

DAF DESIGN AWARDS PROGRAM

Department of the Air Force (DAF) Design Awards Program

APPLICATION SUBMISSION FORM Instructions

Welcome to the design awards program!



Department of the Air Force projects that comply with Federal, Department of Defense and Department of the Air Force policy, memoranda and instructions, and Department of the Air Force Corporate Facilities Standards (DAFCFS) and Installation Facilities Standards (IFS), are eligible for submission in the Department of the Air Force Design Awards Program (DAFDAP).

Professional design, architectural and engineering organizations (Designer of Record), Civil Engineer Squadrons (CES) and Design Agents are invited to submit projects that achieve design excellence while meeting the requirements for material and performance standards.

All designs are required by Air Force Instruction (AFI) 32-1023 to conform to DAFCFS, a program of acceptable facility quality standards with principal objectives to lower initial and life-cycle costs and to reduce energy use, water use and ongoing maintenance. Further, DAFCFS provides direction to create cohesive, efficient, **High Performance and Sustainable Buildings** throughout the Department of the Air Force.

Installations are required to use DAFCFS to formulate base-level standards in their IFS, which are specifically related to the local climate, to create highly sustainable and resilient installations. IFS is administered by the Base Civil Engineer and is executed by CES.

DAFDAP submissions must demonstrate, through brief narrative content and images, how performance-related and climate-based IFS requirements are addressed in their designs.

New construction and major renovation projects must provide the following before beginning the application process:

- Air Force Sustainability Requirements Scoresheet
- Third party certification information (when certification is required per UFC 1-200-02). Refer to further instructions in the "Eligibility" section below

DAFDAP submissions will be reviewed by an esteemed jury of design and technical professionals and graded on a numerical scale. Commendations are awarded considering the aggregate score.

Applicants who receive awards are recognized at the annual Air Force Civil Engineer Center (AFCEC) symposium and in DAF publications.

SUMMARY OF THESE INSTRUCTIONS BY SECTION

1. Overview
2. Awards Categories
3. Eligibility
4. Application Submission Form
5. Jury Process
6. Levels of Commendation
7. Publication
8. View Calendar of Events

1. OVERVIEW

Please refer to the overview at the DAFCFCS-DAFDAP website:
(<https://afcfs.wbdg.org/DAFDAP/index.html>)

2. AWARDS CATEGORIES

Facilities - New Construction
Facilities - Renovations and / or Additions
Site Development - Landscape

3. ELIGIBILITY

a. Compliance with Department of Defense (DoD) and Department of the Air Force (DAF) Criteria

Projects that comply with Federal, DoD and DAF requirements, DAFCFCS, and IFS are eligible for design awards when these meet the following additional requirements.

NOTE: Air National Guard (ANG) installations, who have not yet developed an IFS, will identify their region and the applicable regional template base listed on the AFCFS climate zones map:

<https://afcfs.wbdg.org/IFS/IFS-regional-templates/IFS-regional-templates/index.html>

ANG installations must download and generally follow the regional template base's IFS requirements for climate. Refer to applicable IFS sections when responding to questions on the Application Submission Form. For example, ANG installations in climate region 3a must refer to the Scott AFB IFS.

b. Sustainability

Scoresheet Upload: Prior to beginning the application process, new construction and major renovation projects must upload the Air Force Sustainability Requirements Scoresheet. The scoresheet must indicate 100% compliance with UFC 1-200-02. Submit scoresheets using the upload option on the Application Submission Form. After the scoresheet is successfully uploaded, an auto-reply will be sent to the registrant and to the DAFDAP program manager. A scoresheet is not required for landscape projects.

Refer to UFC 1-200-02, Table 1-1 *Building Compliance Requirements and Thresholds* for sustainability and third party certification requirements. Refer to section 4-2 *Compliance with Federal Requirements* for additional compliance information.

c. Mission Assurance

Projects are eligible for submission at a minimum one year following the Beneficial Occupancy Date (BOD) to allow adequate time for the Civil Engineer Squadron (CES) to evaluate the facility's performance and functionality for meeting mission assurance requirements. **Landscape-only projects are eligible for submission following project completion and are exempt from the BOD requirement.**

Applicants will coordinate with the installation CES, who will certify the mission assurance statement on the submission form. Air Force installations are required to comply with DoD mission assurance strategies and Air Force policies and instructions for mission assurance (Air Force Policy Directive 10-24, Operations, Mission Assurance; AFI 10-2402, Operations, Critical Asset Risk Management Program).

d. Facility Optimization

Applicants will coordinate with the installation CES to certify the facility optimization statement on the submission form.

