



**NEW!!!** Check out [CBC PTA Submittal Tips of the Month](#)

## **2017 CBC Project Team Awards Call for Entries**

**Deadline: Thursday, March 23, 2017**

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 and trades**. Each year, CBC recognizes projects whose team members have met or surpassed goals and achieved higher project quality through this close collaboration.

### ► **Eligibility: (Eligibility period is 2 years time to allow for more complete project photography and project metrics)**

The construction project must be located in Connecticut and have been substantially completed, as defined by the contract, between January 1, 2015 and December 31, 2016.

### ► **Judging Criteria:**

A panel of judges has been selected from a broad 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 is strongly encouraged and contributes to your score (Please include 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 ADDED FOR 2017!:**

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.

- **Extraordinary Residential** (above \$2 million construction cost)
- **K-12 Schools** - New or Renovations (any size - exclusive category for K-12 school projects)
- **Landscape / Planning** (any size) **NEW FOR 2017!**
- **Major Renovations / Expansions** (above \$10 million construction cost)
- **New Construction** (above \$10 million construction cost)
- **Small Projects** - New or Renovations (under \$10 million construction cost)
- **Transportation / Utilities / Civil** (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, 2018!**)

**Payment options:** [Register to Enter and Pay the Fee online](#). 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.

### ► **Schedule:**

- **Entry Deadline – 4:45 PM, Thursday, March 23, 2017**
- **Winners notified** and posted to website – Friday, April 28, 2017 (Note the *Project Team of the Year* will not be announced until the Awards Banquet.)
- **Early Bird Sponsorship and Ads Deadline** – Friday, May 19, 2017
- **Regular Sponsorship and Ads Deadline** – Friday, May 26, 2017
- **Registration for PTA Awards Banquet** – Tuesday, June 6, 2017 [Register](#) online now to attend the awards banquet in June!
- **Awards Presentation Banquet** – Tuesday, June 13, 2017.

► **Submissions: Entry Deadline: 4:45 PM, Thursday, March 23, 2017 to**

**Connecticut Building Congress, 32 Church Street, Box #107, Rocky Hill, CT 06067-0107**

Delivery options are: a) US Postal Service; b) any private delivery/courier service; or c) hand delivery to the Rocky Hill post office before 4:45 pm (note postage payment required).

► **Submission Requirements:**

**NOTE Failure to provide complete & accurate information may lead to disqualification. Entry fees will not be refunded.** Two (2) hard copies and six (6) electronic copies (provided on CD-ROM, DVD or flash drive) of Entry, as follows on or before the entry deadline of Thursday, March 23, 2017, 4:45 p.m. No email or cloud submittals please.

**A. One PDF of ENTRY containing the following documents**

**(IMPORTANT – Please DOWNLOAD the Official Entry Form and Photography Release Form in MS WORD format from the [PTA tab on the CBC website](#) to include these pages in THE SINGLE PDF ENTRY)**

- An [official entry form](#) completed and signed.
- A letter 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.
- 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 be included within the narrative or on separate pages within the PDF of the entry.
- [Signed photography release form](#) permitting use of photographs.
- Any additional information or supporting documentation may be included in up to a maximum of 6 pages single or double-sided.

**B. Project Photos** Please provide separate files for each of the three to six project photos used in your submission (TIF or JPG Format, equivalent to 300 dpi at 8x10 finished size, which may be used for CBC publicity purposes.

**C. Completed Project Team Contact Spreadsheet using Downloadable MS Excel format template**

Please download required template in [CBC-PTA2017\\_ProjectTeamMembersSpreadsheet.xls](#) from the PTA tab on the CBC website. **Please include at least one contact individual name, formal company name (as it would appear on the award plaque), project role, phone and email from ALL project team member companies (designers, construction, subcontractors, and material and service providers) involved in the project.** The information is required and MUST appear in the spreadsheet in the format following the template provided. **Please remember this is a project team award, so crediting all team members is strongly encouraged and contributes your score!** FAILURE to provide complete information in the format and fields requested MAY RESULT IN DISQUALIFICATION.

► **Awards:**

The CBC Project Team Awards will be presented at the Tuesday, June 13, 2017 Project Team Awards Banquet at The Bond Ballroom in Hartford, 5:30 – 8:30 pm. 1. 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.

2. **NONMEMBER FIRMS** on winning teams MAY JOIN CBC AND RECEIVE A COMPLIMENTARY PLAQUE. Additionally 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. Firms on the winning Project Team of the Year may order online, prepaid only, a trophy to proudly display in their office.

**Additional and Non-Member Plaque and Trophy Orders ([order online](#))**

**PLAQUES:**

\$150.00 if ordered by Friday, May 19, 2017 (These plaques should be available for pickup at the banquet)

\$175.00 if ordered between May 20 and July 31, 2017 (These plaques will be shipped in late August.)

**PTA OF YEAR TROPHY:**

\$295.00 Project Team of the Year Trophies (These trophies will be shipped in late August.)

► **Sponsorship Opportunities: *Early Bird Sponsor Deadline is Friday, May 19, 2017 | Regular deadline Friday, May 26, 2017***

[Sponsorship opportunities and Program Book Advertising](#) are available online.



## CBC 2017 Project Team Awards **TIPS OF THE MONTH**



Focus on the elements that made the project and team collaboration stand out. Explain efforts to meet project goals and overcome challenges.



Start early! Identify projects completed in the last two years that exemplify teamwork. Notify your team members so they can contribute to the entry.



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



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



Follow explicitly the submittal guidelines. Focus on the four judging criteria and scoring weights, especially the 60% for team collaboration.



Learn what has worked for past winners from your staff, public articles, websites, social media posts, PTA Program Book and winning team members.

**See other side for more PTA tips . . .**

Follow these tips shared at CBC Programs throughout the year to put your team's best foot forward when you submit a project for the prestigious Connecticut Building Congress annual Project Team Awards. Visit [cbc-ct.org](http://cbc-ct.org) for more information!



## CBC 2017 Project Team Awards **TIPS OF THE MONTH** Continued from other side



Tout metrics, such as time or budget savings, added items over original scope, change orders vs standards, energy savings, user satisfaction, etc.



Submit professional photography of completed, fully landscaped exteriors and finished interiors including furniture and decor.



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



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



Be sure that your story can be easily followed in both print or electronic format. Remember that the judges value teamwork over all other criteria.



Enter small projects that may have as many, if not more, challenges as large projects. Highlight the teamwork needed to meet or exceed goals.



## Up your game for 2017 . . . Enter the **CBC** Project Team Awards!

*courtesy of On Target Marketing & Communications*

