



SFBA AWARDS 2010

Dear fellow contractor,

It's that time again! It's time to gear up for the 37th Annual Achievement Awards. Now is the time to think about the past year's work and select your best projects to enter into the awards competition. There are over 23 categories to choose from. Because of your outstanding work, there's a great chance you can win an award plaque for your office wall! All we need now is your participation. Good luck and have fun!

Please take a moment to review our more recent changes and recommendations:

- This year, applications will be available at www.clcasfba.org after March 1st, 2010. We ask that you go to the website, fill out your applications and print them and then submit them. This will save considerable time for the committee. You may request applications by fax or mail after March 1st by contacting Bob Kirtley @ (408) 264-8608 or bob@rakirtleylandscape.com
- **Please note that there have been changes made to the dollar amounts and categories. Review the criteria for entries in these categories, and follow all directions for each page of your entry forms.**
- **Slides are no longer accepted.** Digital images of the highest resolution in j-peg form on **CD-ROM ONLY**. Those without digital capabilities must send a "Pictures on CD" and fill out a special form (sheet 12 of 12), to submit. For multiple entries, you may use one CD for all photos. Please denote one photo for your plaque.
- Please pay special attention to the contract value ranges for each category, as some may have changed.
- First time entrants are eligible for The Excelsior Award of Merit, which will be presented to the best of the new entrants.
- We request that you include your cell phone # or a number at which you can be reached the day of judging. If the judges are denied entry, or the drivers can't find your project, this number may save a disqualification.
- Instead of showing us your artistic skills in drawing the portion of the project to be judged, reduce the plan to an 11" x 17" (maximum) copy and outline the landscape areas.

One last reminder: **PLEASE READ AND FOLLOW THE DIRECTIONS WITHIN THE APPLICATION.** Fewer errors will make the committee's job much easier.

On behalf of this year's committee, we look forward to seeing the exquisite work the San Francisco Bay Area Chapter has to offer!

Bob Kirtley
Awards Chair

37th ANNUAL CLCA

SAN FRANCISCO BAY AREA ACHIEVEMENT AWARDS

THE SAN FRANCISCO BAY AREA CHAPTER OF CLCA sponsors the Annual Achievement Awards to encourage interest in landscaping, to recognize craftsmen who produce outstanding landscapes, to create pride in superior workmanship, to bestow public recognition on companies, institutions, municipalities, and residents for their interest in a beautiful Bay Area.

AWARDS PRESENTATION

The Awards Presentation Banquet will be held at the University Club of Palo Alto, 3277 Miranda Ave, Palo Alto on Saturday, June 5, 2010. No-host cocktails begin at 5:30 p.m. with dinner at 7:30 p.m.

ENTRY INFORMATION

FEE: \$100.00 for each entry.

DEADLINE: Entries are due by 4 pm on Friday, April 23rd. **ENTRIES WILL NOT BE ACCEPTED AFTER 5 P.M., Friday, April 23, 2010**

ADDRESS: *CLCA c/o Bob Kirtley
1856 Almaden Rd. #4
San Jose, CA 95125*

JUDGING PROCEDURE

Projects will be judged on May 6th, 7th, and 8th. Judges are selected on the basis of their knowledge, independence, integrity and objectivity. Projects are judged anonymously. All entries are personally inspected and evaluated according to the quality of workmanship, construction detail, landscape materials, and overall appearance. The judges' decisions are final.

ENTRY RULES

1. **PARTICIPATION:** All dues-paid Regular and Sustaining Members of the SFBA Chapter of CLCA are eligible.

2. **ENTRY PACKET:** Please submit a separate, complete entry packet for each project in each category. The entry packet consists of: (1) Application and Checklist; (2) Project Information form; (3) a reduced copy of the plan (no larger than 11x17"); (4) **Six digital photo files (.jpg, jpeg) of the highest resolution renamed with job name, category, and one plaque photo on a CD-ROM. For assistance call Mike at 408-371-4477 x 102. PHOTOS CANNOT BE RETURNED. Be sure to protect your disk when mailing. We are not responsible for damages;** (5) Thomas Brothers Map, or Google map page with project location circled; and (6) Entry Fee. Additionally, Renovation entries require three "before" photos on photo paper, labeled "before"; and Design/Build entries require a copy of the plan and the Statement of Design Intent. **Example for file renaming: "[company] _ [job name] _ ["plaque" or "before"].jpg"**

3. **SCOPE:** A member's residence may not be entered. At least 5 of the items listed on the Project Information form must have been installed or maintained by you. Category cost limitations must be adhered to. Proof of contract may be requested. Projects may be entered in only one category, except in cases where both installation and maintenance are performed.

