



2019 Professional Design Awards Submittal Guidelines

Declaration of Intent and Payment Deadline: Friday, May 31, 2019

Project Submittal Deadline: Friday, June 28, 2019*

***Your digital entries must be uploaded to the FTP site by 11:59 PM (PST), June 28, 2019.
Late entries will not be accepted.**

ELIGIBILITY

Any registered California architect or community college district with projects in the stated categories within the boundaries of California is eligible. Each project will be evaluated on its own individual merits.

Winning entries cannot be re-entered from previous years' competition. However, previous Project-in-Design category winners can be re-entered as a completed/built project in one of the other five completed project categories.

Previous non-winning entries can be re-entered.

Submissions must be devoid of architect or firm identification. All submissions must be electronically uploaded to the FTP site.

Digital images should be saved as a PDF file for upload to the FTP site. All digital images must contain the entry number in their title. The Descriptive Data Form and Expanded Statement should be saved and uploaded as a Word document. **Your entry number must be included on all uploads.**

CATEGORIES

Entrants are required to select one of the following categories for each project entered:

A. Growth Projects (completed between January 1, 2013 and June 1, 2019)

Projects of all types, including any facility on a community college site. This includes new facilities and additions to facilities such as student services, administration buildings and related instructional support facilities.

B. Modernization Projects (completed between January 1, 2013 and June 1, 2019)

Projects of all types, including any facility on a community college site. This includes remodels and modernizations to existing campus facilities such as student services, administration buildings and related facilities.

C. Master Planning (completed between January 1, 2013 and June 1, 2019)

Projects of new campuses, re-master planning of existing campuses and related community college delivery sites.

D. Campus Completion Projects (completed between January 1, 2013 and June 1, 2019)

This includes any project that is classified as a "D" project for purposes of the state capital outlay program such as performing arts buildings, child care facilities, theaters and related projects and may be new, modernizations and renovations.

E. Projects in Design Phase (“on the boards” any time between January 1, 2013 and June 1, 2019 and NOT completed as of June 1, 2019)

Projects of all types above, including any facility on a community college site or related projects.

F. Specialized Facility Projects (completed between January 1, 2013 and June 1, 2019)

Projects of all types, including stadiums, bookstores, dormitories, and parking facilities, but not limited to creative use of modular buildings, artwork, sculpture, hardware and other architectural related projects and items related to community college facilities. May also include life and safety projects of all types.

CRITERIA

The award criteria reflect the mission and values of CCFC. Ratings are given in the following five areas for all entry categories:

Planning Process

- What process was used to facilitate the planning of this facility?
- Who was involved in the process?
- How did the process affect the final design/learning environment?
- How does your project reflect the Community College Educational Program?
- Why is it successful?

Design

- Provide a narrative of the underlying design concept for the project (500 word maximum).
- Demonstrate how the project responds to the surrounding built and natural context.
- Show how the project creates outdoor environments for learning and a sense of community for the campus.

Community Environment

- How your planning and design response connects learning to the community, college and district.
- How it fosters community use/partnerships.

Physical Environment

- What is the relationship between the physical environment and the learner/users?
- How does the facility relate to the site and surrounding environment?
- What is the role of sustainability in the planning and design of this facility?

High Performance/Sustainability

- Demonstrate the role of high performance/sustainability in the planning and design of the project.
- What impact does the sustainability have on the learning environment?
- Did the project use CHPS or LEED criteria in its design?

Please note: The jurors will independently review and judge all project entries by their written documents and electronic image submissions. High value is put on the electronic images that you submit, as they are viewed first and will make a lasting impression on the jurors. **Entries not conforming to the submittal requirements will not be evaluated.**

The Design Awards recognize built and un-built community college facilities projects in California with the following awards:

- **Excellence**
- **Honor**
- **Merit**

Jurors may choose to recognize one or more projects with a special award given at their discretion.

