



AIA
Washington Council

2018 Civic Design Awards

ENTRY GUIDE



IMPORTANT DATES

Call for Entries Opens:	May 30, 2018
Intent to Enter/Payment Due:	June 20, 2018
Submittal Upload:	July 23, 2018
Notification of Winners	Late Aug/Early Sept
Awards Ceremony:	September 12, 2018

2018 AIA Washington Council Civic Design Awards Overview

The AIA Washington Council Civic Design Awards celebrate design excellence in publicly funded projects located in Washington State. These projects reflect the highest standards in sustainability, innovation, building performance and overall integration with the client and surrounding communities.

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Schedule

Call for Entries Opens:	May 30, 2018
Intent to Enter/Payment Due:	June 20, 2018
Submittal Upload:	July 23, 2018 (by 11:45 pm)
Notification of Winners	Late August/Early September
Awards Ceremony:	September 12, 2018 in Spokane, WA

Project Types

Submissions should clearly demonstrate design excellence through a combination of text, diagrams, drawings, photographs, and any other graphic materials that address the issues outlined in the Jury Criteria (below).and can fall within either of these two project types:

Built Project

The project must be a fully constructed building that utilizes public funds such as local, state, federal, tribal and/or international governments. A mix of funding sources is allowed provided that public funds constitute a portion of the project funds.

Unbuilt Project

The project can be a completed planning project, a project still in the design process, a project designed and awaiting funding, or a hypothetical design, provided that a portion of the project funding is from a public source.

Jury Criteria

The intent of the Civic Design Awards program is to promote and recognize quality design in publicly funded projects located in Washington State. The AIA/WA Council wishes to recognize and support public agencies that strive for excellence in the design of their projects.

Each entry will be judged on its individual merits, not in competition with other entries. The Jury will use the anonymous written and visual material submitted for their analysis. It is imperative that this information describe the project as clearly and accurately as possible.

Jury considerations include design quality, functional utility, economy, environmental harmony, sustainability, accessibility, aesthetic delight, creativity, craftsmanship, and innovation. Specific attention will be paid to the following criteria:

- The building's character: integration of materials in a cost effective manner; ease of use to best serve the client; ability to draw people in to explore, experience, and feel welcome.
- Overall integration of the project at the urban scale, how the project relates to the community and its users.
- How the project's design and functionality serve the client as facilitated by its attention to details.
- Attention to energy/water conservation and application of environmentally-friendly materials and design methods.
- Lifecycle cost and maintainability.

Submitters have discretion in how to best address these criteria in their project submissions. Additional criteria may be established by the Jury at the time of its review.

Award recipients will be notified by AIA|WA in advance of the Awards Banquet so that they may plan to invite the client and plan to attend in person to accept their award.

Eligibility

Built projects must have been completed after January 1st, 2015, using public funds for design and/or construction in Washington State.

Unbuilt projects must be an actual commission, supported by public funds, and also completed after January 1st, 2015. Personal studies, theoretical projects, and competitions that do not meet the eligibility requirements should not be submitted.

The design team for each project must include a member of an AIA chapter or section represented by AIA Washington Council. The size of a project will in no way limit its eligibility. Also, submitters may separately submit as many projects for consideration as they wish.

For projects in which the submitter has joint ventured or associated with a design consultant, the submitting firm must be the Architect-of-Record. Where responsibility for a project is shared, all participants who substantially contributed to the work must be appropriately credited. If the firm who was the Architect-of-Record has dissolved or its name has been changed, an individual or successor firm may enter projects in the name of the firm in effect at the time the project was executed.

Projects that have won AIA/WA Civic Design awards previously are not eligible for an award in the same project type (unbuilt projects that have won an award may be resubmitted as built projects). All other projects may be resubmitted if they fall within the eligibility timeline.

Submittal Guidelines

Required components of the submittal are included in this section. Please adhere to the requirements carefully. Submittals shall include the following four components:

1. **Entrant Information (PDF)**
2. **Jury Presentation (PDF)**
3. **Team Presentation (PDF)**
4. **Publicity and Online Gallery Images (JPGs)**

Naming Convention:

File names listed should include "ProjectCode_ProjectName.xxx"; when naming files, "Project Code" should be replaced with the unique project code issued by AIA/WA upon payment, and "Project Name" should be replaced with the name of the project being submitted.

All materials contained in these files must be anonymous, unless otherwise noted for specific submittal items. Failure to follow this requirement will result in automatic disqualification.

The following pages outline the requirements of the four components listed above.

