



Design-Build Project/Team Awards Frequently Asked Questions (FAQs) and Submission Guidelines



Submission Deadline:

Friday, May 31, 2024, at 6pm ET

EXTENDED DEADLINE

Friday, June 7, 2024 at 6pm ET

Submission Cost:

DBIA Industry Partner Member: \$475

Non-Member: \$775

(add \$100 for extended deadline)

If you are planning to, or considering, submitting a project for DBIA's 2024 Design-Build Project/Teams Awards, we encourage you to review this document carefully. The FAQs not only answer common questions about the process, but also provide guidance on resources and documentation you will need to reference in completing your submission, suggested reading, important people to engage in completing your submission, and an overview of the questions that will be asked when you enter the online portal.

Start Submission

FAQs

What is the purpose of the Design-Build Project/Team Awards Program?

The Design-Build Project/Team Awards Program honors the best of the best in design-build project delivery. With design-build accounting for nearly half of all construction spending, this collaborative project delivery method, when performed in accordance with best practices, is uniquely positioned to transform the way we deliver capital projects. Year after year, we gather to honor projects and teams that push the envelope and challenge the status quo, all for the sake of improving our industry and raising the bar as it relates to cost and schedule performance, quality, innovation, Owner satisfaction and triple-bottom line success.

How do I submit a project for consideration?

DBIA only accepts electronic submissions made through our official awards portal found at <https://projects.dbia.org>. Hard copy submissions will not be accepted.

What projects qualify?

You will be required to verify the following qualifying information at the beginning of your submission:

- The project was completed under a single point of responsibility contract.
- The project was completed within the last three years (after March 31, 2021).
- The project was completed with no litigation or claims.
- The project met or exceeded Owner expectations as demonstrated in writing from the Owner. Letters must be on the Owner's letterhead, signed, and address at a minimum: (a) examples of how the project met or exceeded the Owner's goals related to project outcomes; (b) confirmation that the project met cost/schedule goals or an explanation of any cost or schedule growth; and (c) specific areas of team performance or project outcomes in which the Owner was especially pleased.
- The project was on schedule and within budget. Note that projects with Owner-directed changes

or unusual/unforeseen conditions that affected schedule or budget will still qualify if the reason for the changes are clearly described in the application.

Be prepared to include both the contract and actual start/completion dates and price.

Does my “substantially complete” project qualify?

Projects that are ready for occupancy and/or use (whether the Owner is ready to occupy/use or not) may qualify. Because the definition of “substantially complete” differs from state to state, contact awards@dbia.org to confirm eligibility.

To ensure a complete and accurate submission, who should I work with to provide input as I complete the submission?

The success of design-build is based on a collaborative, “one-team, one-goal” approach. As such, the Design-Build Project/Team Awards focus on the means and methods of engagement across the team to drive optimal outcomes. The submission requires information from procurement through post-award execution, meaning the following key players should be called upon as collaborators to provide input as you complete the application:

- Project Owner
 - Procurement/Contracting Officers
 - Third-Party Owner Advisors
 - Project Stakeholders/Users
- Design Professionals
 - Lead Architect
 - Lead Engineer
 - Specialty Consultant(s)
- Construction Professionals
 - Design-Builder
 - General Contractor (if different than bullet above)
 - Construction Manager
 - Specialty Trade Contractors
- Other Key Roles/Players
 - Design Integration Manager
 - Virtual Design & Construction (VDC) Lead
 - Submission Quality Reviewer (preferably someone DBIA certified)

What resources/information are required to complete the submission?

- [Design-Build Done Right® Universal Best Practices](#)
- [Design Excellence Position Statement](#)
- A list of Assoc. DBIA, DBIA or FDBIA certified professionals on the team, including their role
- A list of other awards/recognitions this project has won (if applicable)

What other DBIA resources will be useful to have on hand?

- [Virtual Design & Construction Primer](#)
- [Progressive Design-Build Deeper Dive](#)
- [Water/Wastewater Sector Best Practices*](#)
- [Transportation/Aviation Sector Best Practices*](#)
- [Diversity, Equity and Inclusion Position Statement](#)
- [Prescriptive Design and Bridging Position Statement](#)

*applicable only to projects submitted in those categories

What other supplemental information will I need to upload as separate documents?