ENTRY DESIGN REQUIREMENTS

You may design your entry using any software of your choice, however, all 10 images must be saved into one (1) PDF file for uploading to the FTP site. In order to keep uniformity throughout the entries, please follow these basic guidelines:

1. PDFs should be in landscape layout with the overall dimensions of 10 inches wide by 7.5 inches high. As you design your entry keep in mind that entries will first be reviewed by the jurors on their computer screens and then projected on a screen during the jury meeting. Be sure that all text is legible and images are clear.
2. Your assigned entry number must be clearly indicated on the top right of every page. Your entry number will be assigned and emailed to the contact person once you have registered.
3. Keep your design clean and easy to follow. Minimal is best! Use either a black or white background color.
4. Do not use high resolution photos that will increase your file size. Each entry must not exceed 12MB and 12 pages combined total (up to 10 digital images + 2 Word docs). Entries exceeding these guidelines will be disqualified. Use file types that allow compression to keep the file sizes low, such as .jpg or .png images and avoid using .tif files. Suggested image resolution is 125 to 150 DPI.
5. Use a typeface that is large enough and easy to read on computer screens such as Arial, Helvetica or Verdana (8 point minimum, no serifs). Do not use script or graphical typefaces.
6. Do not include your firm name in the description or anywhere in the submission except where specifically indicated.

Please name your Word and PDF digital image files as follows depending on which category you are entering:

- **Growth Project:** C19-xxx-GR
- **Modernization Project:** C19-xxx-Mod
- **Master Planning:** C19-xxx-MP
- **Campus Completion:** C19-xxx-CC
- **Projects in Design:** C19-xxx-PID
- **Specialized Facility:** C19-xxx-SF

[Example: Your assigned entry number is C19-095 and you are entering a Growth Project. You will label everything in your entry as C19-095-GR]

A complete submission includes one (1) PDF file of your 10 digital images + the following two (2) WORD documents:

- **DESCRIPTIVE DATA FORM:** Please leave this form in Word Document format. Do not PDF. Name this file using your entry number, as example: **C19-xxx-GR-Data.doc**, where xxx is your assigned entry number.

Entrants are required to complete the Descriptive Data Form providing basic information about the project. This form is available as a MS Word file online at www.caccfc.org on the Annual Conference page.

- **EXPANDED PROJECT STATEMENT:** Please leave this form in Word Document format. Do not PDF. Name this file using your entry number as follows: **C19-xxx-GR-Expanded.doc**, where xxx is your assigned number.

Bullet points and concise wording are encouraged. This is a one-page only descriptive addressing the judges' criteria listed above in this document. Tell us why the project is deserving of an award by addressing the 5 areas of criteria: Planning Process, Design, Community Environment, Physical Environment and High Performance. The purpose of the narrative is to provide the jury with meaningful information beyond the project's visual characteristics. Avoid elaboration of features already made clear by the photographs and drawings. Include information about project intentions, including program requirements, cost data, and the distinguishing aspects of their resolution. For modernization projects it is especially important to provide the jury with sufficient information to differentiate between the original architects' work and the newly altered, preserved, or restored work. This form is available online at www.caccfc.org on the Annual Conference page.

- **SUPPORTING DIGITAL IMAGES: Upload one PDF file that contains all of your digital images (up to 10 images).**

You may upload (1) PDF file to the FTP site that includes up to 10 digital jpeg images for your submission, as long as they fit the page and file size limits. Keep in mind how these images will be viewed on computer/laptop and projected on a screen. Numerous photo collages are discouraged, as are small fonts and excessive text on photos. **[Your PDF file will have up to 10 pages in it; one page for each image.]**

Please include your entry number on each image in the upper right corner. Digital images from each entry will be used for presentation to the jury during the awards judging process.

- Main Title Slide – This must contain the project’s name and can include the community college district name (may also be used to represent an image of the project with the project name included).
 - (1) Title Slide (usually a defining image of the project.) Include the project and CCD name, but NOT the architectural firm or any other design professional who may have been involved in the project.
 - (1) Site Plan
 - (1) Contextual View (image which includes the project in its surroundings)
 - (1) Floor Plan (a representative sample of a floor plan within the project)
 - (1) Exterior View
 - (1) Interior View; required for re-build or modernization
 - (4) Images of your choice

For Modernization Projects: Please include “before” and “after” shots, labeling the respective images and photographs accordingly.

