



2024 Professional Design Awards Submittal Guidelines

Declaration of Intent and Payment Deadline: Friday, May 17, 2024

Project Submittal Deadline: Friday, June 14, 2024*

***Your digital submissions must be uploaded using the DROPBOX LINK site by 11:59 PM (PST),
June 14, 2024**

Late submissions will not be accepted.



ELIGIBILITY

Any registered California architect or community college district or builder with projects in the stated categories within the boundaries of California is eligible. Each project will be evaluated on its own individual merits.

Winning projects cannot be re-entered from previous years' competition. However, previous Project-in-Design category winners can be re-entered as a completed/built project in one of the other five completed project categories.

Previous non-winning projects can be re-entered.

Submissions must be devoid of architect or firm identification. All submissions must be electronically uploaded using the DROPBOX LINK.

Digital images should be saved as a PDF file for upload using the DROPBOX LINK. All digital images must contain the entry number in their title. The Descriptive Data form, Expanded Project Statement, and Owner's Contact form should be saved and uploaded as a Word or PDF document. **Your entry number must be included on all uploads.**

CATEGORIES

Entrants are required to select one of the following categories for each project entered:

Growth Projects (completed between January 1, 2018 and June 1, 2024)

Projects of all types, including any facility on a community college site. This includes new facilities and additions to facilities such as student services, administration buildings and related instructional support facilities.

Modernization Projects (completed between January 1, 2018 and June 1, 2024) Projects of all types, including any facility on a community college site. This includes remodels and modernizations to existing campus facilities such as student services, administration buildings and related facilities.

Master Planning (completed between January 1, 2018 and June 1, 2024)

Projects of new campuses, re-master planning of existing campuses and related community college delivery sites.

Projects in Design Phase ("on the boards" any time between January 1, 2018 and June 1, 2024 and NOT completed as of June 1, 2024)

Projects of all types above, including any facility on a community college site or related projects.

Specialized Facility Projects (completed between January 1, 2018 and June 1, 2024)

Projects of all types, including stadiums, bookstores, dormitories, parking facilities, historic projects, and health & wellness, but not limited to creative use of modular buildings, artwork, sculpture, hardware and other architectural related projects and items related to community



college facilities. May also include life and safety projects of all types.

Project Innovation (completed between January 1, 2018 and June 1, 2024)

In addition to the main criteria (Planning Process, Design, Community Environment, Physical Environment, and High Performance/Sustainability), any design-builder, builder or architect may submit a project for consideration in the *Project Innovation* category and should also address how the project meets at least one of the following additional criteria (do not exceed 2 pages):

- Total Cost of Ownership
- Technology
- Leadership in Sustainability (ZNE, LEED Platinum etc.)
- Delivery Method (Design-Build, CM@R, P3, etc.)
- Community Impact
- Modular Design & Construction

CRITERIA FOR ALL SUBMISSIONS

The award criteria reflect the mission and values of CCFC. Ratings are given in the following five areas for all entry categories:

Planning Process

- What process was used to facilitate the planning of this facility?
- Who was involved in the process?
- How did the process affect the final design/learning environment?
- How does your project reflect the Community College Educational Program?
- Why is it successful?

Design

- Provide a narrative of the underlying design concept for the project (500 word maximum).
- Demonstrate how the project responds to the surrounding built and natural context.
- Show how the project creates outdoor environments for learning and a sense of community for the campus.

Community Environment

- How your planning and design response connects learning to the community, college and district.
- How it fosters community use/partnerships.

Physical Environment

- What is the relationship between the physical environment and the learner/users?
- How does the facility relate to the site and surrounding environment?
- What is the role of sustainability in the planning and design of this facility?

High Performance/Sustainability



- Demonstrate the role of high performance/sustainability in the planning and design of the project.
- What impact does the sustainability have on the learning environment?
- Did the project use CHPS or LEED criteria in its design?

Please note: The jurors will independently review and judge all project submissions by their written documents and electronic image submissions. High value is put on the electronic images that you submit, as they are viewed first and will make a lasting impression on the jurors.

