GENERAL INFORMATION

DEADLINE: All award entries must be submitted electronically by 5:00pm on Friday, September 20, 2019. No exceptions. Entry payment, $375 per project, is due at the same time.

PROJECT ELIGIBILITY

LOCATION: To qualify, the project must be located in the Northern Virginia MSA. This includes the counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, Frederick, Loudoun, Prince William, Rappahannock, Spotsylvania, Stafford and Warren; the independent cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, Manassas Park and Winchester.

COMPLETION DATE: Projects must have been completed between April 1, 2018 and September 20, 2019. To be considered complete, the building must be at or past shell occupancy permit level.

RESUBMISSION: If the project was submitted in 2018 and did not win, it may be resubmitted in the same category for 2019. Last year, three projects were re-submitted from 2017 and won!

If the project won in 2018, it may be submitted in a different category for 2019. All resubmissions must meet the project completion time frame.

OWNER/DEVELOPER PERMISSION LETTER: A corporate email from the developer, owner, or tenant granting permission to enter their project for an award is required as part of the entry package.

MEMBERSHIP REQUIREMENT: Only NAIOP Northern Virginia members can submit an entry and receive the winning trophy at the Awards Gala. Non-members may be part of the team.

JUDGING: Judges may choose to move an entry to a different category or to adjust category criteria based on entries received.
SUBMISSION INSTRUCTIONS

Each entry must include the following:

1. Cover Page (Fill out online form when ready to submit)

2. Owner/Developer Permission Email

3a. PDF Package for Building and Interior Categories
   - Label the top of each page with Category _ Project Name
   - Use Black 12 pt. Arial or Times New Roman only – 8.5x11 Vertical format
   - Four (4) pages or less. All bullet points (no paragraphs). Limit 1000 words or less including photo captions. Photos and site plans may be incorporated throughout. Sample submissions will be posted on the NAIOP Northern Virginia website.
   - Bullet Point Summary - Describe as applicable:
     ◦ Overall project - the goal, plan and implementation; the compatibility and diversity of the use groups; the overall project design concept; and the project success will be considered. Context of Building submission to its surroundings can be helpful to judges.
     ◦ Design concept - identify specific design ideas/problems/issues and how they were solved; address zoning, code, site/building constraints and client limitation.
     ◦ Design solutions - describe any product, materials, or construction methods used to solve the design issues that aided in the success of the project.
     ◦ Sustainability - talk about how the project incorporated sustainable design elements, construction methods or practices, and LEED or similar rating.
     ◦ Size and Cost –
       - BUILDINGS, include number of floors, overall gross square footage of building and actual cost.
       - R&D/Industrial/Flex projects should include ceiling heights.
       - INTERIORS, include total square footage of project and hard construction costs per S/F.
SUBMISSION INSTRUCTIONS (CONTINUED)

• Pictures
  Use photos to convey your bullet points. For INTERIORS, please show the entrance then move through the space in logical sequence. A site or floor plan should be included. FOR MASTER PLAN, you must include a site plan and if possible, an aerial image (can add 2 additional pages for a total of 6). For ADAPTIVE RE-USE or CAPITAL IMPROVEMENTS, include labeled “before and after” photos, if possible from same angle.

• Photo File (no larger than 200MB)
  ◦ One file consisting of 8-10 professional images of the project. Images should be 8x10in (JPEG format) at 300 dpi. Images must be labeled with project name and the content (i.e. lobby, reception area, conference room, exterior façade, etc.) Any caption on the image should be discreet and at the bottom of the image. At least one image must be a plan or site view of your project. At least 1-2 images should correspond to the ones used in PDF. Select images of the winning entries will be used during the awards gala and for general publicity purposes afterwards.
  ◦ Judges do NOT visit projects but view images in a power point so crisp clear photos are essential.
  ◦ Photos should relate to bullets and to narrative.

3b. PDF Package for Real Estate Lease or Sale Transaction Categories

• Label the top of page with Category Project Name

• Use Black 12 pt. Arial or Times New Roman only – 8.5x11 vertical format

• All bullet points (no paragraphs). Limit 1000 words or less.

• Describe why the transaction is of high significance to the local jurisdiction, region, or surrounding community. High significance is evaluated either by real estate value, size based on a square foot and dollar value, complexity of the deal, economic impact (job creation, new business, etc.), user’s prestige, or infrastructure.

