BUILT DESIGN EXCELLENCE & SMALL FIRMS – SAMPLE APPLICATION

* Required fields

Page: Entrant Information

Project Name *

_____

Division *
Please select the award division to which you wish to apply.

Select one Category
Built Design Excellence
--- ○ Adaptive Reuse, Renovation or Historic Preservation
--- ○ Civic & Cultural Facilities
--- ○ Commercial
--- ○ Educational Facilities
--- ○ Housing
--- ○ Institutional Facilities
--- ○ Interior Architecture
--- ○ Urban Design & Master Planning
--- ○ Other
Small Firms
--- ○ Adaptive Reuse, Renovation or Historic Preservation
--- ○ Civic & Cultural Facilities
--- ○ Commercial
--- ○ Educational Facilities
--- ○ Housing
--- ○ Institutional Facilities
--- ○ Interior Architecture
--- ○ Urban Design & Master Planning
--- ○ Other

Firm or sole practitioner name *
All submissions will be kept anonymous during the jurying process. This information is for communications purposes only.

_____

First name *
This will be the primary contact for BSA Design Awards communications.

_____

Last name *
This will be the primary contact for BSA Design Awards communications.

_____

Email address *

This will be the primary means of BSA Design Awards communications.

Phone number *

Website

MBE, WBE, VBE, SDVOBE, DOBE, LGBTBE

Is your firm one or more of the following?

Read more here.

Select one or more options

☐ Minority Business Enterprise (MBE)
☐ Women Business Enterprise (WBE)
☐ Veteran Business Enterprise (VBE)
☐ Service-Disabled Veteran Business Enterprise (SDVOBE)
☐ Disability-Owned Business Enterprise (DOBE)
☐ Lesbian Gay Bisexual Transgender Business Enterprise (LGBTBE)
☐ None of the above

Firm size *

Please indicate the size of your firm. (If your firm has multiple offices, please answer for the submitting office only.)

Select one option
○ 0-10
○ 11-25
○ 26-50
○ 51-100
○ 101-200
○ 201+

Firm demographics

If available, please provide gender demographic information pertaining to the nominated firm in percentages.

Firm demographics

If available, please provide racial and ethnic demographic information pertaining to the submitting firm. Check all that apply.

Select one or more options
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or other Pacific Islander
☐ White
☐ Other

Firm demographics

If available, for each of the ethnic and racial identifiers used above, please specify the percentage of each employed at the firm.

Membership status *

Please select the option that most closely matches your membership status.

Select one option
○ I belong to an active Massachusetts AIA member firm.
○ I do not belong to an active Massachusetts AIA member firm.

Page: Project Types & Categories

The project type you select is for consideration only. At the jury's discretion, award recognition in any category may be given to as many or as few projects as are deemed worthy by the jury. The jury's decisions are final and not subject to review.

If your project type is not listed, select "other" and enter the type. Juries will evaluate and may group projects accordingly.

As submissions are subject to varying degrees of opportunity, constraint, and budget, each entry will be judged for the success with which it has met its individual requirements.

Project Type *
Select one option
○ Adaptive Reuse, Renovation or Historic Preservation
○ Civic & Cultural Facilities
○ Commercial Facilities
○ Educational Facilities
○ Housing
○ Institutional Facilities
○ Interior Architecture
○ Urban Design & Master Planning
○ Other

Civic & Cultural Facilities
Select one option
○ Community Center
○ Library
○ Museum
○ Other _____

Commercial Facilities
Select one option
○ Hospitality
○ Office/Workplace Spaces
○ Retail
○ Other _____

Educational Facilities
Select one option
○ K-12 Education Facilities
○ Higher Education Facilities
○ Other _____

Housing
Select one option
○ Single Family/Residential
○ Multi-Family/Residential
○ Specialized Housing
○ Other _____

Institutional Facilities
Select one option
○ Healthcare Facilities
○ Life Science Facilities
○ Other _____

Other: Please Specify *

Project Design *
Please indicate the design that applies to your project.

Select one option
○ New construction
○ Addition
○ Adaptive reuse
○ Renovation
○ Historic Preservation
○ Other _____

Original or adaptation? *
Is the project design original or an adaptation of a prototype?

Select one option
○ Original
○ Adaption

Massachusetts Architectural Access Board Award Recognition Consideration *
In support of the Massachusetts Architectural Access Board (MAAB), submissions may be eligible for accessible design achievement for:

A.   Thomas P. Hopkins Memorial Award for public buildings and facilities to which Massachusetts statute 521 CMR applies.

