction community to participate based on **merit**.

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## SUBCONTRACTOR REPORT

This is a spreadsheet that asks for sub-contractor contact information (company name; ABC Member Yes/No; point of contact name and email; and a brief description of work performed - ex: "Mechanical Duct Insulation). Please include ALL sub-contracted work, including contractors, suppliers, and professional services.

## PROJECT NARRATIVE (30 POINTS)

For this, you will upload a written narrative of no more than four pages indicating why this project is special and why it qualifies for a chapter and/or national award. The focus of the narrative should be the construction (i.e., erection, installation, modification, grade footprint, etc.) Be sure the font and size are legible and include the following items:

- Describe any innovative programs relating to quality control
- Describe any innovative programs relating to scheduling
- Describe any value analysis/engineering process used on the project
- Indicate any special obstacles you overcame in completing the project
- Describe any difficulties or extenuating circumstances encountered in completing the project
- Describe any innovative programs or methods relating to productivity (see below)

\*Four pages is highly recommended photos/images may be incorporated\*

## PHOTOGRAPHS (8 POINTS)

Submit up to 10 high-quality photographs (ipg format). If possible, include photos that are relevant to the challenges and solutions outlined in the project narrative.

- Include "in progress" photos and pictures of the completed project.
- Include "before and after" pictures for Renovation/restoration projects.
- Single image files may include up to two photographs, but no more than four files should include split images
- Provide a descriptive caption for each file in the text box provided, but keep the photograph free of any labels, captions, and/or borders/framing. Each caption should not exceed 50 words.
- Ensure the photographs are free of any safety violations.
- Ten photographs are strongly recommended. Files should be a minimum of 300 DPI resolution. No PDFs are allowed.

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## PROJECT SAFETY (31 POINTS)

- Multiple choice questions on safety related history on the project and the company are asked
- Company's organizational chart
- OSHA Form 300 \*Personal information must be redacted\*
  - If you are submitting annual logs for the years the project was under construction, you must adhere to the following guidelines:
- Include a year-to-date log if the contract was completed in the current program year.
- The logs must be specific to the office location that completed the work.
- All recordables specific to the project being submitted must be highlighted.
- If the project was under construction for more than one year, you must combine the form files to upload together as one file, arranged in chronological order starting with the most recent year.

## REFERENCES (10 POINTS)

Include up to 10 letters of recommendation from third parties involved with the project, such as the owner and design team (upload PDF file format) If the owner is unable to provide a letter of recommendation due to company policy, upload a letter from the owner on their letterhead stating they are unable to provide a reference (this letter will qualify for only five points). Letters will be assessed for their level of quality (content and position of author. In some cases, a single letter could earn the maximum number of points; however, additional letters are highly recommended

- General contractors must submit letters from at least the owner (or the general contractor's prime contracting entity, if not the owner) and the architect. If submitting in an industrial category, general contractors must submit letters from at least the owner (or the general contractor's prime contracting entity).
- Specialty contractors must submit a letter from at least the general contractor. If not working under a general contractor, specialty contractors must submit a letter from at least the owner.
- Second-and third-tier subcontractors must at least submit a letter from their prime contracting entity.

## REFERENCES (10 POINTS)

If your company is a Safety Training Evaluation Process (STEP) participant, upload a copy of the company certificate(s) from the current program year, as well as any years the project was performed. If you do not have an electronic copy, contact Marygrace House at [house@abcnorthflorida.org](mailto:house@abcnorthflorida.org) . Please note that requests will be processed in the order in which they are received; be sure to put your request in early. STEP participation is not required to submit a project for an Excellence in Construction Award. For more information about STEP, visit [abc.org/STEP](http://abc.org/STEP) or email your ABC chapter.

# 2026 EXCELLENCE IN CONSTRUCTION SUBMISSION CHECKLIST



## AQC (OPTIONAL 2 POINTS)

If your company is designated as an ABC Accredited Quality Contractor (AQC) member in the current program year, upload a copy of the company certificate. The certificate must indicate the chapter that you are submitting your project through since AQ membership is chapter specific. If necessary, a copy of the certificate may be requested by emailing [AQC@abc.org](mailto:AQC@abc.org). Note that AQC status is not required to submit for an Excellence in Construction award. For more information about the AQC program, visit [abc.org/AQC](http://abc.org/AQC) or email [AQC@abc.org](mailto:AQC@abc.org)

## SOCIAL MEDIA AND ENTRY SAMPLE RELEASE

- ABC promotes EIC winners on social media, such as Facebook, LinkedIn and Twitter. A photo from the entry is typically included, with the company name, project name and category. The projects are generally featured after the awards gala and throughout the program year.
- Provide the link to your company's respective social media accounts.

## PROJECT ENTRY QUALIFICATIONS, RIGHTS AND AGREEMENT

Agree to terms of applying and certify understanding of application qualifiers.

## OVERALL PRESENTATION AND CONFORMANCE (5 POINTS)

Each entry will be judged on overall presentation and conformance to entry requirements. Keep the following in mind:

- Uploaded documents should be pleasing to the eye and legible. Points will be deducted for type that is too small to easily read.
- Points will be deducted for grammatical errors, spelling mistakes and other typographical errors.
- Be sure to utilize all allowable space to demonstrate why your project deserves an award.