



February 1, 2023

Dear Fellow Contractor,

Welcome to the **CLCA-SFBA Achievement Awards 50th Anniversary** and thank you in advance for entering your landscape projects from the past year. Please take a moment to review this important information for the awards process.

- **Application Forms** are available at <https://www.clcasfba.org/>
- Early Application Deadline (\$125 per entry): **Friday, April 28th, 5:00 p.m.**
- Late Application Deadline (\$150 per entry): **Friday, May 5th, 5:00 p.m.**
- **Incomplete applications, no photos, and/or no payment by the deadline will result in a disqualification. PLEASE USE HIGH RESOLUTION PHOTOS. THEY WILL BE ON THE BIG SCREEN AND WE DO NOT SORT THE BEST ONES.**
- Application packets must be RECEIVED by 5pm Friday, April 28th with the early entry fee or by 5pm Friday May 5th with the late entry fee.
- **Mailing address is a Postal Annex location. Hours of operation are 9am to 6pm, no door slot is available for after hours drop off.**

**CLCA East Bay
3130 Balfour Rd. Suite D #215
Brentwood, CA 94513**

- Project Judging: **Tuesday, May 16th, Wednesday, May 17th and Thursday, May 18th**
- Awards Banquet
SATURDAY, JUNE 17th 6PM.
Michaels Restaurant at Shoreline
2960 N Shoreline Blvd.
Mountain View, CA
Phone: (650) 962-1014

For those new at this process, click this link for instructions on how to prepare an award winning entry:
<https://clca.org/webinars/prepare-an-award-winning-trophy-award-entry/>

This will be a fun and fantastic evening honoring the hard work and talent of this year's awards applicants.

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

Sincerely yours,
The Awards Team.

CLCA-SFBA Achievement Awards

The San Francisco Bay Area chapter of CLCA sponsors the Achievement Awards to encourage interest in landscaping, recognize craftsmen who produce outstanding landscapes, create pride in superior workmanship, and bestow recognition on companies, institutions, municipalities, and residents for their interest in a beautiful Bay Area.

Awards Presentation

The Awards Presentation Banquet will be held on Saturday, June 17th, 2023, at Michael's at Shoreline in Mountain View. Registration details will be delivered to you via email.

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. 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. **AT LEAST** Six **HORIZONTAL** digital image files representing the project (JPEG format), USB flash drive. NOTE: PLEASE submit all images for all entries on the same storage device IN INDIVIDUAL FOLDERS
5. FOR RENOVATION ENTRIES ONLY: Three (3) **DIGITAL BEFORE PHOTOS AND 3 COPIES PRINTED ON PHOTO PAPER, LABELED "BEFORE"**
6. FOR DESIGN/BUILD ENTRIES ONLY: include **three reduced hardcopies** of the project Plan and a Statement of Design Intent; **(11X17 MAX). DO NOT IDENTIFY YOUR COMPANY!**
7. Map with project location circled (Google map preferred)
8. Entry Fee (one check, totaling \$125 (EARLY DEADLINE) OR \$150 (LATE DEADLINE) times the number of entries for the company).

3. Scope

A member's residence may not be entered. At least five 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: THE NUMBER OF ENTRIES IS LIMITED TO TWO PER CATEGORY PER CONTRACTOR, AND NO MORE THAN EIGHT PER CONTRACTOR IN TOTAL.**

4. Project Age

Installation projects must have been completed after 05/01/2021. Maintenance projects must have been continuously maintained since 05/01/2022.

5. Project Qualification

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

6. Entry Fee

\$125 for each project by April 28th, 5 p.m. or \$150 for each project by May 5th, 5 p.m., made payable to CLCA SFBA Chapter. One check for all projects submitted by a single company is preferred.

7. Entry Deadline

Entries must be received (no postmarks) on, or before, **Friday, April 28th, 5:00pm for the early deadline or Friday, May 5th, 5:00pm for the late deadline.**

NO ENTRIES WILL BE ACCEPTED AFTER THE LATE DEADLINE FRIDAY, MAY 5th, 5:00pm.

Mailing address is a Postal Annex location. Hours of operation are 9am to 6pm, no door slot is available for after hours drop off.

CLCA East Bay
3130 Balfour Rd. Suite D #215
Brentwood, CA 94513

Judging Procedure

Projects will be **judged May 17th, 18th and 19th.** Judges are selected based on their knowledge, independence, integrity, and objectivity. Projects are judged anonymously. All entries are inspected and evaluated according to quality of workmanship, construction detail, landscape materials, and overall appearance. The judges' decisions are final.