Submissions not conforming to the submittal requirements will not be evaluated.

The Design Awards recognize built and un-built community college facilities projects in California with the following awards:

- **Excellence**
- **Honor**
- **Merit**

Jurors may choose to recognize one or more projects with a special award given at their discretion.

ENTRY DESIGN REQUIREMENTS

You may design your digital images entry using any software of your choice, however, all 10 images must be saved into one (1) PDF file for upload to the Dropbox link (one 10-page PDF file.) In order to keep uniformity throughout the submissions, please follow these basic guidelines:

1. PDFs should be in landscape layout with the overall dimensions of 10 inches wide by 7.5 inches high. As you design your entry keep in mind that submissions will first be reviewed by the jurors on their computer screens and then projected on a screen during the jury meeting. Be sure that all text is legible and images are clear.
2. Your assigned entry number must be clearly indicated on the top right of every page. Your entry number will be assigned and emailed to the contact person once you have registered.
3. Keep your design clean and easy to follow. Minimal is best! Use either a black or white background color.
4. Do not use high resolution photos that will increase your file size. Each entry must not exceed 15MB and 13 pages combined total (up to 10 digital images saved as 1 PDF file + 3 Word or PDF docs). Submissions exceeding these guidelines will be disqualified. Use file types that allow compression to keep the file sizes low, such as .jpg or .png images and avoid using .tif files. Suggested image resolution is 125 to 150 DPI.
5. Use a typeface that is large enough and easy to read on computer screens such as Arial, Helvetica or Verdana (10 point minimum, no serifs). Do not use script or graphical typefaces.



6. Do not include your firm name in the description or anywhere in the submission except where specifically indicated.

Please use your unique entry number for each submission and name your Word and PDF digital image files as follows, depending on which category you are entering. As example:

- **Growth Project:** C24-xxx-GP
- **Modernization Project:** C24-xxx-MOD
- **Master Planning:** C24-xxx-MP
- **Projects in Design:** C24-xxx-PID
- **Specialized Facility:** C24-xxx-SF
- **Project Innovation:** C24-xxx-PI

[Example: Your assigned entry number is C24-095 and you are entering a Growth Project. You will label everything in your entry as C24-095-GP]

A complete submission includes one (1) PDF file of your 10 digital images + the following three (3) documents:

- **DESCRIPTIVE DATA FORM:** Upload as a WORD or PDF file. Name this file using your entry number, as example: **C24-xxx-GP-Data.doc**, where xxx is your assigned entry number.

Entrants are required to complete the Descriptive Data Form providing basic information about the project. This form is available as a MS Word file online at www.caccfc.org on the Annual Conference page and will also be emailed to you with your unique entry number(s).

- **EXPANDED PROJECT STATEMENT:** Upload as a WORD or PDF file. Name this file using your entry number, as example: **C24-xxx-GP-Expanded.doc**, where xxx is your assigned number.

Bullet points and concise wording are encouraged. This is a one-page only (or two-page maximum for the Project Innovation category only) descriptive addressing the judges' criteria listed above in this document. Tell us why the project is deserving of an award by addressing the 5 areas of criteria: Planning Process, Design, Community Environment, Physical Environment and High Performance. The purpose of the narrative is to provide the jury with meaningful information beyond the project's visual characteristics. Avoid elaboration of features already made clear by the photographs and drawings. Include information about project intentions, including program requirements, cost data, and the distinguishing aspects of their resolution. For modernization projects it is especially important to provide the jury with sufficient information to differentiate between the original architects' work and the newly altered, preserved, or restored work.

NOTE: Submissions in the Project Innovation category may submit up to a 2-page Expanded Project Statement to address the additional required criteria. All other categories are limited to a 2024 Professional Design Awards Submittal Guidelines

1-page Expanded Project Statement in their submission.

