

## 2022 BSA Design Awards SAMPLE Submission Application - BUILT

### Tips –

- Complete all sections where required (\*)
- If information is not available, type “NA” – do not leave fields blank
- Any metrics provided should support your project summary narrative
- Not all 10 measures are required within your narrative. You must respond at least (1) one or more principles on how your submission achieves these measures
- Each entry will be judged for the success with which the project has met its individual requirements. Entries will be evaluated individually, and not in competition with others. The jury uses anonymous written and visual material submitted for their analysis.

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## Entrant information

### Project name \*

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### Category \*

Please select the award category to which you wish to apply.

Select one

- Honor Awards for Design Excellence
- Unbuilt Architecture and Design
- K-12 Education Facilities Design
- Campus and Urban Planning
- Residential Design
- Healthcare Facilities Design
- Interior Architecture and Spatial Design

### Firm or sole practitioner name \*

All submissions will be kept anonymous during the jurying process. This information is for communications purposes only.

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### First name \*

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

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### Last name \*

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

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### Email address \*

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

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### Phone number \*

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### Website \*

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### 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.)

- 0-25
- 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.

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## Project information

### Project location \*

Street:

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Line2:

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City:

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Country Code:

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State:

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Zip:

### Project completion date \*

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

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### Architect of Record \*

Who was the Architect of Record?

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### Architect of Record contact name \*

This is the primary contact for BSA Design Awards Communications. If not applicable, please enter "NA."

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### Architect of Record contact email address \*

This is the primary means of BSA Design Awards Communications. If not applicable, please enter "NA."

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### Client name \*

Would the client like to remain anonymous?

- Yes
- No
- No Client

### Client type \*

Select one option

- Institutional
- Governmental
- Commercial
- Residential
- Other

### Project type \*

Add a brief note about the project program.

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### New construction or preservation? \*

Please indicate all design types that apply to your project.

- New construction
- Addition
- Adaptive reuse
- Renovation/restoration

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**Original or adaptation? \***

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

- Original design
- Adaptation of prototype

**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."

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**Construction budget \***

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

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**Total square footage \***

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**Cost per square foot \***

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

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**Total number of units (if applicable)**

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**Number of low income units (if applicable)**

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### Project information - Framework for Design Excellence

The AIA [Framework for Design Excellence](#) provides elements and sets standards for buildings that demonstrate progress toward a zero-carbon, equitable, resilient and healthy built environment during project evaluation.

The Framework and performance metrics serve as a standing reminder of the importance of incorporating high performance strategies into all design projects in order to achieve our 2050 goals. This requires active engagement with your client throughout the design process.

#### Tips -

- Not all 10 measures are required! Please respond to at least (1) one or more principles within your narrative on how your submission achieves these measures.
- Provide an "n/a" if you do not have the information (either for required questions or optional questions).
- Submitters are expected to provide as much accurate data as possible.
- Word counts are added where applicable.

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#### 1. Design for Integration \*

*What's the big idea? How does the project demonstrate the intersection of design excellence and building performance?* [www.aia.org/showcases/6082344-design-for-integration](http://www.aia.org/showcases/6082344-design-for-integration)

Was a Design Charrette or Workshop conducted with Owner, Team? Did topics include energy efficiency, water savings, LCA, Wellness?

- Yes  
 No

Describe how building performance strategies are integrated with the project's overall design goals, and any unique challenges and opportunities. (100 words max)

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#### 2. Design for Equitable Communities \*

*How does this project make the most of its surrounding community, integrate with it, and give back?* [www.aia.org/showcases/6082410-design-for-equitable-communities](http://www.aia.org/showcases/6082410-design-for-equitable-communities)

Is the project located in an area good for biking mobility? ([www.walkscore.com/score/](http://www.walkscore.com/score/))

- Yes  
 No

Is the project serviced by public transportation? ([www.walkscore.com/score/](http://www.walkscore.com/score/))

- Yes  
 No

Indicate the overall character of the community engagement in the design process:

- No community engagement practices were applied for this project  
 Inform: Potential stakeholders were informed about the project  
 Consult: Stakeholders were provided with opportunities to provide input at pre-designed points in the process  
 Involve: Stakeholders were involved throughout most of the process  
 Collaborate: A partnership is formed with stakeholders to share in the decision-making process including development of alternatives and identification of the preferred solution  
 None of the above

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Was the community and public invited to comment on the design?