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, or **company information is present on the judging materials such as maps, designs, AND ONSITE SITE MAPS;** (3) The entry forms are incomplete (i.e. information, slides, and/or hi-res 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 the project property; (7) The project was entered and won in previous years.

No refunds shall be made if an entry is disqualified.

Entry Categories

CLCA-SFBA Achievement Awards

Residential Installation		
<i>category</i>	Single-family residence, with project total in this range...	
01	Small	\$0 - 25,000
02	Small	\$25,001 - \$50,000
03	Medium	\$50,001 - \$100,000
04	Medium	\$100,001-\$150,000
05	Large	\$150,001 - \$250,000
06	Custom	\$250,001 - \$400,000
07	Estate	\$400,001 - \$600,000
08	Unlimited	greater than \$600,000

Commercial Installation		
<i>category</i>	A commercial property, excluding apartments or HOAs, with project total in this range...	
09	Small	\$0 - \$200,000
10	Medium	\$200,001 - \$500,000
11	Large	greater than \$500,000

Multi-Residential Installation		
<i>category</i>		
12		Any apartment or HOA complex

Design/Build		
<i>category</i>	A project designed and installed by the contractor: either commercial or residential. A statement of design intent must accompany the entry, with project total in this range...	
13	Small	\$0 - \$100,000
14	Large	greater than \$100,000

Xeriscape Installation		
<i>category</i>		
15		A project, either residential or commercial, which achieves water conservation through proven horticultural practices, and produces an attractive garden.

Entry Categories

CLCA-SFBA Achievement Awards

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Public Works		
	<i>category</i>	
16		Any project financed with public funds (parks, recreational areas, public buildings, highways, etc.)

Renovation		
	<i>category</i>	
		Any project with at least 40% of original landscape left intact with project total in this range...
17	Small	\$0 - \$125,000
18	Large	greater than \$125,000

Residential Maintenance		
	<i>category</i>	
		A single family residence, continuously maintained since May 2021, with monthly fee in this range...
19	Small	\$0-\$500
20	Medium	\$501-\$1000
21	Large	greater than \$1,000

Multi-Residential Maintenance		
	<i>category</i>	
		Any apartment or HOA complex, continuously maintained since May 2021, with monthly fee in this range...
22	Small	\$0-\$3,500
23	Large	greater than \$3,500

Commercial Maintenance		
	<i>category</i>	
		Any project, other than residential, continuously maintained since May 2021, with project total in this range...
24	Small	\$0 - \$1,500
25	Medium	\$1,501 - \$5,000
26	Large	greater than \$5,000

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. INSTALLATION Judging Criteria

1. General Appearance: Overall neat appearance; attention to detail.
2. Finish Grade: Smooth gradual transition of landscaped area; complete drainage of excess water.
3. Soil Preparation: Even, uniform mixing of soil amendment, if any; may be tested with a probe.
4. Plant Material: Healthy appearance; even branching; root ball planted at proper height; proper staking and tying; proper spacing and in good growing condition.
5. Lawn: Smooth, even grade with good physical appearance, even texture and good green color.
6. Headerboards: Good, tight lamination with proper staking and a neat appearance.
7. Irrigation: Strategic head setting; easy access to valves and controller, use of proper back flow device; wiring detail and valve box inspection.
8. Drainage: Concealment of day-lighted pipe; use of proper catch basins; placement of drains; connection to down spouts; drainage for decks and patios.
9. Masonry: True to grade; neat overall appearance. Includes, but not limited to, stone surfaces, brick, CMU block, GFRC or Pre-cast concrete units, thin veneers, wall stone, dry-set stone applications, tiles, etc.
10. Concrete: Proper grading; high quality finish; neat and clean appearance.
11. Wood construction and carpentry: High quality material with a good foundation and adequate structural strength; high quality finish work.
12. Water features: Good circulation and aeration; high quality finish with an aesthetically pleasing appearance. Pump must be on and vault checked
13. A Site Difficulty/Professional Skill Factor shall be applied to each project from 1.0 (average) to 1.2 (exceptionally difficult).

