AIA Washington Council
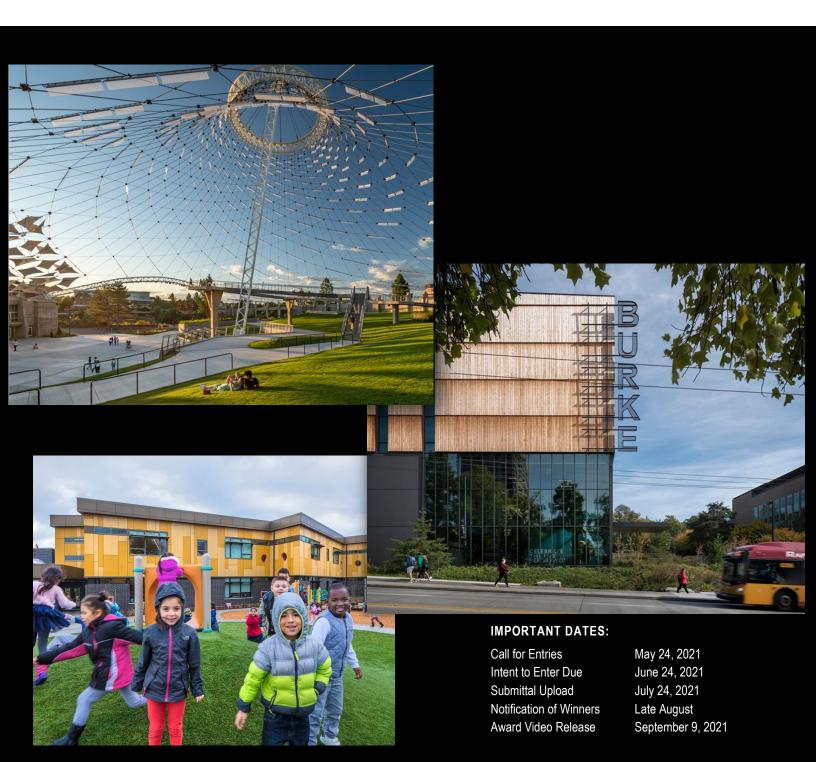
2021 Civic Design Awards
ENTRY GUIDE

2021 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 should reflect the highest standards in sustainability, innovation, client satisfaction, building performance and overall integration with the communities we serve. In 2021 we have clarified and simplified the Submittal Criteria and included additional criteria regarding Client Satisfaction.

Projects

Submissions should clearly demonstrate design excellence through a combination of narrative, diagrams, drawings, photographs, and other graphic materials that address the issues outlined in the Submittal Criteria below. Publicly funded projects examples include, but are not limited to: affordable housing, infrastructure, schools, transportation, bridges, community centers, convention centers, parks, stadiums, arts facilities or health facilities. Submissions may fall within either of these two project categories:

- **Built Projects**
  The project must be a fully constructed building or urban/regional development that utilizes public funds from a local, state, federal and/or tribal source. A mix of funding sources is allowed provided that public funds constitute a portion of the project funds.

  Built projects must have been completed after January 1, 2019, utilizing public funds for design and/or construction in Washington State

- **Unbuilt Projects**
  The project can be a fully designed urban/regional planning project, a building or space still in design, a project designed and awaiting funding or a conceptual design, provided that a portion of the project funding is from a public source.

  Unbuilt projects must have been designed with support by public funds and designs completed after January 1, 2019. Personal studies, theoretical projects and competitions that do not meet the eligibility requirements and have no public funding should not be submitted.

Submittal Criteria

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

Each entry will be judged on its individual quality and merits, not in competition with other entries. The jury will use the anonymous written and visual material submitted for its analysis. It is important that this information describe the project as clearly and completely as possible. Jury considerations include design quality, functional utility, environmental harmony, accessibility, aesthetic delight, craftsmanship and innovation. Specific attention will be paid to the following criteria:

- **Building Design**- The jury will be looking at the integration and innovative use of materials in a cost-effective, manner, function, and the ability to draw people in to explore, experience, and feel welcome. The Jury will also be considering, building size, operations requirements, financing/incentives.
- **Building Integration** - Awarded projects will demonstrate fit, scale and accessibility with their surrounding environment; for urban projects, explain how the project relates to the community and its users.
- **Sustainable Design** – The jury will look at how the design response addresses one or more of the following measures as part of the overall project submittal: focus topics include energy benchmarking, passive design/climate responsive design, energy modeling, onsite renewables, net zero energy/carbon and building commissioning.
- **Design for Equitable Communities** – The jury will be looking for projects that demonstrate walkability, human scale, alternative transportation, community engagement and buy in, and racial, economic, and social equity.
- **Client Satisfaction** – Provide a narrative on client interaction throughout the entire project that speaks to shared goals or objectives, achievements or other special considerations that speak specifically to any of the above criteria.

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. Safety is our top priority, and the 2021 Civic Design Awards will be Virtual.

Eligibility
The size of a project will in no way limit its eligibility. 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 which 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
- Legislative district of the project (go to https://app.leg.wa.gov/districtfinder/)

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 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). Photos will be posted on AIA Washington's website and will used in a Civic Design Awards booklet that will be distributed to state legislators and to each firm who enters (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 copyright 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 1000 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.
- For renovations and additions, clearly delineate the scope of work and consider including graphics and/or images that distinguish between the initial circumstances and the final product and as well as 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
$125.00 for each submittal for small firms (6 or fewer employees).
$225.00 for each submittal for firms larger than 6 employees.

Questions?
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