

AIAS WW Honor Awards Submittal Instructions 2023

Entry Fee

The cost per entry (all AIA Member entries include one dinner ticket):

- \$175 AIA Member Small Firm (6 or fewer employees)
- \$275 AIA Member Large Firm (More than 6 employees)
- \$325 Non-AIA Member Firms or Individuals
- Submittal Fee for AIA Members includes one ticket to the Awards Dinner and Presentation

Key Dates

- Submit Entry Form to AIA SWW by email (aia@aiasww.org)
September 18th no later than 1:00 pm
- Upload PDFs to Google Drive - [DRIVE](#)
September 25th no later than 1:00 pm
- Bring Display Board to the Honor Awards Venue (Edison Square)
November 9th 4:00 pm
 - **November 9th, 2023 5:30pm**
Honor Awards Presentation Dinner

Categories

- **Built Projects:** The Built Project category includes any project within the built environment completed between November 2020 and June 2023 and submitted by an eligible firm or individual practitioner (see eligibility below).
- **Unbuilt Projects:** The Unbuilt Project category recognizes design excellence in conceptual projects relating to the built environment. All unbuilt work is eligible regardless of constructability. Design must have been completed between November 2020 and June 2023 and submitted by an eligible firm or individual practitioner (see eligibility below).
- **Minority and Women's Business Enterprises (MWBE):** The MWBE category recognizes any project within the built environment completed between November 2020 and June 2023 and submitted by a registered Office of Minority and Women's Business Enterprises in Washington State. Projects must be completed between November 2020 and June 2023 and submitted by an eligible firm or individual practitioner (see eligibility below). Projects submitted for this award will also be eligible to receive an award in the Built Projects Category.

Submittal Criteria

The intent of the Honor Awards program is to promote and celebrate quality design in projects located in Southwest Washington State. AIA SWW wishes to recognize and support the design community and their clients who 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, and 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.

Eligibility

- 1) All submitting firms or individual practitioners must be the Architect of Record (unless submitting for the Architect of Record as noted below under "Exceptions") and must meet one of the following criteria:
 - a) All Architects or design professionals who are AIA SWW members in good standing are eligible to submit projects located anywhere in the world.
 - b) All Architects or design professionals, residing in or outside of the AIA SWW region, that

- are not AIA SWW members are eligible to submit entries for projects located ONLY within the AIA SWW and AIA Vancouver assigned territory.
- c) All Architects, design professionals, AIA SWW Associate members and students working or residing in the AIA SWW region are eligible to submit unbuilt projects located anywhere in the world.
 - d) All Architects, design professionals and students working or residing outside the AIA SWW region are eligible to submit unbuilt projects located within the AIA SWW assigned territory.
- 2) The Architect of Record is the legal entity (corporation, partnership, or individual architect) that has contracted for and completed the submitted work.
 - 3) The Architect of Record who has performed services in association with another architectural firm(s) must meet criteria #1, must give credit to the other Architectural firms(s), and accurately identify each respective role in the project. The attached Agreement of Attribution must be completed and included with this submission.
 - 4) Exception: An individual Architect or firm that is not the Architect of Record, is eligible to submit a project or projects, provided that the submittal includes, in addition to all other requirements for project submission (including the completed Agreement of Attribution form), written permission from the Architect of Record, specifically in reference to this awards program stating approval of the submittal and specifying how firm and individual roles are to be acknowledged.
 - 5) Projects that have won awards in other programs, or were submitted in prior years to this program are eligible. However, projects that were past award winners in this program are ineligible.
 - 6) Any eligible individual or firm meeting criteria #1 may submit any number of projects, provided each project is submitted with the appropriate fee.

Judging

- 1) The jurors will meet and deliberate the digital submissions prior to convening in Tacoma on November 9, 2023 for the awards presentation.
- 2) The projects will be evaluated on their own merits regardless of size and type and will not be judged in competition with the other project submittals. Each project will be judged on one or more of the following: building design, building integration, sustainable design, design for equitable communities, client satisfaction, and overall worthiness as determined by the jury for an award at any level.
- 3) Project authorship will remain concealed throughout deliberations by the jury. If the authorship is revealed in any part of the submitted jury deliberations PDF file (see below), the entry will be disqualified.

