



## **2025 PROJECT ACHIEVEMENT AWARD NOMINATION INSTRUCTIONS**

### **General Information**

The annual Construction Management Project Achievement Awards program recognizes outstanding achievement in the practice of construction management. The awards program is designed to recognize and promote professionalism and excellence in the management of the construction process. Awards will be given to CM practitioners for projects and programs that reflect this mission. To be eligible, projects, programs, or program phases must have achieved substantial completion during the period **starting February 2, 2023 and ending February 1, 2025**. This competition is open to all Construction Management Association of America (CMAA) members and non-members. Multiple entries from one firm are accepted. Entries may be submitted in more than one category and may be awarded in more than one category. Separate nomination packages must be submitted for each category of nomination if submitted in more than one category. All projects must be constructed in the San Diego Chapter membership region which includes San Diego and Imperial Counties and a portion of Riverside County. (Areas encompassing zip codes beginning with 919-922 and 92536 and 92599).

**All entries must be received by CMAA by Monday, February 24, 4:00 p.m.** Please request your link prior to this date!

The entry process requires uploading an electronic submission on One Drive. Please follow the steps below to submit.

#### **How to Submit:**

1. Pay the entry fee online. Use the tickets online
2. Heather Caya will provide you the Shared File One Drive Folder link for the actual submission, once payment is confirmed. Be sure all photos and 2023-2025 Project Achievement Awards Entry Form is included. **(Please do not wait to pay for the submission until the final day, this will slow the process and access to your one drive file). You can do this ahead of time so that the file is created and ready for you when you are ready to submit.**

#### **What to Submit:**

1. The complete project submittal package (team information, project description and overall management) must be uploaded as a single PDF document on Shared File One Drive (version 7.0 or later). See Entry Requirements below for additional details.
2. Separate Microsoft DOC word file (not PDF) containing a one-paragraph description of the project, highlighting the significant points of the project.
3. (3-4) pictures of the project as high-resolution JPG files.

#### **Please Note:**

#### **All entries are eligible to be entered in our Special Merit Award.**

This prestigious Special Merit Award is presented to a project that exhibits distinctive qualities and exceptional attributes, transcending the conventional boundaries of our standard award categories. This award recognizes a project that stands out for its innovative approach, creative solutions, or unique features that contribute significantly to its field. It is given to a project that not only achieves its objectives with excellence but also inspires with its originality and ingenuity. Whether it's through groundbreaking ideas, extraordinary teamwork, remarkable execution, or exceptional impact, this award celebrates the extraordinary efforts that set a project apart in a notable and commendable way.

## **Questions:**

**CMAA San Diego Chapter Office: 619-733-2734 or email [info@sdcmma.onmicrosoft.com](mailto:info@sdcmma.onmicrosoft.com)**

Include an entry fee with each entry nomination package. Entries will not be judged unless the entry fee has been paid. Entry fees are **\$200/members, \$275/non-members**. All entries become the property of CMAA San Diego Chapter and will not be returned. The information and images submitted may be used for promotional purposes by CMAA.

The Project Achievement Awards Committee is composed of owners and professional construction managers. In judging the entries, the Committee will consider outcomes, overall management, safety, quality management, cost management, schedule management, complexity, innovation and creativity, and customer satisfaction as the basis for the award. This is a competitive process. Be sure to present your entry in the most complete and thorough manner possible.

The judging process will take place in early March. Notification will be made in March to each submitting firm if they are a Finalist. Those firms whose entries were not selected will receive judges' comments for use in future nominations.

The 2025 Project Achievement Awards will be presented at the CMAA Awards Banquet and Scholarship Dinner to be held on **May 7, 2025 in San Diego**. Following this presentation, all award winners will be recognized on the CMAA San Diego Chapter website.