B.   Private Residential Award for projects that address an individual's personal accessibility needs.

C.   William D. Smith Memorial Award for projects that integrate accessibility with historic preservation.

For residential or housing, and public and commercial buildings, entries may be for entire facilities or site-specific solutions, which might include exteriors (ramps, signage, campuses, landscape); interiors (entries, bathrooms, hardware, lifts, details); or buildings.
Entries will be judged in part on effectiveness in integrating the specific access solution into the overall project design. Successful projects integrate and exceed the legal requirements for accessibility with features that anticipate diverse user needs and benefits, and are demonstrated within your project submission.

Would you like your project to be considered for these award recognitions?

Select one option
○ Yes
○ No

Page: Project Information

Project Location *

Street:

_____

Line2:

_____

City:

_____

Country Code:

_____

State:

_____

Zip:

Project completion date *
If exact date is not known, please select the first of the month.

_____

Architect of Record *

_____

Architect of Record contact name *
This is the primary contact for BSA Design Awards Communications. If not applicable, please enter "NA."

_____

Architect of Record contact email address *
This is the primary means of BSA Design Awards Communications. If not applicable, please enter "NA."

_____

Client name *
Would the client like to remain anonymous?

Select one option
○ Yes
○ No
○ No Client

Client Name *

_____

Client Contact Email *

_____

Client type *
Select one option
○ Institutional
○ Governmental
○ Commercial
○ Residential
○ No Client
○ Other _____

Sustainability and resiliency registrations and certifications *
Please list all sustainability registrations and certifications (LEED, BREEAM, PassiveHouse, Living Building Challenge, etc.) If not applicable, enter "NA."

_____

_____

Construction budget *
If the budget must remain private, please enter "Private."

_____

Total square footage *

_____

Cost per square foot *
If the cost per square foot must remain private, please enter "Private."

_____

Total number of units (if applicable)

_____

Number of low income units (if applicable)

_____

Page: Project Narrative

Conceal or omit all references to the architecture firm or architect on all materials submitted. Including these references may disqualify your submission.

Describe the story of both the design and the impact process (including team engagement), including concepts and considerations, as well as lessons learned, addressing at least one impact advancement concentration, if the project qualifies.

Your project narrative should be 250 words maximum and the same as the one you use in your digital project portfolio. This is the narrative that will introduce your project to the jurors, who have limited time with each project.

- **Social Advancement – demonstrating a commitment to social progress**
  - *Community Engagement – an entire community and/or stakeholders are substantially involved and engaged in the decision-making processes, and community involvement has influenced project outcomes.*
  - *Community Benefit – project addresses a need(s) and demonstrates benefit(s) to the community.*
  - *Economic Disparity – architecture or the design process has reduced disparities in the economics of the larger community or individuals served by the project.*
  - *Health Outcomes – project improves health, safety, or well-being outcomes for the larger community or individuals served by the project.*
  - *Educational Inequity – project addresses inequities in our education system and those that increase the social responsibility of education.*
- **Technical Advancement – exploring new technologies and/or their architectural applications**
  - *Technical aspects of building design,* including engineering achievements
  - *Technology that greatly improved collaboration, innovation, and creativity*
  - *Technology that resulted in improved economic, environmental, or social outcomes of the project*
- **Environmental Advancement – demonstrating a commitment to environmentally sensitive design, sustainability and/or energy/resources conservation**
  - *Excellence in demonstrating ecological stewardship, including reduced environmental impact and reduced energy consumption, as well as attention to quality of life issues, resiliency, and community engagement within the environment.*
  - *Demonstrating efforts to reduce energy use in occupancy of the building.*
  - *Innovative solutions reducing embodied energy/carbon use in the building's design and construction.*

Please upload your project description as a .doc or .docx file.

[File Upload]

Page: Digital Project Portfolio *

A Design Jury will evaluate your project based on this digital project portfolio and project narrative. As submissions are subject to varying degrees of opportunity, constraint, and budget, each entry is judged for the success with which it has met its individual requirements. It is therefore important that submissions convey to the jury a full understanding of the project, including Impact Advancements that drive the values of good design.

In general, we encourage precise and focus on the big picture impact, including program requirements, sustainability goals, and design solutions.

Note: Jurors have a limited amount of time with each submission, so please format accordingly.

Do not include information identifying your firm in any materials outside of those designed to collect it. If any of the information provided to the juries explicitly identifies the firm, your submission will be disqualified.

The portfolio should:

- Be uploaded as a PDF
- Formatted for digital viewing (16:9) or 8.5" x 11" or 11" x 17" printing
- Orientation can be either horizontal or vertical
- 10 pages max
- Be no larger than 25 MB
- File name no longer than 60 characters (with spacing)
- File naming: **ProjectName_01.pdf**
- Include diagrams, site plans, details, photographs with minimal captions (no firm names mentioned)
- First page must be a title page with Project name (this may include images and other text)
- Project narrative should be included within the portfolio (250 words max)
- Do not include the project category
- If the project is a restoration or adaptive reuse project, include at least one image that describes conditions before work began

MAAB Award Consideration
If you have opted to be considered for a MAAB Award recognition, include the effectiveness in integrating the specific access solution into the overall project design (for entire facilities or site-specific solutions).