- Best Practices Checklists (provided as part of submission process)
- Organizational Chart
- Owner Letter
- Photos and Visuals
- (Optional) Letter from an Underutilized Business Enterprise (UBE)
- (Optional) Video – not to exceed 3 minutes

What terms/definitions should I know?

When selecting the procurement approach used, the following definitions apply:

- **Best-Value:** A two-step process that first identifies the most highly qualified design-builders, then seeks design and cost proposals. The Owner selects the design-builder offering the best value proposal (a combination of design, project approach and contract price).
- **Progressive Design-Build – Qualifications-Based Selection:** Design-builder is selected primarily on the basis of qualifications. After selection, Owner and design-builder collaborate to progressively

advance the design and cost model toward a mutually agreeable design concept and contract price.

- **Sole Source (or Negotiated):** Direct selection of the design-builder.
- **Low Bid:** Design-builder selection based on lowest cost/price only.

Other important terms/definitions include:

- **Owner Advisor:** An Owner Advisor is a design and/or construction consultant or consulting firm that is employed or engaged by an Owner to assist in various services. This role may also be referred to as Owner Representative, Owner's Consultant, Owner's Engineer, Owner Agent, Criteria Professional/Consultant, A/E 1, and sometimes Construction Manager (CM) dependent upon the myriad of services provided, market sector and geographic location.
- **Single Point of Responsibility Contract:** One entity, the design-builder, enters a single contract with the Owner to provide both design and construction services.
- **Underutilized Business Enterprise:** Also known as UBE, this includes any of the following businesses: small, disadvantaged, minority, women- or veteran-owned businesses.
- **Virtual Design & Construction (VDC):** The process of developing and leveraging reliable multidisciplinary building information models, or similar platforms/programs used, to support the digital delivery of information across the Design-Construct-Operate continuum.

Are there specific requirements for the Owner Letter?

Letters must be on the Owner's letterhead, signed, and address at a minimum: (a) examples of how the project met or exceeded the Owner's goals related to project outcomes; (b) confirmation that the project met cost/schedule goals or an explanation of any cost or schedule growth; and (c) specific areas of team performance or project outcomes in which the Owner was especially pleased.

Why is the letter from a UBE optional?

DBIA strongly supports diversity, equity and inclusion, including embracing the value that UBEs bring to the workforce. While most public Owners have requirements for UBE inclusion, DBIA understands that some private projects do not have such requirements. However, absent requirements, design-build teams also have an opportunity to engage this important community. Although this letter is optional, it is strongly recommended that one be included as it will serve to enhance the DEI portion of your submission.

Are there specific requirements for the Photos, Visuals and Video?

You will have the opportunity to upload 12 photos.

- Photos should be diverse and represent various angles/perspectives, the team in action during the design and construction process and showcase the end-user/community use of the project.
- Special attention should be given to selecting at least 3 photos that demonstrate the project's outstanding design aspects.
- Additional visuals, if applicable, include a site plan or renderings and drawings such as floor plans and elevations.
- Transportation projects may include additional photos in lieu of elevation drawings.

A video (up to 3 minutes) is a great way to further demonstrate unique aspects of team engagement, project design, outcomes and Owner satisfaction. Videos should not include marketing for a particular firm but should focus on the project. Time-lapse videos of construction are not recommended for purposes of award judging. DBIA reserves the right to edit out firm logos or firm-specific marketing content, and/or to edit the video to a more suitable length or for content appropriateness.

How will my submission, photos and video be used by DBIA?

The submission, including photos and videos, will be used by the jury to judge all projects. In addition, a general overview of all projects, including one photo, will be included in DBIA's design-build project database found at dbia.org/projects-database/.

Photos and select videos will also be used as part of the annual awards program/dinner when acknowledging winners. DBIA reserves the right to use award winning projects/photos for educational purposes in communicating the value of Design-Build Done Right®.

Are all projects judged together or are they judged in categories?

All submitters will be required to select a “market sector” category for their project from the list below. Submitters should select the category they feel best fits their project with the understanding that DBIA reserves the right to move, adjust or combine project categories as deemed appropriate. Projects may only be entered once per awards cycle, and only in one category.