- Yes
- No

Was the design and construction process informed by, or organized along a specific framework based on Equity, Diversity, and Inclusion (EDI)?

- Yes
- No

How does the project promote social equity at local, regional, and global scales? (100 words max)

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### 3. Design for Ecosystems \*

*How does this project respond, connect, and contribute to the surrounding ecosystem?*

[www.aia.org/showcases/6082454-design-for-ecosystems](http://www.aia.org/showcases/6082454-design-for-ecosystems)

What is the Site Environment?

- Rural
- Suburban
- Urban

Was this a previously developed site?

- Yes
- No

Is stormwater managed on the site?

- Yes
- No

Is landscape design focused on native plants?

- Yes (at least half the planting is native)
- No

Is landscape design promoting biodiversity? Specifically bird safety and or other habitat programs?

- Yes
- No

How can the design support the ecological health of its place over time? (100 words max)

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### 4. Design for Water \*

*How does the project use water wisely and handle rainfall responsibly?*

[www.aia.org/showcases/6082471-design-for-water](http://www.aia.org/showcases/6082471-design-for-water)

Is potable water used for irrigation?

- Yes
- No

Is potable water used for cooling?

- Yes
- No

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Is gray/blackwater reused on site?

- Yes (Any type of plumbing water recapture and use)
- No

Is stormwater collected, treated and reused on site in lieu of potable water?

- Yes
- No

If available, what percent of stormwater is managed onsite? (express as a % using a number) \_\_\_\_\_

Does the project design maintain water systems during an emergency?

- Yes
- No

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### 5. Design for Economy \*

*How does the design show that higher performance can be cost-effective?* [www.aia.org/showcases/6082495-design-for-economy](http://www.aia.org/showcases/6082495-design-for-economy)

Does the project reuse an existing building shell/structure (or interior nonstructural components for an interiors only project)?

- Yes
- No

Does the project reduce built area by designing spaces for multiple purposes?

- Yes
- No

Does the project address issues of affordability?

- Yes
- No

How do design choices balance first cost investments with long term value? (100 words max)

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### 6. Design for Energy \*

*How much energy does the project use, is any of that energy generated on-site from renewable sources, and what's the net carbon impact?* [www.aia.org/showcases/6076709-design-for-energy](http://www.aia.org/showcases/6076709-design-for-energy)

Is your firm a signatory of the AIA 2030 Commitment? ([www.aia.org/pages/6464938-the-aia-2030-commitment](http://www.aia.org/pages/6464938-the-aia-2030-commitment))

- Yes
- No
- Not yet

Does the project use any fossil fuels for heating or domestic hot water?

- Yes
- No, all electric

If available, what is the direct fossil fuel savings? \_\_\_\_\_

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Is the project certified with a third-party rating system?

- Yes
- No

Did project design use prescriptive criteria for energy code compliance?

- Yes
- No

Did the design of the envelope, systems or lighting exceed minimum requirements for energy efficiency?

- Yes
- No

Are Renewable Energy Credits (RECs) planned or used for >50% of predicted energy use?

- Yes (range of RECs options purchased by the Owner can be applicable.)
- No
- Not sure

What was the predicted net energy use intensity (kBtu/sf/yr) of the project, including on-site renewables (carbon offsets will not be counted)? (express as kBtu/sf/yr in a number) \_\_\_\_\_

What is the actual net energy use intensity (kBtu/sf/yr) of the project, including on-site renewables (based on 1 year utility records)? (express as kBtu/sf/yr) \_\_\_\_\_

Was the energy model used to inform decisions during design? (If the model was used only for permit approval, then enter No.)

- Yes ( range of RECs options purchased by the Owner can be applicable.)
- No

Briefly explain the role and type of renewables. Describe any energy challenges associated with the building type, intensity of use, or how the design responds to these challenges. How are these strategies evident in the design, not just the systems? (100 words max)

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### 7. Design for Well-being \*

*How does the design promote the comfort and health of those who spend time in it?*

[www.aia.org/showcases/6082617-design-for-well-being](http://www.aia.org/showcases/6082617-design-for-well-being)

Was a Post Occupancy Evaluation or Occupant Satisfaction Survey conducted?