PLEASE NOTE: WE MUST LIMIT THE NUMBER OF ENTRIES TO NO MORE THAN TWO PER CATEGORY PER CONTRACTOR AND NO MORE THAN EIGHT PER CONTRACTOR IN TOTAL.

4. **PROJECT AGE:** Installation projects must have been completed after 05/01/08. Maintenance projects must have been continuously maintained since 05/01/09.

5. **PROJECT QUALIFICATION:** A non-winning project entered in the previous year may be entered again. Entries must be within San Francisco, San Mateo, or Santa Clara County.

DISQUALIFICATION

An entry may be disqualified for the following reasons: (1) The entrant or an employee is present when the judges arrive; (2) Company sign has not been removed; (3) The entry forms are incomplete (i.e. information, slides, and/or photos not included, or illegible); (4) The information needed to judge is incomplete; (5) Directions to the project location are erroneous; (6) The owner's consent has not been obtained or the judges are unable to enter. (Owner's consent may be via email, fax or phone call w/date and time of call on signature line.)

NO REFUNDS SHALL BE MADE IF AN ENTRY IS DISQUALIFIED

2010 LANDSCAPE AWARDS: ENTRY CATEGORIES

ALL categories may be split or combined depending on number of entrants in each.

- 1) **SMALL RESIDENTIAL INSTALL:** *Single family residence;*
 - (A) Contract total between \$ 0-\$ 25,000.
 - (B) Contract total between \$ 25,001. - \$ 50,000.
- 2) **MEDIUM RESIDENTIAL INSTALL:** *Single family residence;*
 - (A) Contract total between: \$50,001.- \$100,000.
 - (B) Contract total between: \$100,001.- \$150,000.
- 3) **LARGE RESIDENTIAL INSTALL:** *Single family residence with a project cost of: \$150,001-\$250,000.*
- 4) **CUSTOM RESIDENTIAL INSTALL:** *Single family residence with a project cost of \$250,001-\$400,000.*
- 5) **RESIDENTIAL ESTATE INSTALL:** *Single family residence with a project cost of \$400,001-\$500,000.*
- 6) **RESIDENTIAL ESTATE UNLIMITED:** *Single family residence with a project cost exceeding \$500,001.*
- 7) **SMALL COMMERCIAL INSTALL:** *A commercial property (other than apartments, or condo's/ townhouses); with a project cost up to \$200,000.*
- 8) **MEDIUM COMMERCIAL INSTALL:** *A commercial property (other than apartments, or H.O.A.'s); with a project cost from \$200,001-\$500,000.*
- 9) **LARGE COMMERCIAL INSTALL:** *A commercial property (other than apartments, or H.O.A.'s); with a project cost exceeding \$500,001.*
- 10) **Multi Residential Install:** *Any apartment, or H.O.A. complex. This category may be split dependent on the number of entries received.*
- 11) **PUBLIC WORKS:** *Any project financed with public funds (parks, recreational areas, public buildings, highways, etc.)*
- 12) **SMALL RENOVATION:** *Any project with at least 40% of original landscape left intact. The project cost not to exceed \$50,000.*
- 13) **Medium Renovation:** *Any project with at least 40% of original landscape left intact. The project cost between \$50,001-\$125,000.*
- 14) **LARGE RENOVATION:** *Any project with at least 40% of original landscape left intact. The project cost exceeds: \$125,001.*
- 15) **SMALL RESIDENTIAL MAINTENANCE:** *A single family residence; continuously maintained since May 2008 with a monthly fee up to \$ 500.*
- 16) **LARGE RESIDENTIAL MAINTENANCE:** *A single family residence; continuously maintained since May 2008 with a monthly fee exceeding \$ 1,001.*
- 17) **SMALL MULTI RESIDENTIAL MAINTENANCE:** *Complete landscape maintenance on any apartment complex, condominium or townhouse complex managed by an H.O.A.; continually maintained since May 2008, with a monthly fee of up to \$3,500.*

18) LARGE MULTI RESIDENTIAL MAINTENANCE: *Complete landscape maintenance on any apartment complex condominium or townhouse complex managed by an H.O.A., continually maintained since May 2008, with a monthly fee of over \$3,501.*

