

2012 Annual Awards Program

# CALL FOR ENTRIES FOR PROFESSIONAL LANDSCAPE ANALYSIS AND PLANNING

## RECOGNIZING EXCELLENCE IN LANDSCAPE ARCHITECTURE

The BSLA seeks to recognize excellence in the diverse practices of our members. To that end, all members are encouraged to submit their best work for review by the 2012 program Jury. Projects should demonstrate excellence and reflect the careful stewardship, wise planning, and artful design of our cultural and natural environment. Submitted projects should merit recognition in one or more of the following areas:

- Exemplary Social, Cultural, Educational, or Environmental Significance
- Outstanding Quality, Craftsmanship, Creativity, or Artistry
- Unique and Innovative Technologies, Techniques, or Concepts
- Advancement of the Public's Awareness and Perception of the Field of Landscape Architecture

### PROFESSIONAL LANDSCAPE ANALYSIS AND PLANNING CATEGORY:

This category is for all Master Planning and other non-constructed non-site specific work, and recognizes the wide variety of professional activities that lead to, guide, and evaluate landscape architecture design. Entries in this category are not required to be built or implemented.

#### Typical entries include:

Master planning of projects anticipated to be built in the future; urban, suburban, rural, or regional planning efforts; development guidelines; transportation planning, town planning, or campus planning; plans for recovery or reclamation of brownfield sites; environmental planning in relation to legislative or policy initiatives or regulatory controls; cultural resource reports; cultural and natural resources protection, conservation, or historic preservation planning.

#### AWARD CRITERIA:

The Jury will consider the quality of the analysis and planning effort; respect for the site history and context and the application of local or regional characteristics; environmental sensitivity and sustainable approaches; innovativeness and creativity of solutions; likelihood of successful implementation; exemplary communication of the elements of the planning process and the successful communication of recommendations to guide their future implementation; and demonstration of design value to the client, the public, and other designers. as well as the public benefit provided by a project.

Entrants in this category should pay particular attention to submitting information on both the analysis and the planning aspects of the project.

#### RECOGNITION LEVELS:

**Award of Excellence:** Each year the combined Design and Planning Juries may select one entry that represents an outstanding advancement or contribution to the profession of landscape architecture.

**Honor Award:** The highest award in each category. Multiple Honor Awards may be given in each category.

**Merit Award:** An award recognizing superior professional accomplishment. Multiple Merit awards may be given in each category.

## **ENTRY ELIGIBILITY:**

The Boston Society of Landscape Architects Awards Program is open to submittals of work by professionals based in the states included within the BSLA chapter area: Massachusetts, Maine, and New Hampshire, and to projects sited within the BSLA chapter area whether or not the design offices are located in the chapter area states. Individuals, firms, project owners, public agencies, organizations, or other entities may be the formal submitting entity as long as the project's creative team includes a registered landscape architect or a graduate of an accredited landscape architecture program. Submitting firms and individuals are not required to be members of the BSLA Chapter of the ASLA, but higher entry fees apply to entrants not members of the BSLA Chapter, and to non-ASLA members.

NOTE: Projects performed primarily by students as part of coursework or internships credited toward a degree in Landscape Architecture are not eligible under the Professional Landscape Analysis and Planning category. See the separate **Call for Entries for Student Work** for all Student submittals.

## **SUBMITTAL ENTRY PROCESS:**

Submittal Entry is a two-part process.

- A. Submit on-line entry form <http://www.bslaweb.org/awards.htm> on the BSLA website by **3 p.m., Friday, February 10, 2012** and pay invoice by **3 p.m., Wed., Feb. 15, 2012**.
- B. Submit package of hard copy entry materials to the BSLA Chapter Office and upload Power Point file to <http://bslaweb.org/awardsupload.php> by **3 p.m., Wednesday, February 15, 2012**.

## **A. ON-LINE ENTRY FORM - PROJECT AND TEAM DATA**

The link to the Awards Entry Form can be found on the BSLA website Awards page at <http://www.bslaweb.org/awards.htm>

**Complete the electronic Entry Form on the BSLA website by 3 pm, Friday, February 10, 2012.** The BSLA will begin to confirm entries starting February 6 by emailing your completed Entry Form in electronic format for use as described below. You will receive a receipt of your entry by the end of day on Monday February 13<sup>th</sup> at which point you will also be issued an alphanumeric entry code for each project entered. (P-01, P-02, etc.) You must use this code to identify your project as described in the submittal package format.

You will also receive an electronic invoice for each project to be submitted, as well as an electronic copy of your Entry Form. Copies of your completed Entry Form are to be included in the Submittal Package for each project.

The on-line Entry Form cannot be returned to and edited, so please have your information prepared prior to starting the on-line process.

