



2018 NAVFAC Design Awards Program

Guide to Participation

11 April 2018 (revised August 2018)

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I. Purpose and Objectives of the Program:

The purpose of the NAVFAC Design Awards Program is to recognize specific achievements by NAVFAC organizations, which demonstrate design and planning excellence in support of the Navy and our Supported Commands. The Program seeks to promote excellence in design and planning products as examples to be emulated by others.

Ensuring that our customers receive the best possible, appropriate design and planning products, specifically, facilities and installations within which they live and work, is an integral part of this Program. This objective is consistent with the basic premise of responsible stewardship of the public trust and resources. Furthermore, it is acknowledged in design and planning that excellence in facilities and environments enables and motivates excellence in all endeavors and operations in support of the Navy's mission.

II. Applicability:

The NAVFAC Design Awards Program recognizes excellence in design and planning for products including master plans, site development and land use plans, landscape development plans, designs for new facilities, designs involving the reutilization or alteration of existing facilities, interior design, family housing and other large scale developments, as well as planning, engineering and design studies of various types.

III. Categories of Recognition:

A. New Facility Design: This category covers a wide range of facility types, including but not limited to, administrative facilities, bachelor quarters, community support facilities, medical facilities, and operational and training facilities. To qualify under this category, a facility must be 100% constructed, furnished, landscaped, and, where applicable, occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section V as applicable, plus the following: uniqueness of the design solution; and the composite integration of architecture, engineering, interior design and landscape design.

B. Building Alteration and Reuse: This category covers any project wherein an existing facility has undergone renovation or alteration. To qualify under this category, a project must be 100% constructed, furnished, and occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section V as applicable, plus

the following: uniqueness of the design solution; historic preservation considerations, if applicable; and the extent of material conservation and reuse.

C. Interior Design: This category covers interior work which may be associated with either new construction or the renovation or alteration of existing buildings. To qualify in this category, a project must be 100% constructed, furnished and occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section V, as applicable, plus the following: uniqueness of the design solution; historic preservation considerations, if applicable; graphic design and signage; the extent of material conservation and reuse; and the appropriate use of texture and color.

D. Landscape Design: These categories cover the design and development of a specific site exterior to one or more buildings or open landscaped area within the installation cohesive with the base planning concept, to include grading, plant materials, hardscapes, supporting utilities such as exterior lighting or drainage, and all ancillary structures. Projects must have been 100% constructed at least 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section V, as applicable, plus the following: cohesiveness of design concept; resource conservation; appropriateness of plant material selection; site element detailing; construction execution; and ease of maintenance.

E. Family Housing and Other Large Scale Developments: In addition to Family Housing, this category covers any larger scale development where multiple buildings are involved. To qualify under this category, a project must be 100% constructed, furnished, landscaped, and substantially occupied for a minimum of 6 months prior to the closing date for submissions. Entries in this category will be judged on the basic criteria of section V, as applicable, plus the following: cohesiveness of design and planning concept (neighborhood or development of excellence); accommodation of vehicular and pedestrian circulation; phasing, if applicable; and any special restrictions and requirements placed on military family housing or other large scale development design and construction.

F. Plans and Studies: This category covers plans and studies of all types: Global, Theater, Regional, Inter-Regional, Intra-Regional Plans and Studies; Master Plans, Base Exterior Architectural Plans, and other Comprehensive or Installation-Wide Plans and Studies; and Facility Plans and Studies. The plan or study must be 100% complete and accepted by the respective installation or customer to be submitted, but recommendations made in the plan or study may be at any stage of implementation. Those plans or studies where implementation has occurred to an extent to validate plan or study recommendations will be given preference in their evaluation. This category does not include recognition for planning as an integral part of the subsequent design of a facility. Entries in this category will be judged on the basic criteria of section V, as applicable, plus the following: thoroughness of recommendations; quality of presentation; ease of use of the plan or study; demonstrated validity of recommendations; and availability of appropriate supporting cost data as applicable.