19) SMALL COMMERCIAL MAINTENANCE: *A project, other than a residence (single or multiple family) continuously maintained since May 2008 with a monthly fee up to: \$ 1,500.*

20) MEDIUM COMMERCIAL MAINTENANCE: *A project, other than a residence (single or multiple family) continuously maintained since May 2008 with a monthly fee of: \$ 1,501.-\$ 5000.*

21) LARGE COMMERCIAL MAINTENANCE: *A project, other than a residence (single or multiple family) continuously maintained since May 2008 with a monthly fee exceeding: \$ 5001.*

22). DESIGN/BUILD: *A project designed and installed by the contractor; either commercial or residential. A statement of design intent must accompany the entry.*

23) XERISCAPE: *A project which achieves water conservation through proven horticultural practices, and produces an attractive garden. This can be either a residential or commercial project.*

SPECIAL AWARDS:

Excelsior Award- This is a separate category for all first time entrants or new members. Awarded to best in category.

Herbert S. Frank- Awarded to a project where unique construction methods and/or materials are used for artistic effects.

Sustainable Landscape- Awarded to a project where unique reusable materials are used in the construction process.

Landscape Management Sweepstakes- Awarded to the best overall maintenance project.

Residential Sweepstakes- Awarded to the best overall residential installation project.

Commercial Sweepstakes- Awarded to the best overall commercial installation project (includes Public Works, and Multi Residential Installations).

Awards Sweepstakes- Awarded to the best project of all entries in all categories.

JUDGING CRITERIA

Judges will evaluate each item checked on the Project Information form on a scale of 1.0-10.0. Any score below 7.0 should include a comment to help the entrant improve.

A. Criteria for Judging INSTALLATION Entries

1. Finish Grade: Smooth gradual transition of landscaped area; complete drainage of excess water.
2. Soil Preparation: Even, uniform mixing of soil amendment; can be tested with a probe.
3. Plant Material: Healthy appearance; even branching; root ball planted at proper height; proper staking and tying; proper spacing and in good growing condition.
4. Lawn: Smooth, even grade with good physical appearance, even texture and good green color.
5. Headerboards: Good tight lamination with proper staking and a neat appearance.
6. Irrigation: Strategic head setting; easy access to valves and controller use of proper back flow device; wiring detail and valve box inspection.
7. Drainage: Concealment of day-lighted pipe; use of proper catch basins; placement of drains; connection to down spouts; drainage for decks and patios.
8. Masonry: Even mortar joints, true to grade; neat overall appearance.
9. Concrete: Proper grading; high quality finish; neat and clean appearance.
10. Decks benches, wood construction: High quality material with a good foundation and adequate structural strength; high quality finish work.
11. Fences: Set plumb with no warping; posts set in concrete so that water drains away.
12. Water features: Good circulation and aeration; high quality finish with an aesthetically pleasing appearance. Pump must be on and vault checked.

- A “Site Difficulty/Professional Skill Factor” shall be applied to each project from 1.0 (average) to 1.20 (exceptionally difficult).

- Assignment of score for all installations except Design/ Build:

- Workmanship—70%;

- Materials—20%

- Aesthetics—10%

- Assignment of score for Design/Build:

- Design Intent—30%

- Workmanship and materials—70%

B. Criteria for Judging MAINTENANCE Entries

1. General Appearance: Overall neat appearance; attention to detail.
2. Trees: Healthy appearance; structurally pruned and properly staked; no mower or other damage to trunks.
3. Shrubs: Proper pruning; pest free; healthy vigorous appearance.
4. Lawns: Green and lush appearance; weed free; mowed and edged neatly; basins around trees and shrubs.
5. Ground cover: Full and mature; edged off walks and away from buildings; trimmed around shrubs and trees.
6. Annual color: Well selected accent color that is neat and weed free; good quality for the season.
7. Irrigation: Pertains to water management; plant health must indicate best use of irrigation design.

- A “Site Difficulty/Professional Skill Factor” shall be applied to each project from 1.0 (average) to 1.20 (exceptionally difficult).

C. Criteria for markdown and/or disqualification

1. Specific work to be judged is poorly defined on entry form. IT IS IN YOUR BEST INTEREST TO COMPLETE YOUR APPLICATIONS THOROUGHLY. OTHERWISE YOU WILL LOSE POINTS OR BE DISQUALIFIED.
2. The map and directions are too vague to allow judges to find the site after a reasonable effort.
3. No access to the project on the scheduled day. Return visits cannot be made.
4. The entrant or an employee is present when the judges arrive or the company sign has not been removed
5. The project is not appropriate for competition.

