



AIA
Detroit

A Chapter of the American
Institute of Architects

2018 AIA Detroit Honor Awards

Building Awards Information Packet

Please read the enclosed instructions carefully, as some requirements/processes have changed.



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ELIGIBILITY, CRITERIA, FEES

All Applicants wishing to submit one or more projects for consideration for the 2018 AIA Detroit Honor Awards program must be licensed to practice architecture in a U.S. jurisdiction, must register the project and pay any applicable fees, and must submit the required documents to AIA Detroit before the submission deadline. Submissions that fail to comply with any guidelines stated herein will be disqualified.

All submissions must include an Applicant and/or Architect of Record licensed to practice architecture in the State of Michigan. The license must be in good standing and satisfy section 2010(1) of the State of Michigan Licensing Act (Article 20). Projects must have been designed or completed on or after January 1st, 2015. Projects may be submitted to multiple categories, provided the Applicant complete separate registrations, including fees, and submit separate submission packets, but no project that has previously been awarded an AIA Detroit Building Award may be submitted again in any category.

All submissions will automatically be included in the public voting for the People's Choice Award, and (new for 2018) will have the option to be considered for the Sustainable Design Award at no additional cost.

The section below describes the varying requirements for submissions based on the membership status and architectural license of the Applicant:

AIA Detroit Chapter Member (\$200 Application Fee per Submission)

- Must be a member in good standing of AIA Detroit, and be licensed in Michigan
- Project may be located anywhere in the world

AIA Member from another Chapter (\$200 Application Fee per Submission)

- Must be a member in good standing of AIA
- Project must be located in Detroit Chapter Area¹
- Project's Architect of Record must be licensed in Michigan

Non-AIA Member (\$400 Application Fee per Submission)

- Applicant and/or Architect of Record must be licensed in Michigan
- Project must be located in Detroit Chapter Area¹

¹ Defined as Wayne, Oakland, Macomb, and Saint Clair Counties



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AWARD CATEGORIES

- **Building Award**
 - Projects comprised of a single or related group of buildings, including new construction, renovations, and restorations

- **Interiors Award**
 - Projects that involve the interior design of spaces in new or existing buildings

- **Small Project Award**
 - Projects of less than 5,000 square feet

- **Technology in Architectural Practice Award**
 - Projects evaluated on the following criteria:
 - The project advances the theory and practice of architecture through the innovative use of technology
 - The project's architectural expression could not have been realized without technology

- **Urban Design Award**
 - Projects involving urban design including groups of buildings, plazas, parks, streetscapes, or other aspects of an urban fabric

- **Unbuilt Award****
 - Recognizes excellence in research on design practice or theory, as well as design work submitted to competitions or otherwise commissioned, but not currently expected to be constructed.

- **Sustainable Design Award****
 - ALL PROJECTS are eligible for Sustainable Design Award consideration at no additional cost. Applicants wishing to be considered shall incorporate in the 20-page Jury Presentation high performance project characteristics in areas, including but not limited to, human and environmental health, sustainable site development, building materials, water savings, resiliency, and energy efficiency

- **People's Choice Award**
 - ALL PROJECTS will automatically be included in the public voting process for the People's Choice Award

** Award Criteria revised for 2018



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SUBMISSION DELIVERABLES

SUBMISSIONS THAT DO NOT ADHERE TO THESE GUIDELINES WILL BE DISQUALIFIED. PLEASE NOTE THAT THE SUBMISSION PROCESS HAS BEEN REVISED; READ THE BELOW INSTRUCTIONS CAREFULLY.

Submissions for this year's awards will be made through a custom web form hosted on the AIA Detroit website. Please follow the steps described below to submit your required materials for consideration:

1. **Complete Project Registration:** For each award entry, complete the project registration hosted on the AIA Detroit Eventbrite. Each project submitted must be registered separately, and separate fees must be paid for each submission. Projects may be submitted in multiple award categories with separate registrations and fees, but no project previously awarded in any category may be re-submitted. The registration page can be found at the following URL:

<https://2018aiadawards.eventbrite.com>

2. **Complete Project Submission Form:** Go to <http://AIADetroit.com/Submit> and complete the form to provide the following information:
 - a. Submission ID Code issued by AIA Detroit in response to #1 above (AW18-XX)
 - b. Project Award Category
 - c. Generic Project Title²
 - d. Generic Project Description²
 - e. Formal Project Title
 - f. Client Name and Project Location
 - g. Submitting Architect
 - h. Submitting Architect's AIA Member number or MI License number
 - i. Submitting Architect's Firm and Contact Information
 - j. Contributing Architects, Engineers, and other Consultants
NOTE: It is the responsibility of the Applicant to dutifully acknowledge and give fair credit to all contributing parties. AIA Detroit assumes no responsibility for, and will remain neutral in relation to, any and all disputes arising due to claimed failure to give due recognition.
 - k. General Contractor or Construction Manager
 - l. Architectural Photographer
 - m. Photo/Material release waiver

² Generic Project Title and Description will be used in promoting participation in the People's Choice Award public voting, as well as more general marketing of the AIA Detroit Honor Awards and Celebration of Architecture. All other information submitted will be confidential and accessible only by AIA Detroit staff for processing purposes.



