

International Partnering Institute

John L. Martin Partnered Project of the Year Award 2021 Application



**For projects completed between
January 1 and December 31, 2020**

Application Deadline: February 1, 2021

**1607 W. Linden Avenue
Visalia, CA 93291
925-447-9100**

www.partneringinstitute.org

**International Partnering Institute
John L. Martin
Partnered Project of the Year Award 2021**

PURPOSE

The International Partnering Institute's Partnered Project of the Year Award is an annual recognition of completed projects that best exemplify the principles of partnering. The purpose of the award is to celebrate successes, share lessons learned and best practices and to acknowledge the collaborative efforts of teams who achieve extraordinary results through Partnering.

BACKGROUND

IPI is a 501(c)3 non-profit charitable organization. IPI conducts research to capture partnering concepts and techniques that develop high trust relationships and organizational cultures for the delivery of construction projects, and provides education and certification in those concepts and techniques. IPI is funded by revenue generated from member contributions, seminars and educational resources.

PARTNERING DEFINITION

Collaborative Partnering is a structured process that, through consistent application, develops a culture of collaboration through which construction project teams:

- Co-create project goals and strategies to meet them,

- Measure progress toward goals,
- Resolve issues and disputes,
- Identify barriers and opportunities for project success,
- Gather lessons learned from the project upon closeout.

Tangible deliverables of the Collaborative Partnering process include a charter (including core and project-specific goals and a signature page), an issue resolution process, action plans and commitments, and evaluation methods.

BENEFITS

In addition to being honored at the IPI Awards Live 2021 Ceremony, winners will:

- Be recognized as leaders in Partnering excellence
- Receive information regarding strengths and opportunities that will drive improved effectiveness
- Have the opportunity to network with peers in the industry committed to Partnering excellence
- Know they have contributed to continuous improvement of Partnering as a business process.

PARTNERED PROJECT OF THE YEAR AWARD CATEGORIES

IPI Partnered Project of the Year Awards are granted to Projects in two sectors and three categories. In order to be eligible, the project must have utilized a structured Partnering process, and fit into one of two categories.

Sectors

Civil Construction:

Highways/state routes, freeways, roads and streets including reconstruction, an expansion or widening of existing roadways, bridges, interchanges, overpasses, road tunnels, transit or light rails, etc.

Buildings/Infrastructure:

Buildings, infrastructures, new and renovation, historic restoration, renovation or other facility related construction projects.

Budget Categories

Category 1 - Project Budget is less than \$25 Million

Category 2 - Project Budget is between \$25 and \$250 Million

Category 3 - Project Budget is over \$250 Million

2019 ELIGIBILITY REQUIREMENTS

- Projects must be completed between January 1 and December 31, 2020
- Projects must be nominated by the Owner, Designer, Contractor, Construction Manager, Facilitator or third-party stakeholder
- Projects must have followed a structured Partnered process in accordance with the IPI Model¹

¹ Visit the IPI Website <https://partneringinstitute.org/about/what-is-construction-partnering/> for more information on the IPI Model.

AWARD PROGRAM GUIDELINES

Award Process

The IPI Partnered Project of the Year Award process is led by the IPI Awards Committee, volunteers from all walks of the construction industry with in-depth understanding of construction Partnering. The Awards Committee establishes the standards for award winning projects, reviews the awards applications and determines the level of recognition awarded to applicants.

Submittal requirements are clearly outlined each year and judging criteria is open for review by all applying entities.

The award recipients are recognized each year at the annual International Partnering Institute's Awards Ceremony.

The steps of the process include:

1. Review submittals for eligibility and adherence to the guidelines.
2. Judges' review of written award submittals against the criteria.
3. Selection of finalists for the award.
4. Verification/clarification of recipient information and results.
5. Judges final recommendations for award recipients.
6. Presentation at the IPI Awards Ceremony.

Application Deadlines and Submittal Information

Applications and fee to be sent **by February 1, 2021 before 5:00 p.m. PST** to:

International Partnering Institute
1607 W. Linden Avenue
Visalia, CA 93291

Application fee: \$500

For questions contact us at 925-447-9100, or ed@partneringinstitute.org

Selection of Winning Applications

Applicants are expected to complete the standard application form on pages 9-13. Answer each question completely, and present the completed application in accordance with the submittal guidelines below. All materials may be used in future IPI publications.

- Table of Contents
- Application form
- Application content (**13 pages maximum**)
 - One page summary describing why the project should receive an IPI Partnered Project of the Year Award (not included in the 13 page count), immediately preceding the Judges' Criteria (this write-up should be suitable for publication)
- Responses to all questions set forth in the Judges' Criteria (**maximum of 8 pages**) in the order the criteria are listed on page 7.
- Attachments
 - Exhibits (maximum of 5 pages) such as press clippings, related special event material, photos, charts, graphs or tables to highlight results and a glossary of terms as needed
 - Copy of the Charter/Partnering Agreement attached including signature page (if applicable), core and project-specific goals
 - Copy of the survey form/evaluation tool for the partnership

Format for the submittal:

Submit the entire application contents in a three-ring binder or bound booklet.