A reason will be given for markdown or disqualification

Entry Form Instructions-please follow carefully:

Application and Checklist

sheet 7 of 12:

- (1) Fill out company name address phone number architect/designer name and project location.
- (2) You may obtain consent via email, fax (attach a copy to the application), or phone call (record date and time of phone call on signature line)
- (3) If project is submitted for “renovation” category; submit three (3) before photographs on photo paper. Please submit 3 copies of each of the three photos; one for each judge’s package.
- (4) Sign bottom of sheet
- (5) **Submit one (1) copy of this page.**

Project Information-Installation

sheet 8 of 12

- (1) Fill out project name, address, contract price, date started and completed. Attach a copy of a map page, with the project location circled.
- (2) Fill out emergency contact phone number
- (3) Fill in gate code
- (4) Fill out your comments. List your challenges for this project.
- (5) **Submit five (5) copies of this page.**

Project Judging-Installation

sheet 9 of 12

- (1) Check each box as to what you were responsible for on this project (whether or not you personally provided the labor and materials).
- (2) This sheet will be returned to you with the judges comments. It is very helpful to you to read these comments. You can gain insight as to how to improve on your work if necessary.
- (3) **Submit four (4) copies of this page.**

Project Information-Maintenance

sheet 10 of 12

- (1) Fill out the project name, address, contract price, and date maintenance began.
- (2) Submit a Google maps or Thomas Brothers map page
- (3) Fill in the emergency contact information and gate code if applicable.
- (4) Either sketch the property, outlining your area of responsibilities, or submit a reduced copy of the plans highlighting your area of responsibilities.
- (5) Add your comments as to the challenges of maintaining this project.
- (6) **Submit five (5) copies of this page.**

Project Judging-Maintenance

sheet 11 of 12

- (1) Check each box that you are responsible for on this project.
- (2) This sheet will be returned to you with the judges comments. It is very helpful to you to read these comments. You can gain insight as to how to improve on your work if necessary.
- (3) **Submit four (4) copies.**

On behalf of this year’s committee, we look forward to seeing the exquisite work the San Francisco Bay Area Chapter has to offer! Best of luck to all.

Bob Kirtley-Awards Chair

APPLICATION AND CHECKLIST

ENTRY CATEGORY: _____

ENTRY NUMBER: _____
(Committee use only)

APPLICANT INFORMATION:

Company Name: _____

Phone: _____

Business Address: _____

Architect/Designer Name: _____

PROJECT LOCATION (CITY): _____

IS THIS THE FIRST TIME YOU HAVE ENTERED THE ACHIEVEMENT AWARDS? NO _____ YES _____

OWNER'S CONSENT

I/we hereby grant permission to enter our property or premises for the purpose of judging, photographing, and publicizing the landscape project in this competition. It is understood that no fees or other liabilities shall be incurred on the Owners part.

Owner's Signature: _____

Date: _____

PLEASE PRINT NAME: _____

I/we hereby grant permission to use photos of this project on the website of the San Francisco Bay Area Chapter of California Landscape Contractors Association. *No personal identifying information will be included on the website.*

Owner's Signature: _____

Date: _____

CHECKLIST FOR ENTRIES (USE THIS CHECKLIST TO ENSURE THAT YOU SUBMIT A COMPLETE APPLICATION.)

- () 1. Application and Checklist (this form), INCLUDING Owner's Consent (can be fax, email or phone)
- () 2. Project Information form(s) and photocopies. **Please FILL IN COMPLETELY on line** before printing and make photocopies.
- () 3. SIX DIGITAL PHOTO FILES (.JPG, JPEG) OF THE HIGHEST RESOLUTION RENAMED WITH JOB NAME, CATEGORY, AND ONE PLAQUE PHOTO ON A CD-ROM. PLEASE INDICATE WHICH FILES SHOULD BE USED FOR AN AWARD PLAQUE. PHOTOS CANNOT BE RETURNED. MAKE DUPLICATES IF YOU NEED PHOTOS FOR OTHER COMPETITION. Example for file renaming: "[company]_[job name]_[“plaque” or “before”].jpg" Please call Mike Hertzler at 408-371-4477 x 102 if you need assistance.
- () 4. Thomas Brothers, or Google map page with project location circled.
- () 5. Entry fee of \$100.00 per entry. Please send one check for multiple entries. WE MUST LIMIT NUMBER OF ENTRIES TO NO MORE THAN TWO PER CATEGORY AND NO MORE THAN EIGHT PER CONTRACTOR.
- () 6. For Renovation entries, **three “before” photos on photo paper.**
- () 7. For Design /Build entries, the plan and the Statement of Design Intent.
- () 8. SHEET 12 OF 12 filled out completely (if applicable). **Please follow the instructions carefully.**