## **Award Categories and Sizes**

**Transportation** (includes highways, transit, airports, ports, etc.) with:

- Constructed value less than \$25 Million
- Constructed value \$25 Million to \$50 Million
- Constructed Value over \$50 Million

**Public Works** (includes water, wastewater, flood control, parks, etc.) with:

- Constructed value less than \$25 Million
- Constructed value \$25 Million to \$50 Million
- Constructed Value over \$50 Million

**Buildings, Renovation or New Construction** (includes education, health care, research, offices, commercial, residential, hospitality, federal, state, county, city, etc.) with:

- Constructed value less than \$25 Million
- Constructed value \$25 Million to \$50 Million
- Constructed Value over \$50 Million

## **Program Management**

- Infrastructure (highways, transit, airports, ports, public works, parks, etc.)
- Buildings

## **Entry Requirements**

Entry this year has changed to a completely electronic format. Each entry nomination project description package must follow these guidelines:

- Upload Entry packet in PDF form in the Shared File on OneDrive link provided
- Separate Microsoft DOC word file (not PDF) containing a one-paragraph description of the project, highlighting the significant points of the project.
- Photos should be provided as separate JPG files.
- Supporting materials available as hard copies, such as newspaper clips, should be scanned and incorporated into the PDF.
- 8-1/2" x 11" portrait page size, minimum 10 point font, 1" margins
- Entry form completed and inserted as the first page

Write all narratives clearly and concisely. Provide information that best illustrates the merits of the entry with respect to the criteria. Complete all questions as each criterion will be evaluated and missing information will have an adverse effect on your score. Indicate N/A if a question is not applicable. The weight in scoring for each tabbed section is included in the requirements along with the maximum number of narrative pages allotted for each tabbed section. Be aware that if the text in a section is longer than the specified page limit, only the number of pages within the limit will be judged.

You are encouraged to supplement the entry with printed images and other supporting material such as press reports, awards information and recognition, and letters from clients. All supplemental materials must be contained within the PDF; however, any supplemental materials you submit are not included in the maximum page limits stipulated for each tabbed section. For photographs, please include full credit information.

**Tab 1: Team Information (2-page text maximum)**

*Provide name, phone, & email for each individual listed below. Email required.*

- **Owner/Client:**
- **Construction Management Firm:**
- **Construction Management Key Team Members:**
- **Architect/Engineer:**
- **Builder:**
- **Design-Builder:**
- **Other Key Stakeholders:**

**Tab 2: Project Description (10-page text maximum; 25% scoring weight)**

- **Delivery Method:**
  - *CM-at-Risk, Design-Build, Design-Bid-Build, CM multiple primes, other.*
- **Market:**
  - *Health Care, Research, K-12, Higher Education, Justice, Commercial, Residential, Hospitality, Industrial, Federal, Civilian, DOD, City/County/State Government, Highway/Bridge, Transit, Public Works, Airport, Marine Port, Public Works, other.*
- **General Description:** *(Provide brief narrative on each topic below.)*
  - *Scope of project/program*
  - *Type of construction materials; building systems; and means and methods.*
- **Complexity:**
  - *Describe unique characteristics of the project/program, including challenges, restraints, solutions to problems, and accomplishments.*
- **CM Achievement:**
  - *Describe some event or practice that illustrates a unique achievement in the practice of construction management.*
- **Customer Satisfaction:**
  - *Provide any letters received by the client, A/E, users, and other key stakeholders.*

**Tab 3: Overall Management (20-page text maximum; 75% scoring weight)**

- **Quality Management:**
  - *Approach to quality control/quality assurance during all phases contracted for, i.e. pre-design, design, etc.*
- **Cost Management:**
  - *Approach to cost controls during all phases contracted for, i.e. pre-design, design, etc.*
  - *Provide change order data and discussion. Describe any growth addressing % owner's changes, % differing site conditions, and % errors and omissions.*
  - *Identify claims, if any, and mitigation efforts and results along with the approach to conflict resolution.*

- **Schedule Management:**
  - *Discussions of schedules successes including changes in the original schedule (reasons for delays, extensions in time or acceleration).*
  
- **Safety Management:**
  - *Identify number of accidents, if any, and mitigation efforts and results. Provide the overall job safety record for the project in terms of "Injury free workdays as a percentage of the project total workdays".*
  
- **Innovation and Creativity:**
  - *Describe innovation and creativity, if any, employed by the CM on this project/program including the use of new technology, unique means and methods, unique ways of resolving problems or conflicts, electronic/Web-based management systems, etc. Describe any project features that would distinguish it from your competition.*
  
- **Customer Service:**
  - *Identify any special or unique owner/client needs addressed by the CM firm for this project/program. Briefly summarize in what specific ways the nominated project/program is an example of the successful application of CM services, principles, and standards of practice in meeting the needs of the owner/client.*

