

GUIDELINES FOR COMPLETING THE 2021 ENR TOP 600 SURVEY 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.

Company Information (Question #1)

Please supply the company name, address and general contact information for your **company's U.S. headquarters** at the beginning of the survey as you would like it to appear on the ENR Top 600 list. ENR does not sell or distribute personal contact information, but it would be best if you simply provide general email, phone and fax numbers in this question, rather than you own personal email address and phone number. Direct contact information should be provided in the Contact Information section of the survey starting with Question 27 near the end of the survey.

Construction contracting revenue (Question #4)

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 firm 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 #5)

Please report the value of all new construction contracts that your firm obtained in 2020 that would be eligible for calculating construction contracting revenue for ENR ranking purposes (see above).

Specialties (Question #6)

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 4 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.

Enter percentages in the "Other" category only if your work does not arguably fit into another of the the listed categories. Each of the listed categories has its own separate ranking, but there is no ranking for the "Other" category. For example, do not list plumbing in the "Other" category as that would fit under the Mechanical category, as you would not get credit on the Top Mechanical Contractors list for your plumbing work if you list it under "Other."

Market categories (Question #7)

This category identifies the type of markets you work in.

(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.

Company Data (Questions #10-#27)

Questions 9-26 are used to produce statistical charts and are all kept strictly confidential and not published or distributed outside the ENR survey staff. The information will only be used in the aggregate and no individual company information will be published or distributed.

Contact Information (Question #28)

Please provide us with direct contacts to the persons completing the survey who can provide answers to questions we may have about the survey. Also, be aware that we will use this information for our survey distribution list next year, so if you provide a general contact, such as info@XYZ.com, next year's survey request may not get to you. It is important that you supply both your direct contact information and the direct contact information for an alternate contact in case you are not available to answer questions. This direct contact information will not be published, sold or distributed to anyone outside of ENR.

Verification (Question #34)

We ask companies participating in this year's ENR Top 600 Specialty Contractors Survey that they have a senior executive, preferably president, chief financial officer, 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.

DEADLINE: MONDAY, SEPTEMBER 6, 2021