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 2013 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 landscape architectural practitioners/design offices based in the states included within the BSLA chapter area: Massachusetts, and Maine, 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 who are 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 on the BSLA website by **5 p.m., Friday, February 15, 2013.** Payment will be required at the time of entry and will be made possible via PayPal.

B. Submit package of entry materials to the BSLA Chapter Office by **5 p.m., Friday, March 8, 2013.**

C. **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](http://www.bslaweb.org/awards.htm)

Complete the electronic Entry Form on the BSLA website by **5 p.m., Friday, February 15, 2013.** You must include a copy of your completed Entry Form 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.** The fee will not be refunded for any reason. Receipts can be printed from Paypal.

D. **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 two parts: 

- Part 1-Project entry on USB drive (2 copies required) plus one hard copy of the project planning document and executive summary (4 copies) and descriptive statement (4 copies), and
- Part 2 – Administration Packets (2 copies required.)

Submit
all envelopes for each part of the entry submittal, as described below, in one labeled large envelope or delivery box. Please use paper envelopes and packaging only.

**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: PROJECT ENTRY**

**SUBMISSION FORMAT REQUIREMENTS**

**Project Name:**
The Project Name on the Project Entry Packets, and all project references in the Submittal must exactly match the Project Name provided on the Entry Form.

**Packaging:**
Place 4 (four) copies of the hard copy materials described below in a 10x13 clasp envelope with the Project Name, Location, Planning labeled on the front.

Place the 2 (two) USB drives for each project in a sealed standard business sized envelope with the words PROJECT ENTRY with the Project Name, Location, Design and Sub-category labeled on the front. Additionally each USB shall have a tag or label securely attached with the Project Name on it.

**PROJECT ENTRY CONTENTS:**

**A. HARD COPY MATERIALS** - The large 10 x 13 Project Entry envelope shall include 1 copy of item I below and 4 copies of items II and III. as described below:

- **I. Submittal Subject Document (1 copy only)**
- **II. Executive Summary (4 copies)**
- **III. Descriptive Statement (4 copies)**

**I. SUBMITTAL SUBJECT DOCUMENT(S):**
Provide one complete hardcopy of the particular study/document which is the subject of the submittal.

**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.

- **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.

B. **DIGITAL FILES** - The small business sized envelope shall include two USB drives each containing the following:

   I. Electronic file of the Entry Form

   II. PowerPoint

   III. Electronic files for each of the 2 text documents included in the submittal.

   A. **Electronic file of the Entry Form**

   B. **PowerPoint**

   The electronic files will be used by the Awards Committee to prepare the combined PowerPoint slide show for Jury Deliberations, and, in the event the project receives an award, to create a page for the project on the BSLA website.

   Provide a simple PowerPoint slideshow, with NO animation, of 5 to 10 image files of project images/graphics, including one image of the front cover of the subject document. Include the Project Name in the file name for each image.

   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.)

   C. **Electronic files in editable format for each of the 2 text documents included in the submittal:**

      - Project Executive Summary: in MS Word
      - Project Descriptive Statement: in MS Word

**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 one Entry Form (Project and Team Data).

**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 Name, Location, and Category labeled on the front of each of the 2 envelopes.
SCHEDULE:

Entry Forms must be submitted on-line, on the BSLA website, by 5 p.m., Friday, February 15, 2013.

Submittal Packages Deadline: All project entry packages must be received by 5 p.m., Friday, March 8, 2013.

Submittal Package Delivery address:
Attn: Awards Boston Society of Landscape Architects
c/o Kathleen Ogden, BSLA President
VHB | Vanasse Hangen Brustlin, Inc.
101 Walnut Street
Watertown, MA 02472
Phone: 617.924.1770 x1338

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

JURY CONVENES IN LATE MARCH:

Notification of Jury award selections will be made via e-mail by the end of March.

AWARDS PRESENTATION:
The presentation of Awards will be made as part of the Annual BSLA Gala to be held Thursday, May 2, 2013 at the Hotel Marlowe in Cambridge.

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

Questions regarding format or eligibility may be forwarded by e-mail to the Awards Committee Co-chairs. Please contact Kaki Martin at kaki@klopfermintin.com or Michael Wasser at mwasser@miclauelwasser.com.