Air Force installations are required to comply with DoD and Air Force policies, instructions and strategies to optimize the use and reuse of existing facility resources (AFI 32-1020, Civil Engineering Planning and Programming Built Infrastructure Projects).

e. Project Cost

Applicants will coordinate with the Design Agent and the installation CES to certify the project cost statement on the submission form.

Air Force installations are required to comply with DoD and Air Force policies, instructions and strategies to control the cost of construction for facilities to meet budgets (AFI 32-1021, Civil Engineering, Planning and Programming Military Construction (MILCON) Projects; AFI 32-1023, Civil Engineering, Designing and Constructing Military Construction Projects; AFI 65-508, Financial Management, Cost Analysis Guidance and Procedures).

4. APPLICATION SUBMISSION FORM

a. Application Submission Form Registration

NOTE: Applicants with robust firewalls must whitelist URLs with domain name dafdap.us to register and download the Application Submission Form.

One of the following three organizations may register online as the "Applicant:"

Designer of Record
Design Agent
Civil Engineer Squadron (CES)

A brief registration process may be completed and an example application submission form may be downloaded at the DAFDFS-AFDAP website:

[<https://afcfs.wbdg.org/DAFDAP/applicant-information/dafdap-application-submission/index.html>]

Applicants are requested to enter an email address to register. A confirmation code is then sent to that email address for verification. On receipt of the code, applicants will have the opportunity to enter it and to continue. The submission form may then be started, saved and closed. When returning to the website, the applicant will enter the same email address, receive a code, enter the code, and return to the submission form.

Questions may be submitted to the DAFDAP program administrator via email at afcec.cfm.workflow@us.af.mil. Please include "DAFDAP Registration" in the subject line.

By creating the application, the applicant accepts DAFDAP requirements including release of copyright and authorizes publication of all narrative and images in DAFCFs, IFS, DAFDAP and its annual awards ceremony, industry-related marketing materials, and industry publications.

Applicants will be directed to the Application Submission Form and must complete the form to include the below information.

b. Application Submission Form Pages

1) Page 1: Project Name / Title and Information

Enter the name of the project in the text field. Shorten the project name if necessary to fit the field which is limited to 50 characters. From the menu, select the type of service and the name of the installation, which populates the climate region. Select the project award category:

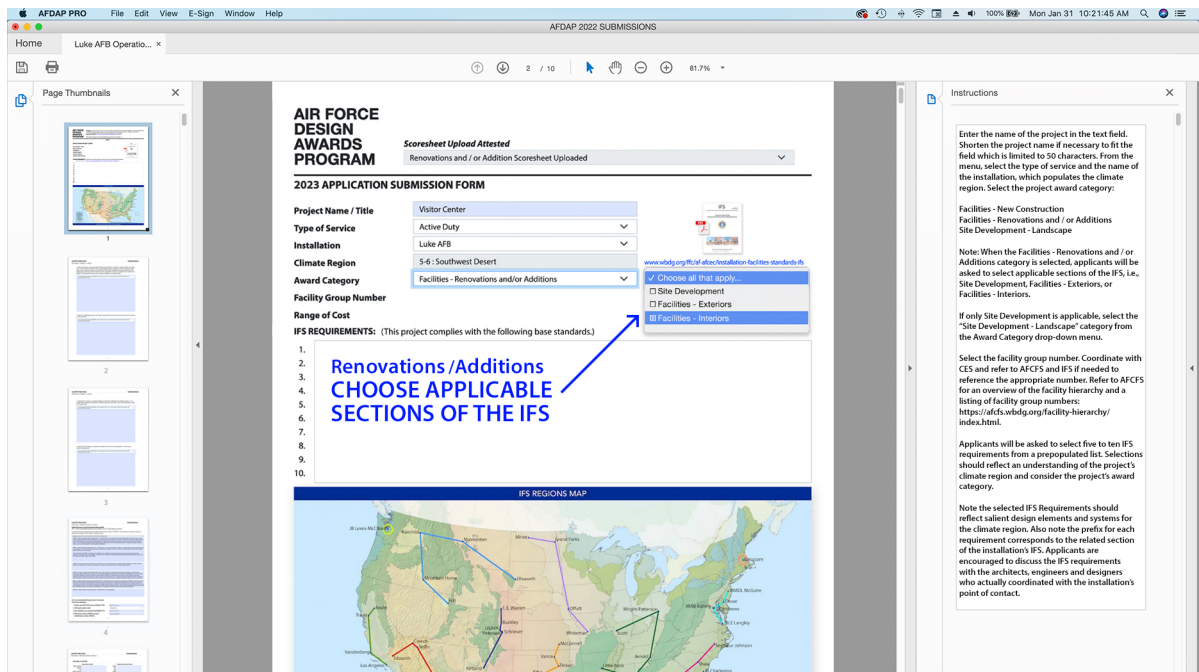
- Facilities - New Construction
- Facilities - Renovations and/or Additions
- Site Development - Landscape

Note: When the Facilities - Renovations and/or Additions category is selected, applicants will be asked to select applicable sections of the IFS, i.e., Site Development, Facilities - Exteriors, or Facilities - Interiors.