Fees for each project submitted are **\$100 for all members of the Boston Chapter of the ASLA; \$150 for non-members of the Boston Chapter of the ASLA.** Fees shall be paid by credit card or by check by the Submittal due date/time. Checks shall be payable to the Boston Society of Landscape Architects. The fee will not be refunded for any reason.

**Payment of the Submittal Invoice must be received by 3 p.m., Wednesday, Feb. 15, 2012.**

## **B. SUBMITTAL PACKAGE FORMAT**

Note that there are different Calls for Entries with different requirements for each entry Category. This Call for Entries applies to **Professional Landscape Analysis and Planning** submissions only.

Submittals are comprised of three parts: Part 1-Jury Packets (4 copies required), Part 2 – Administration Packets (2 copies required), and Part 3 – Power Point File (upload required.)

### **Compliance with submittal format requirements:**

Landscape Analysis and Planning Category submittals are NOT required to be anonymous.

Submittals which are not in compliance with the requirements outlined in this Call for Entries may be disqualified and not be reviewed by the Jury. Entry fees will not be refunded for disqualified entries.

## **PART 1: JURY PACKETS**

Individual Jury Packets containing the printed material for all submittals will be distributed to each member of the Jury several weeks prior to the deliberations for review and assessment of the projects.

### **SUBMISSION FORMAT REQUIREMENTS**

#### **Project Name:**

The Project Name and alphanumeric code (ex. P-01) as assigned by the BSLA office on the Jury Submittal Packets, and all project references in the Submittal must exactly match the Project Name provided on the Entry Form.

**Quantity:** Provide four (4) Jury Packets for each project submitted.

#### **Packaging:**

Place all materials for each Jury Packet in appropriately sized unsealed plain paper envelopes, with the Alphanumeric Code, (ex. P-01), Project Name, Location, and submittal category labeled on the front of the envelope. For large, thick, or multiple-document studies which do not fit into a large envelope, secure the Executive Summary and the Descriptive Statement inside the front cover of each study with a paper clip.

### **JURY PACKET CONTENTS:**

Each of the 4 labeled Jury Packet envelopes shall include the following items as described below:

- I. Submittal Subject Document(s)
- II. Executive Summary
- III. Descriptive Statement

#### **I. SUBMITTAL SUBJECT DOCUMENT(S):**

In each Jury packet, provide one complete hardcopy of the particular study/document which is the subject of the submittal.

Digital submittals of entire planning documents in lieu of hardcopies will NOT be accepted.

For studies/reports which are size 8.5" x 11" or larger, no loose additional material may be submitted which is larger than the subject document unless it can be folded to fit within the subject document.

Because submitted materials must be distributable to individual jurors via FedEx delivery, no mounted boards, rolled plans/graphics, or any material which is larger than a Large size FedEx box will be distributed for review in advance. Such materials will only be reviewed during the Jury Deliberations.

#### **II. EXECUTIVE SUMMARY**

The Executive Summary of the project shall succinctly summarize the nature of the project in one paragraph of no more than 100 words. The Executive Summary shall be text only (no images), printed on one 8½" x 11" sheet. The heading of the sheet shall include the project name, location, and submittal category 'Landscape Analysis and Planning'. This summary will be used to introduce the project during the Jury deliberations, and if the project is awarded, may be used during the Awards presentation and on the BSLA website.

#### **III. DESCRIPTIVE STATEMENT**

Provide a Descriptive Statement of up to 2 pages, single-sided 8½"x11" size sheets, formatted into clear bulleted paragraphs as described below. The Statement shall be text only, with no images. Text shall be an easily readable font with margins ¾ inch or larger. The Descriptive Statement is to be provided in hard copy in each Jury Packet.

**A. Project Data:** Date of project completion, project size, project budgets.

**B. Purpose of the project:** Its program requirements and scope, existing conditions and the project's relationship to its context.

**C. Project Description and Methodology,** including methods of analysis, consideration of options, and how data was collected and analyzed.

- D. Project's Significance:** What makes this project noteworthy and deserving of recognition? Examples are qualities such as innovative approach to sustainable design; a unique public involvement process; uncommon design approaches; special factors such as extreme budgetary constraints, other unusual problems encountered; the project's breadth of impact on the community as a catalyst for change; or the project's positive reflection on the public's perception of the profession.
- E. Role of the submitting landscape architect,** as well as the role of the client, public, and other contributing professionals. If the submitting Entrant was not the Prime Consultant or lead designer, please be very clear in identifying the submitting firm's scope.

## **PART 2: ADMINISTRATION PACKETS**

Administration Packets are for BSLA office use only and will not be reviewed by the Jury.

