



# CALL FOR ENTRIES

## 2022 CBC Project Team Awards Call for Entries

**Entry Commitment & Payment Deadline:** Thursday, March 10, 2022

**Entry Upload Deadline:** Friday, March 18, 2022

**Many Categories | SMALL and LARGE Projects**

The Connecticut Building Congress is looking for outstanding design and construction projects (new construction and renovations) that **exemplify project team excellence and represent the best practices in teamwork by project owners, architects, engineers, constructors, tradespeople, suppliers, and service providers**. Each year, CBC recognizes and promotes Connecticut's outstanding design and construction achievements and the team members who, through this close collaboration, have met or surpassed goals and achieved higher project quality.

### ► **Eligibility: (Eligibility period is projects completed within the past 3 years)**

The construction project must be located in Connecticut and must have been substantially complete, as defined by the contract, between January 1, 2019, and December 31, 2021. This allows for finished site work, photography, and project metrics to support your submission. You may submit a project again in a subsequent year, if it did not place in a previous year, provided it falls within the eligibility period.

### ► **Entry Fee:**

\$250 for entries if Primary Applicant Firm is a CBC member.

\$350 for entries with at least one CBC member on the Project Team.

\$500 for non-members **Applicant Firms may join CBC (paid in full at time of award submittal) and submit their entry at the member rate and your firm's membership will extend to June 30, 2023.**

**Payment options:** Register to Enter and Pay the Fee online as soon as possible. Payment must be received by **Friday, March 18, 2022**, in order to enter.

### ► **Judging Criteria:**

A diverse panel of judges representing the spectrum of project team members, such as owners, architects, engineers, industry consultants, suppliers, contractors, subcontractors, and educators, from locations primarily outside of Connecticut, will judge, the entries based on the following criteria:

- **Completed Project Team Spreadsheet (20%)**  
In the spirit of this Project Team Award, please credit *the entire* team. Download the Excel spreadsheet template from CBC website PTA tab and include the contact information for one representative for each company/firm team member on the project team. In addition to the owner; prime architecture, engineering and contracting firms; and major subconsultants; remember to include specialty consulting engineers; laboratories and testing services; subcontractors; owner's representative; program manager; state agency and/or other funding sources, and material, equipment, and service suppliers; commissioning agents; and other service providers; owner-contracted services; etc.
- **Documented team cooperation and collaboration from conceptual design through project completion. (30%)**
- **Team's approach to the project's unique challenges (30%)**
- **Meeting the owner's budget and schedule constraints (10%)**
- **Project's social, DEI, economic, or sustainable design considerations (10%)**



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### ► **Categories:**

Project Type Categories are listed below. A First Place and Merit may be awarded for Small and Large Projects in each category. CBC reserves the right to not award a First Place and/or Award of Merit in any category or size. Please contact [cbc@cbc-ct.org](mailto:cbc@cbc-ct.org) if you have any questions regarding which category to enter a specific project. You may submit the same project in up to two categories, however application fees apply to all entries. All costs noted below to determine project size are expressed in construction costs.

- **Landscape Architecture / Public Spaces (file naming protocol: LA-PS):** Landscape architecture, parks, and other outdoor spaces for private or public entities  
**a1 LAPS Small:** under \$1M  
**a2 LAPS Large:** \$1M and over
- **Senior Living (file naming protocol: SL):** Independent, assisted living, nursing homes  
**b1 SL Small:** under \$3M  
**b2 SL Large:** \$3M and over
- **Multi-Family / Mixed Use (file naming protocol: MFMU):** Multi-family housing development and/or Mixed-used development  
**c1 MFMU Small:** under \$5M  
**c2 MFMU Large:** \$ 5M and over
- **Civic (file naming protocol: CIV):** Libraries, judicial, municipal buildings, firehouses, community centers, public works buildings, public transit centers, etc.  
**d1 CIV Small:** under \$10M  
**d2 CIV Large:** \$ 10M and over
- **Civil / Structural / Utilities (file naming protocol: CSU):** Site, dams, subsurface work, water sourcing, surface water management, water and sewer plants and systems  
**e1 CSU Small:** under \$10M  
**e2 CSU Large:** \$10M and over
- **Commercial / Industrial (file naming protocol: CI):** Office, manufacturing, warehouses, data centers, etc.  
**f1 CI Small:** under \$10M  
**f2 CI Large:** \$10M and over
- **Environmental (file naming protocol: ENV):** Ground, air, water, brownfields  
**g1 ENV Small:** under \$10M  
**g2 ENV Large:** \$10M and over
- **Healthcare (file naming protocol: HC)**  
**h1 HC Small:** under \$10M  
**h2 HC Large:** \$10M and over
- **Higher Education (file naming protocol: HE):** New or Renovations  
**i1 HE Small:** under \$10M  
**i2 HE Large:** \$10M and over
- **Pre-K-12 Schools (file naming protocol: K-12):** School projects for grades PreK-12  
**j1 K-12 Small:** \$10M  
**j2 K-12 Large:** \$10M and over
- **Power and Energy (file naming protocol: P-E)**  
**k1 PE Small:** under \$10M  
**k2 PE Large:** \$10M and over
- **Transportation (file naming protocol: TRAN):** Roadways, bridges, rail  
**l1 TRAN Small:** under \$10M  
**l2 TRAN Large:** \$10M and over