If only Site Development is applicable, select the "Site Development - Landscape" category from the Award Category drop-down menu.

Select the facility group number and coordinate with CES if needed to reference the appropriate number. Refer to DAFCFs for an overview of the facility hierarchy and a listing of facility group numbers: <https://afcfs.wbdg.org/facility-hierarchy/index.html>.

Please refer to the following graphic.



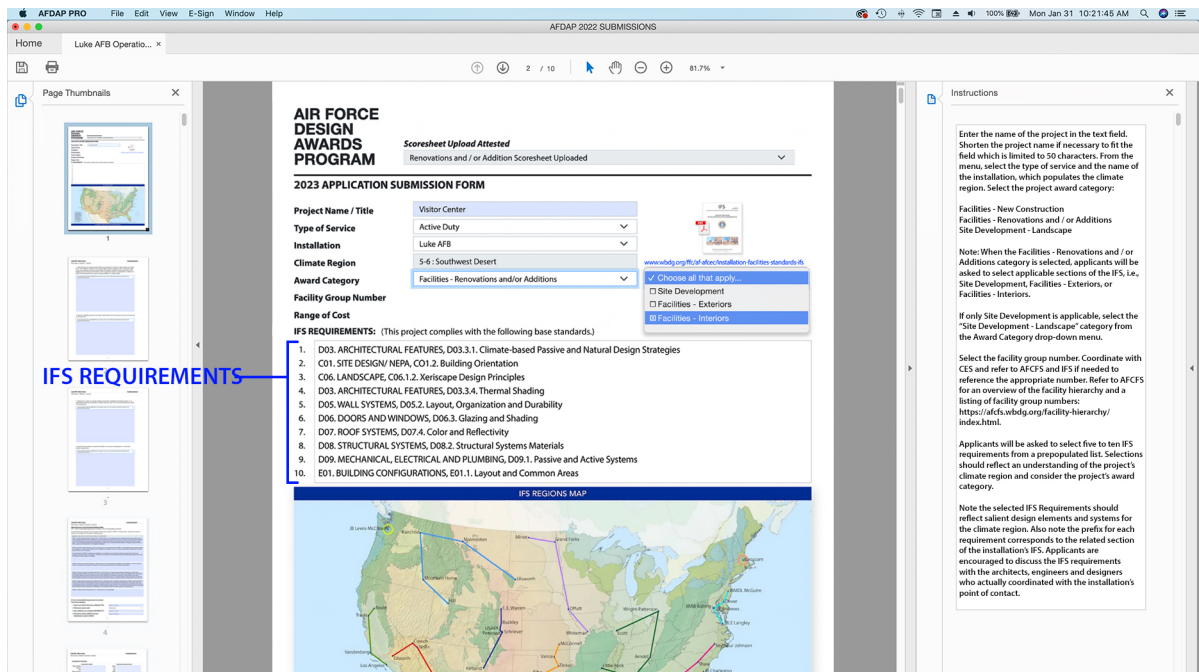
For Renovations and/or Additions, select the IFS sections that apply

2) Page 1: IFS Requirements

Applicants will be asked to select five to ten IFS requirements from a prepopulated list. Selections should reflect an understanding of the project's climate region and consider the project's award category. Below is a sample of page 1 of the submission form for a hypothetical project at Luke AFB.

Note the selected IFS Requirements should reflect salient design elements and systems for the climate region. Also note the prefix for each requirement corresponds to the related section of the installation's IFS. Applicants are encouraged to discuss the IFS requirements with the architects, engineers and designers who actually coordinated with the installation's point of contact.

Please refer to the following graphic.

