

2010

Caltrans

Partnering Success in Motion Award

Application

August 2009 version

<http://www.dot.ca.gov/hq/construc/partnering.html>



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 September 30, 2009. 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 on both objective and subjective criteria. Applications will be scored by a team composed of Caltrans construction and industry supervisors and/or managers.

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 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 2,000-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 Caltrans Division of Construction, and will not be returned. (The Partnering Charter, Dispute Resolution Ladder, and any other specifically requested items within this application are not counted.)
4. An electronic version of this application is available for applicants; however, **nominations must be submitted in a hard copy (three copies per entry) on 8.5x11 paper with no separator tabs.** Applicants are encouraged to retain the computer files for future use.
5. A total of **three typed color copies** of each entry (application plus attachments) must be submitted directly to the Caltrans Deputy District Director of Construction Office in your area.
 - Mail via U.S. Mail postmarked on or before **October 15, 2009** or
 - Hand deliver to District Construction Office on or before **5:00 p.m. on October 15, 2009** (must be received and date stamped by District Construction Office).**No other form of delivery will be accepted (fax, internal mail, e-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:	
Location:	
District-EA:	

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: List other Caltrans Team Members involved in Project Partnering (Name and Title):
Prime Contractor:	Contractor Project Partnering Lead on this project (Name, Title, and Company): Address: Office Phone Number: Cell Phone Number: Email Address: List other Contractor Team Members involved in Project Partnering (Name and Title):
Other External Stakeholders:	List Subcontractor, Supplier, and/or any other Stakeholder Team Members involved in Project Partnering (Name, Title, Organization, Email Address and Phone Number):
District Contact Person:	Name and Title: Address (Use internal route tag identification, mail stations, etc.): Office Phone Number: Cell Phone Number: Email Address:
Alternate Contact:	Name and Title: Office Phone Number: Email Address:

I. CONTRACT DESCRIPTION

(3 Points)

Section I Word Count: _____

A) Type of Work:

B) Size: *(approximate dollar value)*

C) Brief description of job site: *(describe location and unique characteristics of contract site) – maximum of 75 words*

D) Partnering Initiation and Process:

- 1) Does your contract include the partnering standard specification that requires professionally facilitated partnering on all projects over \$10 million? Yes or No
- 2) Initial / Kick-off Workshop was: Self Facilitated or Professionally Facilitated
- 3) Was Partnering Skills Development Training held for the project team? Yes or No
If yes, what topics were covered? (1 to 4 allowed per spec.)

If yes, how many team members attended? _____

If yes, Instructor name and company: _____

- 4) Total number of Partnering Sessions held during contract: _____
- 5) Partnering Facilitator name and company, if applicable:

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

II. LIST ALL STAKEHOLDERS**(5 Points)**

(Identify entity and involvement or scope of work):

Section II Word Count: _____

III. WHY THIS CONTRACT?**(14 Points)**

Describe why the contract should receive a Caltrans Partnering Success in Motion Award. This may include challenges or obstacles overcome, awards, special efforts. Mention joint problem-solving examples or methods used. *(Answer in 300 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

(46 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. **(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? **(8 Points)**
(Describe the partnering evaluation process on this contract. Include sample copies of monthly partnering evaluation survey and results.)
- C) What is the safety record for all jobsite employers? **(8 Points)**
(Include loss time injury.)
- D) Is the contract at or under budget of contract allotment? **(5 Points)**
(Include owner approved CCOs.)
- E) Is the contract on or ahead of the approved schedule? **(5 Points)**
(Provide factual information, numbers.)
- F) Describe your issue resolution procedure and show evidence. **(5 Points, 0 if no evidence)**
(Cite examples.)
- G) Are potential claims being resolved? **(10 Points)**
(Provide brief descriptions, status, and dollar values of resolved and unresolved potential claims.)

V. SUBJECTIVE CRITERIA

(32 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 are involved in the project partnering process. **(5 Points)**
- B) Describe how subcontractors are involved in the project partnering process? **(5 Points)**
- C) Describe project relations and on-going relationships with key stakeholders. **(4 Points)**
(Supply testimonial letters if possible.)
- D) Explain how the project partnering process is instrumental to the success of the project. **(5 Points)**
- E) Identify any innovative ideas that evolved through the project partnering process. **(6 Points)**
(Discuss cost savings, value engineering, improved productivity, quality, etc.)
- F) Discuss situations in which you attained quality beyond what was specified in the contract. **(4 Points)**
- G) 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 I through VI)