



CALL FOR ENTRIES 2019 CBC Project Team Awards

Register to Enter: **Monday, March 11, 2019**
Upload Entry Files: **Wednesday, March 13, 2019**

The Connecticut Building Congress is looking for outstanding building projects that **exemplify project team excellence and represent the best practices in teamwork by project owners, architects, engineers, constructors, tradespeople and suppliers and service providers**. Each year, CBC recognizes projects whose team members have met or surpassed goals and achieved higher project quality through this close collaboration.

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

The construction project must be located in Connecticut and have been substantially completed, as defined by the contract, between January 1, 2016 and December 31, 2018. You may submit the same project in up to two different categories, however application fees apply to all entries. 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.

► **Judging Criteria:**

A panel of judges has been selected from a spectrum of project team members: owners, architects, engineers and constructors. Projects will be judged on the following criteria:

- Documented team cooperation and collaboration from conceptual design through project completion. This is a project team award, so crediting all team members contributes to your score (Please include *only* one contact from each project team company in the Project Team Spreadsheet). (60%)
- Team's approach to the project's unique challenges (20%)
- Meeting the owner's budget and schedule constraints (10%)
- Project's social, economic or sustainable design considerations (10%)

► **Categories:** *NEW CATEGORY FOR 2019!*

Based on the judges' grading, the winning project in each of the seven categories will receive the CBC Project Team Award. An Award of Merit will be presented to the second-place project in each category. CBC reserves the right to not award a First Place and/or Award of Merit in any category. Please contact cbc@cbc-ct.org if you have any questions regarding which category to enter a specific project.

- **Multi-Family Residential/Mixed Use:** New or renovated multi-family housing development and/or mixed used development, any size **NEW FOR 2019!**
- **K-12 Schools:** Exclusive category for, New or Renovations to any size K-12 school project, any size
- **Landscape Architecture / Public Spaces:** Landscape architecture, parks, and other outdoor spaces for private or public entities, any size
- **Major Renovations / Expansions:** Any type of project, above \$10 million construction cost
- **New Construction:** Any type of project, above \$10 million construction cost
- **Small Projects:** Any type New or renovations project, under \$10 million construction cost
- **Transportation / Utilities / Civil:** Roadway, bridge, utility or civil engineering design project for a public or private entity, any size.

► **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 of \$250 and your firm's membership will extend to June 30, 2020!**

Payment options: Register to enter and pay the entry fee online by Monday, March 11, 2019, deadline to allow time for setup and link to online folder access for entry upload. If paying by check, please register online to enter your project and make checks payable to Connecticut Building Congress, PO Box 107, Rocky Hill, CT 06067. Please register online at least three days prior to

► **Schedule:**

• **Register to Enter Deadline:** **Monday, March 11, 2019, 11:59 PM.** for setup and link to online folder access for entry upload by Wednesday, March 13, 2019.

• **Entry Deadline–****Wednesday, March 13, 2019, 11:59 PM,**



CALL FOR ENTRIES

2019 CBC Project Team Awards

Register to Enter: Monday, March 11, 2019
Upload Entry Files: Wednesday, March 13, 2019

- **Winners notified** and posted to website – Friday, April 26, 2019 (Note the Project Team of the Year will not be announced until the Awards Banquet.)
- **Early Bird Sponsorship and Ad due; Extra Plaque Orders Deadline**– Friday, May 10, 2019
- **Regular Sponsorship and Ads Deadline**– Friday, May 24, 2019
- **Registration for PTA Awards Banquet**– Monday, June 3, 2019 Register online now!
- **Awards Presentation Banquet**– Tuesday, June 11, 2019

► **Submission Requirements:**

NOTE Failure to provide complete & accurate information may lead to disqualification. Entry fees will not be refunded. Four separate parts to be uploaded into four separate subfolders in your main cloud folder: (A) One PDF of the complete entry; (B) Three to Six Project Photos to be uploaded into two separate folders: high resolution and low resolution; (C) an Excel Spreadsheet with contact information for one (and only one) contact at each project team member firm/company; and (D) 100-word Project Teaming Summary in MS Word format.

A. PDF of ENTRY containing the following documents

(IMPORTANT – Please DOWNLOAD the Official Entry Form and Photography Release Form in MS WORD or PDF format from the PTA tab on the CBC website and include these completed and hand-signed pages in THE SINGLE PDF ENTRY for Part A). This is the file the judges will be reviewing.