For Projects in Design: You may not have all of the requested images for a project in design. The jury understands this. Do the best you can to supply the requested images. Make use of the 10-image minimum to best illustrate your project.

There must not be any identification of the architect on any of the drawings, images or photographs.

All drawings, photographs and digital images included in the submission must be cleared for publication. CCFC will not assume responsibility for copyrights or photographic fees.

Response to Surroundings: Emphasis should be placed on the project’s response to its surrounding neighborhood. Entrants are required to include a photograph of the project’s surroundings, but may also include sketches, site plans or other visual information illustrating the project’s response to its surroundings. Response to surroundings must also be included in digital image format (i.e. the contextual view).

FORMAT FOR 2019 EXHIBIT BOARDS

- **All award-winning entrants are required to submit a 30”W x 24”H presentation board of the project at their expense. Only one board per project, please.**
- All non-winning entrants are asked to submit one 20” by 20” presentation board of each project, at their expense, for display at the CCFC Annual Conference. Only one board per project, please.
- Each Board must contain black and white and/or color photographs and/or drawings, permanently bonded to 1/8”- 3/16” foam core or gator boards or other similar materials. Please – nothing thicker than 3/16”, as it will not fit the Conference display.
- Each board must be identified with the name of the project, the architect’s name, and the name of the community college district. This is your chance to show off your work!
- Each Board will only be returned upon request after the conference. Boards that are not requested for return will be given to the Division of the State Architect for display in their regional offices throughout the State. Please ship exhibit boards to the CCFC Office at the address below by October 11, 2019.

Please send design boards to:

**CCFC Design Boards
Attention: Stacy Lowrance
1303 J Street, Suite 520
Sacramento, CA 95814**

KEY DEADLINES AND DATES TO REMEMBER

Declaration of Intent and Payment by:	May 31, 2019
Upload Submission Deadline:	11:59 PM June 28, 2019
Exhibit Board Deadline:	October 11, 2019
CCFC Annual Conference:	November 11-13, 2019
Awards Luncheon:	November 12, 2019

Questions?

If you have any questions, please contact Stacy Lowrance at the CCFC Office, (916) 446-3042 or slowrance@m-w-h.com.

FILE SUBMISSION

Submissions are only accepted online.

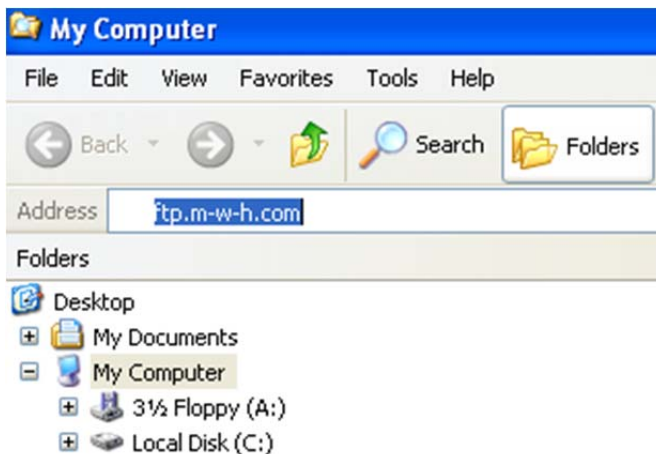
CCFC Awards FTP Login

For Windows 7 and lower: Open Windows Explorer and NOT Windows Internet Explorer. You can do this a number of different ways. Open up My Computer > My Documents.

Another way is to select this icon



Once open, type in the FTP address: **ftp.m-w-h.com** into the search bar, as in the example below. Hit enter.



