

2014

Double click on the header above and enter the Contract Number.

Nevada Department of Transportation Excellence in Partnering Award Application



www.nevadadot.com

Background

The NDOT Excellence in Partnering Award is an annual statewide recognition of completed partnered projects that best optimize principles of partnering. The main purpose is to celebrate success, share lessons learned of best practices, and honor all project stakeholders.

Eligibility

Partnered Contracts completed between November 1, 2013 and December 31, 2014.

Recognition Levels

I.	Frontier	(0 – 74 points)
II.	Bronze	(75 – 79 points)
III.	Silver	(80 – 89 points)
IV.	Gold	(90 – 100+ points)

Criteria

NDOT Excellence in Partnering Awards are judged on both objective and subjective criteria. Applications will be scored by a team composed of NDOT construction managers and industry senior executives.

Directions

1. Applications must be **TYPED** and completed fully. Fill out a separate application for each project nominated. Applications are available on the NDOT Partnering website at http://www.nevadadot.com/Doing_Business/Partnering_Program.aspx
2. **The text for all sections (I through VI) may have a combined total of no more than 2000 words.** The word count is to be filled in for each section as requested and the combined total supplied in the Total Word Count space. The “word count” feature in Microsoft Word (under the tools menu) may be used to count words. **Applications will be rejected if they exceed the 2,200-word count maximum.** It is preferable that your input text be in color, such as **blue** or **red**. The word count limit applies only to the text you have added and NOT the existing application form text.
3. A maximum of five additional supporting pages (8 1/2 inches by 11 inches, **(one side only)**) beyond the specifically requested items may be attached to the application. Supporting pages can include text, photographs, charts, graphs or appropriate tables to highlight results. More than **five** additional pages will **NOT** be accepted. Entries become the property of NDOT Construction Division, and will not be returned. (The Partnering Charter, Dispute Resolution Ladder, and any other specifically requested items within this application are not counted as additional pages.)
4. **Nominations are to be submitted in color PDF format by email, USB flash drive, or CD. All Pages should be formatted to 8 ½” x 11”.** Applicants are encouraged to retain the computer files for future use.
5. Email or submit, on CD or other electronic format, the PDF file of each application plus attachments to the NDOT Construction Division Office.
 - For Flash drives and CD’s, mail via U.S. Mail postmarked on or before **January 16, 2015** or
 - Email or hand deliver Flash drives or CD to the NDOT Construction Office **on or before 3:30 p.m. on January 16, 2015** (must be received and date stamped by NDOT Construction Office).

US Mail: NDOT Construction Division
Partnering Program Manager
1263 South Stewart Street
Carson City, Nevada 89712

Email: To Lisa Schettler, Partnering Program Manager at
lschettler@dot.state.nv.us

6. All applications must be signed by the Resident Engineer of the nominated project and the prime contractor equivalent in the “Nomination Submitted by” portion
7. In order to give all contract applications the same opportunity, applications that do not follow the above rules and format, or are received after the deadline, will not be considered for awards.

Note: The judges look carefully at the responses to questions. Direct, pointed answers to questions without rhetoric are desired. Supporting facts and documents are very helpful. Please do not leave out requested information as it affects the overall score. To help the judges give you maximum credit, please reference any related attachments in each response, and label each attachment with the question(s)/section(s) it supports.

PROJECT INFORMATION**(4 Points)**

Project Name:	<i>Exactly the way you want it on the Award</i>
Project Description:	<i>Describe the scope of work</i>
Contract Number:	
Location:	
Brief description of Job Site:	<i>(describe location and unique characteristics of project site) Maximum 75 words</i>
Size:	<i>(approximate dollar value)</i> <\$10m <input type="checkbox"/> \$10m -\$25m <input type="checkbox"/> \$25m -\$50m <input type="checkbox"/> > \$50m <input type="checkbox"/>
Start/End Dates	Date Project started: _____ Completion Date: _____
Nomination Submitted By: The undersigned nominate this project for consideration of the NDOT Excellence in Partnering Award.	
NDOT signature _____ Prime contractor signature _____ <NAME>, _____ Date _____ <NAME> _____ Date _____ NDOT, Resident Engineer <Organization and Title>	
NDOT:	NDOT Project Resident Engineer (Name and Title): Address: Office Phone Number/Cell Phone Number: Email Address: List other NDOT Team Members involved in this Project (Name and Title):
Prime Contractor:	Contractor Project Manager (Name, Title, and Company): Address: Office Phone Number/Cell Phone Number: Email Address: List other Contractor Team Members involved in this Project (Name and Title):
Other External Stakeholders:	List Subcontractor, Supplier, and/or any other Stakeholder Team Members involved in Partnered Project (Name, Title, Organization, Email Address and Phone Number):
District Contact Person:	Name and Title: Address: Office Phone Number/Cell Phone Number: Email Address:
Alternate Contact:	Name and Title: Address: Office Phone Number/Cell Phone Number: Email Address:

I. PARTNERING INITIATION AND PROCESS (10 Points)

Section I Word Count: _____

A) Was partnering performed on this contract? Yes or No (If No, skip to Sec II)

B) Who initiated the Partnering process?

Required by Specification Voluntary

C) Kick-off Workshop was: Self Directed (**5 Points**) or Professionally Facilitated (**5 Points**)

Partnering Facilitator name and company, if applicable:

D) Was Partnering Skills Development Training held for the project team?

Yes (**1 Point**) or No (**0 Points**)

If yes, what topics were covered? (1 to 4 allowed per spec.)

