



Design & Honor Awards Manual

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The AIA Puerto Rico shall maintain an active program of awards for honor and design.

The AIA Puerto Rico shall maintain an Awards Policy Manual outlining categories of awards, awards juries, and related awards guidelines.

Any changes to the AIA Puerto Rico Design & Policy Manual must be submitted to the Board of Directors for approval.

The President

1.0 The Chapter president shall sign all agreements, certificates of membership, certificates of honor or awards, and other documents and instruments relating to the 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. In the event the President is not available to present the awards at the ceremony, he/she will have the right to assign a member of the Board to act in their representation.

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

1.2 The Chapter President will be the Awards Jury Chair. He/she may designate another AIA Member or jury member to serve as jury chair.

Award Categories

Design Awards

The Design Award categories include: (1) Award of Excellence for Built Work, (2) the Unbuilt Award, (3) the Theoretical and Research Design Award, (4) the Sustainable Design Award, (5) the Test of Time Award and (6) the Student Work Design Award.

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

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

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 previous five calendar

years.

Completed projects are eligible regardless of where they are located. The submitting architect, must be an AIA Puerto Rico member and may qualify as a member of a design team, regardless of serving as the head of the team. When one architect is not the sole author, all other participants that substantially contributed to the design of the project must be given credit as part of the submission, regardless of professional discipline.

The Award of Excellence for Built Work

The objective of the Award of Excellence for Built Work 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 in Puerto Rico. Projects submitted may be located anywhere in the world but must have been completed within the previous five calendar years.

The program is open to architectural projects of all sizes and classifications. Eligible projects include single buildings, groups of buildings, parks and plazas, historic preservation projects, 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 Award

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 architectural designs commissioned for compensation by clients not yet built or complete. Projects can be scheduled for construction. 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 in Puerto Rico. Projects submitted may be located anywhere in the world but must have been designed within the previous five calendar years. Eligible projects include single buildings, groups of buildings, urban designs, additions, renovations, and extended use projects. Entries must be commissioned for compensation on behalf of a client. Award winners are subject to verification.

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

Projects that have received recognition in previous AIA Puerto Rico Design Awards programs are not eligible. However, award-winning unbuilt projects may be re-submitted as built/completed projects.

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

The award for Theoretical and Research Design Award is separated into two categories.

1. The Professional Theoretical and Research Design Awards program recognizes work by licensed architects, or associates who are members of AIA Puerto Rico. Eligible entries for this category must be theoretical or research projects and publications which are executed in the interest of the advancement of the profession. The projects submitted by professionals must not be compensated.
2. The Student Theoretical and Research Design Awards program recognizes work by students currently enrolled in an accredited architectural degree program in Puerto Rico. Eligible entries for this category must be projects that are academic (executed as a class or final career project under the supervision of at least one professor of an accredited architectural degree program in Puerto Rico or in direct response to an organized design competition entry requirement).

The entrant must designate whether the project is academic, a competition entry, or theoretical/research. Projects submitted must have been designed within the previous five calendar years.

At the jury’s discretion, two award levels in each category, Professional and Student, 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 Sustainable Design Award

The Sustainable Design Award recognizes excellence in design by striving to achieve the AIA National Design Excellence Framework that defines the principles of good design in the 21st

century by seeking to inform progress towards a zero-carbon, equitable, resilient and healthy built environment. The ten design principles consist of: integration, equitable communities, ecosystems, water, economy, energy, well-being, resources, change and discovery.

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 and have offices in Puerto Rico. Projects submitted may be located anywhere in the world but must have been built within the previous five calendar years. Eligible projects can be of all types and sizes.

At the jury's discretion, 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 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 has been modified or has 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 Student Work Design Award

This category is open to any student from an accredited school in Puerto Rico. Project must be architectural in nature and must have been completed in the current or immediate past academic year. Students may submit any work that they have completed either individually or as a team. The work can be from a studio project, competition, independent study or

conceptual design. Projects will be evaluated on design excellence, clear communication of intent, graphic presentation, and composition.

Recognition is given, at the jury's discretion, for First, Second, and Third Place. The project awarded First Place is honored with the Benjamin Vargas, FAIA Award, in the amount of \$500, Second Place is awarded \$300, and Third Place is awarded \$200.