[File Upload]

Page: AIA Framework for Design Excellence/Common App + Technical Review *

BSA Design Awards follows the AIA's Framework for Design Excellence criteria using the Common App. Submittals are encouraged to highlight project performance through narratives and metrics in the Common App.

The Common App worksheet will be the first elements that the Technical jury will see for every submission. Each project will be reviewed by a Technical Review Jury within project types; reviewing each project's success in achieving sustainability and building decarbonization goals. Recommendations with average scores, along with technical review comments, will be forwarded to a Design Jury for final awards. (Important note: providing incorrect information or failing to provide information will result in a lower technical review score; jurors are less likely to give awards to lower scoring projects).

While submissions **do not** need to address all the measures included in the Common App, applicants should highlight relevant performance data and narratives that are applicable to their specific projects. At least **3 out of 10** measures must be addressed in **narratives** portion.

The BSA recognizes that some of the framework's measures may be less relevant to a specific project, and that metrics may be difficult or impossible to acquire. A submission will not be penalized if the project's scope simply does not address a certain measure or if the design team and/or submitting personnel lack performance metrics. However, a submission may be viewed critically if the jury believes that a measure or question that should have been addressed was skipped. In other words, if the jury believes that a project's design was or should have been impacted by a measure that is not included in the Design Awards submission, the jury may negatively assess the submission.

We strongly encourage all submitters to review the Common App with the design teams responsible for the project prior to drafting their Design Awards submission and assess which of the ten measures are relevant to the project.

- Suggested questions for each measure can be found here
- Not all 10 measures are required. However, it is important to demonstrate how the project performs above and beyond.
- Providing incorrect information or failing to provide information may result in a lower technical review score; jurors are less likely to give awards to lower scoring projects).
- All information shall be anonymous - no mention of the submitting firm, team or collaborators in any text.
- Upload completed saved file (as .xlsx), to be named: **ProjectName_CommonApp.xls**

Download Common App worksheet here (This worksheet should be downloaded as an .xlsx file)

[File Upload]

COMMON APP FAQ's

What is the purpose of the Common App?
The Common App is the embodiment of the Framework for Design Excellence's values in the AIA Design Awards process. Since 2019, the AIA—at the national, state, and local levels—has started to integrate the Common App into Design Awards programming.

What role does the Common App play during jury evaluation, deliberation, and recognition of award-worthy submissions?
The Common App is the first element the jury will see when evaluating every submission. It is a critical companion document that the Technical jury will use to assess the design's intent and outcomes, as well as make recommendations for which submissions advance to finalist pools and win awards (Design Review).

Is the Common App required for every submission?
Yes, every submission should complete the Common App and upload a saved worksheet. Please take this opportunity to fully describe your project and process.

Do I have to answer every question and/or address all ten measures?
Not all 10 measures are required! You should only answer questions/respond to measures that are relevant to your project. It is important to demonstrate how the project performs above and beyond performance goals. If you do not have data to share, do not leave fields blank. Mark "NA" in the fields as needed. At least **3 out of 10** measures must be addressed in **narratives** portion.

As submissions are subject to varying degrees of opportunity, constraint, and budget, each entry is judged for the success with which it has met its individual requirements. It is therefore important that submissions – through metrics narratives and design - convey to the jury a full understanding of the project.

How do I know if a specific measure in the Common App is relevant to my project?
If you and the design team can't answer that question, it probably isn't relevant to your project. Watch at this webinar, which discusses implementing the AIA Framework for Design Excellence.

What is the advantage of addressing additional Common App measures?
The Common App is the first element the jury will see. Measures that the jury feels should have been addressed in your submission that were overlooked will likely reflect poorly in the jury's assessment.

How can I learn more about filling out the Common App?
The links embedded in the Common App are a good starting point. The BSA will be adding more resources for assistance.

What else should I know about the Common App and how else could it be useful for my submission?

The Common App is a great document to begin a project, even more so at summarizing one after completion. We encourage you to share it with currently active design teams in preparation for future submissions.

The Common App could also be used as a template for structuring your PDF submission.

Download Common App worksheet here **(This worksheet should be downloaded as an .xlsx file)**

Page: Gallery & Publicity Images *

Image files

- Please submit up to 10 images maximum (5 images minimum) that best represent the project and its impact.
- Submit images in the order of your preference for publication/recognition, should your project be awarded.
- There should be no text on images that are photographs.
- All visual materials should be uploaded as .tif or .jpg (preferred) files.
- Images should be 2000 pixels wide and 300 dpi minimum.