- **OWNER CONTACT FORM: Upload as a PDF or Word document.** This form may be used to verify project information. This is the only area of the submission where you will provide any identifying firm/owner contact information. **The jury WILL NOT see this form.** Name this file using your entry number, as example: **C24-xxx-GP-Contact.doc**, where xxx is your assigned number.
- **SUPPORTING DIGITAL IMAGES: Upload one PDF file that contains all of your digital images (up to 10 images).**

You may upload (1) PDF file using the DROPBOX LINK that includes up to 10 digital jpeg images for your submission, as long as they fit the page and file size limits. Keep in mind how these images will be viewed on computer/laptop and projected on a screen. Numerous photo collages are discouraged, as are small fonts and excessive text on photos. **[Your PDF file will have up to 10 pages in it; one page for each image.]**

Please include your entry number on each image in the upper right corner. Digital images from each entry will be used for presentation to the jury during the awards judging process.

- (1) Title Slide (usually a defining image of the project.) Must include the project and CCD name, but NOT the architectural firm or any other design professional who may have been involved in the project.
- (1) Site Plan
- (1) Contextual View (image which includes the project in its surroundings)
- (1) Floor Plan (a representative sample of a floor plan within the project)
- (1) Exterior View
- (1) Interior View; required for re-build or modernization
- (4) Images of your choice

For Modernization Projects: Please include “before” and “after” shots, labeling the respective images and photographs accordingly. Two images side-by-side that illustrate before and after results is encouraged.

For Projects in Design: You may not have all of the requested images for a project in design. The jury understands this. Do the best you can to supply the requested images. Make use of the 10-image minimum to best illustrate your project.

There must not be any identification of the architect on any of the drawings, images or photographs.

All drawings, photographs and digital images included in the submission must be cleared for publication. CCFC will not assume responsibility for copyrights or photographic fees.

Response to Surroundings: Emphasis should be placed on the project’s response to its surrounding neighborhood. Entrants are required to include a photograph of the project’s surroundings, but may also include sketches, site plans or other visual information illustrating the



project's response to its surroundings. Response to surroundings must also be included in digital image format (i.e. the contextual view).

2024 DESIGN BOARDS FORMAT

All award-winning entrants are required to submit a 30"W x 24"H presentation board of the project at their expense.

- All non-winning award entrants are asked to submit one 20" by 20" presentation board of each project, at their expense, for display at the CCFC Annual Conference on November 6-8, 2024 in Rancho Mirage, CA. Only one board per project, please.
- The Boards must contain black and white and/or color photographs and/or drawings, permanently bonded to 1/8" - 3/16" foam core boards or other similar light-weight materials. Please – nothing thicker than 3/16".
- Each board must be identified with the name of the project, the architect's name, and the name of the community college district. This is your chance to show off your work!
- Boards will only be returned upon request after the conference. Please ship exhibit boards to arrive to CCFC at the address below by September 13, 2024.

KEY DEADLINES AND DATES TO REMEMBER

Declaration of Intent and Payment by:	May 17, 2024
Upload Submission Deadline:	11:59 PM on June 14, 2024
Design Board Deadline:	September 13, 2024
CCFC Annual Conference:	November 6 – 8, 2024
Awards Luncheon:	November 7, 2024

Questions?

If you have any questions, please contact Stacy Lowrance at the CCFC Office, (916) 446-3042, ext. 217 or slowrance@m-w-h.com.

Ship Design Boards to:

2024 CCFC Design Boards
1303 J Street, Suite 520
Sacramento, CA 95814

FILE SUBMISSION

Submissions are only accepted using the following DROPBOX LINK:

<https://www.dropbox.com/request/SDJKtbYqi4jkQo7wNjV8>

The link will take you to our Dropbox file. You do not need to have a Dropbox account to upload images to the file.

You will get this pop-up box when you click the link. You can click the Add files box to upload your files from your computer, or you can simply drag them into the box.

You will see your files uploaded into the box and, when you're finished, can simply close your browser.

2024 CCFC Professional Design Awards Submissions
Please upload four files for each submission: (1) PDF file of your 10 images; (1) Data File; (1) Expanded Statement; (1) Owner's Contact form. Be sure each file has the correct entry number as the file name.

