



PROJECT INFORMATION FORM

Provide the requested information as it should appear in award-related materials and on the award.

Include this form as the first page of the project's entry binder. Note that each project submitted requires a completely separate entry form and binder. If you have any questions regarding this application, please call **Cima Strategic Services** at 214-353-9333 or email mrojo@cimastrategic.com.

Collaborative Team Lead Contact Information

First Name _____ Middle _____ Last Name _____

Company _____

Title _____

Mailing address _____

City, State, Zip _____

Phone _____ Fax _____ Email _____

Collaborative Project Information

Name of project _____

Project location (city/state) _____

Budget amount \$ _____

Type

- Commercial**
- Community / Public Service**
- Healthcare**
- Historical Preservation / Restoration**
- Industrial**
- Public Works / Environmental**
- Renovation**
- Residential**
- Other**

Name of primary architect (firm name) _____

Name of primary engineer (firm name) _____

Name of general contractor (if applying company is a specialty contractor) _____

Name of client/owner (firm name) _____

Starting date of construction _____

Projected date of completion _____

Actual date of completion _____

Other Project Information

Please provide one paragraph (up to 25 words) on a separate sheet of paper describing why this collaborative project should receive this award. This description may be incorporated in the Bim, IPD, Lean – BIL-Forum 2012 materials if the project wins the award. Place the sheet with the description immediately behind this form in your binder.

Judging Criteria



Overall Presentation and Conformance to Entry Requirements (5 points)

- Entry must be in a 1", three-ring, 9 x 12" binder.
- Use tabs with a label for each of the sections 1 through 5 listed below.
- Indicate the following on the spine and cover of the binder: Collaborative project name and Lead Contact Name.
- Include **Project Information Form** and **Project Entry Qualification, Rights and Agreement** pages in the binder
- All documents included in the binder must be on single-sided 8 ½" x 11" sheets. No oversized paper.
- Please do not send videos, DVD presentations or oversized documents.
- Do not include cover letters or tables of contents.

Collaborative Project Description – Tab Section 1 (5 points)

- Up to two full single-sided pages PLUS the Team Member List page(s).
- Please include Collaborative Team Member List page with following information provided for each team member:

Team member name _____
Title _____
Role/Contribution _____
Firm/Organization _____
Address _____
Telephone _____
Fax _____
Email _____

- Describe the actual project scope and how collaboration or Integrated Project Delivery entered as the choice Delivery Method for the owner.
- Describe expectations including constraints and other parameters surrounding the collaborative approach used.
- Please include any processes used to select members, technology, logistics and other team attributes/parameters.

Integrated Project Delivery Goals List – Tab Section 2 (20 points)

- List & describe all collaborative goals set for the team.
- Any related risks and reward models, challenges and other assumptions should be included here.
- Describe methods created to track and manage each goal.
- Include how goals were communicated to the project at large

How Team Achieved Goals – Tab Section 3 (20 points)

- Describe how each goal was attained using a collaborative approach.
- Describe why any changes were made to goals.
- Descriptions may come in form of stories, statistics, quotes from interviewed team members.
- Include technology and processes vital to attaining set goal (i.e. BIM, Lean, agreement documents, etc).
- Indicate any special obstacles and any difficulties or extenuating circumstances the collaborative team encountered in completing the project.
- Include any descriptions of rewards tied to the goal if achieved.

Methods Used to Encourage Collaboration – Tab section 4 (45 points)

- Not to exceed 5 single sided pages
- Provide stories about how the collaborative culture affected project phases.
- Describe innovations resulting from collaboration on this project.

Supplemental Information – Tab section 5 (5 points)

- Not to exceed 5 pages.
- Samples of unique solutions, such as new documents, processes, and the like are permitted here if used for the encouragement of collaboration.

Project Entry Qualification, Rights and Agreement

Include this form as the last page of the project's entry binder.



Property

All entries become the property of IPD Academy, Cima Strategic Services (CSS). CSS will retain the applicant's entry binder as long as it is needed to fulfill program requirements. There is no guarantee that the binder will be returned to the applicant.

Photographs

(This section may be copied to a separate page for ease of gaining signature. No amendments will be accepted.)

Photographs submitted with the application have been licensed by the photographer to be used by Cima Strategic Services. Applicant has obtained the signature of any third party photographer to reprint the photographs without limitations.

License to Use

The undersigned photographer hereby grants Cima Strategic Services ("CSS") a non-exclusive license regarding my photographs submitted by applicant in support of its entry in the **2012 Collaborators of the Year** award competition ("Competition"). This license grants CSS an unlimited right to use, reproduce, crop, resize, publicly display, distribute, and transmit electronically including on the internet, my photographs in connection with the Competition including but not limited to the promotion of the Competition and the announcement and promotion of any awards, without payment of any royalty or license or other fee by or from CSS or applicant or agent or other representative of CSS or applicant.

Photographer's Name (signature) _____ **Date** _____

Photographer's Name (print) _____ **Phone** _____

Grant of Rights

The applicant hereby grants to Cima Strategic Services the following non-exclusive rights: the right to reproduce, distribute and sell copies of the work throughout the year as part of the competition materials described above, including the right to reprint the work, or any part thereof, whenever necessary and to license the use of the work, or any part thereof, in any medium or form of communication; and the right to use the applicant's name, photographs and biography, in connection with the work. The applicant reserves all rights not specifically granted herein.

Safety Provision

No project that involves a prime, multi-prime, subcontractor or any trade related work regardless of the type of contract, that has a safety-related fatality, is eligible for an award.

Warranty

The applicant warrants that the work is original, that its publication will not infringe on the rights of others, and that it has the full power to make this grant.

Notification and News Releases

2012 Collaborators of the Year award winners will be notified within a week of the judging process in December. News releases will be held until after the actual awards ceremony takes place at the 2012 BIL (Bim, IPD, Lean) Forum on January 25, 2012 in Austin, Texas. Cima Strategic Services will inform the winning team within several weeks of the BIL Forum. Until that time the winners' information is embargoed.

Applicant Agreement

I hereby give permission to Cima Strategic Services to use the photographs and any information submitted to the **2012 Collaborators of the Year** award competition in Cima Strategic Services' 2012 BIL Forum awards materials, including presentations and printed matter, as well as promotional materials and news releases.

Print name _____ **Title** _____

Signature _____ **Date** _____

E-mail address _____ **Phone** _____

Fax _____