

AIA Puerto Rico Design & Honor Awards Manual

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The President

- 1.0 The president shall sign all agreements, certificates of membership, certificates of honor or awards, and other documents and instruments relating to his duties and office whereon his/her signature is required.

The AIA Puerto Rico president must sign all award certificates and will participate in the presentation of all awards at the presentation ceremony.

- 1.1 Any changes to the Awards Policy Manual must be submitted to the Board for approval.

Award Categories

Design Awards

The Design Award categories include the Award of Excellence for Built Work, the Unbuilt Award, the Theoretical and Research Design Award, the Test of Time, the Sustainable Design Award, and the People's Choice Award.

For purposes of the design awards program a licensed architect is defined as a person who is registered to practice architecture in Puerto Rico.

All architects submitting projects (or portions thereof) must designate authorship of each portion of the project.

Projects must have been designed by an architect licensed in Puerto Rico at the time of the project's completion. The project must have been completed within the immediate five years.

Completed projects are eligible no matter where there are located. The submitting architect may qualify as a member of a design team, whether or not serving as the head of the team. When one architect is not the sole author, all other participants contributing substantially to the design of the project must be given credit as part of the submission, regardless of professional discipline.

The Award of Excellence

The objective of the Design Awards program is to encourage excellence in architecture, to elevate public consciousness of good design, and to recognize those architects whose work enriches our built environment.

To be eligible, entries must be architectural projects designed by licensed architects at the time of design or submitted by architects of record either of which must be members of AIA Puerto Rico and have offices within the territory. Projects submitted may be located anywhere in the world but must have been completed within the immediate past five calendar years.

The program is open to architectural projects of all sizes and classifications. It is not necessary for the entry's classification to be designated by the entrant. Eligible projects include single buildings, groups of buildings, parks and plazas, historic preservations, additions, remodels, adaptive re-use, urban design and interiors.

The Award of Excellence for Built Work will include the following subcategories:

- New Work
- Renovations & Additions
- Urban Design
- Historic Preservation & Restoration
- Interior Architecture

Two award levels may be recognized by the jury: "Honor Award" for Excellence in Architecture, the higher of the two levels, and "Honorable Mention Award" for Excellence in Architecture.

The Unbuilt Design Awards

The Unbuilt Design Awards program recognizes work by licensed architects. Attention is focused on the process of design.

Its purpose is to recognize outstanding examples of recent, commissioned architectural designs not yet built or complete. The entry shall exemplify excellence in design while exploring the nature and science of our profession.

Eligible projects must be designed by an architect who is a member of the AIA Puerto Rico and who practices within the territory. Projects submitted may be located anywhere in the world but must have been designed within the immediate past five calendar years. Eligible projects include single buildings, groups of buildings, urban designs, additions, renovations and extended use projects. Award winners are subject to verification. Entries must be commissioned for compensation on behalf of a client.

Construction must not be substantially complete prior to the deadline for receipt of entries.

Two award levels may be recognized by the jury, "Honor Award" for Unbuilt Design, the higher of the two levels, and "Honorable Mention Award" for Unbuilt Design.

Theoretical and Research Design Award Category

The Theoretical and Research Design Awards program recognizes work by licensed architects, associate architects, interns and students who are members of AIA Puerto Rico or the American Institute of Architects Students (AIAS) and currently enrolled in an accredited architectural degree program in Puerto Rico.

Entries must be projects that are academic (executed as a class or terminal project under the supervision of at least one professor of an accredited architectural school in Puerto Rico); a competition entry (executed in direct response to an organized design

competition entry requirement; or theoretical/research projects which are executed in the interest of the advancement of the profession), and publications. The entrant must designate whether the project is academic, a competition entry, or theoretical/research. Projects submitted must have been designed within the immediate past five calendar years.

Two award levels may be recognized by the jury, “Honor Award” for Theoretical and Research Design, the higher of the two levels, and “Honorable Mention” for Theoretical and Research Design.

The Test of Time Award

The Test of Time Award recognizes distinguished single works of architecture and planned developments affecting more than one building, after a period of 25 years in which the function, aesthetic statement, and execution can be reassessed. Further, it is the intent of the program to recognize works that, by the timelessness of their design, have influenced that building or building type.

Eligible projects must have been designed by a licensed architect who is a member of the AIA Puerto Rico and who was practicing in Puerto Rico at the time of the original project completion, and it may be located anywhere in the world. The project must be standing in substantially completed form, in good condition, and should substantially still carry out the original program. Change in use is permitted when it has not substantially altered the original intent of the design. Buildings whose basic function have been modified or have been adapted for reuse are eligible. The project may be of any building type or may be one of a group of buildings forming a single project. Projects previously submitted for the Test of Time Award that did not receive the award may be resubmitted.

Only projects completed 25 years ago, or more are eligible for this award.

Two award levels may be recognized by the jury: “Honor Award” for Test of Time, the higher of the two levels, and “Honorable Mention Award” for Test of Time.

This Award will be available for participation every 5 years starting 2018.

The Sustainable Design Award

The Sustainable Design Award recognizes excellence in the design of sustainable projects including buildings, building complexes and urban design projects by the architectural profession and is presented by AIA Puerto Rico. These Awards are intended to promote public awareness of the built environment and the design of sustainable projects.

To be eligible, entries must be architectural projects designed by licensed architects at the time of design or submitted by architects of record either of which must have been members of AIA Puerto Rico have offices in Puerto Rico. Projects submitted may be located anywhere in the world but must have been built and occupied within the past five years. Eligible projects can be of all types and sizes.