IV. Types of Awards:

A. Commander's Award for Design Excellence: Within any given NAVFAC Design Awards Program, one entry may be selected for the Commander's Award for Design Excellence. This award may be given in any category of competition, but must be based on the unanimous decision of the Jury. The entry receiving this award must demonstrate the highest level of excellence in all criteria areas, and additionally exhibit unusual creativity and innovation in the solution of a complex design-oriented problem. If no entry meets the high expectations established, this award will not be given.

B. Honor Awards: Honor Awards may be given to entries that fully meet all selection criteria and demonstrate high levels of excellence in multiple criteria areas. There is no limit on the number of Honor Awards given, and no requirement that awards be given in each category. Entries qualifying for Honor Awards require a two-thirds vote of the Jury.

C. Merit Awards: Merit Awards may be given to entries, which fully meet all selection criteria and demonstrate especially high levels of excellence in one design discipline or criteria area. There is no limit on the number of Merit Awards given, and no requirement that awards be given in any area. A Merit Award may be given to an entry based on a majority vote by the Jury.

The Jury may designate specific honor and merit awards in any category of which the following are only representative:

Honor or Merit Award in Facility Design
Honor or Merit Award in Building Alteration and Reuse
Honor or Merit Award in Interior Design
Honor or Merit Award in Landscape Design
Honor or Merit Award in Family Housing
Honor or Merit Award in Large Scale Development
Honor or Merit Award in Planning
Honor or Merit Award in Engineering Design
Honor or Merit Award in Sustainable Design
Honor or Merit Award in Historic Preservation

D. NAVFAC Design Team of the Year:

This award is given to the design team of the in-house designed project that achieves the highest-level award in the NAVFAC Design Awards Program. In the event that more than one in-house designed project receives the same level award, multiple awards will be given.

V. Criteria for Judging:

The quality of a facility, plan, or study is not defined or measured solely on the basis of any contracting aspect, such as the ability for the procurement system to deliver the facility on time and within budget. While important issues, these primarily reflect the quality of the procurement process, not the quality of the facility, plan, or design itself. The NAVFAC Design Awards Program acknowledges the importance of successful procurement, as well as the existence of other awards programs to specifically recognize accomplishment in this area, and seeks to focus on the criteria that define the highest levels of excellence in design and planning for the completed plan or project, more than the process by which it was accomplished. In that regard, any project or other design honored must serve as an example of overall quality, as well as being worthy of emulation regarding specific aspects, such as the use of materials, systems, or design processes. To this end, criteria have been established for planning and design as “Quality Identification Elements,” below. These criteria serve as a guide for the Jury’s deliberations, defining planning and design quality in four areas of leadership.

A. Planning and Design: Master plan and land use compatibility; sensibility of aesthetics and appropriateness of style, form and image; appropriate incorporation of new and innovative technologies and materials; and constructability (budget and time frames).

B. Project Performance and Effectiveness: Safety of occupants, other users, and the public; healthy environment for occupants, other users and the public, leading to improved productivity; functional efficiency and mission contribution; maintenance and repair, other resource utilization, and longevity; flexibility and adaptability for changing mission and utilization; and linkage of emerging technology to future planning needs.

C. Sustainability: Projects that promote environmentally responsible integrated design strategies including; energy, water, and material conservation, indoor environmental quality for occupants, and innovation in incorporating sustainable construction technologies. Application of the Guiding Principles described in the High Performance and Sustainable Buildings Guidance (www.wbdg.org/pdfs/hpsb_guidance.pdf) and that can meet a Third Party Sustainability Rating.

D. Management and Effectiveness: Identification and utilization of progressive planning processes and design management techniques and practices; customer satisfaction.

VI. Eligibility:

The Design Awards Program specifically recognizes the NAVFAC component command responsible for the design product. Eligibility is limited to NAVFAC components. Entries under Categories A, B, C, and E require that the beneficial occupancy date (BOD) has occurred within 5 years of the closing date for submissions, with the additional provision that BOD cannot have occurred less than 6 months prior to the closing date for submissions. Entries under Category D must have been constructed within 5 years of the closing date for submissions and at least 6 months prior to the closing date for submissions. Entries under Categories F must have been approved or otherwise accepted as complete within 5 years of the closing date for submissions.

