2024

Caltrans

Excellence in Partnering Award

Application

December 2023 version



<https://dot.ca.gov/programs/construction/partnering>

### *Background*

The Caltrans Excellence in Partnering Award is an annual statewide recognition

of completed partnered contracts that best optimize principles of partnering.

The main purpose is to celebrate success, share lessons learned

of best practices and honor all contract stakeholders.

### *Eligibility*

Completed partnered construction contracts with approved PFE or Interim PFE or Exceptions

to either PFE dated between **January 1, 2023,** and **December 31, 2023.**

*For contracts that are in a Plant Establishment period and all other bid item work is complete, contact the Partnering Program Manager at* [*Partnering.Program@dot.ca.gov*](mailto:Partnering.Program@dot.ca.gov) *to assess eligibility.*

## *Recognition Levels*

I. Nominee (0 – 74 points)

II. Bronze (75 – 79 points)

III. Silver (80 – 89 points)

IV. Gold (90 – 100+ points)

V. Best in Class (highest Gold in each award category)

## *Criteria*

Caltrans Excellence in Partnering Awards are judged on both

objective and subjective criteria. Applications will be scored by a team composed of

Caltrans construction managers and industry senior executives.

## *Directions*

1. Applications must be **TYPED** and completed fully. Fill out a separate application for each project nominated. Applications are available on the Caltrans Partnering website at [**https://dot.ca.gov/programs/construction/partnering.**](https://dot.ca.gov/programs/construction/partnering)

2. **The text for Sections III through VI may have a combined total of no more than 2200 words**. The word count shall be filled in for each Section as requested and the combined total supplied in the Total Word Count space at the end of the application. The “word count” feature in Microsoft Word (under the review menu) may be used to count words. **Applications will be rejected if they exceed the 2200 word count maximum**. It is preferable that your text used to answer each question be in color, such as **blue** or **red,** to help differentiate answers from questions. The word count limit applies only to the text you have added and NOT the application form text. *Please note that the Sections that apply to the word count have changed from prior years.*

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. All pages should be formatted to 8 ½” x 11”.**  Applicants are encouraged to retain the computer files for future use.

5. Email the PDF file of each application plus attachments to the Caltrans District Partnering Coordinator in the district where the contract is administered by **5:00 p.m. on February 23, 2024.** Below is the link to the current District Partnering Coordinators: <https://dot.ca.gov/programs/construction/partnering/caltrans-partnering-coordinators>

**No other form of delivery (fax, internal mail, etc.) will be accepted.**

1. All applications must be signed by the Resident Engineer of the nominated project and the prime contractor equivalent in the “Nomination Submitted by” portion.
2. In order to give all contract applications the same opportunity, any applications that do not follow the above rules and format, or are received after the deadline, will not be considered for awards.
3. Please include ten pictures of the team while working on the project, project work photos, and team celebrations. Pictures should be in .jpg or .png format. Photos from your hand devices (selfies) are acceptable.

For videos and photos of the Excellence in Partnering award event check the Caltrans partnering website three weeks after the event: <https://dot.ca.gov/programs/construction/partnering>

Partnering Award Applicant Checklist

The below checklist is intended to assist you in providing a complete and thorough application. Please verify that your application includes the following and excludes extraneous materials:

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| --- | --- | --- |
| 🗸 | Item | Application Location/Reference |
|  | Application Form, Signed by Caltrans and the Contractor | Page 3 |
|  | Word Count completed for Sections III through VI, confirm that total does not exceed 2200 words. | Page 2, Item 2 |
|  | Additional Supporting Pages (maximum 5 single sided, letter pages) | Page 2, Item 3 |
|  | Partnering Charter, signed copy\* | Section IV, Item A |
|  | Monthly Partnering Evaluation Survey and Results (maximum 3 sample reports, preferably including the final report)\* | Section IV, Item B |
|  | Testimonial Letters regarding stakeholder relationships (maximum 5 letters)\* | Section V, Item C |
|  | 10 Project Photos, in .jpg or .png format (include selections with team members in the photo) | Page 2, Item 3 |

\*Not counted towards additional support pages.

If your email system cannot send the PDF application because the PDF file is too large, contact the HQ Partnering Program Manager at [Partnering.Program@dot.ca.gov](mailto:Partnering.Program@dot.ca.gov) for an alternative submission process.

**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:** | | **Exactly the way you want it on the Award.** |
| **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** | | <$10m  $10m -$50m  > $50m |
| **Attach a minimum of 10 Photos** | | Project Team Photos  Project Work Photos  Team Celebration Photos |
| **Nomination Submitted By:**  The undersigned nominate this project for consideration of the Caltrans Excellence in Partnering Award.  Caltrans signature Prime contractor signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <NAME>, Date <NAME> Date  Caltrans, Resident Engineer <Organization and Title> | | |
| **Caltrans:** | Caltrans Project Partnering Lead for this project (Name and Title):  Address:  Office Phone Number:  Cell Phone Number:  Email Address: | |
| **Prime Contractor:** | Contractor Project Partnering Lead for 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 will 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: | |

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| --- |
| **I. Partnering Initiation and Process (10 Points)** |
| A) Was partnering performed on this contract?  Yes or  No ( If no, skip to Section II)  B) Kick-Off Workshop was:  Self Directed (***1 Point***) or  Professionally Facilitated (***5 Points***)  Partnering Facilitator name and company, if applicable:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C) Was Partnering Skills Development Training held for the project team?  Yes (***1 Point***) or  No (***0 Points***)  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:  Number of Self Directed Meetings: \_\_\_\_\_\_\_ (***1 Point***)  Number of Professionally Facilitated Meetings: \_\_\_\_\_\_\_\_\_ (***3 Points***)  Contract duration (years/months): \_\_\_\_\_\_  E) Was a Partnering Close-Out / Lessons Learned session held? If so, attach documentation.  Yes (***1 Point***) or  No (***0 Points***) |