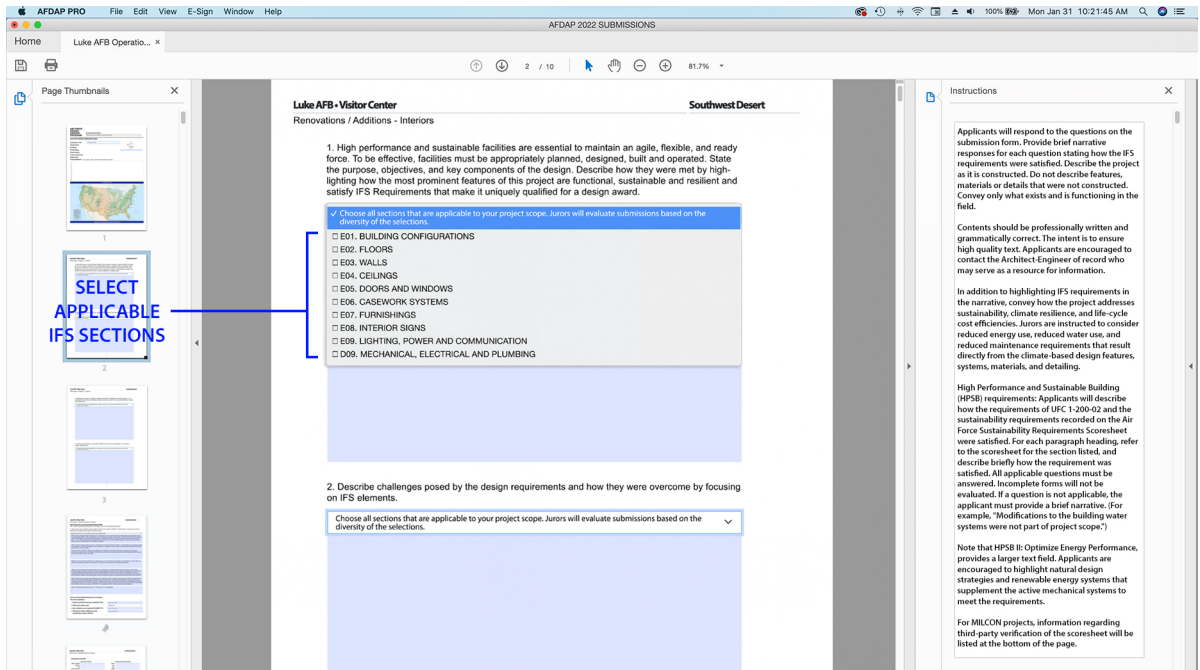


IFS requirements are based on the climate region

3) Pages 2 and 3: Questions and Narrative

Applicants will respond to the questions on the submission form. Provide brief narrative responses for each question stating how the IFS requirements were satisfied. Describe the project as it is constructed. Do not describe features, materials or details that were not constructed. Convey only what exists and is functioning in the field. Applicants are encouraged to contact the Architect-Engineer of record who may serve as a resource for information.

Please refer to the following graphic.



Applicants will select applicable sections of the IFS and jurors will consider these in evaluations

4) Page 4: HPSB Narrative

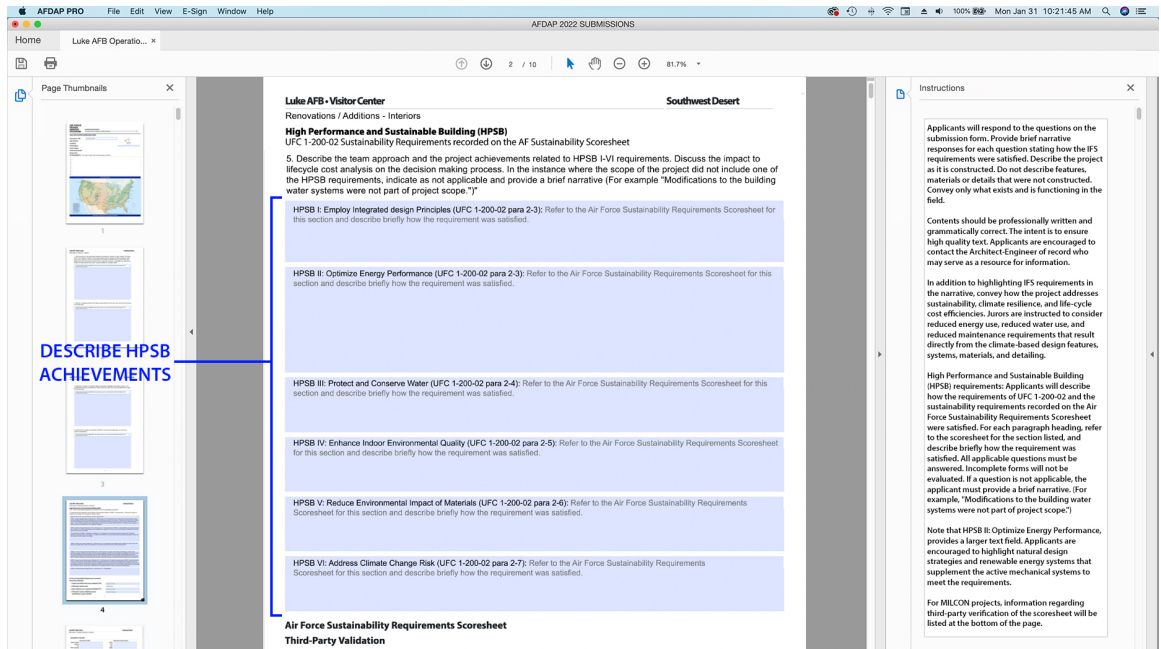
Describe how the requirements of UFC 1-200-02 and the AIR FORCE SUSTAINABILITY REQUIREMENTS SCORESHEET were satisfied for each of the text fields. If the HPSB element is not applicable, provide a brief explanation. (E.g., "Modifications to the building water systems were not part of project scope.") Refer to UFC 1-200-02, section 4-2, COMPLIANCE WITH FEDERAL REQUIREMENTS.