- Font size of 12 pt. Arial with one-inch margins; 1.5 spacing.
- A cover sheet with a photo or graphic may be used in front of the binder or as first page of submittal, but not both.
- Dividing tabs separating sections are encouraged.
- Submit one original and four hard copies of the entire application by the deadline, as well as one electronic copy (Word or PDF) on a "flash" or "thumb" drive.
- Do not use double side entry pages or sheet protectors.

Judges will carefully score the responses given against the criteria established and select winning applicants based on the quality of the application and not on its sophistication. If, in a given category, none of the applications receive winning scores, no award for that category will be given. Applications are scored in accordance with the Judges' Score Sheet (attached).

Applications received after the deadline will not be accepted.

Application Tips

- Review the judges' criteria, judges' score sheet and the point system before you begin the application process.
- Before and after pictures are a great way to showcase specific elements of your project. Keep in mind that pictures must be supported by the write-up you provide.
- Start the application early and complete it before going back to review and polish it.
- Have your partners look over the materials you prepare for additional comments or insights. Buy-in from principal stakeholders may strengthen your application.
- Make sure you submit your application by the deadline.
- The application must include all of the elements requested above in order to be considered. In cases where scores are close, the quality of detail within the application may be the deciding factor. The information included should be concise, well-articulated and with sufficient detail to describe how partnering made a difference in the outcomes of the project.
- Provide examples throughout the application. Examples are a descriptive and concrete way to show the judges how your project was exceptional.
- A panel of judges who may have no previous exposure to your project will review and evaluate your project write-up. The judging panel for each project category is made up of experienced and qualified professionals who can only evaluate what you present.
- Any inconsistencies between your description and other project elements may lead to lower scores. IPI staff may follow up with you prior to judging your application in order to clear up any confusing elements of the application. We strongly encourage you to take that opportunity to clarify and give your project the best possible chance at winning!

Good luck!

The Judges Criteria include the following:

1. How Did You Partner This Project? (15 points)

- Did you use a Professional Neutral Facilitator? For how many sessions? Specify if you held a kick-off session, interim follow-up sessions and/or a close out lessons learned session, and if these sessions were facilitated.
- Did the project use Surveys? If so, how many did your team use?
- How did your team follow up on survey findings? If applicable, include an example of a decision the team made based on survey findings.

2. Goals and Outcomes of the Partnership (35 points)

- What were the team's goals relative to scope, schedule, quality, safety and budget? What project-specific goals did your team set?
- Were the partnership's goals updated/amended throughout the project? Please provide details.
- What were the outcomes of your goals? Did the project exceed expectations in terms of scope, schedule, budget, safety, quality, personal fulfillment, etc.? If so, provide details.

Include your Partnering Charter in the appendix (including signature page, core goals, project-specific goals, etc.). This does not count against the 13 page limit.

3. Issue Resolution (25 points)

- Describe the issues that your team overcame through Partnering.
- What was your team's issue resolution procedure? Provide examples.
- In addition to Partnering, did you use a DRA/DRB, Facilitated Dispute Resolution or any other form of ADR to resolve a disputed issue? If so, provide details.
- Estimate the value of the issues resolved (in terms of cost and of schedule).

4. Teamwork (15 points)

- How did you develop team member relationships? Describe those relationships and how you maintained them.
- How did you inform, educate and/or engage the public, third parties, or other project stakeholders? Describe those relationships and how you maintained them.
- Provide specific examples of how Partnering added value for the team and the stakeholders, including the end-users?

5. Innovations and Lessons Learned (10 points)

- What "out of the box," innovative/creative ideas were implemented on this project?
- Explain any special adaptations or refinements that were made to improve the project partnering process to fit this particular project.
- What were your lessons learned and how will you use them to improve future projects?

6. Bonus Points (5 points)

- Two bonus points will be assigned if the application is signed by the owner, prime contractor, CM, designer and facilitator. (if they are not an employee of the owner's organization). Digital signatures or ink signatures are acceptable (below). Include the signatures of principal stakeholders (owner agency, contractor, and CM, designer and facilitator when applicable) (up to two (2) points total)
- One bonus point will be assigned for **each team member firm** that is an IPI Member. (up to three (3) points total)

Name/Signature	Title	Agency/Organization

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Application Form (1 of 5)

Category

Note: See page 3 for eligibility requirements. Partnerships must have utilized a structured Partnering process. There may be multiple awards in each category.

