



SFBA AWARDS 2004



Dear fellow contractor,

It's that time again! It's the time to gear up for the 31st Annual Achievement Awards. The time is now, to think about the past year's work and select your best projects to enter into the awards competition. There are over 20 categories to choose from. Because of your outstanding work, there's a great chance you can win an award plaque for your office wall! Drivers, navigators, judges and organizers are all standing by! All we need now is your participation. Good luck and have fun!

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

- This year, applications will be available at www.clcasfba.org after March 1st, 2004. You may request applications by fax or mail after March 1st by contacting Craig Rapp (408) 446-4555, ext. 328 or fax: (408) 446-4881.
- Slides will no longer be accepted. Digital images of the highest resolution in j-peg form on 3.5" disk or CD-ROM. Those without digital capabilities must send a "Pictures on CD" and fill out a special form to submit. For multiple entries, may use one CD for all photos.
- Please pay special attention to the contract value ranges for each category, as some may have changed.
- For all first time entrants, we have The Excelsior Award of Merit, which will be presented to any job that scores in the top 10% in its category.
- We request that you include your cell phone # or a number at which you can be reached the day of judging. If the judges come across a locked gate 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!

Craig Rapp
Awards Chairperson

PROJECT INFORMATION - MAINTENANCE

(After completing this form, please make two photocopies of each side)

		<i>(Judge's use only)</i>	
YES	NO	<i>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)</i>	Judge's Score (1.0-10.0)
		1. General Appearance	
		2. Trees, Staking, Pruning	
		3. Shrubs	
		4. Lawn	
		5. Groundcover	
		6. Annuals	
		7. Irrigation	
		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 two photocopies)

ENTRY CATEGORY: _____

ENTRY NUMBER: _____
(COMMITTEE USE ONLY)

PROJECT NAME: _____
(PLEASE PRINT CLEARLY)

CONTRACT PRICE: _____

PROJECT ADDRESS: _____

TOTAL SQUARE FOOTAGE OF PROPERTY: _____

SQUARE FOOTAGE OF MAINTAINED AREA: _____

THOMAS BROTHERS PAGE: _____ COORDINATE: _____

DATE MAINTENANCE BEGAN: _____

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: _____

PROJECT INFORMATION - INSTALLATION

(After completing this form, please make two photocopies of each side)

(Judge's use only)

YES	NO	NOTE: On the list below, <u>please mark the items that should be judged</u> by checking either "Yes" or "No" opposite each item (minimum of 5)	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 - INSTALLATION

(After completing this form, please make two photocopies)

ENTRY CATEGORY: _____

ENTRY NUMBER: _____
(COMMITTEE USE ONLY)

PROJECT NAME: _____
(PLEASE PRINT CLEARLY)

CONTRACT PRICE: _____

PROJECT ADDRESS: _____

TOTAL SQUARE FOOTAGE OF PROPERTY: _____

SQUARE FOOTAGE OF LANDSCAPED AREA: _____

THOMAS BROTHERS PAGE: _____ COORDINATE: _____

DATE STARTED: _____ DATE COMPLETED: _____

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: _____

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
- () 2. Project Information form(s) and two photocopies. **Please FILL IN COMPLETELY** before making photocopies.
- () **3. SIX DIGITAL PHOTO FILES (.JPG, JPEG) OF THE HIGHEST RESOLUTION RENAMED WITH JOB NAME, CATEGORY, AND ONE PLAQUE PHOTO ON 3.5" DISKETTE OR 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 at 408-371-4477 if you need assistance.**
- () 4. Thomas
- Brothers map page with project location circled. () 5. Entry fee of \$65 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 or digital file labeled “before”**
- () 7. For Design /Build entries, the plan and the Statement of Design Intent. () **8.**
- SHEET 10 OF 10 filled out completely (if applicable). Please follow the instructions carefully.**

CONTRACTOR'S SIGNATURE: _____

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 CATEGORIES (THE \$'S MAY HAVE CHANGED FOR 2004)