1. Entrant Information PDF

File Type: PDF (.pdf)
Size/Format: 8.5"x11", portrait, 12 pt. minimum font size, text only, no images.
Naming Convention: E_ProjectCode_ProjectName.pdf
Maximum Pages: 3

An editable, three page Project Data PDF will be provided upon payment. Information may be typed into the PDF, or the form may be printed out, filled in by hand, scanned, and saved again as a PDF. The following information is required:

Page 1:

CONTACT INFORMATION

Submitter's Name, Firm Name, Firm Address, Phone Number, Email Address

PROJECT INFORMATION

Project Type, Unique Project Code (you will receive this code upon payment), Project Name (use a consistent name throughout the process), Project Address, Project Funding Source, Owner Name, Building Size (GSF), Site Area (SF or acres), Completion Date

Page 2:

PROJECT CREDITS

These credits will be used on the award certificates and other publicity:

Design Team: List the names of the members of the core design team.

Consultants/Collaborators: Include consultants, design professionals, contractors, and other collaborators involved in the project, but who are not listed as part of the core Design Team. Please list each as "Role: Company Name" (i.e. Landscape Architect: Greenfield Design)

Owner/Client Name

Page 3:

PHOTO RELEASE FORM

Inclusion of photos implies permission from the photographer to reproduce these images for the promotion of the Civic Design Awards Program and other marketing uses (see form for details). It is the submitter's responsibility to obtain a signature from the photographer if needed, or, to sign the form themselves on behalf of the photographer, depending on the copyrights of the images.

2. Jury Information PDF

The Jury Information PDF is a 15-page graphic representation of the project. Jurors will review this PDF on laptops and projection screens—horizontal formats work best for these devices, so we recommend landscape orientation for your layout. Submitted materials must conform to the following requirements. All materials contained in this file must be anonymous. Failure to follow this requirement will result in automatic disqualification.

File Type:	PDF (.pdf)
Size/Format:	8.5"x11", landscape orientation, all content must be anonymous.
Naming Convention:	J_ProjectCode_ProjectName.pdf
Maximum Pages:	15
Maximum File Size:	10 MB

Page 1 Requirement: Title Slide

1" margins on all sides, black text on white background, minimum 10 pt. font size, no graphics or imagery:

Project Name

Unique Project Code

Project Location: Municipality, State (i.e. Spokane, WA; omit street address)

Building Size and/or Site Area

Owner/Client Name

Page 2 Requirement: Project Narrative

1" margins on all sides, black text on white background, minimum 10 pt. font size. No more than 500 words; text only—no graphics or imagery.

Summarize the project, its physical context, the ideas behind it, the challenges it presented and how they were investigated and resolved. Place emphasis on the elements of design achievement defined in the Jury Criteria (page 2). Avoid elaboration of features already made clear by photographs and drawings.

Include information about project intentions, including program requirements, cost data, and the distinguishing aspects of their resolution. For preservation/restoration projects provide sufficient information to differentiate between the original architect's work and the newly altered, preserved, or restored work. **DO NOT** identify the architect, designer, or submitting firm in any way.

Pages 3-15 Requirements: Graphic Storytelling of Your Project

Pages may include, but are not limited to: diagrams, photographs, site plans, floor plans, sections, elevations or other illustrative drawings.

These pages are meant to graphically represent the project. Please limit labels or annotation to no more than 50 words per page.

Indicate the project's physical context or site character through graphics and/or imagery.

Conceptual, sustainable, technical or programmatic diagrams are encouraged.

Renovations and additions should clearly delineate the scope of work and consider including graphics and/or images that distinguish between the initial circumstances and the final product and contain other material highlighting the reuse or adaptation of the site or building.

3. Team Presentation PDF

The Team Presentation PDF will be projected at the Awards Reception to celebrate all submitted projects and award winners, and to recognize the client and design teams.

File Type: PDF (.pdf)
Size/Format: 8.5"x11", landscape orientation.
Naming Convention: T_ProjectCode_ProjectName.pdf
Maximum Pages: 3
Maximum File Size: 2 MB

Page 1 Requirement:

A representative image of the project, including text listing the project name, project location and entrant firm's name.

Page 2 Requirement:

A photo, or representative photos, of the core design team, the project name, project location and entrant firm's name.

Page 3 Requirement:

A comprehensive listing of the Consultants/Collaborators and Owner/Client. Please list each Consultant/Collaborator as "Role: Company Name" (i.e. Landscape Architect: Greenfield Design). Logos may also be used.

4. Publicity and Online Gallery Image

Choose one representative image of your project for publicity purposes. Do not put any text or logos on the image. Save the image as both a 72dpi JPG and a 300dpi JPG.

File Type: JPG (.jpg)
Size/Format: 8x10, landscape orientation. No text or logos.
Naming Convention: G_ProjectCode_ProjectName_72dpi.jpg
P_ProjectCode_ProjectName_300dpi.jpg
Number of Images: 1 image provided in 2 sizes
Maximum File Size: 3 MB each

Submittal Fees

\$100.00 for each submittal for small firms (6 or fewer employees).
\$200.00 for each submittal for firms larger than 6 employees.

Questions?

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