

DCI Building Better, Together Project Award Submission Requirements

1. Eligibility

- The nominated project must have achieved substantial completion on or before 31 December 2025.
- The project must be located in Nova Scotia (or otherwise primarily involve the Nova Scotia design/construction community).
- The nomination must be submitted by, or jointly by, at least two different parties involved in the project (e.g. general contractor + architect; contractor + subcontractor; owner/developer + design team), to reflect the collaborative nature.

2. Submission Contents

A complete submission must include the following materials:

a. Project Overview

- Project name and location.
- Project type (commercial, residential, institutional, infrastructure, mixed-use, etc.).
- Key dates: start of construction, substantial completion, occupancy/use (if applicable).
- Project team list: key stakeholders — owner/developer, general contractor, subcontractors, architect(s)/engineer(s)/designers, project manager, consultants, major suppliers/contributors.

b. Story of the Project - Collaboration & Teamwork

- A narrative (approx. 500–1,000 words) describing how the project came to be: how stakeholders connected, how the partnership was formed, and how the project was managed collaboratively through planning and delivery.
- Optionally, and only if relevant and supportive of the story: a summary of the funding model or financial structure (e.g. public funding, private investment, joint-venture, grants, mixed-funding), and/or a description of the operation or business/management model for the completed project (e.g. long-term maintenance plan, ownership or lease structure, community-benefit components).
- Highlight specifically how collaboration among parties played a role—not only in design/construction, but in planning, financing, decision-making, and (if relevant) ongoing operation or sustainability of the project.

3. Alignment with Broader Goals & Values

- A statement (approx. 300–600 words) explaining how the project reflects the spirit of collaboration, industry support, and shared success that the DCI Nova Scotia (DCI) aims to

foster. In particular, how the project embodies DCI's values of Respect, Integrity, Innovation, and Commitment, and supports DCI's goals such as building capacity in the local design and construction industry, celebrating local projects, and promoting partnership, advocacy, education, and best practices.

- Applicants are encouraged—where applicable—to outline any social, economic, environmental, or cultural benefits associated with the project, and to provide brief evidence of those contributions (e.g., local hiring, supplier diversity, sustainable materials or waste reduction, fair labour practices, community inclusion or consultation, long-term local economic participation, social-enterprise involvement, or cultural/heritage sensitivity).
- Provide supporting evidence: photographs (final building, community or public spaces if relevant), plans or layout summaries (if helpful), any performance metrics or data (e.g. sustainability, accessibility, economic benefit), and testimonials or feedback from stakeholders or community members.

4. Lessons Learned & Innovation (optional but encouraged)

- Summary of any major challenges encountered during the project — whether in planning, financing, construction, operation, or managing collaboration between parties.
- Description of how collaboration helped overcome those challenges.
- Highlight any innovative or non-traditional approaches used in funding, governance, project delivery, community engagement, sustainability, operation, or other aspects beyond simply construction.

5. Optional Supporting Materials

- Additional photos, drawings, plans, before/after or “process to completion” visuals.
- Media coverage (news articles, press releases, social media), community feedback, letters of support or endorsement (from client, community stakeholders, local government, users, etc.).

6. Submission Format & Logistics

- Submission should be a single consolidated document (e.g. PDF) containing all required materials.
- Include contact information for at least one primary contact (name, email, phone) representing the submitting team.
- Recommended submission length: 10-15 pages but no strict maximum (brevity is encouraged where possible).
- Submission deadline: **January 30**

8. Selection / Judging Criteria

Submissions will be evaluated based on (but not limited to) the following:

Criterion	Weight / Focus
Collaboration & Teamwork — evidence of strong cross-discipline cooperation, communication, shared decision-making	High
Alignment with DCI Vision & Values — respect, integrity, innovation, commitment, mutual support	High
Documentation & Presentation — clarity, completeness, compelling narrative, supporting evidence (photos, testimonials, metrics)	Medium

9. Submission & Administration Process

- Nominations can be submitted by any eligible project stakeholders (owner, contractor, design team, consultants, developers, community organizations, etc.). Both self-nominations and third-party nominations are accepted.
- No submission fee is required.
- Submissions due by **January 30**.
- A selection committee (or panel) will review nominations using the criteria above.
- Shortlisted finalists may be asked for a follow-up discussion (if required).
- Award presentation will take place at the annual awards event on February 26th