



2011

PREPARING YOUR BUILD AMERICA SUBMISSION

Welcome to the 2011 Aon Build America Awards competition! For the 2011 awards program, we have taken the submission process online! You will now have the capability of building your submission over time, allowing you to organize your submission and make sure that all facets of the project are represented. An online submission will assist you in streamlining the process, eliminating the need to prepare a binder for your project. You will have the capability of uploading files (primarily photos of the project and/or letters of recommendation, etc.) and making your contribution to the AGC Education and Research Foundation all at one site: www.agc.org/awards.

Since this is a new process this year, we want to provide some advice on preparing your submission. To start, read the following “Competition Rules and Disclaimers.” These can be accessed on the site at the main menu and throughout the process via a menu button:

1. Competition is open to general contractors and specialty contractors who are **current members of an AGC chapter** working as prime contractors for **projects completed between November 1, 2009 and November 1, 2010**.
2. Each entry requires an entry fee (minimum \$250.00 per entry). This amount goes directly to the AGC Education & Research Foundation and is considered a charitable contribution. Please consult your tax advisor to determine whether, and if so, how much of this fee may be tax deductible as a charitable contribution and/or a business expense.
3. **All parties of a joint venture MUST be AGC members firms and dues-paying members of the local AGC chapter in the area of the project.**
4. Nominations must be submitted by principals or officers of firms, or with their written permission.
5. Different phases or elements of the same project may be entered independently, but not combined as another total project entry.
6. Entries must include color photos. Photos should highlight the construction process and the finished project, including special techniques or unique conditions. Photos that are uploaded should be in GIF or JPEG format in 300 dpi resolution (for production purposes).
7. All entries and accompanying materials will become the property of AGC of America and will not be returned to, nor be accessible by, the entrant. By submitting an entry, the entrant grants to AGC of America a broad, non-exclusive royalty-free license to copy, distribute, and otherwise use the entry and all accompanying materials (including materials in text, image, or other form) in works both related and unrelated to the Aon Build America Awards. The entrant warrants that it has the right to grant such a license and that neither the entry nor the license infringes on the rights of any third party. Do not submit any materials to which you do not have the copyright and other proprietary rights.

8. Awards will only be considered for new construction and renovation work in the categories of:

- 1) Building Construction
- 2) Building Construction (\$10 million or less)
- 3) Construction Management
- 4) Design-Build
- 5) Environmental
- 6) Federal & Heavy Construction
- 7) Highway & Transportation Construction
- 8) Highway & Transportation Construction (\$10 million or less)
- 9) International
- 10) Municipal & Utilities Construction

9. Required Materials and Content

- 1) **Entry Form.** The online entry form must be completed in its entirety.
- 2) **Project Description (Executive Summary).** A one-page summary describing WHY the project should receive an Aon Build America Award. (Limit: 500 words.)
- 3) **Project Narrative.** A narrative explaining HOW the entry meets each of the following criteria (*with two or three paragraphs on each; **no more than five pages (2,500 words) total***):
 - 1) Meeting the challenge of a difficult job
 - 2) Excellence in project management: Was partnering utilized, value engineering proposals, safety results developed, etc.?
 - 3) Contractor's innovation in construction techniques or materials
 - 4) Contractor's state-of-the-art advancement
 - 5) Excellence in client service
 - 6) Contractor's sensitivity to the environment and surroundings, including Green Building techniques
 - 7) Contractor's contribution to the community: What did you do as a contractor to reach out to the community to provide unique or special contributions? (*Examples could include: Project tours for the community, barbeques provided for community and workers, parks built to invite the community into the project and special efforts made to accommodate persons with disabilities.*)
 - 8) Media coverage and promotion of the construction industry image and AGC of America

10. The Aon Build America competition does not permit files larger than 30 MB to be uploaded, because it will create a slow experience for the judges. Be aware of the size of each file you want to upload. Please note that you may only upload ten (10) files per each submission.

Logging onto the Competition Site

The competition site requires a different username and password than what is used for access to www.agc.org. Therefore, you do not need your agc.org log-in information for submission of entries. Please note the following steps to log into the competition site:

1. Enter the competition website through the links at www.agc.org/awards. Select “AGC Aon Build America Awards” from the menu on the left and you will be routed to the competition website.
2. Once at the site, select “2011 Aon Build America Awards.” You will then be at the “Login”/“New Entrants” page. Click “Register” to begin the process. You will be asked for your e-mail address. After you enter your e-mail address, click the “Continue” button to proceed.
3. You will be taken to the Registration page. Enter all information requested, especially those with an asterisk next to it. At the end of this page, you will need to create your password. Note that your e-mail address has become your username. Once you have completed this page, save it. You will be taken to a page that says “Return to Login Page.” Click on this and enter the password you set up to begin building your submission.
4. Once you have logged in, you will be at the Main Menu. You will be prompted to review your “Entrant Form.” Some of the information that you entered at registration will automatically feed into this form. Complete the entrant form, remembering to answer all questions that have an asterisk by it. Once you have completed all information, click the “Update” button to continue. You will be taken back to the Main Menu, where you may now begin to add an entry.

Tips for a Successful Entry

1. When you are ready to begin building your entry, make sure that you have your member ID number (national) and the name of the chapter where the project is located. You must be a current member of AGC and a member of the local chapter where the project is located to submit an entry. You may be asked this question more than once in the process.
2. If your project was completed by a joint venture, you should also be prepared to provide the names of the members of the joint venture, along with their member ID numbers (national). Prior to starting your entry, make sure you have this information available and include when prompted.
3. Remember that entries may be built over time, so you should share log-in information with anyone who will collaborate on the entry.

4. You should focus on the narrative questions, and make sure that you answer them as concisely as possible. There are word limits for the project description and each criteria of the project narrative. You will be notified when you have exceeded those limits.
5. You may not upload files that contain information that should be in the narrative answers. Files should be photos, letters of recommendation, videos, etc. If you upload narrative answers, they will be discarded and not considered as part of your entry. Use any files of this nature to cut and paste information into the entry form.
6. Your entry will not be moved on to the judging rounds if you have not made your contribution to the AGC Education & Research Foundation. While you have the capability to complete your entry without making this payment, be advised that you will be contacted by the Administrator prior to the deadline date (November 5, 2010) and given an opportunity to complete the payment process. If you still do not make payment by the deadline date, your submission will be discarded. You should make your payment at the same time you complete your entry to avoid any last-minute scuffling to move to the next round.
7. If you plan to make your contribution to the Foundation by check, make sure that you send the payment in with enough time for AGC of America to process and post to your entry as paid. If you wait until nearer to the deadline date, you may be disqualified from the competition if the payment process has not been completed by that date.
8. Note the following important dates/deadlines:
 - July 6, 2010: Build America award site live and available for entry submission
 - November 5, 2010: Deadline for all Build America award entries
 - Mid/late January 2011: Notification to the winners of the competition
 - March 24, 2011: Aon Build America Awards Gala

We hope that you will find the new online awards process easier, efficient and user-friendly. Throughout the process, if you have questions or need assistance, please contact the Online Awards Program Administrator:

Joyce Putman
AGC of America
703.837.5314
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Best of luck, and we look forward to seeing your 2011 Build America submission(s)!