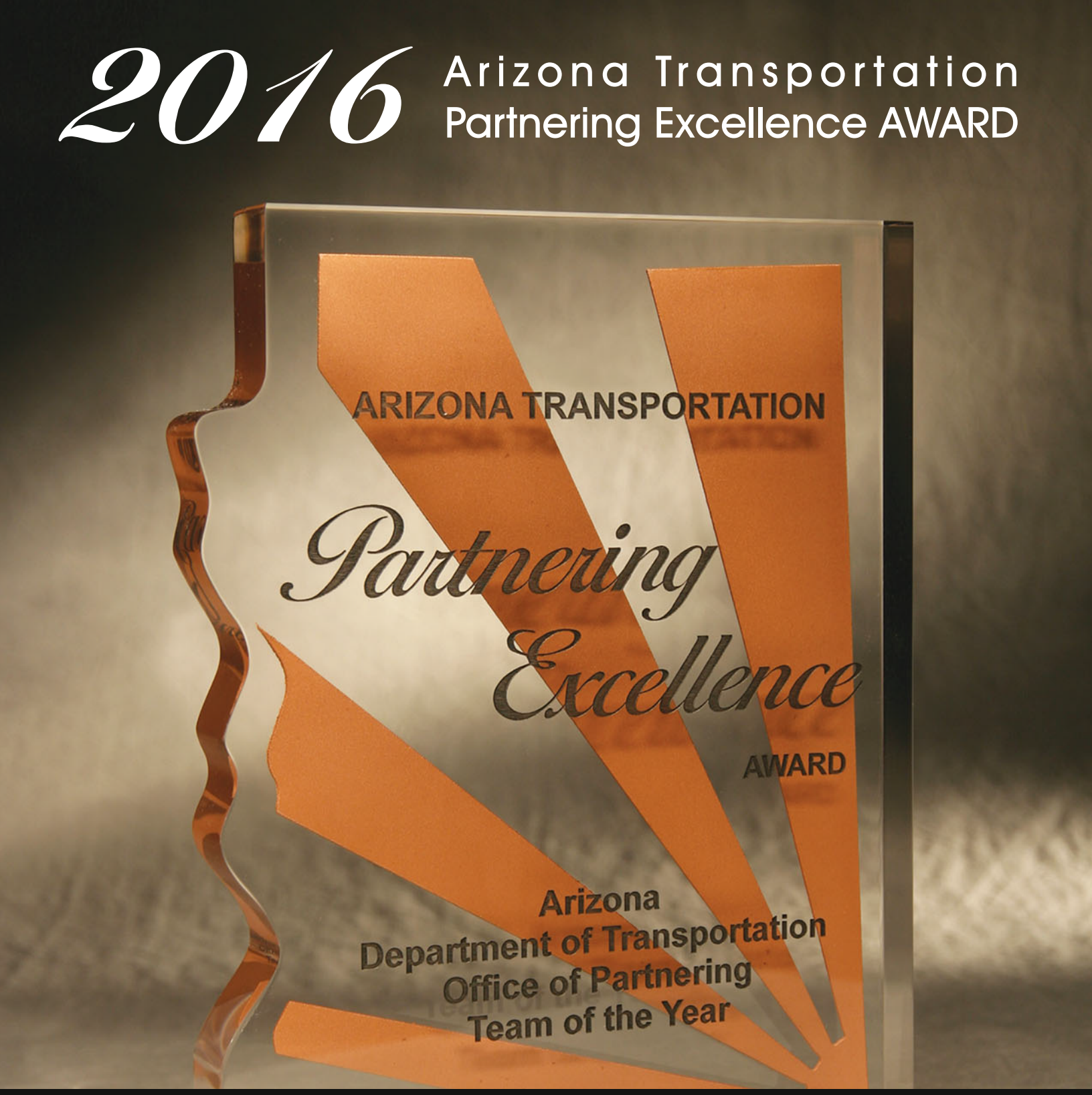
2016 Arizona Transportation Partnering Excellence AWARD



Application Due: December 5, 2016

ACEC

Maricopa County Department of Transportation

AMCA Associated Minority Contractors of America

APWA American Public Works Association

ADOT

ATB Moving Our Economy Arizona Transportation Builders Association

U.S. Department of Transportation Federal Highway Administration

Arizona Chapter The Associated General Contractors of America — Skill Responsibility Integrity — Building Arizona Since 1934

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2016 ARIZONA TRANSPORTATION PARTNERING EXCELLENCE AWARD

PURPOSE

The Arizona Transportation Partnering Excellence Awards competition is designed to recognize partnership teams that demonstrate a high degree of achievement through their practice of the Partnering principles and application of the Partnering processes related to the transportation industry.

