



Project Leadership Award Submission Checklist

MAILED ITEMS

<input type="checkbox"/>	Mailed Six (6) Hard Copy Submissions COAA Project Leadership Awards Committee 5000 Austell-Powder Springs Rd., Ste. 217 Austell, GA 30106	Must arrive at COAA HQ by July 31
<input type="checkbox"/>	Letters of Recommendation	
<input type="checkbox"/>	Signed Affirmation and Release	
<input type="checkbox"/>	Photographs - both low resolution and high resolution (300 dpi) project pictures (DVD/CD/Flash Drive)	
<input type="checkbox"/>	Nomination Fee	COAA Member \$350.00 Non-Member \$600.00
<input type="checkbox"/>	Credit Card Authorization Form if paying by Credit Card	

EMAILED ITEMS

<input type="checkbox"/>	Emailed electronic submission to lcastro@coaa.org	Must be received by July 31. Please do not email high-resolution photographs.
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NOTIFICATIONS

<input type="checkbox"/>	Informed Owner of Nomination and Awards Schedule	The Owner will receive the award at our Fall Owners Leadership Conference
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COAA
Building Success for Construction Project Owners
PROJECT LEADERSHIP AWARDS
NOMINATION FORM

Please Email one (1) copy of each submission and mail six (6) copies and one (1) DVD/CD/FLASH DRIVE with photographs must arrive no later than July 31 to:

COAA Project Leadership Awards Committee
5000 Austell-Powder Springs Rd., Ste. 217
Austell, GA 30106
lcastro@coaa.org

Please submit both low resolution and high resolution (300 dpi or higher) project pictures. Low resolution images may be used on the COAA website. High resolution images may be used in the *Owners Perspective* magazine. JPGs are preferred.

SECTION I - GENERAL PROJECT INFORMATION:

Name of Project:

Location of Project:

Name and Address of Owner:

Name and Address of Design Professional(s):

Name and Address of Construction Professional(s):

Other Consultants or Professionals:

Type of Project:

(Commercial, Institutional, Industrial, Governmental, Medical, etc.)

Delivery Method:

(Design Bid Build, CM Agency, CM at-Risk, Design Build, Multiple Prime, etc.)

General Project Description:

(Provide a brief narrative of the project scope of work, not to exceed one (1) page.)

Project Duration:

(Calendar Days)

Project Start Date:

(Date)

Project Completion Date:

(Planned Completion Date, Actual Completion Date)

Changes in Schedule:

(Briefly Describe Reasons for Delay or Acceleration)

Initial Construction Cost (\$):

(In Dollars)

Final Construction Cost (\$):

(In Dollars)

Percent of Change Orders:

(Percentage of Final Construction Cost)

SECTION II - OVERALL PROJECT MANAGEMENT:

(Entire section should not exceed four (4) pages.)

Project Management:

(Provide two (2) examples which demonstrate project management excellence by the Owner's Project Manager.)

Scheduling:

(Provide two (2) examples which demonstrate the Owner's expertise in managing the schedule; that is, identify some steps taken by the Owner which contributed to the management of the schedule.)

Cost Management:

(Describe what action the owner took with the project team to manage the project costs.)

Quality Management:

(Provide a brief narrative describing the methods of quality control/quality assurance and the Owner's participation in this area.)

SECTION III - OVERALL PROJECT SUCCESS:

(Identify and briefly explain the factors that contributed to the success of the project such as the selection of the A/E, Prime Contractor and Subcontractors, approach to decision-making, handling end user requests, etc. Entire section should not exceed two (2) pages.)

SECTION IV – PROJECT COMPLEXITY:

(Provide a brief narrative (i) in bullet form and (ii) maximum of one page; describing the complexity of the project including challenges, constraints and the solutions.)

SECTION V – SUSTAINABILITY ELEMENTS/EFFORTS:

(Provide a brief narrative (i) in bullet form and (ii) maximum of one page; describing sustainability elements/efforts, if any.)

SECTION VI – CONFLICT RESOLUTION:

(Provide a brief narrative (i) in bullet form and (ii) maximum of one page, describing the owner’s role in minimizing and resolving conflicts.)

SECTION VII - CUSTOMER SATISFACTION:

Please attach to the Nomination Form the following letters of recommendation:

1. A letter from the Design Professional describing how they found the Owner contributed to the project success.
2. A letter from the Construction Professional describing how they found the Owner contributed to the project success.
3. A letter from the customer or end user of the facility describing their overall satisfaction with the building/facility.

AFFIRMATION AND RELEASE:

Nomination is submitted by: _____
Name: _____
Company: _____
Street Address: _____
City, State/Province, Zip/Postal Code: _____
Phone Number: _____
Email Address: _____

In submitting this application, I affirm to the best of my knowledge, that the information contained herein is accurate and correct. I also agree to grant permission for COAA ® to use the nomination materials in their entirety (including photographs) for promotional purposes which may include, but not be limited to, the COAA® website and the *Owners Perspective* magazine.

SIGNATURE _____ DATE _____

TITLE : _____

COAA Construction Owners Association of America

PROJECT LEADERSHIP AWARD CREDIT CARD BILLING AUTHORIZATION FORM

Credit Card Billing Information	
Name as it appears on Card:	
Person Authorizing:	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express
Credit Card Number:	
Security Code/CVV Number:	
Expiration Date:	
Billing Address:	
City & State:	
Phone & Fax Number:	Phone:
	Fax:

One Time Processing Bill my card for the following amount:	<input type="checkbox"/> COAA Member	\$350.00
	<input type="checkbox"/> COAA Non-Member:	\$600.00

Applicant agrees that all information provided is accurate and complete. Applicant also acknowledges that submission may be disqualified if charges are declined or charge backs are claimed against any outstanding invoiced amount. Disputes to invoiced amounts should immediately be reported to coaa@coaa.org.

By signing this form, you authorize COAA to charge your credit card for the amount indicated above.

Authorized Signature

Date