Honor Awards

The Honor Award categories include: (1) the Firm of the Year, (2) The Gold Medal Award, (3) the Associate Member Individual Honor Award, and (4) the People's Choice Award.

Firm of the Year

This award recognizes outstanding achievement in design, community services, education, and service to the profession and the AIA by an architectural firm whose principal is an AIA Puerto Rico member. Projects, accomplishments, and service submitted must reflect a period of at least 10 years. The firm must have been under the direction of substantially the same principal or principals for a period of ten (10) years or more.

The Gold Medal Award

This award recognizes an individual architect in Puerto Rico who has distinguished himself or herself in a manner resulting in a profound impact on the profession over an extended period of time. This is the highest award that AIA Puerto Rico can bestow on one of its members and only one may be given in a year.

Any individual who has been a member of AIA Puerto Rico for a minimum of 10 years is eligible. The individual's long-term, noteworthy accomplishments in the AIA, as well as community organizations or governmental bodies, must demonstrate distinguishable results characterizing the architect's career in a manner over and above what is normally expected. AIA Puerto Rico members in good standing are eligible by nominations made by the AIA Puerto Rico Chapter or any five (5) members at large.

Associate Member Individual Honor Award

The Associate Member Individual Honor Award recognizes an Associate AIA member whose leadership, activities and service to AIA Puerto Rico have been a direct benefit to the profession.

AIA Puerto Rico Associate members in good standing are eligible by nominations made by any AIA Puerto Rico Chapter or any five (5) members at large.

The People's Choice Award

Aimed at increasing firm/project/client visibility, 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 for Built Work are automatically entered.

The public will then have the opportunity to vote for a favorite project on AIA Puerto Rico's social media platforms. The winner is determined by the number of likes on social media. Voting for this award will begin two weeks before the Honor Awards Ceremony and will run until 6:00 pm, the day prior to the event. The People's Choice Awards will be recognized based on the number of votes received. A minimum of the top three projects, ranked by votes cast, shall be recognized.

Juries

Design Awards

(1) Award of Excellence for Built Work, (2) the Unbuilt Award, (3) the Theoretical and Research Design Award, (4) the Sustainable Design Award, and (5) the Test of Time Award.

Jury members are appointed by the AIA Puerto Rico Board of Directors or by a Honor Awards Committee appointed by the Board of Directors.

Juries are expected to meet at once to review all entries as a group either in person or virtually.

One jury will judge all Design awards, 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.

All design and honor awards will be presented at the Design and Honor Awards ceremony to be held annually.

Honor Awards

(1) the Firm of the Year, (2) The Gold Medal Award, (3) the Associate Member Individual Honor Award, and (4) the People’s Choice Award.

Should no formal submissions be received in any category, the jury has the discretion to select a worthy recipient without a formal submittal. All honor awards will be presented at the design and honor awards program.

Jurors for the Gold Medal Award and the Associate Member Individual Award shall be appointed by AIA Puerto Rico and shall include two to four members of the AIA Puerto Rico. Past recipients of awards are preferred jurors. Jurors must have been members of the AIA Puerto Rico for a minimum of 10 years.

Call for Entries

The Call for Entries is to be reviewed by the AIA Puerto Rico Board prior to distribution and should be sent to the AIA Puerto Rico membership by email at least 4 weeks prior to the due date of submittals.

Entry Format

For each category, a specific PowerPoint template will be sent to those that have registered for participation in the Awards. 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. All submissions shall be accompanied by the Code of Ethics Form, Copyright Permission Form, and Copyright Information File.

Awards Program Publicity

The AIA Puerto Rico will submit press releases to the newspapers, magazines, and other media at state or national level with the list of the winners, including their respective projects and contact information. All entrants must sign a copyright ownership and a release consent form for the publication of images and submission content.

Awards Guidelines

1. The purpose of the AIA Honors 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 Honors 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 Board of Directors, 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. The AIA Board of Directors reserves the right to determine the participation of the juror.
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 Honors 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 Honors Award.
13. Jurors will follow the agenda and the written procedures for the jury meeting(s) as established by the jury Chair. 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, including 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 the Jury, their spouses, partners, associates, and/or consultants are ineligible to participate in the Honor Awards or any other open competition sponsored by the AIA Puerto Rico.