BACKGROUND

Partnering excellence has been recognized by the Associated General Contractors since 1993. The National Partnership on Highway Quality recognizes excellent partnerships bi-annually. In 2005 the Partnering Advisory Committee formed a partnership to develop the Arizona Transportation Partnering Excellence Award criteria, materials and selection process. This committee is made up of Arizona stakeholder groups who use and encourage the use of Partnering.

A creative and innovative "edge" is critical to business success. Collaborative teamwork that achieves measurable results through agreements and productive working relationships is more important today than ever before. Today, resources and time are precious. Successful partnerships conserve resources and allow for creative solutions. Any team that applies for this prestigious award will be assessed for their current practices and relationships – an extremely valuable learning opportunity!

PARTNERING DEFINITION

Partnering is defined as "a formal process of collaborative teamwork to achieve measurable results through agreements and productive working relationships."

Tangible deliverables of a formal Partnering process may include a communications and roles matrix, a charter (mission, goals and guidelines), an issue resolution process and agreements, action plans, evaluation methods, meeting follow-up and reporting.

BENEFITS

In addition to being honored at the Annual Partnering Event, winners will:

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

Award application booklet available at:

ACEC: acecaz.org

ADOT: azdot.gov

AGC: azagc.org

AMCA: amcaaz.com

APWA: apwa.net

FHWA: fhwa.dot.gov/azdiv

ATB: movingoureconomy.org

MCDOT: mcdot.maricopa.gov

2016 AZ TRANSPORTATION PARTNERING EXCELLENCE AWARD CATEGORIES

The following categories of Partnerships must have utilized a formal Partnering process and be able to show a relationship to transportation - the movement of people and goods within the State of Arizona.

CONSTRUCTION

Roadway (Under $5M; $5M to $25M; Over $25M) – Your project included one or more of the following: highways/state routes, freeways, roads and streets including reconstruction and expansion or widening of existing facilities, bridges, interchanges, overpasses, road tunnels.

Other Transportation Infrastructure (Under $5M; $5M to $25M; Over $25M) – Your project included one or more of the following: airport, bus/transit, rest areas, tunnels (other than roadway), ports of entry, rail, ITS, non-recreational multi-use paths (part of an overall system), pedestrian bridges.

NON-CONSTRUCTION

Development/Design – Your project included one or more of the following: scoping documents, environmental documents, design documents, plans completed to percent stage required in contract.

General Partnerships – Multiple organizations using formal Partnering processes to achieve positive results, evidenced by one or two key measures related to a work environment that supports the transportation industry. This typically includes public and agency partnerships among and between DOTs, other local, state and federal agencies, counties, tribes and possibly even non-governmental stakeholders, such as utilities or private organizations. General Partnerships also are often among and between members and work units of the same organization and can be internal or external. Substantial completion will be evidenced by proof of completed goals and objectives.

Previous applications in the same category under the same Partnership cannot apply.

There may be multiple awards for each category.

2016 ELIGIBILITY REQUIREMENTS

- The Partnership must be transportation related.
- One application submittal per award category.
- Only one application per Partnership.

Construction Projects

- Substantially complete and ready for use by October 15, 2016.
- Previously submitted construction projects are not eligible.
- CM@R, Design Build and JOC are eligible under the Construction category only.

Development/Design

- Documents and plans completed to percent stage required by the contract.
- Previously submitted design projects are only eligible as construction projects.

General Partnerships

- Purpose, intent, goals and/or objectives must have been substantially met.
- Previously submitted General Partnerships are only eligible to reapply if purpose, intent, goals, objectives and tasks have changed significantly.
- Subcommittees of a General Partnership are eligible to apply if all requirements are met and if not submitted previously.

AWARD PROGRAM GUIDELINES

AWARD PROCESS

The Arizona Transportation Partnering Excellence Award process is led by a committee of volunteers who exemplify excellence in the transportation industry. They oversee the award process which includes the establishment of a high standard of Partnering performance and the categories of projects eligible to receive the award.