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### ► **Schedule:**

- **Entry Commitment Deadline** Thursday, March 10, 2022
- **Link to upload folder provided by CBC** Friday, March 11, 2022
- **Entry Upload Deadline (NEW: FILE NAMING PROTOCOLS\*)** Friday, March 18, 2022
  
- **Winners notified** and posted to website Friday, April 29, 2022  
(Note the *Project Team of the Year* will not be announced until the awards ceremony day);  
**Open Registration for PTA Awards Banquet and Early Bird Sponsorship Registration**
  
- **Early Bird Sponsorship and Ad due; Extra Plaque Orders Deadline** Monday, May 9, 2022
  
- **Regular Sponsorship and Ads Deadline** Wednesday, May 18, 2022
- **Final Registration for PTA Awards Banquet** Tuesday, June 7, 2022
- **Awards Presentation Banquet** Tuesday, June 14, 2022

### ► **Submissions: Electronic Cloud Submission ONLY!**

**Register online to submit for the awards program by Thursday, March 10, 2022, and pay.** You will receive a confirming email within 24 hours with a link to upload your digital submission. **Submissions must be uploaded by Monday, March 18, 2022.**

### ► **Submission Requirements:**

**NEW: File naming protocols are required\***

**[\*Document Name 2022\_Category Letter-Number\_Short Project Name\_Entering Firm Name.file ext]**

**Ex: Team Summary 2022\_a1\_ABC Park\_XYZ.doc**

NOTE: Failure to provide complete, accurate and correctly formatted information may reduce points earned and may lead to disqualification. Entry fees will not be refunded. **Entries must be uploaded into five (5) separate cloud Subfolders, as follows:**

- A. **Teaming Summary: Project Teaming Summary in MS Word format saved using the file naming protocol** (ex. *Teaming Summary 2022\_a1\_Project Name\_Entering Firm Name.docx*):  
The Project Teaming Summary uses 100 words to briefly describe the project, the major challenges the team overcame and what makes your Project Team special. This should be the Word format version of the same 100-word summary that appears in the complete entry PDF. This description may be used when announcing a winning project at the awards ceremony.

- B. **Team Spreadsheet: Completed Project Team Contact Spreadsheet, using the downloadable MS Excel format template and saved using file naming protocol** (ex. *Team Spreadsheet 2022\_a1\_Project Name\_Entering Firm Name.xlsx*)  
Download and complete required template in *Team Spreadsheet 2022\_Project Name\_Entering Firm Name.xlsx* from the CBC website PTA tab. Note this is worth 20% of your score. Upload the completed Excel spreadsheet to the appropriate cloud subfolder and include a PDF version in the complete Entry PDF that the judges will use to score your entry.

Provide one current name and contact information for each firm member on the project team. All firms on winning projects will be recognized through a listing in the program book, slideshow, and CBC website. *CBC members will be given special recognition on CBC's website, in the program book and program slideshow; verbally acknowledged from the podium; and receive a complimentary award plaque.* The person listed as the contact for each company also will be notified of the winning entry and have the opportunity to publicize their award-winning project. They will receive event details and be able to order and accept their award at the banquet or have it mailed to them after the event.

- C. **Photos HiRes: High Resolution Project Photos, saved using file naming protocol** (ex. *Photos HiRes 1 2022\_a1\_Project Name\_Entering Firm Name.tif or eps; Photos HiRes 2 2022\_a1\_Project Name\_Entering Firm Name.tif, etc.*)  
Upload 4-6 photos used in your entry as separate individual files following the specifications (High Resolution Specs: TIF or EPS format, equivalent to 300 dpi at 8x10 finished size). Note: these photos may be used by CBC for publicity purposes and a photo release is required (see Section E).



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- D. **Photos LoRes: Low Resolution Project Photos, saved using file naming protocol** (ex: *Photos LoRes 2022 1\_a1\_Project Name\_Entering Firm Name.jpg; Photos LoRes 2022 2\_Project Name\_Entering Firm Name.jpg, etc.*) Upload separate individual photos files (the same 4-6 photos shown in the entry), using the following specifications (Low Resolution Specs: maximum 2MB file size at 96 ppi resolution in JPG format). Note: these photos may be used by CBC for publicity purposes and a photo release is required (see Section E).
- E. **PTA Entry PDF: One Single PDF of Entire Entry, saved using the file named using protocol** (ex: *PTA Entry 2022 a1\_Project Name\_Entering Firm Name.pdf*). **This file will be used by the judges to score your entry.**