• Photos: One to three photos or renderings requested for use during the awards gala and for general publicity purposes.
SUBMISSION INSTRUCTIONS (CONTINUED)

IMPORTANT: The name/logo of the applicant and/or team members cannot be listed on any submitted material (including jpgs) with the exception of the Entry Form and Owner/Developer Permission Letter/Email. The only exception is in the case of a project name being the same as the applicant (i.e. “XYZ Office Headquarters” submitted by XYZ).

CATEGORIES

BUILDING: SPECULATIVE OFFICE
1-6 Stories • 7-14 Stories • 15 Stories and Above
A building constructed primarily for office use.

BUILDING: R&D/INDUSTRIAL/FLEX
A building constructed primarily for R&D/Industrial/Flex. Specify ceiling height in submission.

BUILDING: DATA CENTER
A building constructed primarily for housing a data center.

BUILDING: MASTER PLAN
An illustrated and rendered plan showing pedestrian, transit, and vehicular connections as well as the proposed structures and landscaping. This category is for a mixed-use project such as town center, corporate, educational, institutional, and industrial park or multiple building projects with a campus or central theme. Exclusively residential projects will not be considered. The master plan must have been approved by the local jurisdiction, city, or county after January 1, 2014 with at least one building and/or the site infrastructure under construction by September 20, 2019.
CATEGORIES (CONTINUED)

BUILDING: MIXED-USE PROJECT

Single Building:
Project is predominantly a commercial office or residential project that has at least one additional use other than parking designated only for the tenants use (public parking can be considered a multi-use). The multiple uses must be within the footprint and envelope of one building. Detail percentage of each use and provide photos of all uses.

Multi-Building:
Commercial office or residential project consisting of a multi-building complex or campus setting with the primary use less than 80% of the total square footage of the project. Detail percentage of each use and provide photos of all uses.

BUILDING: ADAPTIVE RE-USE

An existing building that has been transformed from its original use and building type to a completely new and different use. Illustrate the transformation with comparison photos.

BUILDING: CAPITAL IMPROVEMENTS

Institutional • Non-Institutional
An existing building that has undergone improvements or has been reconstructed with the intent to upgrade the market class. Discuss impact on occupancy/tenant retention as applicable. Examples include the MEP systems, structure, façade, common areas and/or amenities that can encompass a public lobby or public space, interior or exterior, of a building. The building improvements can include elevators, restrooms, common tenant corridors or outdoor spaces intended for use of the building occupants. Where possible, illustrate the transformation with comparison photos.

BUILDING: BUILD-TO-SUIT INSTITUTIONAL

Under $30 Million • $30 Million and Above
An office building constructed for a public or quasi-public entity.
CATEGORIES (CONTINUED)

BUILDING: BUILT-TO-SUIT NON-INSTITUTIONAL
An office building constructed for a private entity.

BUILDING: MULTI-FAMILY RESIDENTIAL
A facility designed to house residents or families in separate units (i.e., apartment, condominium, duplex, quadruplex, and/or senior living) contained within one building or several buildings within one complex.

BUILDING: HOSPITALITY
Hospitality (customer service) projects include luxury hotels, resort/theme hotels, convention hotels/conference centers, limited service hotels (motels), and/or casinos.

BUILDING: RETAIL
Projects can be street front, a suite in a retail center, first floor of a commercial office building, or a stand-alone pad site. Examples include restaurants, entertainment venues, fitness venues, wineries, breweries, beauty spas, and traditional commodity stores (clothing, jewelry, books, home goods, etc.).

INTERIORS: TENANT SPACE
0 to 10,000 sf • 10,000 sf to 25,000 sf • 25,000 sf to 50,000 sf • Over 50,000 sf
A project of interior design and construction, excluding retail/restaurant space and building common area. Judges have the option of further splitting categories based on submissions.

REAL ESTATE TRANSACTION
Sale (No Sub-category)
Lease Under 175,000 sf • Over 175,000 sf
A transaction of high significance on the local jurisdiction, region, or surrounding community; either by real estate value, complexity of the deal, size based on a square a square foot and dollar value, economic impact (job creation, new business, etc.), user’s prestige, or infrastructure.