Submittal requirements are clearly outlined every year. Judges are selected for their in-depth expertise in the transportation industry and recognized leadership in building partnerships. Judges will recuse themselves from projects that they or their organization have been involved in. Judging criteria is established to support high levels of excellence over the life of the award.

Feedback to award applicants achieving the minimum standard is provided through both review of the written submittal and discussion among the experienced Partnering judges. Feedback will be provided to the applicants when finalists are announced.

The award recipients are recognized each year at the annual Partnering Event sponsored by Arizona Department of Transportation, Arizona Chapter of the Associated General Contractors, American Council of Engineering Companies of Arizona, Maricopa County Department of Transportation, Associated Minority Contractors of America, American Public Works Association, Federal Highway Administration and Arizona Transportation Builders Association.

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 recommendation for award recipients
6. Award recipient notification

APPLICATION DEADLINES AND SUBMITTAL INFORMATION

- Send applications to:
  Arizona Transportation Partnering Excellence Award Committee c/o Entellus, Inc.,
  3033 North 44th Street, Suite 250, Phoenix, Arizona 85018
  Applications must be received before 4:00 p.m. MST, December 5, 2016.
- Notification to award recipients: February 2017
- Contact for questions:
  Denis Howe, Entellus, Inc. | (602) 244-2566 | **dlhowe@entellus.inc**

APPLICATION INSTRUCTIONS

Applicants are expected to complete the standard application form found on pages 6-7. Responses shall answer the questions asked and present the information in a 15 page maximum format (single-sided; if double-sided the page will count as two pages) according to the following submittal guidelines:

- Table of Contents (not included in the 15 page count).
- Application Form (not included in the 15 page count).
- One page Executive Summary describing why the partnership should receive this recognition (i.e. why is this team's effort worthy of receiving an award of excellence. This page is not included in the 15 page count). Please include a short description of the project itself. Place this 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 10 pages) in the order the criteria are listed on page 5.
- Attachments/Exhibits (maximum of 5 pages) which may include press clippings, related special event material, photos and a glossary of terms as needed.
- Charter/Partnering Agreement attached. This does not need to have the signature page if it is a separate page (not included in the 15 page count).
- Rating form/evaluation tool for the partnership (not included in the 15 page count).
- List all significant project team members, including subcontractors and design firms. Provide project team member contact information, eg. name, organization, phone and email (this information is not included in the 15 page count).
- Do not include the entire Partnering Workshop Report; it will exceed the attachment page limit

Format for the submittal shall include:

- Submit all information in a three-ring binder or a folder that allows pages to be easily removed.
- No pictures or graphics are allowed on the table of contents, application form or tabs.
- Minimum font size of 12 pt Arial with one-inch page margins.
- One cover sheet can be used on the front of the binder or as the first page of submittal, but not both (cover sheet not included in 15 page count). Graphics and pictures are allowed on cover sheet.
- Tabs separating the criteria are encouraged (tabs are not included in 15 page count)
- One original application and six copies, a total of seven, shall be submitted by the deadline.
- One jump drive with a pdf file of the application shall be submitted by the deadline.

Note: Those exceeding this maximum number of pages for attachments/exhibits per the guidelines above, would be counted against the five page limit and will be eliminated from the competition as non-responsive to the eligibility requirements.

HOW WINNERS ARE SELECTED

Arizona Transportation Partnering Excellence Award recipients will be selected based upon the Judges' Criteria. Once the applications are reviewed for eligibility and adherence to the guidelines, those meeting the requirements will move forward to be examined against the criteria. Those meeting the minimum standard* for recognition will then be reviewed by the judges and considered finalists for the award.

Judges will look carefully at the responses given against the established criteria and not the sophistication of the package submitted. In particular, judges will be looking for how the team used partnering tools and principles in exemplary ways that are commensurate of receiving an award of excellence. The judges will then determine which partnerships will be recognized. If no applicants in any one category meet the minimum standards* set, no award for that category will be bestowed in that year.

* Minimum standards reflect a well-developed level of the Partnership across all categories of the Judges' Criteria. They also include measurable, positive results. No award submittals will be returned.

