



**Construction Owners
Association of America**

**PROJECT LEADERSHIP AWARDS
NOMINATION FORM**

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 – THE COAA WAY:

(Provide a brief narrative (i) in bullet form and (ii) maximum of one page, describing how the project team embodies The COAA Way.) The COAA Way is a mindset for completing projects successfully, a desire to continuously improve, and a belief that working collaboratively will lead to greater success.

SECTION VIII - 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 : _____