A given plan, study, project, or product may be submitted in only one category. The six categories identified above are primarily for the purpose of separating projects for initial review by the Jury. Therefore, deciding under which category a submission should be made is not critical; since the final decision will be made by the Jury.

A given project may not be subdivided into parts to facilitate submission of only one part of a larger project, or multiple submissions of what should be a single project. For example, a new building should not be submitted solely for its Interior Design without regard for the remainder of the project. If the Jury finds the Interior Design to be exceptional and worthy of recognition, but the remainder of the building unqualified for recognition, they have the option of awarding the project an Award in Interior Design. (See Section IV.C) If a project has been arbitrarily sub-divided into multiple projects, the Jury will combine submittals to form a single submittal. For any submittal, the Jury has the option of recognizing a particular aspect of a project (e.g., a Merit Award in Landscape Architecture) even if a project has been submitted as a New Facility Design.

Entries submitted for consideration under previous NAVFAC Design Awards Programs may not be resubmitted. Projects submitted to other non-NAVFAC awards programs (e.g., Air Force Design Awards Program or American Institute of Architects awards programs) may be submitted.

All entries must be made in accordance with submission requirements in Section VII, with endorsement of the Commanding Officer of the NAVFAC organizational element making the submission. Where applicable, design contractors must have received at least a “Satisfactory” rating, as reflected in the Architect-Engineer Contract Administration Support System (ACASS). Similarly, where applicable, construction contractors must have received at least a “Satisfactory” rating in the Construction Contractor Appraisal Support System (CCASS).

VII. Submission Requirements:

A. Requirements and Submittal Date:

Submissions must be received by NAVFAC Headquarters no later than 24 October 2018. All entries must include individual electronic files as follows:

1. A completed entry form in pdf format downloaded from the NAVFAC Design Awards website. (individual file) ()
2. A signed waiver in pdf format allowing NAVFAC to utilize information in the entry for NAVFAC marketing materials. (individual file)
3. Detailed submission package meeting requirements detailed below.

There are three ways to submit your entry:

1. Email submission to NAVFAC_Design_Awards@navy.mil (NAVFAC_Design_Awards@Navy.mil). Email size must be 10 mb or smaller. Include NAVFAC Component, project name, and entry category in the email. Multiple emails may be sent. If sending multiple e-mails, identify each e-mail, for example "1 of 4", 2 of 4", etc.
2. Load submission on AMRDEC at <https://safe.amrdec.army.mil/safe/Welcome.aspx>. The NAVFAC Design Awards website will include direction on how to load your files onto AMRDEC. When utilizing AMRDEC, also send an email to the above email address indicating that the submission is on AMRDEC.
3. Mail DVD submission to Naval Facilities Engineering Command, 1322 Patterson Avenue SE, Suite 1000; Washington Navy Yard, DC 20374-5065, ATTN: Bonnie Fairchild Code CHE. When mailing your entry, also send an email indicating that the entry has been mailed. Mailed entries must be received by the deadline.

***** * **Submissions omitting any of the above requirements will be disqualified.** *****

B. Detailed Submission Requirements:

1. Overall presentation and conformance to entry requirements
 - a) Provide in pdf format.
 - b) NAVFAC Component, project name, and entry category must be displayed on the cover of the entry.
2. Tab 1 – Project Overview (Maximum 5 pages)
 - a) Provide a brief description of the project and project goals addressing elements in Section V; Criteria for Judging.
3. Tab 2 – Signed Endorsement from the Commanding Officer (Maximum 2 pages).

