

GUIDELINES FOR COMPLETING THE TOP 600 FORM

IMPORTANT: REGIONAL TOP LISTS ENR is currently fielding its series of regional Top Specialty Contractors surveys. Participation in the regional Top Specialty Contractors survey **DOES NOT** qualify your firm for the national ENR Top 600 Specialty Contractors list. You must complete this survey to be ranked on the ENR Top 600 Specialty Contractors list in October.

Construction contracting revenue (Question #3)

The Top 600 Specialty Contractors will be ranked based on gross revenue derived from specialty contracting, subcontracting and prime contracting, including equipment and materials procurement and installation services if they are part of your construction contract.

IMPORTANT: Please answer the revenue and new contract questions in \$ Millions to two decimal places. For example, if you have revenue of \$21,230,301.50, please report that on the online survey form as 21.23. Listing your revenue in whole numbers will cause the survey program to reject your entry.

Include in your construction contracting revenue for ranking purposes any revenue derived from:

- Prime and specialty contracts awarded to you by the owner.
- Subcontracts received from other contractors.
- The value of materials and fabrication but only if the procurement, fabrication and installation is included in the scope of the self-perform portion of your construction contract. Thus, do not include revenue from fabrication or supply contracts that will be erected or installed by your subcontractors, even if you hold the primary subcontracts for their erection or installation.
- Operations and maintenance contracts that include construction activities.

Exclude from revenue:

- Revenue from subsidiaries or internal corporate groups, divisions, business units or departments engaged exclusively in non-construction activities.
- Revenue from general contracting.
- Revenue from manufacturing, fabrication and sales, leases or rental of products, materials or equipment.
- Rental, lease and property development income.

New construction contracts (Question #4)

Please report the value of all new construction contracts that your firm obtained in ~~2015-2017~~ that would be eligible for calculating construction contracting revenue for ENR ranking purposes (see above).

Specialties (Question #5)

This category refers to the discipline you work in, NOT the type of customers you serve! If you do electrical work for public utilities, you are an electrical contractor, not a utility contractor. The separate listings within individual specialties are generated from the percentages you provide in Question 3 of the survey form.

Please include all related revenue that you wish to be counted toward your specialty under the heading of that specialty. For example, a contractor with \$10 million in revenue that lists 70% from mechanical contracting will be credited with \$7 million in mechanical contracting revenue, even if it lists the rest of its revenue as “process piping” in the “Other” category. Similarly, a contractor with \$10 million in revenue that lists 50% under the “Masonry” listing and the remainder of its revenue as “stone work” in the “Other” category will be credited with only \$5 million in revenue on the masonry list.

Market categories (Question #6)

This category identifies the type of clients you work for.

- (A) **General building:** Includes commercial buildings, offices, stores, shopping centers, warehouses, R&D facilities, educational facilities, government service buildings, hospitals, medical facilities, hotels, residential buildings.
- (B) **Industrial process:** Includes pulp and paper plants, steel plants, non-ferrous metal refineries, chemical plants, food processing and pharmaceutical plants.
- (C) **Manufacturing:** Includes auto assembly plants, electronic assembly, parts plants, textile mills, etc.
- (D) **Water supply:** Includes dams, reservoirs, water transmission lines, distribution mains, irrigation canals, filtration and potability treatment plants, pumping and desalination plants, etc.
- (E) **Sewerage/solid waste disposal:** Includes sanitary and storm sewers, treatment plants, pumping plants, incinerators, industrial waste disposal.
- (F) **Transportation:** Includes airports, bridges, highways, roads, canals and locks, river channelization, dredging, marine and port facilities, piers, railroads, mass transit, tunnels.
- (G) **Hazardous waste:** Includes chemical and nuclear waste projects, asbestos removal, lead abatement, etc.
- (H) **Power:** Includes thermal and hydroelectric power plants, waste-to-energy plants, transmission lines, substations, cogeneration plants.
- (I) **Petroleum:** Includes refineries, petrochemical plants, offshore oil facilities, pipelines, etc.
- (J) **Telecommunications:** Includes low voltage work, switching, underground or indoor cabling, microwave transmitters, etc.
- (K) **Other:** Includes projects that do not fit into the above ten categories.

Verification

We ask companies participating in this year's ENR Top 600 Specialty Contractors Survey that they have a senior executive, preferably president, chief executive officer or chairman, to review the data being submitted and at the end of the survey for you to indicate the name and title of the company officer who reviewed the data.