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| **II. LIST ALL STAKEHOLDERS (5 Points)** |
| *(Identify entity and involvement or scope of work and note whether they attended partnering sessions):* |

Entity Involvement Participated in Partnering Sessions (Yes/No)

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| --- |
| **III. WHY THIS CONTRACT? (27 Points)** |
| **Section III Word Count: \_\_\_\_\_**  Describe why this contract should receive a Caltrans Excellence in Partnering 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. (*Provide an answer in 500 words or less. Note that the national Marvin M. Black award application limits this section to 250 words.)* |

***CONTRACT RESULTS***

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| --- |
| **IV. OBJECTIVE CRITERIA (34 Points)** |
| **Section IV Word Count: \_\_\_\_\_** |

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

1. Was a Partnering Charter prepared? Include a signed copy including goals, dispute resolution ladder, and maintenance plan. (***5 Points, 0 if Partnering Charter not attached***)

*(Describe the process used to prepare the Partnering Charter.)*

1. How were the goals of the Partnering Charter evaluated or measured? Were they realized? (***6 Points***)

*(Describe the partnering evaluation process on this contract. Include one sample copy of the monthly partnering evaluation survey with a trend line showing how the scores changed over time. Maximum of 3 sample reports, preferably including the final report.)*

1. What was the safety record for all jobsite employers? (***2 Points***)

*(Include OSHA recordable rate (OSHA recordables / 1,000 man hours)*

1. Did the contract cost come in at or under the original Contract allotment? (***3 Points***)

*(Provide original Contract allotment (State-Furnished Material, Bid Items, Supplemental Work, and Contingency) vs. actual cost (PFE + State-Furnished Material).)*

Original Contract Allotment $ . vs. Actual Cost $ .

*If over, please explain.*

*G-12 request (Y/N) . CTC supplemental funds requested (Y/N) .*

1. Did the contract come in on or ahead of schedule? (***3 Points***). Start Date: \_\_\_\_\_\_\_ Finish Date: \_\_\_\_\_\_\_\_

*(Provide contract working days + additional Change Order working days vs. actual working days in the contract.)*

Contract working days + Change Order days = .

Actual working days = .

1. 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.)*

1. How were potential claims resolved before contract acceptance? (***6 Points***)

*(Provide brief descriptions and dollar values of resolved potential claims.)*

1. How many claims were filed on the contract after Proposed Final Estimate (PFE)? *(****2 Points****)*

*(Provide brief descriptions of the claims, dollar values, and what was done to mitigate the claims.)*

1. Partnering Expense Analysis ***(2 points)***Total Cost of Project Partnering Expense (facilitator, lunch, meeting space, scorecards):   
   Estimated Project Savings:   
   Estimated Savings per dollar of partnering cost (e.g., $90/$1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **V. SUBJECTIVE CRITERIA (24 Points)** |
| **Section V Word Count: \_\_\_\_\_** |

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

1. Were trade/craft foremen and workers involved in the project partnering process? How? (***4 Points***)
2. Were subcontractors involved in the project partnering process? How? Provide the percentage of listed subcontractors that attended the kickoff partnering session. (***4 Points***)
3. How did partnering improve relationships between the owner, the contractor, and key stakeholders during and after the project? (***3 Points***)

*(Supply testimonial letters if possible. Maximum of 5 letters.)*

1. Identify any innovative ideas that evolved through the project partnering process. (***6 Points***)

*(Examples may relate to cost savings, value engineering, improved productivity, quality, etc.)*

1. How did partnering allow your team to improve the project’s quality beyond what was specified in the contract? (***4 Points***)
2. List any teambuilding activities. Describe any unique motivational activities employed. (***3 Points***)

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| **VI. BONUS POINTS (Up to 4 Points maximum)** |
| **Section VI Word Count: \_\_\_\_\_** |

1. Explain any special adaptations or refinements that were implemented to improve the project partnering process to fit this particular contract. (***2 Points***)

*(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.)*

1. Offer your ideas of how the project partnering process could be improved, and how it would have benefited this project and how it may benefit future partnered projects. (***2 Points***)

*(This may include ways to improve the whole partnering process, ways to optimize process implementation, lessons learned to date (good and bad), and actions you will take in future projects*.*)*

1. What is the average participation level of your project’s Monthly Partnering Evaluation Survey throughout the life of the project? (***2 Points***)

*(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 was professionally-facilitated, then your partnering facilitator should be able to provide this info.)*

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| **Total Application Word Count: \_\_\_\_\_\_\_** (Sum of Sections III through VI) |

Caltrans

Excellence in Partnering Award

Applicant Survey

The Statewide Partnering Recognition Team is committed to continuous improvement. Your feedback as our customer is extremely important. Please take a moment to complete this survey and **return it with your award application**. The information you provide will be used to improve next year’s Contract Partnering Recognition.

Please indicate your reaction to each of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly  Agree | Agree | No Comment | Disagree | Strongly  Disagree |
| Partnering is making a difference in my district. | q | q | q | q | q |
| The Caltrans Excellence in Partnering Award Application was easy to understand. | q | q | q | q | q |
| The Application 2200-word count limit was enough space to explain the contract’s partnering process. | q | q | q | q | q |
| Our contract team was given enough time to provide the requested information. | q | q | q | q | q |
| Partnering in my District/Division/Region is well advertised. | q | q | q | q | q |

Please add any additional comments you feel are appropriate to help us improve:

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Please offer your ideas for improving the Caltrans Partnering Program overall. This may include suggestions regarding joint or individual training, guidance material, tools, awards and recognition, etc.

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Optional:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please enclose this survey with Partnering Award Application.**