Name image files using the following convention: #ProjectName_PhotographerName.

should correspond with the order in which images are uploaded and in which they should be viewed (01-10 at maximum).

If there is no photographer, credit the image to the firm (or other appropriate party).

Image 1-5 *

[File Upload]

Image 6-10

[File Upload]

Winning submission library *

Submitters are often looking for ways to enhance and improve their entries. Should your project win an award, would you be willing to share your submission to become part of a digital winning submission library for others to review?

Select one option
○ Yes
○ No

Permission Agreement *

Read and check to agree:

I grant the BSA a nonexclusive license to use the materials submitted in connection with the BSA Design Awards. Materials will be shared with jurors for evaluation purposes only.

☐ I agree to these terms

Page: Project Team Information

Names: Firm Name (First & Last Name) **Separate each name and email with a semicolon and space. Example: B Smith Consulting (A. Jones); etc** If not applicable, enter "NA"

Associated architecture firm(s) or architect(s) *

Associated architecture firm(s) or architect(s) role(s) *
Please clearly define the role all associated architecture firms and architects, including how all firms should be properly credited (for example, "Submitting Firm *with* Associated Architect"). If not applicable, please enter "NA"

Associated architecture firm(s) or architect(s) email(s) *

Photographer(s) *

Photographer(s) Email *

LEED

LEED Email

Code

Code Email

Developer

Developer Email

General Contractor

General Contractor Email

Project or Construction Manager

Project or Construction Manager Email

Planning

Planning Email

Civil Engineer

Civil Engineer Email

Specifications

Specifications Email

Structural

Structural Email

Mechanical

Mechanical Email

Electrical

Electrical Email

Plumbing

Plumbing Email

Acoustics

Acoustics Email

Audio Visual

Audio Visual Email

Interiors

Interiors Email

Landscaping

Landscaping Email

Lighting

Lighting Email

Other Consultants
Please list all other project consultants and subconsultants. **List as: (Consutlant type) Firm Name, (Contact Name).** Separate each name with a semicolon and space.

Other Consultants Emails
Please list all project consultants' contact email address(es). **List as: (Consultant name) email; etc.**

Page: Affirmations & Submission*

If you cannot answer 'Yes' to the affirmations on this page, you are not eligible to submit for this award.

Please contact awards@architects.org if you have any questions about the following policies and statements.

Unpaid Labor Declaration *

I affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students or unpaid intern architects, and neither does any firm of which I am an owner or manager, or for which I am submitting.

Select one option
○ Yes

Code of Ethics and Professional Conduct *

The rules of Conduct of the AIA Code of Ethics are mandatory for all AIA members and enforceable by the National Ethics Council.

Rule 1.401 - Members shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.

Rule 1.402 - Members shall not engage in conduct involving wanton disregard of the rights of others.

Rule 2.101 - Members shall not, in the conduct of their professional practice, knowingly violate the law.

Rule 2.104 - Members shall not engage in conduct involving fraud.

Though you may not be a member of the AIA or the Boston Society of Architects/AIA (BSA/AIA), we ask all submitters to complete this affirmation.

I affirm that I have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2.104 of the 2020 AIA Code of Ethics and have not engaged in conduct that may have violated the standards stated there.

I understand and agree that the BSA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation I have made is false, misleading, or deceptive, or for any other reason the BSA may in its sole discretion determine is appropriate.

Select one option
○ Yes

BSA/AIA Statement on Equity, Diversity, Inclusion, and Harassment *

Equity, diversity, and inclusion are fundamental to the values reflected in our code of professional ethics and must be fostered throughout our organization, the profession, our workplaces, and communities. The BSA strives to cultivate a sense of safety and belonging for all individuals while creating an atmosphere of deep collaboration that cuts across demographic and hierarchical lines.

I affirm that I uphold these values in all my business practices, as does any firm for which I am submitting.

Select one option
○ Yes

Photo Release *

By participating in the BSA Design Awards program, all entrants grant the BSA a non-exclusive license to post winning project entries in an online gallery so that the public and press may view all competing entries. In addition, each winner grants to the BSA approval for use of all entries in connection with the BSA Design Awards program, in any media now or hereafter known, including but not limited to: publications, social media, and BSA- sponsored events or exhibitions of the work.

I understand and grant the BSA permission.

Select one option
○ Yes

By submitting this entry, I affirm that the submitting firm and all architecture firms involved in the project agree that the information and/or materials being submitted are complete and accurate.

Proceed to Payment Page *