



Homes by Architects Tour Call for Entries

Purpose

The Homes by Architects Tour, founded by AIA Minnesota in 2008, is a two-day, public outreach opportunity and educational event offering the chance to tour architect-design homes around the Twin Cities area.

By showcasing the highest-quality new and remodeled, architect-designed homes from a range of project types, sizes, budgets, and sites, the event strives to demonstrate the value of architect-led residential design and educate the public about the quality and breadth of skills an architect can offer.

Additionally, the tour provides an opportunity for AIA Minnesota members to promote their services, expand their client base, and showcase their highest-quality work.

Event Dates

September 15 and 16, 2018, from 10:00 am to 5:00 pm each day.

Eligibility

Residential projects designed by a registered architect—or a team where a registered architect is the lead designer—who is a current AIA Minnesota member are eligible. Projects may be new construction, remodels or additions, and must have been completed within the past six years (as of January 1, 2018) or, if new construction, must be scheduled for completion by September 1, 2018.

Projects should exemplify the best qualities of an architect's work and demonstrate an innovative use of design solutions and/or materials. Due to the nature of the tour, remodeling and addition projects of significant size are preferred. Single-room or small-in-scope projects may undergo additional scrutiny to ensure they adequately illustrate the objectives of the event.

No firm may have more than 25 percent of the homes on the tour, and no single architect may have more than two projects on the tour.

The Twin Cities area is the focus of the tour, given that a close proximity between homes makes for a more successful tour. However, projects located outside the metro area will be considered if within a reasonable distance from the Twin Cities.



Call for Entries, continued

Submission Information

To submit a project for consideration for inclusion on the tour, the following information is required:

- Project information:** *address, project type, square footage, date of completion, description*
- Entrant information:** *firm information, design team names, firm logo, architect headshot*
- Project images:** *high-resolution, print-ready project images or, if no final images are ready at the time of submission, renderings, sketches, plans, construction photos or scouting shots*
- Consent forms:** *signed consent from homeowners, signed Architect Agreement form*
- Supplier Information:** *list of all project partners along with contact information for each, whenever available*

Materials should be submitted electronically using [AIA Minnesota's online awards platform](#) on or before the deadline of **March 26, 2018, at 5:00 pm CDT**.

Selection Process

A submission is considered complete when all portions of the application are completed and signed, including signed consent from the homeowners to participate in the tour if their home is selected.

A selection committee comprised of AIA Minnesota members from the residential architecture committee will review all submitted projects and evaluate each one fairly and objectively, with a primary goal of selecting a representative range of project types, scopes, budgets, and sites that best support the programmatic objectives of the tour.

All submissions are subject to final approval from the selection committee.

Confirmation of Projects and Payment of Fees

Following completion of the selection process entrants whose projects were selected for inclusion on the tour will be notified, at which time the participation fee of \$2,600 is due. Two payment options are available:

- **Plan A.** Payment in full by May 1, 2018
- **Plan B.** Two installments: initial payment of \$1,300 on May 1 and final payment of \$1,300 plus 10% by June 15, 2018.

Questions

Contact Angie McKinley at (612) 338-6763 or mckinley@aia-mn.org.



Homes by Architects Tour Architect Agreement

The undersigned architect must be a current AIA Minnesota member in good standing and agree to abide by all of the following rules and regulations:

1. The Home/Residence

- 1.1** The firm submitting the home is the firm of record and the architect submitting is a registered architect, lead designer of the home, and a current AIA Minnesota member.
- 1.2** The architect is responsible for completion of the residence prior to the tour.
- 1.3** A certificate of occupancy is required for new construction. The architect will notify AIA Minnesota immediately if a Certificate of Occupancy is not yet issued as of August 15, 2018.
- 1.4** The home must be owner occupied. No home on the tour can be for sale before or during the tour. Absolutely no soliciting of home buyers is allowed before or during the tour.
- 1.5** The final decision on the inclusion of a residence in the tour will be made by the AIA Minnesota residential architecture committee. The participation fee payment will be collected after final home selections have been made.

2. Changes/Cancellation

- 2.1** Subject to AIA Minnesota approval and payment of a \$250 program change fee, the architect may change the originally submitted home to a different home. Requests for changes will be accepted until May 31, 2018. No changes will be allowed after this date.
- 2.2** If the architect withdraws a home from the tour for any reason (including non-completion or lack of certificate of occupancy) prior to March 31, 2018, a refund of 60% of the fee will be issued; prior to April 30, 2018, a refund of 40% of the fee will be issued. All withdrawals must be submitted in writing immediately to AIA Minnesota. After April 30, 2018, the entry fee is non-refundable and must be paid in full.

3. The Program Guide / Advertising

- 3.1** The architect must submit any changes to the home profile (including maps, photos, logos or information relating to the project, the architect, the firm or special transportation arrangements) to AIA Minnesota by July 1, 2018. A final proof showing all relevant project information will be given to the architect by July 31. If the proof is not subsequently approved by the architect, any mistakes in the printed program guide will be the architect's sole responsibility.
- 3.2** If errors or omissions occur in the program guide after the final proof has been signed by the architect (including maps, photos, logos or information relating to the project, the architect, the firm or special transportation arrangements), AIA Minnesota will make every effort to correct them wherever possible.
- 3.3** Errors must be reported to AIA Minnesota through written communication by August 1, 2018 or any claim for refund will be forfeited.