Two award levels may be recognized by the jury, “Honor Award” for Sustainable

Design, the higher of the two levels, and “Honorable Mention Award” for Sustainable Design.

The People’s Choice Award

The People’s Choice Award program empowers the public as the jury and contributes to the overall goal of promoting public awareness of the built environment and great design.

Projects that have been submitted for an Award of Excellence are eligible.

The public will then have the opportunity to vote for a favorite project online at the AIA Puerto Rico website.

Juries

The Member Benefits and Recognition Commission Chair will coordinate and confirm the appointment of all jury members with commission members.

Juries are expected to meet face-to-face to review all of the entries as a group.

Design Awards: Award of Excellence, Unbuilt, Theoretical & Research, the Test of Time and Sustainable Design

One jury will judge all Design awards, with the exception of the “People’s Choice Award,” by category in the appropriate sub-category. Honorable Mention and Honor levels apply to all Design Awards categories. Out-of-region jury members are preferred for this task as it, promotes a level of unbiased evaluation of the projects. Preferred composition of the juries: one small practice architect, one large practice architect, one architectural educator and at least one with sustainable design knowledge and experience. A minimum of three jurors, maximum of five are necessary. It is preferred that jury members be themselves, recipients of AIA awards for design excellence and sustainable design, either nationally or locally. Any juror that is a member of a firm submitting a project to be considered for a design award must recuse themselves from selection of that particular project for an award.

The People’s Choice Award shall be selected by the public who will vote for their favorite project on the AIA Puerto Rico website.

All honor awards will be presented at the design and honor awards program to be held annually.

Call for Entries

The Call for Entries is to be announced at least 6 weeks prior to the event and sent to AIA Puerto Rico membership via email to allow for a timely delivery.

Entry Format

For each category there a specific PowerPoint template will be sent to those that have registered. Standard guidelines will be provided to each entrant with regards to specific content expected in each presentation. All submissions must also include a “Project Data Sheet.” This sheet shall include a single 5x7 image of the project and text describing the project on one side of a letter-sized sheet of paper. The description shall not exceed 500 words and should describe program requirements and design solutions. Each project submitted will also be required to complete a “Concealed Information” form which will include the name of the project, contact information of the architect and major suppliers and/or contractors that contributed to the project as well as all pertinent contact information. This information will not be shared with the jury- it is for in-house use only. The completed entries should be submitted to AIA Puerto Rico via a designated FTP site.

Awards Program Publicity

The AIA Puerto Rico will submit press releases to the newspapers, magazines, and other media in the state with the list of the winners, including their respective projects and contact information.

Awards Guidelines

1. The purpose of the AIA Awards is to recognize exemplary architectural activity that can inform general architectural practice, establish a standard of excellence against which architects can measure their own performance, and inform the expectations of non-architects for architecture and architectural practice and their potential usefulness and value.
2. By submitting an AIA Award entry, entrants must confirm that there is no existing conflict of interest between the project submitted and members of the jury. The jury Chair, in consultation with the Awards Director, reserves the right to rule a submission ineligible.
3. Verbal or written communication by entrants with members of the Awards jury regarding an entry is inappropriate at any time from the announcement and invitation to the awards through the conclusion of the jury meetings. Such communication will result in disqualification of entries.
4. Any project that credits any AIA Puerto Rico Honor Awards jury members, AIA Puerto Rico Board of Directors member, Appointed Awards Committee member or their

firm as architect, associate architect, consultant, or client is ineligible and will be disqualified if submitted.

5. Potential jury members must disclose to the AIA Board of Directors any association or professional venture with any local architect or architectural firm(s) before accepting a jury position. Any association disclosed will be grounds for disqualification of said jury member. The AIA Board of Directors will reserve the right to appoint a new member for the jury.

6. Project authorship will remain concealed throughout the deliberations of the jury. If the authorship is revealed on any of the photos, plans, digital images, narrative, or supplemental materials, the entry will be disqualified.

7. The Board of Directors will assign a number to each participant's entry and will maintain a list of all participants in full concealment throughout the process. The participants list will only be used by the AIA Board of Directors or the appointed committee in charge of the Honor Awards Procedure.

8. In agreeing to serve on an AIA Awards jury, a jury member assumes the responsibility to fully evaluate each submission and recognize those achievements that fulfill the goals of the program as stated above as well as the submission requirements.

9. Each jury member will evaluate each submission on its own merit with all materials submitted and in response to the requirements of the program. The jury Chair has the responsibility of reviewing with the jury the expectations of the Awards Program.

10. Awards may only be given to individuals, projects, or organizations whose entries are submitted to a jury in full compliance with the submittal requirements appropriate to the particular awards program. Awards will not be issued only to part of a submission.

11. Each juror must rate each submission by recording a score on the tally sheets provided. The jury Chair will keep the official record which will be submitted to the Awards Director at the time the evaluation has concluded. A simple majority of positive votes is required for an award to be given.

12. The jury may elect to give no awards if, in its opinion, no qualified submission is worthy of the distinction of an AIA Award.

13. Jurors will follow the agenda and the written procedures for the jury meeting(s) as established by the jury Chair and Awards Director. If there is insufficient time to complete the evaluation of all submissions, the Chair has the responsibility to consult with the Awards Director for extending the meeting time or altering the agenda to allow for the full evaluation.

14. Members of the jury will maintain a strict confidentiality agreement of all the deliberation process, included comments and discussions of any session and/or meeting related to the honor awards. The jury Chair will serve as the official spokesperson of the jury and give final approval for all written jury comments.

15. Members of the Board of Directors and Jury, their spouses, partners, associates and/or consultants are ineligible to participate in the Honor Awards or any other open competition sponsor by the AIA.