Check only one category below:

Category 1 (Under \$25M)

- Civil Construction
- Buildings/Public Infrastructure

Category 3 (\$250M and above)

- Civil Construction
- Buildings/Public Infrastructure

Category 2 (\$25M – \$250M)

- Civil Construction
- Buildings/Public Infrastructure

Project Team IPI Member(s): _____

Applicant Information

Date Application Package Submitted for Consideration: _____

Project Name: _____

Project Location: _____

Team Members

(Identify the Owner of the project, Prime Contractor, Designer, Construction Manager, and Partnering Facilitator)

Owner: _____

Mailing Address: _____

Contact Name and Title: _____

Telephone Number: _____

Email: _____

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Application Form (2 of 5)

Prime Contractor: _____

Mailing Address: _____

Contact Name and Title: _____

Telephone Number: _____

Email: _____

Designer: _____

Mailing Address: _____

Contact Name and Title: _____

Telephone Number: _____

Email: _____

Construction Manager (if applicable): _____

Mailing Address: _____

Contact Name and Title: _____

Telephone Number: _____

Email: _____

Partnering Facilitator: _____

Mailing Address: _____

Contact Name and Title: _____

Telephone Number: _____

Email: _____

List Project Stakeholders (if applicable):

On a separate page, list Subcontractor(s), Supplier(s), and/or any other Stakeholder Team Members involved in Project Partnering (Name, Title, Organization, Email and phone) on separate page (not considered within the 13-page limit).

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Application Form (3 of 5)

Schedule Outcome:

- A) Original planned start date _____
 - B) Original planned completion date: _____
 - C) Planned number of work days: _____
 - D) Actual start date (Notice to Proceed): _____
 - E) Actual completion date (if vertical, Certificate of Occupancy, if civil, Substantial Completion): _____
 - F) Actual number of work days: _____
Days Ahead or Behind Schedule (F-C): _____
Explain any schedule anomalies or considerations: _____
-

Project Budget Outcome:

- A) Original Contract (or Guaranteed Maximum Price if applicable) Amount: _____
 - B) Final Contract Amount: _____
 - C) Project Cost Under or Over Budget A-B): _____
 - D) Cost Increase Associated with Owner Initiated Change Orders: _____
- Explain any budget amendments or considerations: _____
-

Change Order Outcome:

Estimations are fine. This data provides context to the awards judges, and does not affect scoring.

Number and the Value of Change Orders Processed: _____

Number and the Value of Owner Initiated Change Orders: _____

Number and the Value of Field Initiated Change Orders: _____

Describe any change order issues encountered and how the partnering process was used to address those issues in question 3 (Issue Resolution). _____

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Application Form (4 of 5)

Claims Outcome:

Number of Claims Accepted: _____

Number of Unresolved Claims (at close-out, ongoing?): _____

Please explain any outstanding claims: _____

Safety Outcome:

Total Number of Personnel hours: _____

OSHA Recordables: _____

Lost-Time rate: _____

Did this project experience a Fatality: _____ Y / N _____ ?

Comments regarding safety issues that occurred in the project: _____

Personal Fulfillment Outcome (from participant surveys):

Initial Participant Project Satisfaction Level: _____

Final Participant Project Satisfaction Level: _____

Describe how project participants felt about participating in the project and how partnering influenced their feelings about their work in question 5 (Value/Outcome).

Partnering Expense Analysis:

A) Total Cost of Project Partnering (Facilitator, meeting expenses, and surveys):

B) Final Project Cost: _____

C) Partnering Expense as a % of Project Budget: _____

D) Estimated Savings due to Partnering: _____

Savings Due to Partnering/Partnering Expense: (D divided by A) _____

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Application Form (5 of 5)

EXTRA CREDIT (1 Point per Question at the Judge's Discretion)

- A) How did Collaborative Partnering affect the motivation and production levels of the project team to complete the project and meet the stated goals? What were the tangible and/or measurable results?

- B) Was there a difference in the amount of legal fees spent by the project team members, as a whole, due to the implementation of Collaborative Partnering? What is the estimated difference and did it result in extra cost or savings to the project?

SUPPLEMENTAL INFORMATION

- A) What was/were the reason(s) for the Owner-Initiated Change Orders identified under "Change Order Outcome" on page 11?

PAYMENT & DEADLINE INFORMATION

**Deadline: Entries must be received by February 1, 2021 - before 5:00 p.m. PST.
Late entries will not be accepted.**

Send application with fee to:
International Partnering Institute
1607 W. Linden Avenue
Visalia, California 93291

Entry Fee Enclosed: \$500 Additional Donation \$ _____

Amounts above the entry fee of \$500 are a welcome donation. IPI is a 501(c)(3) non-profit organization. All donations are tax deductible and help fund our operations year-round, bringing Partnering to all sectors of the construction industry.

Make checks payable to: **International Partnering Institute**

****Note:** Entry fee includes **admission** to the IPI Live 2021 Virtual Awards Ceremony and **three Project Trophies or Plaques** (Owner, Prime Contractor, and Facilitator). Winners may purchase additional trophies for team members. Contact IPI for details.

***Note:** The Awards Ceremony will be held on Friday, May 21, 2021 and is anticipated to be a live virtual event.

Project teams will be notified of the status of their application in the first two weeks of **April 2021**. While teams will be notified at this time in writing as to whether their project team has won an award, the specific level of each award will not be disclosed until the IPI Awards Ceremony.

All submitted materials become the property of the International Partnering Institute's Partnered Project of the Year Awards committee and may be used in education, marketing and promotion for the awards program.