Architect Agreement, continued

4. During the Tour

- 4.1** The home will be open to the public for viewing during all hours of the tour: September 15 from 10:00 am to 5:00 pm and September 16 from 10:00 am to 5:00 pm.
- 4.2** The architect will adequately staff the residence during all hours of the tour and will be present during tour hours to speak with attendees.
- 4.3** All municipal, county and MN D.O.T. ordinance rules related to signage, parking and transportation will be followed. If transportation to/from the site is required, the architect will make all necessary arrangements by July 1, 2018 for inclusion in the program guide.
- 4.4** No third-party advertising is permitted at the residence, with the exception of paid and approved event sponsors. Any companies exhibiting without prior approval will be asked to either pay the appropriate sponsorship fees or will be expected to remove all signage and leave the residence immediately. Failure to comply with sponsorship registration requirements shall result in an additional \$1,000 fee payable by the architect.
- 4.5** All signage will be removed by 10:00 pm on Sunday September 16, 2018.

5. Insurance

- 5.1** The Architect will maintain insurance as specified below:
 - 5.1.1** General liability insurance that includes AIA Minnesota as an additional insured.
 - 5.1.2** Worker's compensation insurance on the architect, the architect's employees and volunteers.

Check the box if the following applies:

- Pursuant to Minnesota Workers Compensation Law, the architect is a Sole Proprietorship, a Small Partnership, or a Closely Held Corporation and the architect chooses not to purchase worker's compensation insurance. The required worker's compensation waiver agreement is signed and enclosed (contact AIA Minnesota for waiver).

- 5.2** The architect will provide insurance certificates to be kept on file at the AIA Minnesota office. The certificates of insurance must state that AIA Minnesota is an additional insured on the general liability insurance and voluntary compensation (coverage for volunteers working at the firm's request and not including the AIA Minnesota Representatives) is included on the workers compensation policy.
- 5.3** AIA Minnesota and *Midwest Home* shall not be responsible for liabilities resulting from any existing conditions on the premises or from any failure by the architect to maintain the insurance required herein.

I wish to enter the 2018 Homes by Architects Tour and agree to abide by all of the rules and regulations above. I understand that failure to comply with any of the rules or guidelines in this document may result in a denial of participation privileges for the 2019 tour. In the event of any dispute or contest relating to any part of the tour rules, regulations or guidelines, the final decision will be made solely by AIA Minnesota.

Architect Signature

Date



Homes by Architects Tour Homeowner Consent

The undersigned hereby agrees to:

1. Make the residence available to the public for viewing for the duration of the event: September 15 and 16, 2018, from 10:00 am to 5:00 pm.
2. Make a reasonable effort to present the residence at its best during the tour (valuables and prescription medications should be secured or removed).
3. Allow photographs to be used for publicity by AIA Minnesota and *Midwest Home*.
4. Allow for the display of additional signage in the home during the tour.
5. The home must be owner occupied. No home on the tour can be for sale before or during the tour. Absolutely no soliciting of home buyers is allowed before or during the tour.
6. Not allow any third party advertising during the tour with the exception of paid event sponsors.
7. Ensure pets are secure or in an off-limits area of the home during tour hours, or remove pets or animals from the site if they are not conditioned to feel comfortable around large groups of people.
8. Maintain liability and property insurance for the premise. AIA Minnesota has general liability insurance. The architect and the homeowner are also required to have general liability insurance. Homeowners should advise their insurance agent of the event and contact their insurance agent with any questions relating to their homeowner's insurance. Kraus-Anderson Insurance is the insurance agent for AIA Minnesota.

Project address: _____

Homeowner name(s): _____

Homeowner 1 signature: _____

Date: _____

Homeowner 2 signature: _____

Date: _____

Prior to the tour, local television and print media often request to interview the architect and/or homeowners. Please indicate whether you are open to speaking with the media:

Yes

No



List of Suppliers

Builder/Contractor: _____

Interior Designer/Firm Name: _____

Landscape Architect: _____

Structural Engineer: _____

Mechanical Engineer: _____

For each category, please provide information by room in the home, listing the supplier/company the product was purchased from, the product manufacturer and any additional details.

EXAMPLE:

Appliances

Kitchen: Supplied by Warner's Stellan

1. Refrigerator and Undercounter Refrigerator: Subzero. **Valcucine supplied and installed custom panels and handles on doors and drawers.
2. Dishwasher: Miele
3. Cooktop/Hood/Ovens: Gaggenau

Family Room: Supplied by Warner's Stellan

1. Refrigerator (Undercounter): Subzero

EXTERIOR

Roof Shingles: _____

Window Manufacturer: _____

Doors: _____

Garage Door/s: _____

Garage Floors: _____

Driveway Material: _____

Exterior Material: _____

Exterior Decking Material: _____

Lighting (exterior): _____

Paint (exterior): _____

Mechanical System: _____

Other: _____

INTERIOR

Floors: _____

Walls: (If a material used other than sheetrock): _____

Cabinets: _____

Paint: _____

Plumbing: _____

Fireplace: _____

Kitchen Appliances/ Countertops: _____

Hardware: _____

Tile: _____

Carpet: _____

Media/AV Equipment: _____



List of Potential Sponsors

Suppliers and vendors are an important aspect of the Homes by Architects Tour. Their support is critical to the event's success, and their presence in the homes gives added value to attendees. Please provide contact information for 3-5 suppliers who were involved in the submitted project, whom the Residential Architecture Committee may contact in regards to participating in the tour as an event sponsor.

Supplier #1

Business Name: _____

Contact person: _____

Phone: _____ E-mail: _____

Supplier #2

Business Name: _____

Contact person: _____

Phone: _____ E-mail: _____

Supplier #3

Business Name: _____

Contact person: _____

Phone: _____ E-mail: _____

Supplier #4

Business Name: _____

Contact person: _____

Phone: _____ E-mail: _____

Supplier #5

Business Name: _____

Contact person: _____

Phone: _____ E-mail: _____