- Yes
- No
- Not yet

Do regularly occupied spaces have operable windows?

- Yes
- No

Do 75% of regularly occupied spaces have access to daylight?

- Yes
- No

Were glazing strategies studied to optimize daylight against excess heat gain?

- Yes
- No

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Do design features promote a healthy lifestyle physical activity, use of stairs or ramps, and connection to outdoor activities?

- Yes
- No

Consider goals for human comfort, indoor air quality and wellness for the building type. Describe any design features or improvements for this project's approach to Wellness. (100 words max)

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### 8. Design for Resources

*How were the decisions about the materials used based on an understanding of their impact, especially carbon impact? [www.aia.org/showcases/6082636-design-for-resources](http://www.aia.org/showcases/6082636-design-for-resources)*

What is the primary structural system?

- Concrete
- Steel
- Heavy Timber
- Wood Frame
- Mix
- Cold-formed Metal Framing

What is the estimated carbon emissions (metric ton CO<sub>2</sub>) associated with building construction? For interior renovations, use 50% of floor area (GSF). Reference <http://buildcarbonneutral.org> to enter basic data for the building and obtain an estimated level of net CO<sub>2</sub>. \_\_\_\_\_

What is the Building Embodied Carbon per SF? (lbs. CO<sub>2</sub> / SF). Reference <http://buildcarbonneutral.org> to enter basic data for the building and obtain an estimated CO<sub>2</sub> per SF. \_\_\_\_\_

What is the Building Embodied Carbon Benchmark? lbs of CO<sub>2</sub> / sf - calculated baseline based on space type? \_\_\_\_\_

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Is the Building Embodied Carbon less than the Benchmark?

- Yes
- No

Was a Whole Building Life Cycle Analysis (LCA) conducted?

- Yes
- No

Was local and/or recycled material use a consideration for products?

- Yes
- No

Was a "chemical of concern" list used to inform material selection?

- Yes
- No

Did the construction reduce demolition and new construction waste materials by at least 50% by volume or weight?

- Yes
- No

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Does the design promote zero waste, encouraging recycling of disposed items?

- Yes
- No

Was an historic building preserved and/or adapted for new uses?

- Yes
- No

### Design for Resources

Describe any design features or improvements over standards, including recycling, product declarations, waste. (100 words max)

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### 9. Design for Change \*

*How does the project design anticipate adapting to new uses, adapt to climate change, and support resilient recovery from disasters?* [www.aia.org/showcases/6082636-design-for-resources](http://www.aia.org/showcases/6082636-design-for-resources)

What is the designed lifespan of the building? (express as years using a number) \_\_\_\_\_

Is the project planned for long term resiliency and use, adaptation to future hazards?

- Yes
- No

Which of the following best describes the projects' ability to survive without utility power?

Select one option

- Not habitable without power
- Passive survivability
- Partial back-up power
- Full back-up power
- None of the above

Has the design made accommodations for projected climatic change over the building's lifespan?

- Yes
- No
- Not yet

What is the project's resiliency strategy? (100 words max)

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### 10. Design for Discovery \*

*What lessons for better design have been learned through the process of project design, construction, and occupancy?* [www.aia.org/showcases/6082671-design-for-discovery](http://www.aia.org/showcases/6082671-design-for-discovery)

Was a Post-Occupancy Evaluation conducted for lessons learned?

- Yes
- No, but a POE will be conducted
- No, and a POE will not be conducted

Will a Case Study be prepared to analyze the project with Owner?

- Yes
- No

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Will usage data be compared with predicted values and shared with public?

- Yes
- Yes, but not with the public
- No

Describe the lessons learned and the project's approach to discovery. (100 words max)

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### Digital project portfolio

#### Digital project portfolio \*

The jury will evaluate your project based on the project information submitted on the previous page and this digital project portfolio. The jury uses anonymous written and visual material submitted for their analysis.

In general, we encourage precise and focus on the big picture impact. The narrative should include program requirements, sustainability goals, and design solutions. This includes achieving at least one measure of the AIA Framework for Design Excellence.

