

2013 VICTORIAN CHAPTER AWARDS PROGRAM

Dear CEFPI Member,

AWARD SUBMITTAL INFORMATION

As a leader in the field of educational facilities, the Victorian Chapter of the Council of Educational Facilities Planners International (CEFPI) invites you to make submissions for its 2013 CEFPI Victorian Chapter Educational Facilities Awards.

These Awards are open to registered CEFPI members - planners, school principals, consultant architectural firms and/or construction management firms – whose projects demonstrate effectiveness in the planning, design and construction of educational facilities. CEFPI Members from Tasmania are also invited to submit entries.

In its ninth year, these Awards aim to raise the standard of educational planning and design, with a focus on educational outcomes, as it applies to all educational facilities across the State.

Awards will be presented at a CEFPI Meeting to be held in Melbourne in November 2013 in the following 6 Categories:

1. **New Educational Facility Construction / Entire Educational Facility** (Must have been occupied within last 3 years)
2. **New Construction / New Individual Facility** (Must have been occupied within last 3 years)
3. **Renovation / Modernisation / Over \$1m** (Must have been occupied within last 3 years)
4. **Renovation / Modernisation / Under \$1m** (Must have been occupied within last 3 years)
5. **An Education Initiative or a Design Solution for an Innovative Program** (Designed to showcase significant contributions to learning by interior designers, educators, students, landscape architects, project managers, authorities etc)
6. **LANDSCAPING/OUTDOOR LEARNING AREA** (Designed to showcase outdoor learning environments targeted to improving educational outcomes)

Award winners will have their entry fee paid to the next CEFPI Regional Awards. Note that Category 6. is not currently part of the Regional Awards.

Project Types can include:

- Pre-Primary
- Primary
- Secondary
- Specialist
- Tertiary
- Other

The project(s) being recognised will best demonstrate the comprehensive effectiveness of planning, design and construction as outlined in the criteria section of the attached Entry Requirements.

The Entry Requirements will guide you through the process of entering the awards. Should you require any additional information, contact the Awards Co-ordinator:

Angela Williams
Arup Project Management
Email: angela.williams@arup.com.au
Tel: 0404128622

Thank you for entering the awards and good luck with your submission.

Jo Dane
President, Victorian Chapter

ENTRY REQUIREMENTS

1. AWARD TIMELINES

| | |
|------------------------------------|-------------------------------------------|
| REGISTRATION TO BE RECEIVED BY COB | Friday, 23 August 2013 |
| SUBMISSIONS TO BE RECEIVED BY COB | Monday, 14 October 2013 |
| AWARDS PRESENTATION | Late November 2013 [date to be confirmed] |

2. REGISTRATION

Registration to be sent to:

angela.williams@arup.com.au

Angela Williams
Arup Project Management
Level 17, 1 Nicholson Street, Melbourne, Vic 3000

A **registration fee** of \$220 [inc GST] per submission, together with the completed **Registration Form** attached should be lodged no later than **Friday, 23 August 2013**. Payment details are included on Registration Form.

Note:

- One Educational Facility may be entered in multiple categories. However, a \$220 fee for each time the Educational Facility is entered is payable.
- Registration fee includes ONE copy of the CEFPI Yearbook showcasing all entries in the 2013 awards. This may not be available until mid December.

3. SUBMISSION

Full Award submission to be sent/delivered by **Monday, 14 October 2013 to:**

Angela Williams, Arup Project Management
Level 17, 1 Nicholson Street, Melbourne, Vic 3000

4. CRITERIA Categories 1-4 inc and 6.

The CEFPI Architectural Award will be presented to the CEFPI member – planner, school principal, consultant architectural firm and / or construction management firm whose project best meets the following documented criteria. Documentation must demonstrate:

- A thorough and comprehensive planning process.
- That a comprehensive educational specification and program of requirements has been developed with teachers, students, parents and the broader community.
- Contemporary design that meets the requirements of the educational facility / government's educational priorities with a special emphasis on the functionality of educational spaces.
- Evidence of flexibility within the facility to efficiently meet changes in the educational program.
- Evidence of usage of materials, colour and lighting that enhance the educational environment.
- Evidence of the usage of materials and techniques which ensure environmental sustainability with a focus on efficient life cycle, maintenance costs and water and energy usage.

5. CRITERIA Category 5.

The CEFPI Innovation Category Award will be presented to the CEFPI member – planner, school principal, consultant architectural firm and / or construction management firm whose project best meets the following documented criteria. Documentation must demonstrate:

- Evidence that the project (education initiative or design solution) challenges current understandings of the role that educational facilities play in the learning process
- Evidence that the project (education initiative or design solution) introduces new ideas or different approaches to accepted processes and procedures involved in the development of educational facilities and informs the field of educational facility planning
 - Evidence that the project (education initiative) demonstrates innovative use of an educational facility by educators and students and/or members of the community; OR
 - Evidence that the project (design solution) uniquely supports an innovative educational program: OR
 - Evidence that the project (education initiative) disseminates new understandings about educational facility design and/or use

6. SUBMITTAL INFORMATION

All submissions should be received in an electronic **format on CD**.