Note that HPSB II: *Optimize Energy Performance*, provides a larger text field. Applicants are encouraged to highlight natural design strategies and renewable energy systems that supplement the active mechanical systems to meet the requirements.

Throughout the HPSB narrative, convey how the project addresses sustainability, climate resilience, and life-cycle cost efficiencies, and indicate linkages to the selected IFS elements. Jurors will consider reduced energy use, reduced water use, and reduced maintenance requirements that result directly from the climate-based design features, systems, materials, and detailing.

If the building was required to go through third-party certification, provide indicated details at the bottom of the page.

Please refer to the following graphic.

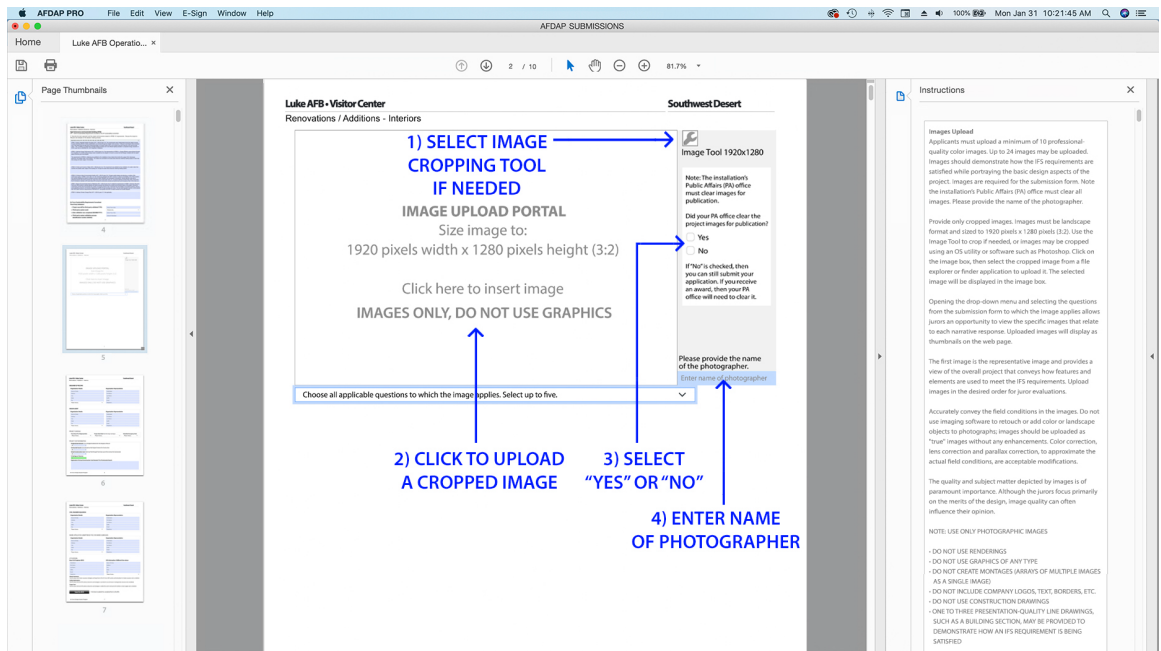


Jurors will consider performance of climate-based features, systems, materials, and detailing

5) Page 5: Images Upload Portal

Applicants must upload a minimum of 10 professional-quality color images. Up to 24 images may be uploaded. Images should demonstrate how the IFS requirements are satisfied while portraying the basic design aspects of the project. Images are required for the submission form. Note the installation's Public Affairs (PA) office must clear all images. Please provide the name of the photographer.