1. SMALL RESIDENTIAL A. Single family residence; job cost not to exceed \$15,000; B. Single family residence; job cost \$15,001-\$30,000
2. MEDIUM RESIDENTIAL: A. Single family residence; job cost \$30,001-\$55,000; B. Single family residence; job cost \$55,001- 80,000.
3. LARGE RESIDENTIAL: A. Single family residence; job cost \$80,001-\$120,000; B. Single family residence; job cost \$120,001-\$160,000.
4. CUSTOM RESIDENTIAL: Single family residence; job cost \$160,001-\$240,000.
5. RESIDENTIAL ESTATE: Single family residence; job cost \$240,001-\$400,000.
6. RESIDENTIAL ESTATE UNLIMITED: Single family residence; job cost exceeding \$400,000.
7. SMALL COMMERCIAL: A project other than single family; job cost not to exceed \$175,000.
8. MEDIUM COMMERCIAL A project other than single family residence; job cost \$175,000-\$450,000.
9. LARGE COMMERCIAL A project other than single family residence; job cost \$450,000 or more.
10. PUBLIC WORKS: A project financed by public funds (parks, recreational areas, public buildings, highway and freeway landscaping, etc.).
11. SMALL RENOVATION: A project with at least 40% of original features remaining; job cost not exceeding \$40,000. Include three "before" photos with entry.
12. MEDIUM RENOVATION: A project with at least 40% of original features remaining; job cost \$40,001- \$100,000. Include three "before" photos with entry.
13. LARGE RENOVATION: A project with at least 40% of original features remaining; job cost exceeding \$100,000. Include three "before" photos with entry.
14. SMALL RESIDENTIAL MAINTENANCE: Single family residence; continuously maintained since May 1, 2003 monthly fee up to \$500.
15. LARGE RESIDENTIAL MAINTENANCE: Single family residence; continuously maintained since May 1, 2003 monthly fee exceeds \$500.
16. SMALL COMMERCIAL MAINTENANCE: A project other than single family residence; continuously maintained since May 1, 2003; monthly fee up to \$1,500.
17. MEDIUM COMMERCIAL MAINTENANCE: A project other than single family residence; continuously maintained since May 1, 2003; A Monthly fee \$1,501-\$3,000; B. Monthly fee \$3,001 - \$5,000.
18. LARGE COMMERCIAL MAINTENANCE: A project other than single family residence; continuously maintained since May 1, 2003; monthly fee exceeding \$5,000.
19. DESIGN / BUILD: A project designed and installed by the contractor. Include plan and Statement of Design Intent with entry.
20. XERISCAPE: A project which achieves water conservation through creative use of native and drought tolerant plantings and irrigation techniques

SPECIAL AWARDS

- HERBERT S. FRANK MEMORIAL AWARD: Awarded to a project where unique construction methods and materials are used for artistic effects.
- EXCELSIOR AWARD OF MERIT: Awarded to first-time entrant if project scores in top 10% of category.

SWEEPSTAKES AWARDS

These awards are presented at the judges' discretion.

- LANDSCAPE MANAGEMENT SWEEPSTAKES: Awarded to the best project in the maintenance categories.
- RESIDENTIAL SWEEPSTAKES Awarded to the best project in the residential categories.
- COMMERCIAL SWEEPSTAKES: Awarded to the best project in the commercial categories
- LANDSCAPE AWARDS SWEEPSTAKES: Awarded to the best overall project.

31ST 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 Santa Clara Marriott on Saturday, June 12, 2003. No-host cocktails begin at 6:00 p.m. with dinner at 7:30 p.m.

ENTRY INFORMATION

FEE: \$65.00 per entry.

DEADLINE: Entries are due by Friday, April 16th. Entries submitted after this date must include a \$65 late fee per entry. **ENTRIES WILL NOT BE ACCEPTED AFTER 5 P.M., Friday, April 23rd.**

ADDRESS: *CLCA c/o Craig Rapp
10950 North Blaney Avenue
Cupertino, CA 95014*

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) **Six digital photo files (.jpg, jpeg) of the highest resolution renamed with job name, category, and one plaque photo on 3.5" diskette or CD-ROM. For assistance call Mike at 408-371-4477. PHOTOS CANNOT BE RETURNED. Be sure to protect your disk when mailing. We are not responsible for damages;** (4) Thomas Brothers Map with project location circled; and (5) Entry Fee.

Additionally, Renovation entries require three "before" photos on photo paper or digital file 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" For those who are **not digitally equipped, please submit SHEET 10 OF 10.**

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 AND NO MORE THAN EIGHT PER CONTRACTOR.

4. **PROJECT AGE:** Installation projects must have been completed after 5/1 / 02. Maintenance projects must have been continuously maintained since 5/1/03.

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.

NO REFUNDS SHALL BE MADE IF AN ENTRY IS DISQUALIFIED