**Quantity:** Provide **two (2) Administration Packets** for each project, each containing:

- **Hard copy of Entry Form** (Project and Team Data) completed on the BSLA website and returned to you by e-mail.
- **Hard copy of the Executive Summary**
- **Hard copy of the Descriptive Statement**
- **Hard copy of PowerPoint slideshow of the submitted images**

**Packaging:** Place the material for each individual Administration Packet in unsealed plain paper envelopes, no larger than 10" x 13", with the words 'Administration Packet' and the Project Alphanumeric Code (example: P-01) assigned with entry by BSLA office, Name, Location, and Category labeled on the front of each of the 2 envelopes. For projects requested to be returned, include pre-paid self-addressed FedEx form in one of the packets.

## **PART 3: POWERPOINT FILE**

Upload a Power Point file as described below in section A. at the following web address:  
<http://bslaweb.org/awardsupload.php>

You will be able to browse for the file and hit the upload button. Once the file is uploaded you will see a pop-up message telling you the file has been uploaded successfully.

You may upload either a .ppt or a .pptx format only. Be sure to reduce the file size prior to uploading. Help with reducing ppt files can be found in the FAQ on the [bsla.org](http://bsla.org) webpage.

### **A. PowerPoint of the Images**

Provide a simple PowerPoint slideshow, with NO animation, with each submitted image as a single slide. Also provide a title slide which shall include only the Project Name and Location in white text on a black background. As a footer on each slide, provide a label of not more than 10 words identifying each image to aid in relating the image to the plans. (e.g. 'Existing Conditions Plan'; 'View from porch to garden'; etc.)

In the event the project receives an award, a slideshow of images of awarded projects will be projected at the BSLA Gala. Selected images may be used on the BSLA website and, with permission and with full credit to the landscape architects and photographers where named, may be used on other BSLA promotional materials or provided to news media as deemed appropriate by the BSLA to publicize the practice of landscape architecture.

Entrants are responsible for clearing with their photographers the use of submitted photographs for the BSLA website, and/or publication and reproduction by the BSLA. If applicable, the Entrant must provide the BSLA with photographers' names as part of the design team listings. The BSLA will provide proper photography credit when using photos for publication, but will not include copyrights or specific credits on the website except as a listing under the design team for the award winning entries. The BSLA will not assume responsibility for any copyright licenses or photography fees.

## **RETURN OF SUBMITTAL MATERIALS:**

The BSLA retains one full copy of each submission, but the Entrant may request to have any other submittal materials remaining after the completion of jury deliberations returned.

If the entrant wishes to have materials returned, a self-addressed Fed-Ex slip with account number must be included with the submittal. Please note, however, that due to time constraints, returns may not be made until early May, after the BSLA Gala.

The Awards Committee is unable to arrange for any return method other than Fed-Ex.

## **SCHEDULE:**

**Entry Forms** must be submitted on-line, on the BSLA website, by **3 p.m., Friday, February 10, 2012.**

**Payment of the Submittal Invoice** by check or credit card must be received by the Chapter Office by **3 p.m., Wednesday, February 15, 2012.**

**Submittal Packages Deadline:** All hard copy packages and Power Point uploads must be received by the BSLA Chapter Office or uploaded by **3 p.m., Wednesday, February 15, 2012.**

### **Hard copy portions of Submittal Delivery address:**

Attn: Awards  
Boston Society of Landscape Architects  
19 Harrison Street  
Framingham, MA 01702-2313  
tel 508.620.5018 e-mail: [ChapterOffice@bslaweb.org](mailto:ChapterOffice@bslaweb.org)

### **Power Point Upload address:**

<http://bslaweb.org/awardsupload.php>

### **No late submissions will be accepted, for any reason, including weather related delays.**

In fairness to all participants, the BSLA will be adamant. Plan ahead and allow for traffic and bad weather.

## **JURY CONVENES: Saturday, March 17, 2012.**

Notification of Jury award selections will be made to winning entrants via e-mail March 19-21, 2012.  
Non-winning entrants will be notified by e-mail on or after March 21, 2012.

## **AWARDS PRESENTATION:**

The presentation of Awards will be made as part of the Annual BSLA Gala to be held Thursday, April 26, 2012.

For answers to likely questions regarding the submittal format, and for some helpful guidelines for preparing your submittal, please see the link for the separate Frequently Asked Questions PDF on the **Awards** tab on the BSLA website. [www.BSLAweb.org](http://www.BSLAweb.org)

Remaining questions regarding format or eligibility may be forwarded via e-mail to the Awards Committee Co-chairs. Please contact Kaki Martin at [kaki@klopfertmartin.com](mailto:kaki@klopfertmartin.com) or Allison Crosbie at [allcrosbie@hotmail.com](mailto:allcrosbie@hotmail.com).