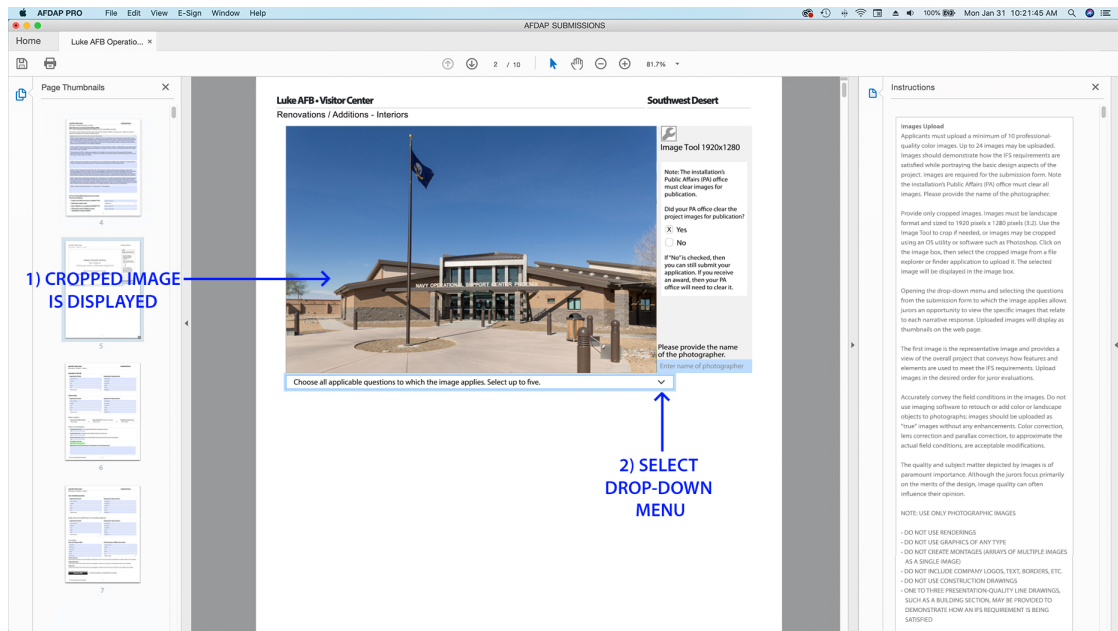
Please refer to the following graphic.



Click within the image box to open an Explorer or Finder application and select a cropped image

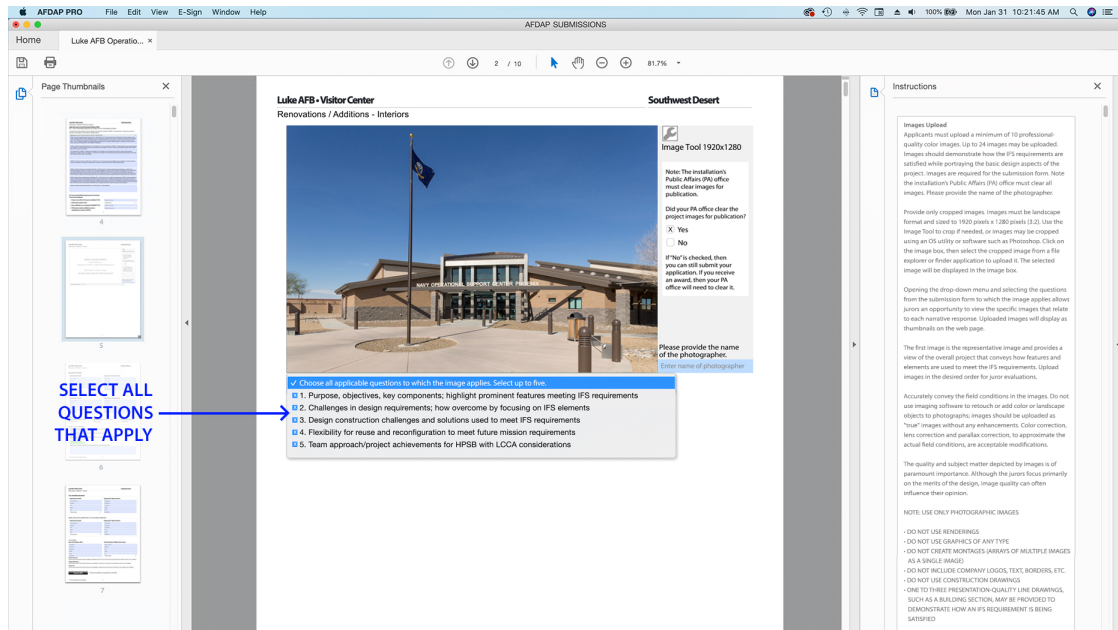
Provide only cropped images. Images must be landscape format and sized to 1920 pixels x 1280 pixels (3:2). Use the Image Tool to crop if needed, or images may be cropped using an OS utility or software such as Photoshop. Click on the image box, then select the cropped image from a file explorer or finder application to upload it. The selected image will be displayed in the image box.

Please refer to the following graphic.



After an image is uploaded open the drop-down menu

Please refer to the following graphic.

