

The **Office Development of the Year Award** is open to development and re-development projects that have been completed or substantially completed during the Eligibility Period: January 1, 2017 to December 31, 2017. A minimum of 50% of the gross leasable area in the project must be for conventional office use and eligible projects must be at least 50% leased (unconditional) by the submission date. If a project was completed prior to the commencement of the Eligibility Period but did not meet the leasing threshold until the Eligibility Period, it is eligible and should be submitted. The development or redevelopment cost of the project including land, hard and soft costs must be at least \$10,000,000. Projects in which the owner occupies space are eligible for the Award, provided that a minimum of 50% of the leasable area of the Project is leased or available for lease by third parties. All projects within the City of Calgary and the Greater Calgary Area are eligible for this award.

Check off both boxes to ensure eligibility criteria are met:

- Eligibility Period: Development and re-development projects completed or substantially completed during January 1, 2017 to December 31, 2017.
- Development or re-development cost of the project must be at least \$10,000,000 (including land, hard and soft costs).
- At least 50 percent leased (unconditionally) by the submission date.

Privacy Statement: The information collected on this form will be used for the sole purpose of administering the NAIOP Awards and the applicant understands that the winner's name will be announced at the REX Gala and may be published on the NAIOP Calgary Chapter website and in other media announcements.

Submission Identification

Submission Deadline: Friday, September 28, 2018

Project Name (marketing name) _____

Property Address _____

Key Contact Name _____ Email Address _____

Primary Phone Number _____ 2nd Phone Number _____

Development Description and Project Summary

(Please note: this form and all attachments and inclusions must be submitted in PDF format. See specifications on page 3).

Include a detailed typewritten description of the development with this Submission Form. This write-up is your chance to concisely explain why you think your project deserves to be recognized as the best office development of the year. The award criteria outlined on page 3 should be used to guide the write-up; however, each submission should be tailored to highlight the particular strengths of the development, the context in which it was conceived and executed, its financial success and the manner in which it distinguishes itself from other recent office developments. Be as specific as possible. Please note that how the applicant lists the submission information, including names and details on page 2, is how it will read in all marketing materials.

Some of the topics you may wish to cover are:

- Property description including location, land and building areas and major tenants
- Development concept and objectives, eg. speculative development/re-development versus design/build
- Major planning, municipal and environmental objectives/constraints
- Design challenges
- Project strengths, features and amenities
- Leasing success compared to pro forma and competition
- Financial success from an investment perspective, e.g. developer's profit, IRR, etc.
- Construction challenges: cost, site conditions, schedule, etc.
- Innovations in concept, design or construction methods
- Differentiation of the project from its competitors

Also include and attach a brief separate typewritten **Summary**, using 50 words or less, which describes and captures the essence of the development in a manner that may be used in the REX Awards program or other marketing materials. Please clearly label this as the "Transaction Summary."

(continued page 2)

Project Team Information *Please print clearly.*

It is the responsibility of the key contact named on page one to consult with all of the individuals who may be identified here and ensure that all project team members have granted permission for their names and their companies to be included in this REX Award submission.

A. **Landlord/Developer Name** _____
Landlord/Developer Contact Name _____
Title _____
Phone No. _____ Email _____
Mailing Address _____

B. **Tenant Name** _____
Tenant Contact Name _____
Title _____
Phone No. _____ Email _____
Mailing Address _____

C. **Landlord/Developer Broker Name (if any)** _____
Landlord/Developer Broker Contact Name _____
Title _____
Phone No. _____ Email _____
Mailing Address _____

D. **Tenant Broker Name (if any)** _____
Tenant Broker Contact Name _____
Title _____
Phone No. _____ Email _____
Mailing Address _____

E. **Other Team Member Name** _____
This Member's Role _____
Other Team Member Contact Name _____
Title _____
Phone No. _____ Email _____
Mailing Address _____

F. **Other Team Member Name** _____
This Member's Role _____
Other Team Member Contact Name _____
Title _____
Phone No. _____ Email _____
Mailing Address _____

Award Criteria:

Innovation – Describe the innovations in concept, design, construction and/or build-out of the project. Specify unique characteristics about the premises, including automation, special design and layout

Impact on the Market – Describe the impact on the local community and marketplace, including effect on rents, amount of space developed/absorbed and jobs created

Financial Analysis – Describe the economic success, including return on investment, comparative lease rates, tenant improvement costs and overall profitability

Challenges/Solutions – Describe issues/successes encountered during planning, municipal and environmental objectives/constraints; and site and/or design challenges

PDF Submission including Photographs

Include a minimum of three photographs of the project, including a description for each photo. Also include images of the site plan and floor plan.

Please combine pages 1 and 2 of this form; plus the detailed description and summary requested on page one; plus project photos and images into a single PDF document (maximum file size 5 MB).

Please be aware of the submission deadline shown below and email the completed document to NAIOP Calgary Chapter before the deadline (details below). NAIOP does not assume responsibility for failed or undelivered emails.

Award Selection Process

- The NAIOP REX Advisory Committee reserves the right to determine the outcome of all award submissions and the issuing of awards in any given year.
- All submissions shall be reviewed by a Subcommittee of the NAIOP REX Advisory Committee. Award Finalists will be announced on or about October 26, 2018.
- NAIOP Calgary Chapter and its agents cannot be held responsible for publishing erroneous information resulting from inaccuracies or illegible entries there may be in this award submission.
- The winning team will be announced at the REX Awards Gala on November 21, 2018.

SUBMISSION DEADLINE: 5:00 pm, Friday, September 28, 2018

The key contact represents that all team members have agreed to be a party to this submission and have agreed to abide by the rules, guidelines and procedures of the REX Awards program.

Your submission must be compiled into a PDF and **emailed** to the NAIOP Calgary Chapter administration office, attention:

Stephanie Bird, REX Committee Chair
REX@naiopcalgary.com
Tel: 403-261-1189

Paper submissions are not eligible.

When your submission is successfully received, an acknowledgment email will be sent the following business day to the submitter.

PLEASE NOTE: If the confirmation does not arrive, it is the submitter's responsibility to follow up with the NAIOP Calgary administration office to ensure the submission is received.