AIA Washington Council

2022 Civic Design Awards

ENTRY GUIDE

IMPORTANT DATES:

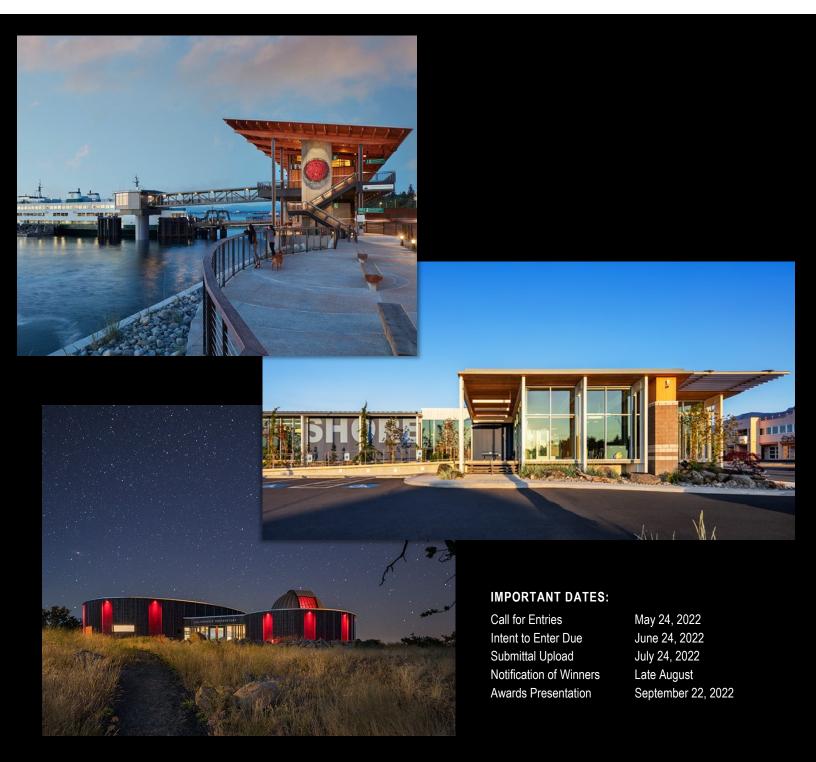|	
Call for Entries	May 24, 2022
Intent to Enter Due	June 24, 2022
Submittal Upload	July 24, 2022
Notification of Winners	Late August
Awards Presentation	September 22, 2022

Civic Design Awards

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 design, sustainability, innovation, client satisfaction, building performance and overall integration with the communities we serve. 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.

The AIA|WA serves as the collective voice for and a resource on state government policies that impact the practice of architecture for all architects and the profession through AIA components in Washington State. As part of meeting that mission, these awards not only showcase great design, but they're also excellent examples of how public dollars can benefit an entire community.

AIA|WA will continue to showcase the submittals from this program throughout the year as we meet with legislators urging them to maintain a robust Capital Budget and as we advocate for the profession throughout the legislative session. In addition to the in-person celebration of our winners, a digital book will be created to showcase all of our entries.

Projects

Submissions should clearly demonstrate design excellence, regardless of project type, through a combination of narrative, diagrams, drawings, photographs, and other graphic materials that address the issues outlined in the Evaluation Criteria below. Projects may fall within the following project types and categories:

Project Types

- **Multifamily Housing** – Such as Shelter, Senior, Workforce, or Permanent Supportive
- **Education** – Such as Schools, Early Learning, or Higher Education
- **Historic Preservation** – Such as Barns, Courthouses, or public buildings
- **Civic** – Such as Libraries, County Courthouses, Police stations, Museums, or Symphony halls
- **Transportation and Infrastructure** – Such as Light rail, Ferries, Bridges, Roads, or Airports
- **Community Architecture** – Such as Tribal, Diversity, Equity, Community Centers, or Park design
- **Healthcare and Human Services** – Such as Hospital or Clinics

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, 2020**, 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. Projects in the construction phase/partially constructed are not considered Unbuilt Projects and are not eligible for award.

Unbuilt projects must have been designed with support by public funds and designs **completed after January 1, 2020**. Personal studies, theoretical projects and competitions that do not meet the eligibility requirements and have no public funding should not be submitted.

Evaluation Criteria

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

Each entry will be judged on its individual quality and merits. The jury will use the anonymous written and visual material submitted during their review and deliberation. It is important that your submission describe the project as clearly and completely as possible. The jury will be asked to consider important issues and challenges particular to each project type. Jury considerations include design quality, functional utility, environmental harmony, accessibility, aesthetic delight, craftsmanship and innovation. Additionally, specific attention will be paid to the following criteria:

- • <u>Building Inspiration</u> - The jury will be looking at the integration and innovative use of materials in a cost-effective manner and function, and the ability to draw people in to explore, experience, and feel welcome.

- • <u>Building Integration</u> - Awarded projects will demonstrate fit, scale and accessibility with their surrounding environment; explain how the project relates to the community and its users.

- • <u>Environmental Sensitivity</u> – The jury will look for how the project exhibits serious intent to minimize negative environmental impact and enhances its relationship to the environment.

- • <u>Social Impact</u>– The jury will be looking for projects that demonstrate walkability, human scale, alternative transportation, and equitable community engagement.

- • <u>Client Satisfaction</u> – The jury will be looking for examples of client interaction throughout the entire project that exhibit shared goals or objectives, achievements or other special considerations specifically to any of the above criteria.

Submitters have discretion in how to best address the evaluation criteria in their project submissions. Additionally, the jury may introduce their own criteria. Award recipients will be notified by AIA|WA.

Eligibility

The size of a project will in no way limit its eligibility and 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 Category
- 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(s)
- 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|WA's website and will be used in a Civic Design Awards digital 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:	1920 pixels by 1080 pixels, landscape orientation, all content must be anonymous.
Naming Convention:	J_ProjectCode_ProjectName.pdf
Maximum Pages:	15

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 1500 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 Evaluation 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.
- Provide a narrative on client interaction throughout the project with examples of shared goals or objectives, achievements or other special considerations.
- **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 Graphics

The Team Presentation Graphics will be incorporated into a digital and online presentation to celebrate all submitted projects and award winners, and to recognize the client and design teams.

File Type:	PDF (.pdf)
Size/Format:	1920 pixels by 1080 pixels, landscape orientation.
Naming Convention:	T_ProjectCode_ProjectName.pdf
Maximum Pages:	3

Page 1 Requirement:
A representative image of the project, including text listing the project name, project location and entrant firm's name.

Entrants shall submit up to four (4) additional images that were included in the Jury Presentation for inclusion into the presentation. These images should not include any text. Logos may be used.

Page 2 Requirement:
A photo 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 Images

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:	1920 pixels by 1080 pixels, 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

Submittal Fees

$150.00 for each submittal for small firms with 10 or fewer design employees.
$250.00 for each submittal for firms larger than 10 design employees.

Questions?

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