- Aviation
- Civic/Assembly
- Commercial Buildings
- Educational Facilities
- Federal, State, County, Municipal
- Healthcare
- Industrial, Process and/or Research Facilities
- Office Buildings
- Rehabilitation, Renovation and/or Restoration
- Transportation (other than Aviation)
- Water/Wastewater

Projects are first judged within their categories but may also be judged against projects from other categories for special recognitions. See **“What levels and types of awards are given?”** below for more information.

What levels and types of awards are given?

The number of awards given varies based on the number of entries. The categories awarded may vary from year to year, but typically include:

- **Merit Awards (by Market Sector)** – Multiple awards may be given in each market sector category. These projects are judged against Design-Build Done Right® standards.
- **Excellence Awards (by Market Sector)** – At the discretion of the jury, there may be an “Excellence” winner among the merit award winners for each market sector. In determining this winner, merit winners are judged against each other to determine

if one excels in both implementation and outcomes, earning them the highest award for that category.

- **“Best in” Awards** – These awards recognize exceptional performance in four key areas that are critical to Design-Build Done Right®:
 - o **Process** – this includes effective use and practical application of best practices to drive success.
 - o **Teaming** – focuses on how the team was formed, and how they worked together to ensure overall team and project success.
 - o **Design Excellence** – how thoughtful and innovative decision-making throughout project procurement, development and execution, within the limitations imposed by budget, scope and schedule, helped achieve design excellence (award for both architectural and engineering excellence).
 - o **Virtual Design & Construction (VDC)** – celebrates the effective integration of people, processes and technology to drive efficiencies and outcomes.
- **Small Project Recognition** – All projects, regardless of market sector, which are \$10 million or less (buildings/vertical), or \$30 million or less (horizontal) will be considered for special recognition, in addition to the categories above. Please note that the price thresholds may be modified at the discretion of the jury based on the type and number of submissions received.
- **Projects Exemplifying Meaningful Diversity, Equity and Inclusion (DEI) Engagement** – This award recognizes a project/team that engaged UBEs in a meaningful way, engaging them early in the process to optimize their value to the team.
- **Enlightened Owner** – Recognizes an Owner that has taken the time to educate themselves in Design-Build Done Right®, and that has a demonstrated track record of success across multiple projects, building on their design-build education and experience to elevate the process each time.
- **I.N.S.P.I.R.E.D. Owner (Innovative Newcomer Showcasing Preparedness, Insight, Readiness and Enduring Diligence)** – Recognizes a newcomer to design-build that truly embraced the importance of the mental shift and culture needed to be successful, and took the time to prepare before

jumping in, resulting in an exceptional first-time experience and project.

- **Chair’s Award** – As the name implies, the Chair’s Award is hand-selected by the DBIA National Board Chair. While not given every year, this award focuses on triple-bottom line success that spans beyond cost and schedule performance to the projects impact on the community and others served by the project.
- **Project of the Year** – One project will be awarded the coveted Design- Build Project of the Year. The Project of the Year embraces all aspects of Design-Build Done Right® and goes far beyond the basic requirements of DBIA awards submissions. The winner of this award has demonstrated innovative solutions to project challenges, developed a unique and high-quality design, effectively utilized emerging technology and exceeded expectations for project outcomes.

How do I get started?

All submissions must be completed online. No hard copy submissions will be accepted. Visit <https://projects.dbia.org> to begin the process.

What questions will I need to be prepared to answer?

Project Overview

In addition to the Project Name (as it would appear if selected as a winner), submission category and location, the following questions apply:

- Indicate whether it was the Owner’s first design-build project.
- Describe why design-build was selected, including steps the Owner took to conduct a proactive and objective assessment of the unique characteristics of this project and its organization before deciding to use design-build. (200 words)
- What procurement approach and contract format were used, and what was the source of the contract language?
- **Project “Wow Factor”** – A concise statement conveying the qualities or features of the design-build process and/or project outcomes that

are extremely impressive and attained because of design-build project delivery. (150 words)

- **Project Purpose** – What need is the Owner addressing, including the Owner’s goals, objectives and desired outcomes related to the project? Describe how the outcomes/results met or exceeded the Owner’s goals. (300 words)
- **Process/Innovations** – What additional processes/ innovations were used, and how did design-build facilitate seamless incorporation of each (i.e., prefabrication, modularization, industrialized construction, Lean principles, advanced building materials, etc.)? (200 words)
- **Project Impact** – Provide an overview of the project’s impact to the community, including how it serves to inspire and influence, as well as examples of the project’s social, environmental and economic impact (triple bottom line). (200 words)
- Safety questions including total hours worked, duration of construction, number of cases with days away from work, and OSHA reportable cases.
- A description of any preventative design features that were incorporated into the project to improve safety, either from a construction operations or end-user operations and maintenance perspective (if applicable). (200 words)