Please provide **one copy only of the CD**. Hard copies of submission material are **NOT** required.

Judges' feedback is that the presentation of all project data in ONE .pdf booklet greatly assists with efficient assessment.

Please submit:

- 1) **One .pdf document** comprising the following items completed using the submission templates.
 - (a) **Project Data Requirements** – Details on form to be completed.
 - (b) **Project Details** – Project budget and verification that the project was completed within the limits of the approved budget.
 - (c) **Project Timeline Requirements** – Outlining each step in the delivery process from the initial determination of facility need to final occupancy. Verification should also be provided that the project met the client's timeline.
 - (d) **Project Planning Process** – A narrative description of the design response to the four nominated areas in the planning process.
 - (e) **Project Narrative by Applicant** - A definition and narrative description of the project prepared by the applicant that highlights exceptional features, discusses specific challenges that the project encountered, and how those challenges were met, and any other points of significance.
 - (f) **Project Narrative by Educational Facility** – A statement from the Educational Facility regarding the educational specifications and /or the program of requirements for the project, including a summary of how well the Educational Facility's needs were met.
 - (g) **Complete set of Site Plan and Floor Plans** - .pdf format. Plans must be presentation style, carefully edited drawings, NOT working drawings, they must be colour and indicate North Point.
 - (h) **An overall photograph or sketch** depicting the nature / concept of the project.
 - (i) **Colour Photographs of the Interior and Exterior** of the building (maximum of eight).
 - (j) **Photo and Information Release Form** – To be completed and signed.

AND,
for display and publication purposes;

- 2) **Maximum of eight .jpg photographs**
All photographs should be submitted in **.jpg format**. You must submit up to 8 images (not visualisations) of your project in high and low resolution formats. Use the highest JPG quality setting available.

To ensure that images are displayed in the order of importance, the naming convention is 01 of 8, 02 of 8 etc.

High resolution images

Submit JPG images that are at least 3500 pixels wide, with a file size no larger than 20MB.
Images of at least 4500 pixels wide are preferred and will enable higher-quality print coverage.
TIF images will not be accepted.

Low resolution images

Submit JPG images that are at least 1980 pixels wide, with a file size no larger than 3MB.
TIF images will not be accepted.

Optional for Category 5: A video with sound may be included for Category 5. Video to be in .wmv format maximum 2 minutes.

5. SELECTION PROCESS

The jury will consist of at least three experienced facility planners / designers, appointed by CEFPI. Each submission which must be presented in the prescribed format will be reviewed and evaluated by the jury, based on these Awards criteria. When the jury has reduced the selection process to 2-3 final projects, the jury may visit those projects to personally assess the project and verify a successful implementation of educational specifications with the school Planning Committee.

The jury reserve the right to award, make commendations or not make any award in any category.

REGISTRATION FORM

Registration is to be lodged by Friday 23 August 2013 to angela.williams@arup.com.au

I/ We of(company/organisation)

Telephone contact details Email contact details.....

CEFPI Membership No

Register the following projects for the 2013 CEFPI Victorian Awards.

| EDUCATIONAL FACILITY NAME | CATEGORY ENTERED INTO | FEE inc GST [\$ 220.00 Per Entry] |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| i) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 | \$ |
| ii) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 | \$ |
| iii) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 | \$ |
| iv) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 | \$ |
| TOTAL | | \$ |

Electronic transfer of funds to:-

BSB 063449
ACC 10190893
Ref: AWD13 (Company and Individuals name)

Note – please enclose a .pdf copy of the electronic receipt obtained when transfer is made

Alternatively, cheques to be made out to CEFPI Victorian Chapter and mailed to

CEFPI – Victorian Chapter
c/-Angela Williams
Arup Project Management
Level 17, 1 Nicholson St
Melbourne VIC 3000

Note: Refunds of 50% of fee will only be provided if withdrawal notified to the awards coordinator prior to submission closing date. Refunds can be made by cheque only.

The Full Award submission is to be lodged by Monday, 14 October 2013

The documents which **must** be submitted for the full award submission comprise:

- 1) Project Submission – one .pdf document
- 2) Colour photographs
- 3) Photo and Information Release Form

All submissions will be acknowledged by email.

Templates for each of these required documents follow.