1. _____ 2. _____

3. _____ 4. _____

If yes, how many team members attended? _____

If yes, Instructor name and company: _____

Number of Partnering sessions held during project:

Partnering Facilitator Name and Company, if applicable:

E) Total number of Quarterly Partnering Sessions held during contract:

Self Directed: _____ (**3 Points**)

Professionally Facilitated: _____ (**3 Points**)

Contact Duration (years/months): _____

F) Was a Partnering Close-out / Lessons Learned session held?

Yes (**1 Point**) or No (**0 Points**)

II. LIST ALL STAKEHOLDERS (5 Points)

(Identify entity and involvement or scope of work):

Section II Word Count: _____

Entity	Involvement	Participated in Partnering Sessions (yes/No)
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III. WHY THIS PROJECT? (25 Points)

Describe why this project should receive the NDOT Excellence in Partnering Award. This may include challenges or obstacles overcome, awards, and special efforts. Mention joint problem-solving examples and partnering best practices used including risk management, value engineering, dispute resolution ladders and the inclusion of NDOT designers, third parties and stakeholders in the process. Explain how the project partnering process was instrumental to the successful completion of the project. *(Answer in 500 words or less. Note that the national Marvin M. Black award application limits this section to 250 words.)*

Section III Word Count: _____

BUSINESS RESULTS

IV. OBJECTIVE CRITERIA (32 Points)

Section IV Word Count: _____

Explain each item in no more than one or two short paragraphs.

- A) Was a Partnering Charter prepared? Include a copy including goals, dispute resolution ladder and maintenance plan. **(5 Points, 0 if Charter not attached)**
(Describe the process used to prepare the Charter.)

- B) How were the goals of the charter evaluated or measured? Were they realized? **(5 Points)**
(Describe the partnering evaluation process on this project. Include one sample copy of monthly partnering evaluation survey and results.)

- C) What was the safety record for all jobsite employers? **(2 Points)**
(Include recordable loss time injury rates.)

- D) Did the project come in at or under budget of contract allotment? **(3 Points)**
(Provide planned vs. actual cost.)
Original Contract Allotment \$_____. vs. Actual Cost \$_____.

- E) Did the project come in on or ahead of schedule? **(3 Points)**
(Provide planned vs. actual working days in the contract.)
Start Date:_____ Finish Date:_____

Contract working days _____ + CCO days _____ = _____

Actual working days = _____

- F) Describe your issue resolution procedure and show evidence. **(5 Points, 0 if no evidence)**
(Cite examples where dispute resolution procedures, i.e. dispute ladder worked effectively)

- G) How were potential claims resolved before contract acceptance? **(5 Points)**
(Provide brief descriptions and dollar values of resolved potential claims.)

- H) How many claims were filed on the contract after Proposed Final Estimate (PFE)? **(2 Points)**
(Provide brief descriptions of the claims, dollar values and what was done to mitigate the claims)

- I) Partnering Expense Analysis **(2 points)**
Total Cost of Project Partnering Expense (facilitator, lunch, meeting space, scorecards): _____
Final Project Cost:_____

Partnering Expense percent of Project Budget: _____
Estimated Savings due to Partnering Program: _____
Partnering Expense / Estimated Savings Ratio (e.g. \$1/\$40): _____

V. SUBJECTIVE CRITERIA (24 Points)

Section V Word Count: _____

Explain each item in no more than one or two short paragraphs.

- A) Describe how trade/craft foremen and workers were involved in the partnering process. **(4 Points)**
- B) Describe how subcontractors were involved in the project partnering process. **(4 Points)**
- C) How did Partnering improve relationships between the owner, the contractor and key stakeholders during and after the project **(3 Points)**
(Supply testimonial letters if possible.)
- D) Identify any innovative ideas that evolved through the project partnering process. **(6 Points)**
(Examples may relate to cost savings, value engineering, improved productivity, quality, etc.)
- E) How did partnering allow your team to improve the projects quality beyond what was specified in the contract? **(4 Points)**
- F) List teambuilding activities. Describe any unique motivational activities employed. **(3 Points)**

VI. BONUS POINTS**(4 Points)****Section VI Word Count:** _____

- A)** Explain any special adaptations or refinements that were actually made to improve the partnering process to fit this particular project.
(This may relate to the frequency and type of meetings; specific process implementation methods; how the facilitator, field staff, subcontractors, executives, and other stakeholders were involved; evaluation methods; techniques used to keep team members engaged, etc.) (2 Points)
- B)** Offer your ideas of how the project partnering process could be improved, which would have benefited this project and may benefit future partnered projects.
(This may include ways to improve the whole partnering process, ways to optimize process implementation, lessons learned to date (good and bad), and actions you will take in future projects.) (2 Points)

Total Application Word Count: _____ (Sum of Sections I through VI)

NDOT Excellence in Partnering Award

Applicant Survey

The NDOT Partnering Program is committed to continuous improvement. Your feedback as our customer is extremely important. Please take a moment to complete this survey, and **return it with your award application**. The information you provide will be used to improve next year's Partnering Awards and Recognition.

Please provide your input to each of the following:

	Strongly Agree	Agree	No Comment	Disagree	Strongly Disagree
Partnering is making a difference in my district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The NDOT Excellence in Partnering Award Application was easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Application 2000-word count limit was enough space to explain the projects Partnering process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our project team was given enough time to provide the requested information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnering in my District is well advertised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any additional comments you feel are appropriate to help us improve:

Please offer your ideas for improving the NDOT Partnering Program overall. This may include suggestions regarding joint or individual training, guidance material, tools, awards and recognition, etc.

Optional:

Name: _____ Organization: _____ Phone: _____

Please enclose this survey with Partnering Award Application.