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- n. File Uploads or Alternate Delivery Formats: Applicants will have the option to immediately upload project submission files within the form; to be sent a link to upload the files separate from the form; or to deliver/ship a physical USB drive with the project materials. If the Applicant is bound by company policy to utilize a specific, proprietary file-transfer system, select “Other”. Files to be uploaded are:
 - i. Master Jury Presentation (The curated 20-page presentation the Jury will review in evaluating project submissions) ***
 - ii. Public Exhibit Display Board (The summary presentation board that will be displayed at the AIA Detroit Celebration of Architecture, among other public-facing exhibits and installations promoting the AIA Detroit Honor Awards) ***
 - iii. (5) High-resolution images (From which AIA Detroit will pull content for promotion of the Honor Awards program, and for the People’s Choice public voting page) ***
- o. Final Confirmation of Submission

3. **Upload/Ship/Deliver Project Submission Files:** If not uploaded within the form above, complete your project submission by delivering the required files to AIA Detroit by the method selected at the end of the form. You will receive confirmation of completed project submission from AIA Detroit.

Additional instructions and requirements for each question and file upload are available within the form itself. Any questions or requests for additional information may be submitted to Awards@AIADetroit.com, or contact Lauren Myrand, AIA Detroit Executive Director, at 313.588.1411.

*** Please see the following pages for the specifications of project submission files →



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SPECIFICATIONS OF PROJECT SUBMISSION FILES

SUBMISSIONS THAT DO NOT ADHERE TO THESE GUIDELINES WILL BE DISQUALIFIED. PLEASE NOTE THAT THE SUBMISSION PROCESS HAS BEEN REVISED; READ THE BELOW INSTRUCTIONS CAREFULLY.

If requesting consideration in the Sustainable Design category, it is expected that evidence of the sustainable aspects of the project will be evident within the standard submission materials.

I. MASTER JURY PRESENTATION : This is the graphic and narrative presentation of your project providing an overview of the design for review by the jury.

Format:

A single .PDF file, not to exceed 20 pages in length, in horizontal/landscape format.

File Name:

The File Name shall begin with the project's assigned Submission ID, and the word "JURY", followed by the name of the submitting firm (i.e. "AW18-00 JURY - Architecture Firm, LLC."). The name of the architectural firm SHALL NOT appear ANYWHERE within the content of the pdf presentation. This generic project title should be used to reference your project throughout the entire submission, with the exception of the Concealed ID form and photographs. If a project submission does not comply with these naming guidelines, it may be disqualified.

PDF Content:

Page 1 - Provide a generic project title, the award category, and assigned Submission ID (AW18-XX).

Page 2 - Provide a written description of the project. (750 words maximum, 12-point font minimum).

Pages 3 through 20 - Provide site plan, floor plan(s), and additional graphics including photographs to provide an understanding of the design goals and final product.

2. PUBLIC EXHIBIT DISPLAY BOARD:

This display panel will be printed and exhibited at the Celebration of Architecture event on September 20th, 2018.

Format:

All Panels should measure 24" x 24" in size, including a blank 4" band along the bottom edge. Layout and graphic design is otherwise at the discretion of the applicant, but guidelines are included below. Submissions should be a single .pdf file.



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2. PUBLIC EXHIBIT DISPLAY BOARD (CONTINUED):

File Name:

The File Name shall begin with the project's assigned Submission ID, and the word "EXHIBIT", followed by the name of the submitting firm (i.e. "AW18-00 EXHIBIT - Architecture Firm, LLC."). If a project submission does not comply with these naming guidelines, it may be disqualified.

Composition Guidelines:

- All graphics should be designed to fit a 24" x 24" printed panel. In the interest of a cohesive total display, the panel should not show more than five different views, none of which should be smaller than 6" x 6".
- One large striking photograph identifying the project should predominate.
- A reduced site plan and/or floor plan can be included in lieu of one or more of the five photos. If drawings are included, they need to be graphically clean and lettering should be of sufficient size to be read comfortably.
- Each panel shall leave the lower 4" of the design completely black. This will become the identification band on the final printed panel. Please do not place anything in this band. Please keep text to a minimum in your design, as the title and other project information will eventually be included in the band at the bottom of the panel.
- It is your discretion to use either black and white and/or color photographs to explain your project.

3. HIGH-RESOLUTION IMAGES:

Submit (5) High-resolution (150dpi or greater) images that are representative of the project as a whole. AIA Detroit will use these images on the People's Choice voting site, as well as in more general marketing and promotion around the awards program and Celebration of Architecture event.

File Name:

The File Names shall begin with the project's assigned Submission ID, and the word "IMAGE", followed by a number (1-5) and the name of the submitting firm (i.e. "AW18-00 IMAGE 1 - Architecture Firm, LLC."). If a project submission does not comply with these naming guidelines, it may be disqualified.