



AIA
Detroit

2019 AIA Detroit Honor Awards

Building Awards Information Packet

Please read the enclosed instructions carefully, as some requirements/processes have changed for 2019.



ELIGIBILITY, CRITERIA, FEES

All Applicants wishing to submit one or more projects for consideration for the 2019 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, 2016. Projects that have won awards in other programs are eligible for submission. Projects may be submitted to multiple award categories, provided the Applicant complete separate registrations, including fees, and submit separate submission packets. There can be more than winner in each category. Each year the jury changes, so firms are encouraged to resubmit projects that have not been awarded in the past. Projects that have previously been awarded an AIA Detroit Building Award may **not** be submitted again in any category.

When one architect is not the sole author, **all other participants substantially contributing to the design of the project must be given credit** as part of the submission. Failure to communicate this process and requirements to other associated firms will result in disqualification. No refund will be given for any disqualified project.

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

2019 DATES & DEADLINES

- June 3: Registration Deadline - All Project Registrations Due
- June 17: Submission Deadline - All Project Submission Materials Due
- June 24: Recognition Award Nominations & Materials Due
- July 2019: Jury Convenes, Notification to winners
- August 2019: Award winners made public
- September 19: Celebration of Architecture, Shed 3, Eastern Market



APPLICANT MEMBERSHIP & LICENSE STATUS REQUIREMENTS

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



AWARD CATEGORIES

- **Building Award****
 - Projects that have completed construction, comprised of a single or related group of buildings. Projects may include new construction, renovations, and historic preservation projects.

- **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 unbuilt projects for their excellence or research on design practice or theory, design competitions, and non-compensated/compensated projects that are not expected to be constructed. Once submitted for this category, projects are ineligible for future submission in any other category.

- **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 any 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 2019



SUBMISSION DELIVERABLES

Submissions that do not adhere to these guidelines will be immediately disqualified.

Project for the 2019 AIA Detroit Building Awards will be submitted through an online 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 Honor Awards Eventbrite page. Each project submitted must be registered separately, and registration 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 project registration page can be found at the following URL:

<https://2019aiadawards.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 (AW19-XX)
- b. Project Award Category
- c. Generic Project Title
- d. Generic Project Description²
- e. Formal Project Title³
- f. Project Completion Date
- g. Client Name and Project Location
- h. Submitting Architect
- i. Submitting Architect's AIA Chapter & Member number or MI License number
- j. Submitting Architect's Firm and Contact Information
- k. Architect of Record & Design Architect
- l. General Contractor or Construction Manager
- m. 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.

- n. Architectural Photographer
- o. Photo/Material release waiver
- p. 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

² The Generic Project Description will be used in promoting participation in the People's Choice Award public voting. All other information submitted will be confidential and accessible only by AIA Detroit staff for processing purposes.

³ The Formal Project Title should reflect the project name as it would appear on a Building Award Plaque



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) ***
- q. 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 →



SPECIFICATIONS OF PROJECT SUBMISSION FILES

SUBMISSIONS THAT DO NOT ADHERE TO THESE GUIDELINES WILL BE DISQUALIFIED.

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.

1. MASTER JURY PRESENTATION (Firm Name should not be listed anywhere in the 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. "AWI9-00_JURY_FirmName"). The name of the architectural firm **SHALL NOT** appear **ANYWHERE** within the content of the pdf presentation. If a project submission does not comply with these naming guidelines, it may be disqualified.

PDF Content:

Page 1 - Provide a generic project title (to be used to refer to the project throughout the entire Master Jury Presentation), the award category, and assigned Submission ID (AWI9-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 19th, 2019.

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.

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. "AWI9-00_EXHIBIT_FirmName"). If a project submission does not comply with these naming guidelines, it may be disqualified.



2. PUBLIC EXHIBIT DISPLAY BOARD (CONTINUED):

Composition Guidelines:

Please keep in mind that all qualifying submissions will be once again on display in our Industry Gallery Exhibit at the Celebration of Architecture. This means the Display Board needs to be legible from a distance.

- 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 from a distance.
- Each panel shall leave the lower 4" of the design completely black. Please do not place anything in this band. Please keep text to a minimum in your design, as the title and other project information might 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. "AW19-00_IMAGE 1_FirmName"). If a project submission does not comply with these naming guidelines, it may be disqualified.