- An official entry form completed and hand-signed. A \$100 ADMINISTRATIVE FEE will be charged to change the project, firm, or owner name, (and only if time allows), as this information appears on the engraved awards, announcements, slideshows, program book, advertising, signage, etc.)
- A hand-signed letter or official email from the owner granting permission to enter the project into the competition.
- Project Teaming Summary describing in 100 words what makes your Project Team special. Note, this may be read at the Awards Banquet and/or appear in the Program Book announcing winners. Please include up to 25 words about the project and up to 75 words about how the team worked seamlessly together to the benefit of the project. Provide word document of same 100 words in Cloud Folder D as described below.
- A narrative, not to exceed 2,000 words, explaining how the team members met the judging criteria explained above.
- Three to six photos of the project, which may also be included within the narrative or on separate pages within the PDF of the entry.
- Hand-signed photography release form permitting use of all photographs provided.
- Any additional information or supporting documentation may be included, up to a maximum of 6 pages single or double-sided.

B. Project Photos Please provide separate files in both high and low resolution for each of the three to six project photos used in your submission. High Resolution Specs: TIF or JPG format, equivalent to 300 dpi at 8x10 finished size. Low Resolution Specs: Reduced image of same photos with maximum 2MB file size at 96 ppi resolution. Note these photos may be used by CBC publicity purposes.

C. Completed Project Team Contact Spreadsheet using Downloadable MS Excel format template Please download required template in CBC-PTA2019_ProjectTeamMembersSpreadsheet.xlsx from the PTA tab on the CBC website. Please include contact information for one name only at each firm/company (as it would appear on the award plaque), its overall



CALL FOR ENTRIES 2019 CBC Project Team Awards

Register to Enter: **Monday, March 11, 2019**
Upload Entry Files: **Wednesday, March 13, 2019**

project role (such as owner, architect, engineer of record, civil engineer, contractor, landscape architect, owner's rep, materials testing, foundation contractor, steel supplier, etc.) phone and email from ALL project team member companies involved in the project. **This is a project team award, so crediting all team members, including those contracted direct by owner, contributes your score!** *This contact also will be notified of a winning entry and event details and be able to order award plaques. Firms will be listed in program, slideshow and website, and CBC members will be noted in program book, verbally acknowledged from the podium and receive a complimentary award plaque.* FAILURE to provide complete information in the format and fields requested MAY RESULT IN DISQUALIFICATION.

D. Project Teaming Summary: This MS Word file should contain the exact Project Teaming Summary description provided within the PDF in Cloud Folder A. It should be up to 100 words describing what makes your Project Team special. Note, this may be read at the Awards Banquet and/or appear in the Program Book announcing winners. Please include up to 25 words about the project and up to 75 words about how the team worked seamlessly together to the benefit of the project.

► **Awards:**

1. The CBC Project Team Awards will be presented on Tuesday, June 11, 2019, at the Project Team Awards Banquet at The Bond Ballroom in Hartford, 5:30 – 8:30 pm. The winning **applicant firm** will automatically be provided, at NO additional cost **TWO (2) award plaques:** one plaque will be in the name of the Applicant Firm and the other in the name of the Project Owner or another Project Team Member, as indicated on the Entry Form. ALL additional **CBC MEMBER FIRMS** on the winning Project Teams will automatically receive an Award Plaque at NO COST. A proof of the award will be sent to you in advance of engraving.
2. **NONMEMBER FIRMS** on winning teams may join CBC and receive a complimentary plaque and recognized in the program book and from the podium. Alternatively, NONMEMBER Firms and CBC MEMBERS desiring ADDITIONAL award plaques may order them online, pre-paid only.
3. The **PROJECT TEAM OF THE YEAR** receives one complimentary trophy, which will identify the project team name. Firms on the winning Project Team of the Year may order online, prepaid only, an additional trophy to proudly display in its office.

Additional and Non-Member Plaque and Trophy Orders (order online):

PLAQUES:

\$195.00 if ordered by Friday, May 17, 2019 (These plaques should be available for pickup at the banquet.)

\$250.00 if ordered between May 18 and July 26, 2019 (Shipped in late August and price shipping and handling.)

PTA OF YEAR TROPHY:

\$325.00 Project Team of the Year Trophies (Shipped in late August and price includes shipping and handling.)

► **Sponsorship Opportunities:** Early Bird Sponsor Deadline is Friday, May 10, 2019.
Regular deadline Friday, May 24, 2019. Opportunities will be available online.

► **See the CBC PTA Entry Tips** for more information on best practices for preparing your entry.