2012 ARIZONA TRANSPORTATION AWARD

Partnering Excellence

ACEC ADOT

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Building Arizona Since 1934

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Arizona Chapter APWA AMERICAN PUBLIC WORKS ASSOCIATION

AMCA Associated Minority Contractors of America

U.S. Department of Transportation Federal Highway Administration

Application Due: November 5, 2012

TABLE OF CONTENTS

PURPOSE 1

BACKGROUND 1

PARTNERING DEFINITION 1

BENEFITS 1

2012 AZ TRANSPORTATION PARTNERTING EXCELLENCE AWARD CATEGORIES 2

- CONSTRUCTION 2
- NON-CONSTRUCTION 2

2012 ELIGIBILITY REQUIREMENTS 2

AWARD PROGRAM GUIDELINES 3

- AWARD PROCESS 3
- APPLICATION DEADLINES AND SUBMITTAL INFORMATION 3
- HOW WINNERS ARE SELECTED 4
- JUDGES' CRITERIA 5

APPLICATION FORM 6

PAYMENT & DEADLINE INFORMATION 7

2012 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 and the National Partnership on Highway Quality also 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 they have contributed to continuous improvement of Partnering as a business process

Award and application booklet available at:

ACEC:	www.acecaz.org
ADOT:	www.azdot.gov
AGC:	www.azagc.org
AMCA:	www.amcaaz.com
APWA:	www.apwa.net
FHWA:	www.fhwa.dot.gov/azdiv
TUCA:	www.tuca-az.org

2012 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 agreements 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.

2012 ELIGIBILITY REQUIREMENTS

- The Partnership must be transportation related.
- One application submittal per awards category.
- Only one application per Partnership.
- **Construction Projects**
    - Substantially complete and ready for use by October 15, 2012.
    - Previously submitted construction projects are not eligible.
    - CM@R, Design Build and JOC are eligible under the Construction category only.
- **Development/Design**
    - Documents, 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 role model 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. Judging criteria is established to support high levels of excellence over the life of the award.

Feedback to those applicants achieving the minimum standard to be considered for an award is provided through both review of the written submittal and discussion among the experienced Partnering judges. Feedback will be provided to the applicants by the end of the calendar year.

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, and American Council of Engineering Companies of Arizona.

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

- Applications to be sent to:
  Arizona Transportation Partnering Excellence Award Committee – **by November 5, 2012 before 5:00 p.m. MST** to the Associated Minority Contractors of America (AMCA) office at 5660 S. 32nd St. Suite 105, Phoenix, AZ 85040 | 877-619-0026

- Notification to Award Recipients: February 2013

- For questions please contact: Michelle Fink, ADOT-CCP | (602) 712-8224 | mfink@azdot.gov or Carla Carter, Carter & Associates | (480) 922-0043 | ccarterinc@cox.net

HOW WINNERS ARE SELECTED

Applicants are expected to complete the standard application form on pages 6-7. Responses shall not only answer the questions asked, but shall also be presented in a format that includes a total of 15 pages maximum (single-sided; if double-sided it will count as 2 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 summary describing why the project should receive an Arizona Transportation Partnering Excellence Award (not included in the 15 page count), immediately preceding 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 – 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).

Format for the submittal shall include:

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

Note: Those exceeding this maximum number of pages for attachments/exhibits per the guidelines above, such as providing a full workshop final report vs. a short sample of the evaluation, would be counted against the five page limit and will be eliminated from the competition as non-responsive to the eligibility requirements.

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 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 criteria established and not the sophistication of the package submitted. 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.

No award submittals will be returned.

* Minimum standards reflect a well-developed level of the Partnership across all categories of the Judges' Criteria. They also include measurable, positive results.

JUDGES' CRITERIA

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

- Government agencies
- Contractors
- Consultants
- At large

The Judges' Criteria include the following:

1. Charter/Mission of the Partnership (15 percent)

What is the purpose of your Charter / Partnering agreement? (Cite the specific mission and goals of the partnership.) Include your charter.

2. Goals (20 percent)

How were the partnership goals developed?

- How were each of the goals of your Partnering agreement measured and evaluated?
- What were the results? (Cite results for each goal and how Partnering helped in its achievement.)

3. Issue Resolution (15 percent)

What is your issues resolution procedure? Provide examples, if available.

- What were the results/outcomes of the team having an established issue escalation process?
- What issues were resolved by field/front line employees closest to the issues?
- How did the complexity of the issues addressed impact the success of the Partnership?

4. Teamwork (20 percent)

How did you develop relationships with stakeholders? 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 or other stakeholders? What were the results?

5. Value/Outcomes (30 percent)

How well did you meet the scope, schedule and budget?

- How can you demonstrate that your partnership added value for the stakeholders?
- How did your outcomes exceed expectations?
- What were your lessons learned and how will you use them to improve?

2012 ARIZONA TRANSPORTATION PARTNERING EXCELLENCE AWARD

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.

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 CATEGORIES

- ☐ **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.

APPLICANT INFORMATION

Company Name/s (List all if joint venture or general partnership, and please assign one sponsor to coordinate all organizations. Submitting partner must sign the entry form, verifying 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.

Name/Organization	Phone	Email

2012 ARIZONA TRANSPORTATION PARTNERING EXCELLENCE AWARD

APPLICATION FORM (2 of 2)

APPLICANT INFORMATION (continued)

Nomination Submitted by: _____

Signature of Submitter: _____

Title: _____ **Date:** _____

Company: _____

Address: _____

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

Telephone: _____ **Fax:** _____

Email: _____

Partnership, Project Title: _____

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

Email: _____

Owner: _____ **Location:** _____

Date Partnering Agreement Signed: _____

Substantial Completion Date: _____

PAYMENT & DEADLINE INFORMATION

Deadline: Must be received by November 5, 2012 5:00 p.m. MST. Late entries will not be accepted.

Send application with fee to: Arizona Transportation Partnering Excellence Award Committee, c/o the Associated Minority Contractors of America (AMCA) office at 5660 S. 32nd St. Suite 105, Phoenix, AZ 85040 | 877-619-0026. Website address: www.amcaaz.com

Entry Fee Enclosed: ☐ $300
Please make checks payable to: Arizona Transportation Partnering Excellence Award Committee.

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.

IMPORTANT: Changes to Arizona Transportation Partnering Excellence Award Program:

1. Speaker Presentation is no longer required. Best practices determined by the judges may be asked to present at Roads & Streets in 2013.
2. Awards will be presented at Roads & Streets on March 29, 2013