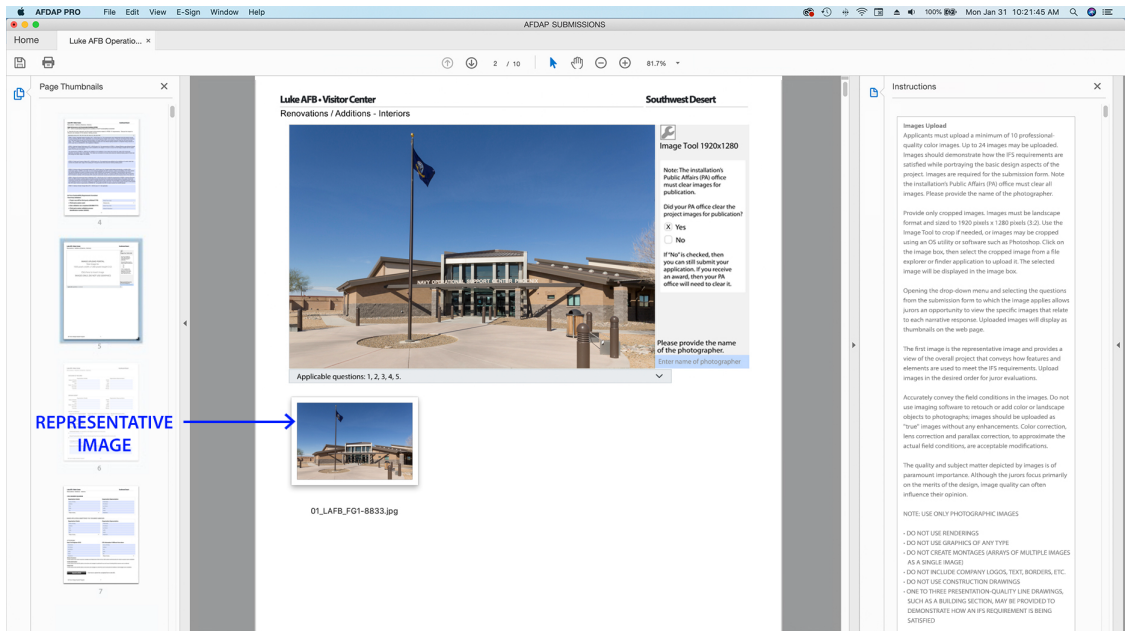


From the drop-down menu choose all questions applicable to the image

Opening the drop-down menu and selecting the questions from the submission form to which the image applies allows jurors an opportunity to view the specific images that relate to each narrative response.

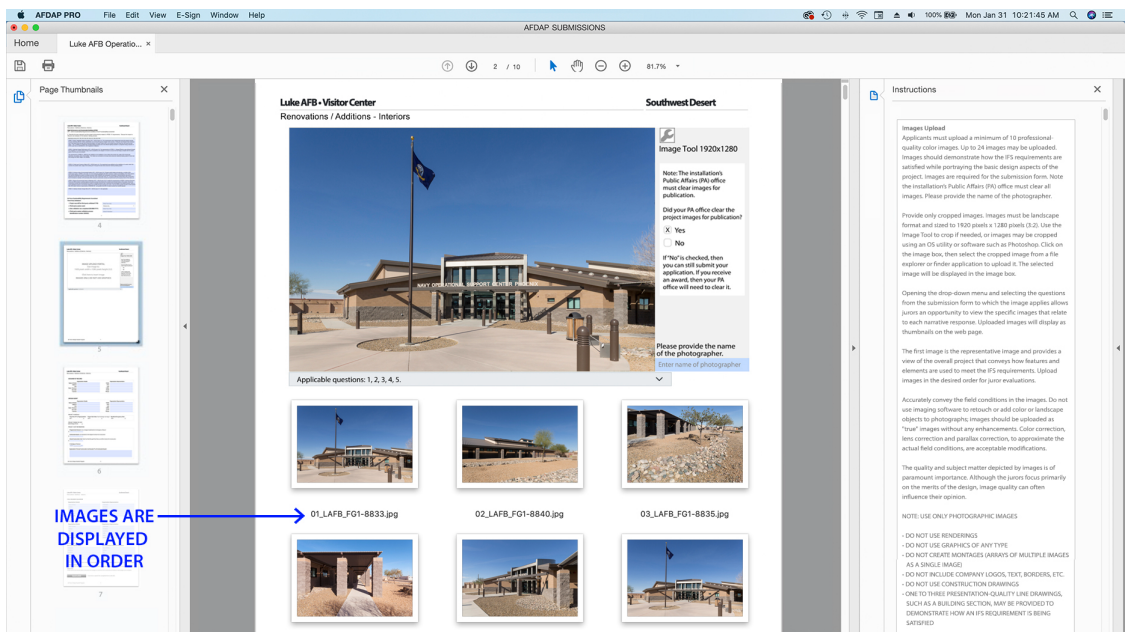
Uploaded images will display as thumbnails on the web page.