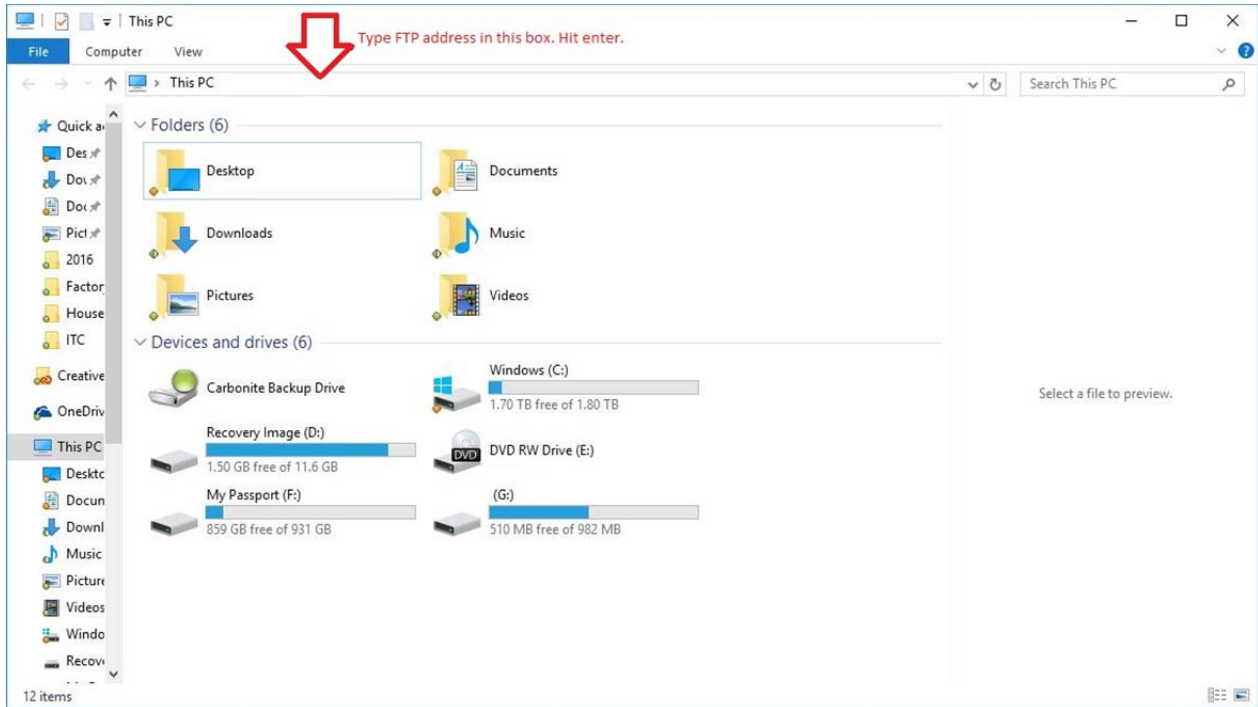
For Windows 8, 8.1 and 10: Open Windows File Explorer and NOT Windows Internet Explorer. It is usually on your toolbar.



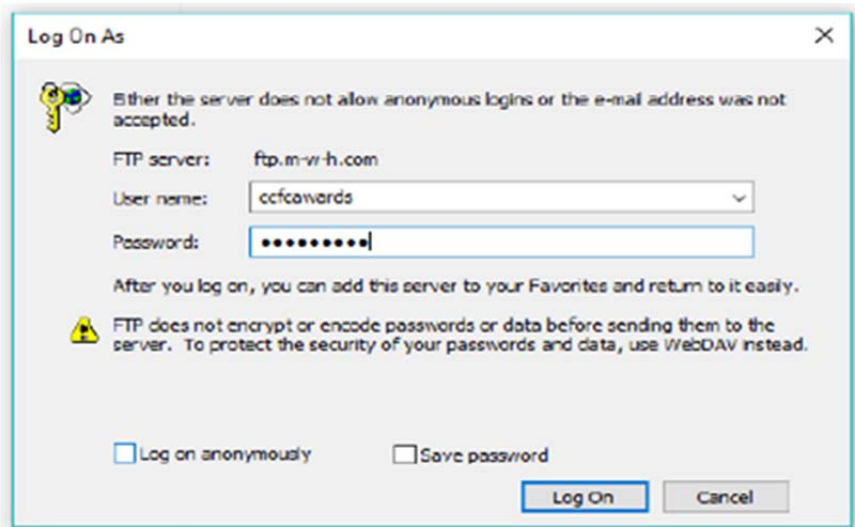
Or open the This PC icon (usually on the desktop).