PROJECT DATA

Project Details

| | |
|--------------------------------|--|
| Project Name | |
| Educational Facility Name | |
| Project Address | |
| City | |
| Postcode | |
| State | |
| Educational Facility Principal | |

Submitting Applicant | Firm

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Name/Names <i>Note: Include in this box the name of the firm and all collaborators who, in the event that the entry receives an award, should be acknowledged on the award certificate.</i></p> | |
| <p>Project Role</p> | <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Construction Manager <input type="checkbox"/> Other |
| <p>Contact for this Award Application <i>Note: All correspondence regarding this submission will be sent only to this contact person</i></p> | |
| Title | |
| Address | |
| Email address | |
| City and Postcode | |
| State | |
| Phone | |

Sub-Consultants employed on the project (construction firms, engineers, landscapers etc):

| Name | Responsibility |
|------|----------------|
| | |
| | |
| | |
| | |

PROJECT DETAILS FORM

| | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Educational Facility Name | |
| Project Description | |
| Educational Facility Address | |
| City and Postcode | |
| State | |
| Educational Facility Phone | |
| Principal | |
| Category of Entry | <input type="checkbox"/> New Educational Facility Construction/Entire Educational Facility [must have been occupied within last 3 years] <input type="checkbox"/> New Construction/New Individual Facility [must have been occupied within last 3 years] <input type="checkbox"/> Renovation / Modernisation / Over \$1m [must have been occupied within last 3 years] <input type="checkbox"/> Renovation / Modernisation / Under \$1m [must have been occupied within last 3 years] <input type="checkbox"/> An Education Initiative or a Design Solution for an Innovative Program <input type="checkbox"/> Landscape/Outdoor Learning Area |
| Type of Educational Facility | <input type="checkbox"/> Pre-Primary <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Specialist <input type="checkbox"/> Tertiary <input type="checkbox"/> Other |
| Year Levels | |
| Occupancy Date | |
| Capacity (Student LTE) | |
| Site Size (hectares) | |
| Gross Area (Sqm) | |
| Project Budget | \$ |
| Building Cost | \$ |
| Fittings & Special Equipment | \$ |
| External Services Site Works | \$ |
| Landscaping | \$ |
| Security | \$ |
| Loose Furniture & Equipment | \$ |
| Computers | \$ |
| Total Project Cost | \$ |

PROJECT TIMELINE

| | |
|----------------------------------------------------------------------------------|-------------|
| CATEGORY 1-4 INC & 6. and Category 5. [Where the entry is a Building] | |
| PROJECT NAME: | |
| ACTIVITY | DATE |
| Project Initiated | |
| Education Specification | |
| Master Plan Completed | |
| Schematic Design Completed | |
| Design Development Completed | |
| Construction Documents Completed | |
| Tender Acceptance | |
| Construction Started | |
| Construction Completed | |
| Occupancy | |
| Post Occupancy Evaluation | |

| | |
|--------------------------------------------------------|-------------|
| CATEGORY 5. [Where the entry is NOT a Building] | |
| PROJECT NAME: | |
| ACTIVITY | DATE |
| Project Initiated | |
| <i>Interim Stage- Please insert</i> | |
| <i>Interim Stage- Please insert</i> | |
| Project Completed | |

APPLICANT PROJECT NARRATIVE

Please provide a narrative description and definition of the project from the Applicant that highlights exceptional features (for example, energy-rating and sustainability and accomplishments); discusses specific challenges presented, how those challenges were met; and any other points of significance regarding the project. Please refer to the assessment criteria and tailor your narrative to ensure the criteria are addressed.

Please type below.

Minimum 400 words, not to exceed 500 words total – ONLY the first 500 words of your narrative of will be provided to the Judges. The remaining words will be discarded.

EDUCATIONAL FACILITY NARRATIVE

Please provide a statement from the Educational Facility (Principal, School Council, Science Co-ordinator etc) as to how the project has met their specific requirements and needs, how this was translated from the Education Specification and has the outcome met expectations; discusses specific challenges presented, how those challenges were met; and any other points of significance regarding the project, including any exceptional features.

Please note this is to be a signed statement from the Educational Facility on letterhead.

Minimum 400 words, and not to exceed 500 words total – ONLY the first 500 words of your narrative of will be provided to the Judges. The remaining words will be discarded.

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VIDEO, PHOTO & INFORMATION RELEASE FORM

Name of Project:

Location of Project:

Occupancy Date:
(if applicable)

CEFPI has our permission to:

| | Yes | No |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Send photos, videos and information electronically to jury members (required for entry) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Display videos, photos and information in the award winners' area of the website (if selected as a finalist) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Display videos, photos and information on other section of the website as representative CEFPI projects | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Print photos and information in CEFPI newsletters | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Print photos and information on CEFPI marketing materials (yearbook, brochures, awards, calls for entry etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Print photos and project details in the CEFPI Design Portfolio | <input type="checkbox"/> | <input type="checkbox"/> |

Please Note: CEFPI maintains an in-house archive of educational facility designs as part of its research library. Your information will be entered and recorded as one of those designs.

Firm:

Responsible Party/
Photographer

Signature
[Of Photographer]

Date of Release