CONTRACTOR'S SIGNATURE: _____ DATE: _____ / _____ / _____

PROJECT INFORMATION - INSTALLATION

(After completing this form, please make five photocopies)

ENTRY CATEGORY: _____

ENTRY NUMBER: _____
(COMMITTEE USE ONLY)

PROJECT NAME: _____
(PLEASE PRINT CLEARLY)

CONTRACT PRICE: _____

PROJECT ADDRESS: _____

DATE STARTED: _____ DATE COMPLETED: _____

MAP PAGE ATTACHED/PROJECT LOCATED: _____

DIRECTIONS: _____

IMPORTANT: AREA CODE & PHONE NUMBER OF CONTACT PERSON ON DAY OF JUDGING: _____

GATE ACCESS CODE IF APPLICABLE: _____

Please sketch project below, **OR** attach a reduced copy of the plan (**11" x 17" MAXIMUM**). Shade the areas to be judged.

Contractor's Comments (your challenges on this project): _____

PROJECT JUDGING - INSTALLATION

(After completing this form, please make **four** photocopies)

(Judge's use only)

| YES | NO | NOTE: On the list below, please mark the items to be judged by checking either "Yes" or "No" opposite each item (minimum of 5) Note: Include anything you were responsible for. | Judge's Score (1.0-10.0) |
|-----|----|--|-----------------------------|
| | | 1. Finish Grade | |
| | | 2. Soil Prep | |
| | | 3. Plantings | |
| | | 4. Lawn (circle sod or seed) | |
| | | 5. Headerboards | |
| | | 6. Irrigation | |
| | | 7. Drainage | |
| | | 8. Masonry (Specify) | |
| | | 9. Concrete | |
| | | 10. Carpentry (Specify) | |
| | | 11. Fence | |
| | | 12. Water Feature | |
| | | 13. Other: _____ | |
| | | _____ | |
| | | _____ | |

EVALUATION

- (1) Average of items 1 - 13 _____ **x**
- (2) Difficulty Factor (1.0 - 1.20) _____
- (3) Markdown (See Judging Criteria for markdown criteria) - _____
- (4) Total Score = Product of (1) times (2), minus (3) _____

JUDGE'S COMMENTS: _____

PROJECT INFORMATION - MAINTENANCE

(After completing this form, please make five photocopies)

ENTRY CATEGORY: _____

ENTRY NUMBER: _____
(COMMITTEE USE ONLY)

PROJECT NAME: _____
(PLEASE PRINT CLEARLY)

CONTRACT PRICE: _____

PROJECT ADDRESS: _____

DATE MAINTENANCE BEGAN: _____

MAP PAGE/PROJECT LOCATION MARKED: _____

DIRECTIONS: _____

IMPORTANT: AREA CODE & PHONE NUMBER OF CONTACT PERSON ON DAY OF JUDGING: _____

GATE ACCESS CODE IF APPLICABLE: _____

Please sketch project below, **OR** attach a reduced copy of the plan (11" x 17" **MAXIMUM**). Shade the areas to be judged.

Contractor's Comments (your challenges): _____

PROJECT JUDGING - MAINTENANCE

(After completing this form, please make **four** photocopies)

(Judge's use only)

| YES | NO | NOTE: On the list below, please mark the items that should be judged by checking either "Yes" or "No" opposite each item (minimum of 5) | Judge's Score (1.0-10.0) |
|-----|----|--|-----------------------------|
| | | 1. General Appearance | |
| | | 2. Trees, Staking, Pruning | |
| | | 3. Shrubs | |
| | | 4. Lawn | |
| | | 5. Groundcover | |
| | | 6. Annuals | |
| | | 7. Irrigation | |
| | | 8. Other: _____ | |
| | | _____ | |
| | | _____ | |

EVALUATION

| | |
|---|---------|
| (1) Average of items 1 - 8 | _____ x |
| (2) Difficulty Factor (1.0 - 1.20) | _____ |
| (3) Markdown (See Judging Criteria for markdown criteria) | - _____ |
| (4) Total Score = Product of (1) times (2), minus (3) | _____ |

JUDGE'S COMMENTS: _____