Assignment of score for all installations, with the exception of the Design/Build category:

Workmanship 70%
Materials 20%
Aesthetics 10%

Assignment of score for the Design/Build category

Design Intent 30%
Workmanship & materials 70%

B. MAINTENANCE Judging Criteria

1. General Appearance: Overall neat appearance; attention to detail.
2. Weed control: Noxious weeds and volunteers in the garden.
3. Trees: Healthy appearance; structurally pruned and properly staked; no mower or other damage to trunks.
4. Shrubs: Proper pruning; pest free; healthy vigorous appearance.
5. Lawns: Green and lush appearance; weed-free; mowed and edged neatly; basins around trees and shrubs. Judging contingent on current or recent drought restrictions.
6. Ground cover: Full and mature; edged-off walks and away from buildings; trimmed around shrubs and trees
7. Annual color: Well-selected accent color that is neat and weed-free; good quality for the season.
8. Irrigation: Pertains to water management; plant health must indicate best use of irrigation design.
9. A Site Difficulty/Professional Skill Factor shall be applied to each project from 1.0 (average) to 1.2 (exceptionally difficult).

C. DISQUALIFICATION and MARKDOWN Criteria

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. Company information is present on other material where it is not required such as maps and design copies.
6. The project is not appropriate for competition.
7. All areas marked "to be judged" must be 100% complete.
8. Obvious exclusions due to unsightly conditions. For example: including sod, but not including broken or cracked headerboards when they are present.

A reason may be given for markdown and will be given disqualification.

These awards are presented at the judges' discretion.

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.
- SUSTAINABLE LANDSCAPE: Awarded to a project where unique reusable materials are used in construction process.

SWEEPSTAKES AWARDS

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

Installation Project Application and Owner's Consent

Submit **ONE (1) copy** of this form with each project entry

Entry Number _____
committee use only: I-1

Entry Category _____

Project Name _____

Project Architect/Designer _____

Applicant Information

Company Name _____

Company Address _____

Phone & Email _____

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 Owner's part.

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: _____
or attach consent email

Owner's Name (printed) _____

Application and Checklist

- () 1. **Application and Owner's Consent** (can be fax, email, or telephone), **ONE COPY.**
- () 2. **Project Information Form, one (1) copy.** Please fill in on line and print copies.
- () 3. **AT LEAST (6) HORIZONTAL HI-RES digital images of the project,** with the name to include the project name. Please identify the image you would like on your award plaque. All images for all entries can be included on a single USB flash drive. It is up to you to keep them organized!
- () 4. **Location map of the project,** Google Map preferred. Remember, the judges have to find your project, so please indicate accurate location on the map.
- () 5. **Judging Criteria Form, one (1) copy.** Please fill in online and print copies.
- () 6. **Entry Fee: \$125/\$150 per project.** Please send one check for multiple entries **WE MUST LIMIT NUMBER OF ENTRIES TO TWO PER CATEGORY AND EIGHT PER CONTRACTOR.**

Contractor's Signature _____ Date: _____

Submit **ONE (1) COPY** of this form with each project entry

Installation Project Information

Submit **one (1) copy** of this form with each project entry

Entry Number _____
committee use only: I-2

Entry Category _____

Project Name _____

Contract Price _____

Project Start Date: _____

Project Completion Date: _____

Project Address _____

ATTACH MAP PAGE WITH PROJECT LOCATION INDICATED

Please include any helpful comments, instructions for locating the project site:

PHONE NUMBER, with area code, of contact person on day of judging: _____

GATE ACCESS CODE, if applicable: _____

Sketch project below, or attach reduced copy of plan (11x17 maximum). Shade the areas to be judged.

Contractor's Comments (your challenges on this project)

Submit **one (1) copy** of this form with each project entry

Installation Project Judging Criteria

Submit **one (1) copy** of this form with each project entry

Entry Number _____
committee use only: I-3

Project Name _____

YES	NO	On the list below, please mark the items to be judged by checking either "Yes" or "No" opposite each item (minimum of 5) Please include any item you were responsible for.		Judges Score (1-10)
		1.	General Appearance	
		2.	Finish Grade	
		3.	Soil Prep	
		4.	Plantings	
		5.	Lawn (specify Seed or Sod)	
		6.	Headerboard	
		7.	Irrigation	
		8.	Drainage	
		9.	Masonry (specify)	
		10.	Concrete	
		11.	Carpentry (specify)	
		12.	Water Feature(s)	
		13.	other	
		14.	other	
		15.	other	
subtotal , items above				
1. Average Score of items above				
2. Difficulty Factor (1.0--1.2)				
3. Markdown Points , if any (based on Judging Criteria)				
Multiply 1. by 2., then subtract 3. for TOTAL				

Judges Comments _____

Submit **one (1) copy** of this form with each project entry