

2017 GULF STATES REGION CSI DOCUMENT
COMPETITION APPLICATION CATEGORIES A – E

Category A - Project Manuals

Submit two (2) copies of each entry. Limit one entry per person in this category.

Entry Fee: \$25 for CSI Members; \$50 for non-CSI Members.

Category B - Short Form Specifications/Preliminary Project Description

Submit two (2) copies of each entry. Limit one entry per person in this category.

Entry Fee: \$25 for CSI Members; \$50 for non-CSI Members.

Category C - Miscellaneous Information

Submit two (2) copies of brochures, reports, qualifications, and other miscellaneous printed material for each entry. Websites, renderings, and other materials that exist as electronic materials only; submit a single page letter giving the URL and other information provided on the website that you wish the judges to consider. If registration is required to access the website include the registration information in the letter for viewing by three people. The website should provide drawing “plug-ins” in more than one format; design, installation, performance, and specification information. The website should also provide contact information for additional information.

Submit 1 copy of books about construction, design, specifications, and technical subjects related to construction for judging. All books received will be donated to universities, colleges, and or technical schools in the Gulf States Region.

Limit one per firm or person for each type of miscellaneous information.

Entry Fee: \$25 for CSI Members; \$50 for non-CSI Members.

Category D – Contract Documents

Submit two (2) copies of each entry. The submission shall include a single specification section and up to 5 drawing sheets that illustrate the extent and details of the specified item within the project. Non-typical details are encouraged to illustrate non-typical conditions. Door hardware submissions will be limited to non-typical doors.

Limit one per person.

Entry Fee: \$ 25.00 for CSI Members; \$ 50.00 for non-CSI persons

Category E – Construction Submissions

Submit two (2) copies of each entry. The submission shall include the single specification section; up to 5 drawing sheets; and the corresponding submission package provided for review by the design professional. The submission package should show a clear understanding of the requirements stated in the Project Manual for the section.

Limit one per person.

Entry Fee: \$ 25.00 for CSI Members; \$ 50.00 for non-CSI persons

Category F - Students

Submit two (2) copies of each entry. Limit one entry per person in this category.

Entry Fee: \$ 5.00 for CSI-S and \$ 7.50 for other students.

CSI Member “Sponsorship” of Non-members

A CSI Member may “sponsor” a Non-CSI person at the Member rate. Include a cover letter with your contact information and home chapter with the entry form stating that you are sponsoring this entry. Sponsoring members must have permission of the Design Professional and include the signature of the author of the materials at the bottom of the cover letter. See Page 6 for a suggested outline of this cover letter.

References

The basic reference materials are the following publications by CSI and are available from the CSI Store at <http://csinet.org/Main-Menu-Category/CSI-Store>

The references include the following:

Construction Specifications Practice Guide

<http://csinet.org/Main-Menu-Category/CSI-Store/15/82301860-d419-e011-8ffb-0019b9e160b2.txt>

PageFormat / SectionFormat

<http://csinet.org/Main-Menu-Category/CSI-Store/6/SectionFormat-WEB-DOWNLOADABLE-ONLY.txt>

MasterFormat 2014 numbers and titles

<http://csinet.org/numbersandtitles>

Award Levels

Honor Award (Grade of 95 percent minimum)

CSI Gulf States Region's highest award, recognizing outstanding achievement.

Honorable Mention (Grade of 85 percent minimum)

Exceptional entries with limited deficiencies.

Merit Award (Grade of 75 percent minimum)

Entries that use new or unusual approaches or handle specific conditions in a particularly effective manner.

Only one entry may qualify for an Honor Award. There is no limit to the number of Honorable Mention and Merit Awards. However, awards may not be given in all categories

General Requirements

Deadline for submittals must be postmarked by **March 15, 2017!**

You do not have to be a member of The Construction Specification Institute to submit an entry.

Entries must have been produced within the calendar year (2016) proceeding the year in which the award is to be submitted.

Make checks payable to "Gulf States Region CSI."

Decision of the judges will be final.

Entries will not be returned. CSI GSR will not be responsible for lost or damaged entries.

One framed certificate will be presented to the Honor Award leader and up to three (3) unframed certificates may be provided to the members of the design team. Certificates will be presented to the other award winners

Student Requirements

Students shall submit a three-part specification Section following CSI's recommended practices. The Section shall be between three (3) and six (6) pages long.

Presentation of Awards

Awards will be presented at the annual Gulf States Region CSI Awards Banquet. Awards will not be mailed to recipients unless we receive a shipping label for UPS or Federal Express from the recipient.

Submit Entries to:

Robert Swan FCSI, CCS, CCCA, SCIP

2015 Gulf States Region CSI Document Competition

4849 Laurel St

New Orleans, LA 70115-1649

Should you have any questions please contact me at the following:

(Home) 504 897-2727 – answer machine will pick up – talk to the machine

(Cell – Preferred Number) 504 717 8244

E-mail: rob Swan@gmail.com

Application Form Categories A – E

Category: _____

Entrant Firm Data

Entrant: _____

Address: _____

City/State/Zip: _____

Primary Contributor

Name: _____

Title: _____

Phone Number: _____

Address: _____

City/State/Zip: _____

E-mail: _____

Secondary Contributor(s)

Name: _____

Name: _____

Entry Data

Title: _____

Location or Division Number(s): _____

Owner or Manufacturer: _____

Signature of Entrant

Date

Print or type name and title *if additional pages are required to include the project team or other necessary information please feel free to include those pages.*

Application Form – Students - F

Name: _____

Address: _____

City/State/Zip: _____

Contact Information:

E-Mail: _____

Phone: _____

School: _____

Instructor: _____

MasterFormat,™ 2014 Number and title for the Work Result specified:

6 digit – 3 sets of two digits preferred: XX XX XX; two and four digits acceptable: XX XXXX

Submission of a specification section created for a class project are acceptable.

Suggested Sponsor Cover Letter Outline

Date

Robert Swan CSI, CCS, CCCA, SCIP
2015 Gulf States Region CSI Specifications Competition
4849 Laurel St
New Orleans, LA 70115-1649

RE: Sponsorship of Entrants Name and Category

Robert:

I am sponsoring the referenced entrant in the "Doc Comp" and enclosed please find a check in the amount of _____.

I am a member of the _____ Chapter CSI and believe my membership is current.

Additional information about the Entrant and the project to assist the judges in reviewing the submission.

Yours truly,

Signature of Sponsor

Contact Information for Sponsor

I am the Entrant being sponsored by _____ and fully support the submission of the submitted information.

Additional information about the project and the relationship with the Sponsor in the design and or specifications.

Signature of Entrant

Contact Information for Entrant