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

The portfolio should:

- Be uploaded as a PDF
- Be no longer than 20 pages
- Be no larger than 25 MB
- Include images and plans with captions (no firm names mentioned)
- Include a Project Narrative no longer than 250 words. This narrative is the big picture: focus on the process effects, program requirements, social equity issues addressed (as well as lessons learned). Describe specific ways in which you achieved and integrated these goals and requirements, benefits to the community, engagement with the client, and detailing any 2050 carbon neutral goals. Use Framework metrics (if applicable) to support your narrative.

#### Digital project portfolio (Unbuilt) \*

The jury will evaluate your project based on the project information submitted on the previous page and this digital project portfolio. The jury uses anonymous written and visual material submitted for their analysis.

In general, we encourage precise and focus on the big picture impact. The narrative should include program requirements, sustainability goals, and design solutions. We encourage Unbuilt Design and Architecture submissions to achieve at least one measure of the [AIA Framework for Design Excellence](#).

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

The portfolio should:

- Be uploaded as a PDF
- Be no longer than 2 pages
- Be no larger than 25 MB
- Include images and plans with captions (no firm names mentioned)
- Include a Project Narrative no longer than 250 words. This narrative is the big picture: focus on the process effects, program requirements, sustainability goals, and social equity issues addressed (as well as lessons learned). Use Framework metrics (if applicable) to support your narrative.

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### Project narratives and images

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

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

*Please upload your project description as a .doc or .pdf file*

#### Statement of Design Excellence (Built projects\*)

This impact statement will be used to promote your project. Describe this project's approach to sustainability through design. How does the project use architectural design to benefit the occupants, community, and planet. (100 words max)

#### Client Impact Statement (Built projects\*)

This statement connects your values with your clients' goals and provides a glimpse of the engagement and access of users, as well as the access and community impact considerations. (100 words max)

#### Project summary narrative (Built projects\*)

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. This narrative is the big picture: focus on the process effects, program requirements, social equity issues addressed (as well as lessons learned). Describe specific ways in which you achieved and integrated these goals and requirements, benefits to the community, engagement with the client, and detailing any 2050 carbon neutral goals. Use the Framework metrics (if applicable) to support your narrative. (250 words max)

#### Project narrative (Unbuilt) \*

Note: Unbuilt Architecture and Design Awards submissions will be juried using two portfolio pages only. At least one page must include a project narrative. All digital materials will be used for marketing, promotion, and reference only.

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. Use this opportunity to tell a clear and compelling story about your project. Project submissions are encouraged to take a robust approach to sustainability and equity, as well as addressing environmental, social, and economic factors.

#### Image files

- Please submit 10 images minimum and 20 images maximum.
- Please 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 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 minimum; 01-20 at most).
- If there is no photographer, credit the image to the firm (or other appropriate party).

#### Winning submission library \*

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

- Yes  
 No

#### Read and check to agree \*

I grant the BSA a nonexclusive license to use the materials submitted in connection with the BSA Design Awards. Select one or more options

- I agree to these terms.

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### Project Team credits

Note: For all project teams:

- Please list names as: Firm Name (First & Last Name Contact). Separate each name with a semicolon and space (B Smith; A Jones; etc)
- Separate each email address with a semicolon and space (me@me.com; you@you.com; etc.)
- If not applicable, please enter "none."

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

**Photographer(s) \***

**Landscape Architect \***

**General contractor \***

**Project or Construction Manager**

**Interiors**

**Planning**

**Developer**

**Civil Engineer**

**Structural**

**Mechanical**

**Electrical**

**Plumbing**

**Lighting**

**Acoustics**

**Audio Visual**

**Rendering**

**Consultants \***

Please list all other project consultants and subconsultants. **List as (Consultant type) Firm Name, Contact Name. Separate each name with a semicolon and space.** If not applicable, enter "none."

**Consultants email addresses \***

Please list all project consultants' contact email address(es). **Separate each email address with a semicolon and space (me@me.com; you@you.com; etc.).** If not applicable, please enter "NA."

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### Affirmations and 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](mailto:awards@architects.org) if you have any questions about the following policies and statements.

#### Intern declaration \*

I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager, or for which I am submitting.

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.*

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.*

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.