Project Team Questions

- Provide contact information for key players, including the client/Owner, Owner Advisor (if applicable), design-builder, architects, engineers, key specialty contractors, specialty consultants and/or subcontractors, including identification of those that qualify as UBEs.
- Include an **Organizational Chart** that clearly depicts the team structure, concisely showing the following:
 - a. The design-build team structure, including the VDC Lead
 - b. Contractual relationships
 - c. Names/titles of key team members
 - d. Identification of those holding the DBIA, Assoc. DBIA or FDBIA (currently or during project execution) and the specific role of these credential holders.

Procurement Questions

- **Evaluation Factors** – Identify the weight of each of the following common evaluation factors (past performance, price and technical solutions), and provide a summary of other evaluation factors used and their weight.
- Give specific examples of steps taken by the Owner to implement a procurement plan that enhanced collaboration/integration. (200 words)
- ANSWER ONLY IF A **BEST-VALUE (2-STEP) PROCUREMENT APPROACH**
 - a. Give specific examples of how the Owner ensured evaluation and selection processes that were fair, open and transparent; and that appropriately valued past performance, technical concepts and price in the selection process. (200 words)
 - b. Did the Owner's RFP offer a stipend to the unsuccessful offerors?
- ANSWER ONLY IF USING A PROGRESSIVE DESIGN-BUILD PROCUREMENT APPROACH: Provide specific examples of how the Owner engaged the design-builder in an integrated and cohesive strategic partnership for the development of the project, including the process to formalize the joint effort to advance design to a point of mutual commitment to scope, quality, schedule, commercial terms and contractor price. (300 words)
- Describe the method the Owner used in the RFQ/RFP process to communicate the scope and technical requirements. (Performance standards? Prescriptive requirements? Functional requirements? Combination?) (200 words)
- If applicable, what percentage of plans were already developed via prescriptive requirements, and why did the Owner feel this was necessary? (200 words).
- Before responding to the solicitation, what steps did the design-builder take to ensure a highly qualified team demonstrating effective, integrated team dynamics? Describe how and when your team was created, including design and key trade partners during the pursuit phase. Also describe how the remainder of the team was formed post-award, including why your team was developed in this way. (300 words)

- During procurement, did the design-builder use written Teaming Agreements with key team members? (yes or no)
- Provide specific examples of additional best practices and implementing techniques specific to **Procuring Design-Build Services** that were applied, using the [Design-Build Done Right® Universal Best Practices](#) as your guide. (300 words)
- Upload a completed Procuring Design-Build Services best practices checklist. Ensure that all items checked are substantiated with specific examples in the questions above.

Contracting Questions

- How was risk identified and allocated to ensure an appropriate or balanced approach? (200 words)
- Describe the quality assurance/quality control process used and how it was organized, led and implemented across the design and construction phases. Provide specific examples of who performed the QA and QC for both design and construction. Provide examples of how the QA/QC process mitigated identified project risks, and how it helped the design-build team realize the Owner's project vision and goals. (500 words).
- Describe what awards and incentives were employed to help facilitate the alignment of the performance of the design-build teams with the Owner's project goals (if applicable). Describe both Owner and design-build team incentives. (200 words)
- Describe your greatest challenge as a team and how the communication process defined in the contract was used to resolve the challenge, including how a neutral, third party was used, if applicable. (300 words)
- Provide specific examples of additional best practices and implementing techniques specific to **Contracting for Design-Build Services** that were applied, using the [Design-Build Done Right® Universal Best Practices](#) as your guide. (300 words)
- Upload your completed Contracting for Design-Build Services best practices checklist. Ensure that all items checked are substantiated with specific examples in the questions above.