Please refer to the following graphic.



The initial image uploaded will be the project's representative image

Please refer to the following graphic.



Applicants will upload image files in the desired order for juror evaluations

The first image is the representative image and provides a view of the overall project that conveys how features and elements are used to meet the IFS requirements.

Upload images in the desired order for juror evaluations.

Accurately convey the field conditions in the images. Do not use imaging software to retouch or add color or landscape objects to photographs; images should be uploaded as "true" images without any enhancements. Color correction, lens correction and parallax correction, to approximate the actual field conditions, are acceptable modifications.

The quality and subject matter depicted by images is of paramount importance. Although the jurors focus primarily on the merits of the design, image quality can often influence their opinion.

NOTE: USE ONLY PHOTOGRAPHIC IMAGES

- DO NOT USE RENDERINGS
- DO NOT USE GRAPHICS OF ANY TYPE
- DO NOT CREATE MONTAGES (ARRAYS OF MULTIPLE IMAGES AS A SINGLE IMAGE)
- DO NOT INCLUDE COMPANY LOGOS, TEXT, BORDERS, ETC.
- DO NOT USE CONSTRUCTION DRAWINGS
- ONE TO THREE PRESENTATION-QUALITY LINE DRAWINGS, SUCH AS A BUILDING SECTION, MAY BE PROVIDED TO DEMONSTRATE HOW AN IFS REQUIREMENT IS BEING SATISFIED

6) Page 6: Designer of Record

The Designer of Record is typically an organization or team of architects, engineers, planners, landscape architects, interior designers, and other design and technical professionals. Provide all details and contact information for the organization representative.

7) Page 6: Design Agent

The Design Agent is the contracting entity for both the project and the Designer of Record. The Design Agent is also the administrator of the contract for construction. Provide all details and contact information for the organization representative.

a) Page 6: Project Schedule

The Design Agent is requested to enter the project schedule information:

Fiscal Year (FY) of Appropriation

Project Start Date: *Year the Design was begun*

Beneficial Occupancy Date: *when construction was substantially complete and building users could occupy the facility*

b) Page 6: Project Cost Information

The Design Agent is requested to confirm and enter the project's cost information:

Programmed Amount: *(Cost or Budget Established for the Designer of Record)*

Contracted Award: *(Cost Indicated on the Original Contract for Construction)*

Actual Construction Cost: *(Total Cost Paid through Final Close-out of the Contract for Construction)*

% Savings or Overrun: *(This is the Actual Construction Cost divided by the Contracted Award)*

Brief Explanation if Actual Construction Cost Exceeds 7% of Contracted Award:

(Provide narrative as applicable)

8) Page 7: Civil Engineer Squadron (CES)

CES is the host organization for creating and maintaining the IFS and works with the Designer of Record during the project design to satisfy IFS requirements. Provide CES details and contact information for the organization representative.

a) Page 7: Award Application Submitter / Key Point of Contact (POC)

The Award Application Submitter / Key Point of Contact (POC) for Award Submission is the individual, who is responsible for completing the submission form. The POC is ideally the IFS program manager.

Provide contact information for the POC. The POC must be familiar with the installation's standards as published in the IFS and is encouraged to coordinate the submission with the architects, engineers and designers who actually addressed the IFS requirements including those impacted by value-engineering under the construction contract.

b) Page 7: Base Civil Engineer (BCE)

Provide contact information for the Base Civil Engineer (BCE). The BCE is requested to attest that mission assurance, facility optimization and project cost were considered for the project. The BCE is requested to digitally sign and certify the accuracy of the page.

Completed submissions forms will be sent by the applicant to the BCE.

For security and authenticity requirements, a two-step process is required before the BCE will be able to access the application submission award package.

Upon clicking the "Send to BCE" button, the BCE will receive an email and will be asked to register. The BCE will be provided a security code to access the package. The BCE will then be asked to review and certify the package.

Once the BCE certifies the application submission package, it will be locked against further changes.

Please refer to the following graphic.

A certification graphic appears after the BCE selects the "Certified by BCE" button

5. JURY PROCESS

Applicants are encouraged to select the maximum number of IFS requirements. A panel of distinguished jurors are invited to review, evaluate and score how well each project meets the selected IFS requirements.

6. LEVELS OF COMMENDATION

There are three levels of commendation:

- Honor (the highest level of award)
- Merit
- Citation

7. PUBLICATION

DAFDAP award winners are featured in *Civil Engineer* magazine, on the web pages of DAFCFS and during the annual AFCEC Design and Construction Partnering Symposium.

8. VIEW CALENDAR OF EVENTS

<https://afcfs.wbdg.org/DAFDAP/downloads/Calendar-of-Events.pdf>