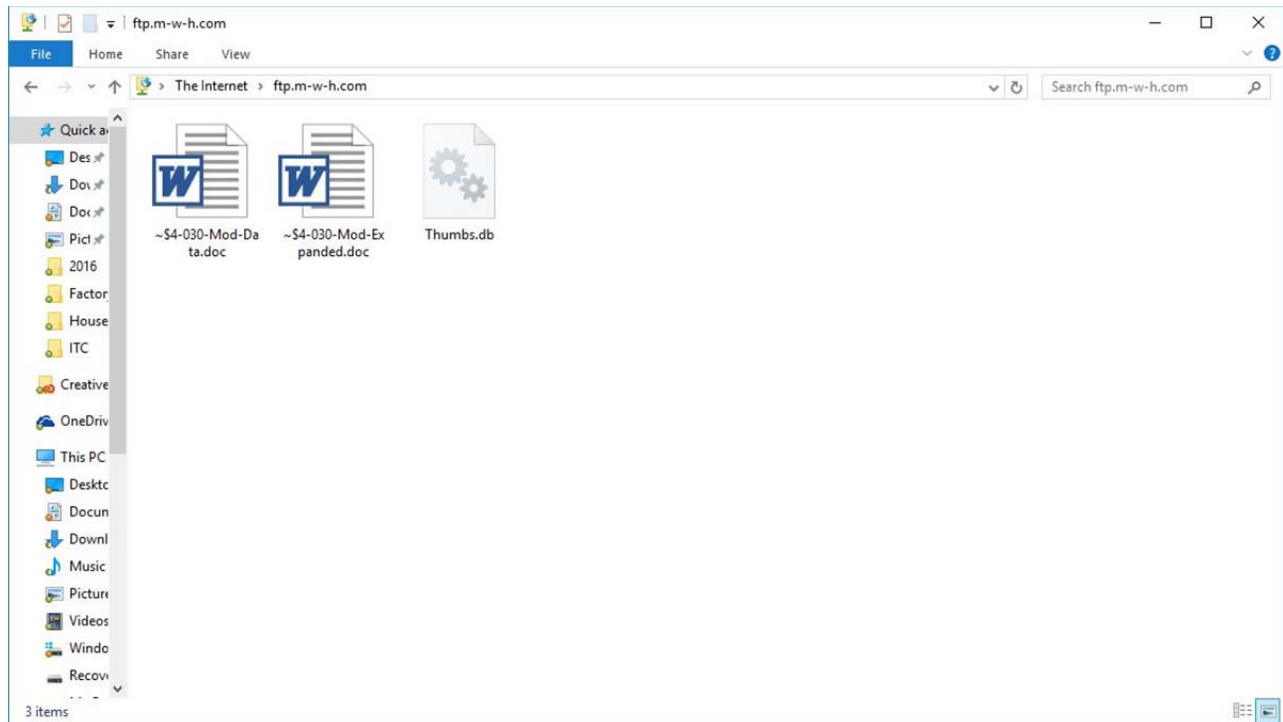
Once open, type in the FTP address into the search bar: **ftp.m-w-h.com**. Hit enter.



This login box will pop up. Type the user name **ccfcawards** and the password **THEpass2!** as in the example below. **Password is case sensitive.**



Next, copy and paste your files into the white space. Copy your files, and then right click on the empty white space to paste the files. You will not be able to move, view or edit files once they are pasted to the FTP site, but you will be able to see them there if they uploaded correctly. You will also see other files that have been uploaded, but you will not be able to open/view those files.



Please remember to name your Word and PDF digital images files as follows depending on which category you are entering:

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- **Modernization Project:** C19-xxx-Mod
- **Master Planning:** C19-xxx-MP
- **Campus Completion:** C19-xxx-CC
- **Projects in Design:** C19-xxx-PID
- **Specialized Facility:** C19-xxx-SF

Please remember you are uploading a total of three (3) files:

1. One *Descriptive Data* Word document
2. One *Expanded Project Statement* Word document
3. One PDF that includes all 10 images (one 10-page PDF file, not 10 separate PDF files).