Executing Design-Build

- Did the team engage in a structured and proactive Partnering process?
- If yes to the question above, provide an overview of the success of the Partnering process throughout the project. (200 words)
- Provide an overview of the teaming philosophy, mission and/or goals that the team employed to engage and interact as “one team” throughout the design and construction of the project. Include examples of if/how the contractor actively participated in the design phase, if/how the designers actively participated during the construction phase, and if/how trade partners participated throughout the project. (300 words)
- How was the team leadership structured, including the Owner, and how did this contribute to successful collaboration?
- How was the risk assessment process managed, refined and updated as the project proceeded from procurement through project execution? (200 words)
- Describe the approach and methods that were employed to facilitate and manage the “design-build to budget” (or design to contract amount) throughout the design phase of the project while meeting or exceeding the Owner’s overall design expectations and desired outcomes. (200 words)
- Describe the methods and provide examples of actions that were employed to establish and maintain alignment between the design schedule and the construction schedule throughout the design and construction phase. Include how the Owner’s design reviews were included on the integrated schedule. (200 words).
- Provide specific examples of additional best practices and implementing techniques specific to the **Execution of Design-Build Projects** that were applied, using the [Design-Build Done Right® Universal Best Practices](#) as your guide. (300 words)
- Upload your completed Executing Design-Build Projects best practices checklist. Ensure that all items checked are substantiated with specific examples in the questions above.

Design Excellence

Design Excellence reflects the practice of thoughtful and innovative decision-making throughout project procurement, development and execution, within the limitations imposed by budget, scope and schedule, that takes into account the broader context and impact of the project and its potential to transform the experience of those who use it.

- Describe how the team met the Owner’s goals in terms of design excellence, starting with the goals communicated in the RFP.
- DBIA defines design excellence through five lenses. Please indicate the lenses that apply to this project, and provide additional details as specified below using the relevant considerations listed in each lens.
 - a. Lens #1 (Integration & Collaborative Process):** How did the use of design-build serve to create a collaborative environment that helped balance the overarching project goals?
 - b. Lens #2 (Healthy Living):** How was the end-user experience and well-being considered and addressed?
 - c. Lens #3 (Community Impact & Delight):** What steps were taken to ensure the project connected with the community in which it is located?
 - d. Lens #4 (Sustainability & Resiliency):** What steps were taken to reduce the impact on the environment?
 - e. Lens #5 (Responsibility of Design):** How was lifecycle cost and maintenance addressed while also ensuring appropriate cost and schedule performance?
- **Industry Awards:** If applicable, please list any industry awards this project has won. Include organization making the award, award name and date for each.
- **Project Certifications:** If applicable, please list any certifications the project received related to sustainability (e.g., LEED Platinum, Well Building Standards).

Diversity, Equity and Inclusion

- If applicable, what were the Owner's contract requirements related to the use of Underutilized Business Enterprises (UBEs)? A UBE includes small, disadvantaged, minority, women- or veteran-owned businesses. (100 words)
- Were there any additional goals initiated by the team to exceed the Owner's requirements and, if so, explain? (200 words)
- What approaches and initiatives were implemented to achieve diversity and inclusion on the team (both Owner-directed and team inspired)? (200 words)
- How were outcomes improved through diverse leadership or UBE integration into the project team?
- (Optional): Upload a letter from a UBE (on their letterhead and signed) describing how the UBE engaged in a meaningful way in successful project outcomes.

Application of Virtual Design and Construction

- Describe how the whole team approach inherent in design-build allowed for the use of VDC processes, BIM-enabled technologies and other design and construction technologies (e.g., robotics, drones, reality capture, etc.) to flourish, creating a platform where all the Owner's goals were embraced and achieved. (500 words)
- Were key planning documents such as a BIM Execution Plan and Level of Development (LOD) Matrix developed at the outset the project by the project's VDC Leader?

- Which BIM Use Cases were implemented on the project?
- Identify the quantifiable budget, schedule and quality outcomes that were realized through the application of the implemented BIM Use Cases from above. (300 words)
- Describe what model-based deliverables were provided to the Owner and how they will be utilized throughout the lifecycle of the built asset. (200 words)

Photos and Visuals

See ***"Are there specific requirements for the Photos, Visuals and Video?"*** on [page 3](#).

Submitter Information, Terms and Conditions

- Submitter name and information
- Marketing/PR person's name and contact information
- Terms and conditions

What if I have additional questions?

Questions can be directed to awards@dbia.org.

Start Submission