**Please ensure it is complete with the following:**

*Please include all documents listed below in one PDF. Download official Excel Project Team Spreadsheet Template and Photography Release form from the PTA on the CBC website and include these with the other required information in the single PDF of the entire entry:*

1. **A hand-signed Owner's Permission to Enter letter or official email** granting permission to enter the project into the competition. Note: these must include the individual's title and be hand-signed letters or an email from the owner's official email address.
2. **Project Teaming Summary describing in 100 words what makes your Project Team special.** Note: this may be read or summarized at the Awards Banquet and/or appear in the Program Book announcing winners. This is not an ad or an opportunity to thank specific team members but should be about the **whole** team and how they only could accomplish what they did by working together. Please include up to 25 words about the project to provide context and up to 75 words about how the team worked seamlessly together to the benefit of the project. Note: Provide MS Word document of the same 100 words as described below in separate subfolder.
3. **A narrative, not to exceed 2,000 words**, explaining how the team members met the judging criteria explained above.
4. **Four to six photos of the project**, which may appear within the narrative or on separate pages within the PDF of the entry. Note: These should be the same four to six photos that you will provide in both high and low resolution as described above.
5. **Hand-signed Photography Release Form** permitting use of and photographer attribution for all photographs provided. Please download the Photography Release Form from **the CBC website PTA Call for Entries page** and include the completed and hand-signed page in this PDF.
6. **Additional information or supporting documentation** may be included, up to a maximum of six (6) 8-1/2x11" pages with minimum 12 pt. font.
7. **Project Team Spreadsheet** in PDF format created from (B) Project Team Spreadsheet. This is for judges to review your team listing.  
IMPORTANT: Please remember to also Upload the Excel version of the Project Team Spreadsheet as described in (B) above.



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### ► *Awards Presentation, Trophy and Plaques:*

**The Project Team Awards Presentation & Banquet is tentatively scheduled to take place in person.**

*Date:* Tuesday, June 14, 2022, | **LOCATION:** Aqua Turf, 556 Mulberry St, Plantsville, CT 06479

*Time:* 5:30 – 8:30 pm. Watch for details to be posted in the future.

#### **Award Plaques**

The winning **APPLICANT FIRM** will automatically be provided, at no additional **cost ONE (1) Award Plaque in the name of the APPLICANT FIRM**. Additional plaques may be purchased online, prepaid only for/by the owner and/or team members.

In addition, **ALL CBC MEMBER FIRMS** on the winning Project Teams will automatically receive an Award Plaque at no cost. Additional awards can be purchased online, prepaid only.

**NON-MEMBER FIRMS** on winning teams **MAY JOIN CBC AND RECEIVE A COMPLIMENTARY PLAQUE**.

Alternatively, **NONMEMBER** firms desiring an award plaque may order them online, prepaid only.

The **PROJECT TEAM OF THE YEAR** receives one complimentary trophy given to the **APPLICANT FIRM**. The trophy will identify the project team name, not firm names. Firms on the winning Project Team of the Year may order online, prepaid only, an additional trophy to proudly display in its office.

The wording of the plaques and trophy is based on the information provided by the Applicant firm at the time of submitting. **Please verify the project and owner name with your client. Any changes after this date will incur a \$100 Administrative fee.** All plaques and trophies will be engraved with the identical project and owner name-no special requests allowed.

### ► *Sponsorship Opportunities:*

Sponsorship opportunities and Program Book Advertising will be available online.



# 2022 Project Team Awards

## PTA Entry Tips



Highlight elements that made team collaboration, which is 30% of the total score, stand out in overcoming project challenges.



Follow explicitly the submittal guidelines. **In 2022, filing naming protocols are required for all upload files.** Approach it like an important proposal and get outside help if it's your first award entry or if staff time is limited.



Check out the categories and note there are subcategories for small and large project sizes. Start early! Identify projects, notify the owner and other team members, and strategize together to prepare your entry.



Learn what has worked for past winners from your staff, public articles, websites, social media posts, CBC programs that highlight PTA winning projects, and the PTA Program Book.



Write from the whole team's (owner, users, consultants, suppliers, subcontractors) perspective, including their information and quotes.



Work with the owner to craft the permission-to-enter letter so that it adds substance to and confirms details included in the submittal.



Optimize the additional pages section with before/after or team photos, infographics, sample reports, partnering charters, and published articles.



Use language targeted to the judges who are industry professional and check for completeness, clarity, grammar, and typographical errors.



Include professional photography of in-process shots, teaming events, and fully completed projects, including landscaping, furniture, equipment, and end-users.



Address unique project challenges, worth 30% of your score. Tout metrics, such as time or budget savings, added items over original scope, change orders vs standards, energy savings, user satisfaction, etc.



Tell your team's story in a way that is captivating, easy to follow and clearly highlights the value that teamwork played in the project's success.



Be sure to include your complete list of team members in the Project Team Spreadsheet. It is worth 20% of your total score.