- a) Include a letter from the owner or Commanding Officer stating how the completed project met the owner's goals and other project highlights. The letter should be on the owner's letterhead and addressed to the NAVFAC Design Awards Jury.
 - b) Commanding Officer or owner may be the FEC CO, the Occupants CO the CNIC CO or the civilian equivalent.
4. Tab 3 – Photographs and Drawings
- a) Photographs:
 - i) Include 7 -12, 8x 10 or full page photographs. Remember that the best quality photos represent the high level of design quality being portrayed.
 - ii) Keep the photos clear of labels or text.
 - iii) Provide a brief description for each photograph. Captions may be included on a separate page at the beginning of the tab.
 - iv) No renderings will be accepted for constructed projects.
 - v) Encourage photos of finished project; however, photographs of construction in progress are acceptable if they demonstrate a design feature that is essential to the category.
 - vi) For all restoration or renovations projects, before and after pictures are recommended.
 - b) Drawings:
 - i) Drawings may originate in any medium appropriate to present and explain design aspects of the entry project, and may include site plans, building plans, building elevations, building sections, construction details, schematics, flow diagrams, or other graphics.
 - ii) Any narrative on design drawings should be clearly legible. Working drawings are not acceptable. Where applicable, drawings should contain a graphic scale. No drawing is to include the name or logo of any party to the design, or project location, although the project name can appear on the drawings.
5. Digital Photographs:
- a) Digital photos of the project are required. Include the 7 -12 images that were submitted in the pdf version. The digital images are to be high-resolution images suitable for publication.
 - b) Digital images shall not be in any software program such as PowerPoint, Word, .pdf, etc. All images shall be in JPEG (or JPG, Joint Photographic Experts Group) format or GIF (Graphic Interchange Format), with resolution of no less than 300 dpi. Viewing of the images will likely be the first stage in the review process by the Jury, and poor quality may detrimentally affect how a project is perceived. Images containing the name of the designer or author are to be removed or the information otherwise hidden from view.
 - c) Applicants are responsible to obtain rights from their photographer to reprint/reuse the photographs and images without limitations. Photographer and/or copyright credits and permission for publishing and using the photos in a book, exhibition, or other materials produced by NAVFAC is required.

C. Questions:

To ensure a fair judging and review process, NAVFAC will only answer questions directly related to the award submission process, eligibility and rules. Such questions shall be sent to:

Bonnie Fairchild
Program Assistant CHE
NAVFAC Capital Improvements
(202) 685-9178
NAVFAC_Design_Awards@navy.mil
NAVFAC_Design_Awards@Navy.mil

VIII. Judging:

A. Jury Composition:

The Jury will consist of five to seven design professionals to be designated by the NAVFAC Headquarters Chief Engineer, upon the recommendation of the CI Architecture Technical Discipline Leader (TDL). Representation will include an appropriate mix of Licensed Architects, Engineers, Landscape Architects, Planners or other design professionals with a high level of design knowledge in their areas of expertise. In addition to potential NAVFAC representation on the Jury, such organizations as the American Institute of Architects (AIA), National Society of Professional Engineers (NSPE), American Society of Civil Engineers (ASCE), American Society of Landscape Architects (ASLA), and American Institute of Certified Planners (AICP) may be contacted to designate a jury member. Senior level, design-oriented personnel of other federal agencies may also be asked to serve as jurors.

The NAVFAC Architecture TDL and/or Special Assistant for Architecture will be a non-voting member of the jury and function as facilitator; coordinate jury activities; and be responsible for screening all entries for compliance with rules and submittal requirements, organizing submittals for jury review, reporting on jury activities, and the subsequent development of documentation for use in publications, exhibits, and displays, and associated activities.

B. Jury Activities:

The Jury will convene at NAVFAC Headquarters or other designated location in November 2018. The Architecture TDL or Special Assistant for Architecture will coordinate arrangements for the Jury. The Jury will establish its own procedures within the context of this Guide.

IX. Post-Competition Activities:

A. Announcement of Winners:

Winning entries will be announced by the Commander of NAVFAC shortly after the jury has completed its work. Various media forms will be used to publicize the winning entries, including an official press release. These announcements will be coordinated through the NAVFAC Public Affairs Officer. Award Ceremonies: Appropriate plaques or certificates will be awarded to those organizations associated with the winning entries. Plaques and/or certificates may be presented at a formal ceremony sponsored by NAVFAC.

B. Subsequent Use of Images and Information:

All submission information and images become the property of NAVFAC for use in displays, exhibitions, publications, and for possible submission to other awards programs. Entrants are encouraged to retain copies of all materials submitted. Entrants are prohibited from using submission information and images for purposes other than the NAVFAC Design Award Program without proper clearance from NAVFAC Public Affairs Office.

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