Submission

The Jury will review the Jury PDF on laptops and projection screens, horizontal format works best for these devices. Submitted materials must conform to the following requirements to be juried. **Anonymity is a must, firm names are not to be visible in this file. Use the unique project number provided by the Chapter after you have submitted the Intent to Enter Form.**

The submittal guidelines are similar to the guidelines used by AIA WA Council for their Civic Design Awards. If you are entering a project in the WA Council program, you may use the same submission information for the AIA SWW Awards program:

- 1) Entrant Information (PDF) – this file will not be seen by the jury
- 2) Jury Presentation (PDF)
- 3) Team Presentation (PDF)
- 4) Publicity and Online Gallery Images (JPGs)
- 5) Display Board

1. ENTRANT INFORMATION PDF

File Type: PDF (.pdf)
Size/Format: 8.5" x 11", portrait, 12 pt. minimum font size, text only, no images
Naming: Project Code/Project Name.pdf
Maximum Pages: 3

CONTACT INFORMATION AND PROJECT INFORMATION – Page 1

Submitters Name and Firm Name

Project Information

Project Type, Unique project number provided by SWW, Project Name, Project Address, Project Funding Source, Owner Name, Building Size (GSF) Site Area (SF or acres) Completion Date,

PROJECT CREDITS – page 2

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:

PHOTO RELEASE FORM – page 3

It is the submitter's responsibility to obtain a signature from the photographer if needed, or to sign a form themselves on behalf of the photographer, depending on the copyrights of the images. All entrants grant the AIA Southwest Washington Chapter a non-exclusive license to post the entries online for the public to view. In addition, each winner grants to AIA SWW a

2. JURY Information PDF

The Jury Information PDF is a 15 page or less 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" x 11", landscape orientation, all content anonymous
Naming Convention: Project code (assigned by AIA SWW) and Project Name.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 from SWW

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 Judging Criteria. 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 architects' 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 recipients, and to recognize the client and design teams. Please note that the submittal requirements for the AIAWA Council Awards for the Team Presentation differs significantly. Submittals for the AIA SWW award must use the criteria noted below.

File Type:	PDF (.pdf)
Size/Format:	8.5" x 11", landscape orientation
Naming:	Project Code/Project Name.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 ON 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 72 dpi JPG and a 300 dpi JPG.

File Type: JPG (.jpg)
Size/Format: 8x10, landscape orientation. No text or logos
Naming Convention: Project Code/Project Name 72 dbi.jpg
Project Code/Project Name 300 dbi.jpg
Number of Images: 1 image provided in 2 sizes
Maximum File Size: 3 MB each

5. DISPLAY BOARD

Project boards will be displayed at the Awards Banquet to celebrate all submitted projects and design teams. Board will also be displayed at the SWW Chapter Office.

Provide one 24x36" vertical display board of each submitted project to be displayed at the Design Awards dinner. Firm identity may be on the display board, as the Jury will not see the boards prior to the Award dinner.

- Suggested content
 - Project name and location.
 - Comprehensive listing of the design team, owner/client and project collaborators.
 - Project data and narratives summarizing the project.
 - Representative photo of core project team.
 - Representative diagrams, photographs, site plans, floor plans, sections, elevations or other illustrative drawings.



Southwest Washington

license for use of winning entry in connection with AIA Southwest Washington Honor Awards, in any media now or hereafter known, including but not limited to: publication in newspapers and magazines and AIA

AIA SWW sponsored exhibitions of the work. AIA SWW will not be required to pay any additional consideration or seek any additional approval in connection with such use.

Submission to this program implies permission from the project owner, and releases AIA SWW from any responsibility of seeking permissions from owners, photographers, or any project-related stakeholders.

Please return no later than September 18th at 1:00pm

AIA SWW Executive Director

Jenna Olson-Gebbie

Email: aia@aiasww.org

Submittal Intent Form

Company _____

Contact Name _____

Email _____

Phone _____

Category _____

Return this form to aia@aiasww.org

Payment Options

Mail check to:

AIA SWW
2400 NW 80th Street
PMB #140
Seattle, WA. 98117

Or

[Credit Card](#)