

2015

Caltrans
Partnering Success in Motion Award
Application

August 2014 version

www.CaltransPartnering.com



Background

The Caltrans Project Partnering Awards program includes an annual recognition of projects that best optimize the principles of partnering.

This “Partnering Success in Motion Award” recognizes on-going projects within each district, whereas the “Excellence in Partnering Award” recognizes completed partnered contracts statewide.

The main purpose is to celebrate success, share lessons learned of best practices, and honor all contract stakeholders. Additionally, the “Partnering Success in Motion Award” recognizes teams while they are still working together.

Eligibility

Partnered contracts still on-going and/or prior to the return of exceptions to the PFE as of **December 31, 2014**. A project may be nominated for an annual Partnering Success in Motion Award each year prior to contract completion.

Recognition Levels

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

Criteria

Caltrans Partnering Success in Motion Awards are judged by District construction personnel on both objective and subjective criteria.

Directions

1. Applications must be **TYPED** and completed fully. Fill out a separate application for each contract nominated.
2. **The text for all sections (I through VI) may have a combined total of no more than 2200 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, charts, graphs or appropriate tables to highlight results. More than **five** additional pages will **NOT** be accepted. If greater than five pages are included, only the first five pages will be evaluated and the judges may deduct up to five points for supporting pages in excess of five. Entries become the property of Caltrans Division of Construction, and will not be returned. (The Partnering Charter, Dispute Resolution Ladder, photographs and any other specifically requested items within this application are not counted toward the additional pages.)
4. **Nominations are to be submitted in color PDF format by email 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, the PDF file of each application plus attachments to the Caltrans District Construction Office in your area.
 - For CD’s, mail via U.S. Mail postmarked on or before **January 16, 2015 or**
 - Email or hand deliver CD to District Construction Office on or before **5:00 p.m. on January 16, 2015.** (CD must be received and date stamped by District Construction Office).**No other form of delivery will be accepted (fax, internal mail, etc.).**
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.

CONTRACT INFORMATION

Project Name:	
Project Description:	(Describe the scope of work)
Location:	
District-EA:	
Brief Description of Job Site:	(Describe location and unique characteristics of the contract site) Maximum 75 words
Award Category	<input type="checkbox"/> <\$10m <input type="checkbox"/> \$10m -\$50m <input type="checkbox"/> > \$50m

Nomination Submitted By:

The undersigned nominate this project for consideration of the Caltrans Partnering Success in Motion Award.

Caltrans signature

Prime contractor signature

 <NAME>,
 Caltrans, Resident Engineer

 Date

 <NAME>
 <Organization and Title>

 Date

Caltrans:	Caltrans Project Partnering Lead on this project (Name and Title): Address: Office Phone Number: Cell Phone Number: Email Address:
Prime Contractor:	Contractor Project Partnering Lead on this project (Name, Title, and Company): Address: Office Phone Number: Cell Phone Number: Email Address:
List any stakeholders, including subs/ vendors/ funding agencies etc that significantly contributed to the partnering effort. They will be invited to the award ceremony and receive an award certificate. Include an additional page if you need to add more.	Name and Title: Address Phone Number: Email Address: Name and Title: Address Phone Number: Email Address: Name and Title: Address Phone Number: Email Address:

I. Partnering Initiation and Process

(10 Points)

- A) Is partnering being performed on this contract? Yes or No (If No, skip to Sec II)
- B) Initial / Kick-off Workshop was: Self Directed (1 pt) or Professionally Facilitated (5 pts)
Partnering Facilitator name and company, if applicable:

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

Yes (1 pt) or No (0 pt)

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: _____

- D) Total number of Quarterly Partnering Sessions held during contract: _____

Self-Directed: _____ (max 1 Point)

Professionally Facilitated: _____ (up to 3 Points)

What was the contract duration (years/months): _____

- E) Expected Date of contract completion (acceptance of contract)

- F) Have you planned for a Partnering Close-out / Lessons Learned session?

Yes (1 Point) or No (0 Points)

II. LIST ALL STAKEHOLDERS

(5 Points)

(Identify entity and involvement or scope of work and note whether they attended partnering sessions):

Section II Word Count: _____

Entity: _____ Involvement: _____ participated in partnering sessions: _____

III. WHY THIS CONTRACT?

(27Points)

Describe why this contract should receive a Caltrans Partnering Success in Motion Award. Focus on 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 Caltrans 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: _____

CONTRACT RESULTS

IV. OBJECTIVE CRITERIA

(34 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 signed 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 are the goals of the charter being evaluated and are they being realized? **(6 Points)**
(Describe the partnering evaluation process on this contract. Include one sample copy of monthly partnering evaluation survey with a trend line showing how the scores changed over time.)
- C) What is the safety record for all jobsite employers? **(2Points)**
(Include OSHA recordable rate (OSHA recordables/ 1000 man hours.)
- D) Is the contract cost under the original Contract allotment? **(3 Points)**
(Provide original contract allotment (State Furnish Material; Bid Items; Supplemental Work, Contingency) vs. actual cost) (Include owner approved CCOs.)
- Original Contract Allotment \$_____. vs. Actual Cost \$_____.
(Include owner approved CCOs.)
- E) Is the contract on or ahead of the approved schedule? **(3 Points)**
(Provide factual information, numbers.)
- F) Describe your issue resolution procedure and show evidence. **(5 Points, 0 if no evidence)**
(Cite examples where dispute resolution procedures, i.e. dispute resolution ladder / Facilitated Dispute Resolution, worked effectively.)
- G) Are potential claims being resolved? **(10 Points)**
(Provide brief descriptions, status, and dollar values of resolved and unresolved potential claims.)

V. SUBJECTIVE CRITERIA

(24 Points)

Section V Word Count: _____

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

- A) Are trade/craft foremen and workers involved in the project partnering process? How ? **(4 Points)**
- B) Are subcontractors involved in the project partnering process? How ? **(4 Points)**
- C) How is Partnering improving the relationships between the owner, the contractor and key stakeholders? .
(3 Points)
(Supply testimonial letters if possible.)
- D) Identify any innovative ideas that evolved through the project partnering process. **(6 Points)**
(Discuss cost savings, value engineering, improved productivity, quality, etc.)
- E) Has partnering allowed your team to improve the projects quality **beyond** what was specified in the contract? This is something not in the original contract that was added as part of a partnering effort. Possible the result of a VECP. **(4 Points)**
- F) List any teambuilding activities. Describe any unique motivational activities employed. **(3 Points)**

VI. BONUS POINTS

(Up to 4 Points maximum)

Section VI Word Count: _____

- A) Explain any special adaptations or refinements that were actually made to improve the project partnering process to fit this particular contract. *(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 for improving the acceptance and implementation of project partnering in general. *(What type of outreach, training, guidance material, awards, etc. would motivate and aid project team members?).*
(2 Points)
- C) What is the average participation level of your project's Monthly Partnering Evaluation Survey throughout the life of the project?
(This is the monthly average number of team members that completed the survey compared to the monthly average number of team members invited to take the survey. Show both numbers and the percentage. If your project partnering has been professionally-facilitated, then your partnering facilitator should be able to provide this info.) **(2 Points)**

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