



**2024 CM Firm of the Year
Application Package**



About CMAA

The Mission of CMAA is to promote the profession of Construction Management and the use of qualified Construction Managers on capital projects and programs. The Vision of CMAA is that all owners will realize capital project and program success by using professionally qualified Construction Managers.

Selection Guidelines

The Construction Management Firm of the Year Award is given annually to an industry leading firm who has made significant contributions on behalf of the construction management industry in the State of Connecticut. This firm must possess unparalleled leadership, high quality workmanship, use new and innovative ways to complete the project, and have an outstanding record of accomplishments.

Eligibility

- Open to all Construction Management Association of America (CMAA) member, and non-member Firms.
- The CM Firm must have at least one office in the State of Connecticut and a registered business therein.
- The time period recognized shall be August 31st (prior year) through September 1st (current year).

NOTE: Incomplete applications will not be considered. The application and all associated attachments must be submitted electronically. Hard copy applications and attachments will not be considered.

CM Firm of the Year Application Process

All applications and supporting materials must be submitted directly to the CMAA Connecticut Chapter. **Be sure to submit your nomination with all accompanying application and attachments electronically to awards@ctcmaa.starchapter.com no later than midnight, October 17, 2024.** See the Application Checklist for guidance in assembling your application.

You should receive a confirmation email that your application was submitted successfully (please be sure to check your Spam folder, as well). **If you do not receive a confirmation, please email Terrence McAuliffe at tmcauliffe@aiengineers.com of the issue.**

CM Firm of the Year Review Process

1. The CMAA Connecticut Chapter Project Achievement Awards Selection Committee will review all complete applications received and will make its recommendation to the CMAA Connecticut Chapter Board of Directors for approval. The selected winner will be notified on or about November 1, 2024.
2. While not mandatory, the CM Firm of the Year nominees are strongly encouraged to attend the CMAA Awards and Scholarship Dinner on November 21, 2024, at The Aqua Turf Club in Southington, CT, where the CM Firm of the Year will be recognized for its outstanding work and presented with an award.



CM Firm of the Year Application Checklist

To be considered for a CMAA Connecticut Chapter CM Firm of the Year award, you must complete the following checklist and include it with your application submission, which is to be forwarded electronically as one PDF document.

- All sections of the application packet have been completed, including:
 - General Information
 - Team Information
 - Business Accomplishments, including efforts to enhance diversity
 - CM Innovation and Contribution
 - Philanthropy and Community Outreach
 - Supporting information
 - High-res logo (included in the email submission as a separate file)

- Spelling, grammar, and the presentation of the application have been proofed; the application package has been signed and dated. The essay word limits have been verified and not exceeded. Use of ChatGPT and similar applications will not be accepted.

- A copy of the completed nomination package has been made.

- The nomination has been emailed to awards@ctcmaa.starchapter.com by midnight, October 17, 2024.

- Electronic proof of delivery will be obtained.

- The \$150.00 entry fee has been submitted through CT Chapter website OR a check payable to "CMAA CT Chapter" has been mailed to the following address:

CMAA CT Chapter
P.O. Box 472
Rocky Hill, CT 06067



Part I: General Information

Applicant / Company Leader First Name	
Last Name	
Company	
Address	
State/Province	
Postal Code	
Phone Number	
CMAA Organization Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CMAA CT Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Local Affiliations of the Firm	
MWBE Firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Part II: Team Information

Number of Employees	Local:	National (est.):
Number of CCMs (locally)		
Number of CMAA CT Chapter Members		
Number of Interns	Local:	Local CMITs:
Number of MWBE Used (locally)		
Number of Projects Delivered By Methods Utilized in CT	Design - Bid - Build: CM at Risk: Other:	Design - Build: CM as Advisor:
Total Construction Value of Projects Delivered in CT	<\$500k: \$1MM - \$5MM: \$10MM - \$50MM:	\$500k - \$1MM: \$5MM - \$10MM: >\$50MM:

Part III: Business Accomplishments

Provide a statement not exceeding 500 words with a review of your firm’s performance, accomplishments, etc. within the State of Connecticut. Also describe the value your firm has given your clientele. Give reflection on the most outstanding project you have completed within the time frame above.

Part IV: CM Innovation and Contributions

Provide a statement not exceeding 200 words describing the unique contributions the CM firm made to the success of their project(s) or program(s). What did the CM and/or the firm leaders do that was special? What did the firm provide that no other CM/PM firm could? Stress how the CM and/or firm leaders solved a problem, created an opportunity, or overcame challenges.

Part V: Philanthropy and Community Outreach

Provide a statement not exceeding 200 words describing the firm’s philanthropy and community outreach made within the State of Connecticut. The firm can share how individuals within their firm contribute in their community.



Part VI: Supporting Information

Provide backup, not exceeding 10 additional documents to support the statement(s) made above, not exceeding 20 pages in total. This may include client referrals, performance indicators, community thank you letters and any other documents that present your firm as a candidate to become the Firm of the Year.

Part VII: High-Resolution Logo

Provide a high-resolution, included in the emailed submission as a separate file, of the firm's logo. If selected as the award winner, the photo will be included in the Awards and Scholarship Dinner booklet.

Applicant Signature

By submitting this nomination package for the CMAA Connecticut Chapter CM Firm of the Year Award, I certify that the information contained herein is accurate and factual to the best of my knowledge. I acknowledge that any photographs or other content submitted with this application may be used by the CMAA CT Chapter for promotional purposes, including in print and online; and that all decisions of the awards committee are final.

Name: _____ Date: _____