JUDGES' CATEGORIES AND CRITERIA

A formal Judges Panel shall determine the recipients. Members of the panel represent:

- Government agencies
- Contractors
- Consultants
- Citizens at large

The Judges' Categories and Criteria include:

1. Charter/Mission of the Project Team (15 points)

A Charter defines the common mission, goals, guidelines and key agreements for the Partnership team.

- How was the Charter used to support the Partnership?
- What process was used to evaluate, review and update the Charter during the Partnership/life of the project?
- What is the relationship between the Charter, the evaluation tool and the goals?

2. Goals (20 points)

- How were each of the goals (and sub goals if applicable) of your Partnering agreement developed, measured, evaluated and used?
- What were the results? (Cite results for each goal and how Partnering helped in its achievement.)
- How are the mission and goals linked to assure success of the partnership?
- Did the team modify any of the goals during the project and if so why?

3. Issue Resolution (20 points)

- What were the results/outcomes of the team having an established issue resolution/escalation process?
- What issues were resolved by field/front line employees that were closest to the issue?
- Indicate how following an issue resolution process improved the partnership.
- Was the result of an issue escalation communicated back to the team?
- What were the lessons learned through the issue resolution process?

4. Teamwork (20 points)

- How did you develop team member relationships?
- Indicate how teamwork played an integral part in decision making and the success of the Partnership.
- How did the team develop relationships with stakeholders?
- How did the team inform, educate and/or engage the public or other stakeholders?
- Describe those relationships and how you maintained them.
- How did you celebrate team successes?

5. Value/Outcomes (25 points)

- Describe how the Partnership contributed to meeting the scope, schedule and budget.
- How can you demonstrate that the partnering relationship added value for the stakeholders?
- How did the team use evaluation tools to assist the Partnership in meeting the scope, schedule and budget?
- What were your lessons learned from using the partnering process and how will the team members apply these lessons to future jobs?
- Cite any exemplary or creative practices that had a positive impact on the Partnership.

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Application Form (1 of 2)

CATEGORY

Note: See pages 2-3 for eligibility requirements. Partnerships must have utilized a formal Partnering process and be able to show a relationship to transportation-the movement of people and goods within the State of Arizona. There may be multiple awards in each category.

Partnership, Project Title: _____

Check only one category below.

CONSTRUCTION CATEGORY

- ☐ **Roadway (Under $5 Million)**
- ☐ **Roadway ($5 Million to $25 Million)**
- ☐ **Roadway (Over $25 Million)**
- ☐ **Other Transportation Infrastructure (Under $5 Million)**
- ☐ **Other Transportation Infrastructure ($5 Million to $25 Million)**
- ☐ **Other Transportation Infrastructure (Over $25 Million)**

NON-CONSTRUCTION CATEGORY

- ☐ **Development/Design**
- ☐ **General Partnerships**

Substantial completion will be evidenced by proof of completed goals and objectives.

Note: Non-Construction projects do not have a size differentiation.

2016 ARIZONA TRANSPORTATION PARTNERING EXCELLENCE AWARD

Application Form (2 of 2)

APPLICANT INFORMATION (continued)

Partnership, Project Title: _____

Nomination Submitted by: _____

Signature of Submitter: _____

Title: _____ **Date:** _____

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

Submitter Email: _____

Contact Name: _____ **Contact Phone:** _____

Contact Email: _____

Project Owner Contact: _____**Project Owner Phone:** _____

Project Owner Email: _____

☐ **Submitter has notified the project owner that the project has been submitted for award recognition.**

Date Partnering Agreement Signed: _____

Substantial Completion Date: _____

PAYMENT AND DEADLINE INFORMATION

Deadline: December 5, 2016 4:00 p.m. MST. Late entries will not be accepted.

Send application with fee to: Arizona Transportation Partnering Excellence Award Committee,
c/o Entellus, Inc., 3033 North 44th Street, Ste 250, Phoenix, Arizona 85018

Entry Fee Enclosed: ☐ **$300** (includes one award to be presented at Roads & Streets)
Please make checks payable to: Arizona Transportation Partnering Excellence Award Committee.

Upon notification of winning an award, the nominator will be contacted to provide award engraving information and to provide the total number of additional/duplicate awards they would like to order.

All materials become the property of the Arizona Transportation Partnering Excellence Award Committee and may be used in education, marketing and promotion for the awards program.

Awards will be presented at Roads & Streets on April 14, 2017.