



## TENANT IMPROVEMENT AWARD Entry Form 2021

**Project Address:**

**Architect / Designer Name:**

**Tenant Name:**

**Tenant Phone:**

**Landlord Name:**

**Landlord Phone:**

**Contact Name for Entry:**

**Contact's Company:**

**Contact's Phone:**

**Contact's Email:**

**Completion Date of Project:**

**Select one of the following:**

new tenant improvement

renovation

### Questionnaire (100 points)

1. Planning Phase (65 points)

Describe the project space prior to the improvements (max. 250 words). Cover the following:

- Note the rentable area in square feet;
- How the design met the tenant's objectives (10pts);
- Describe the planning (15pts);
- Describe the design concepts (20pts);
- Describe use of base building elements - did you keep or change the lighting, ceiling, etc. (10pts);
- List any environmental and/or recycling considerations (10pts);

2. Cost Effectiveness (15 points)

Costing summary: Provide dollar amounts for the following:

Total consultant costs including Interior design fees; disbursements; engineering; and other consultant fees: \$\_\_\_\_\_

Total construction costs including: built-in millwork; finishes; site superintendent; clean-ups; and permit costs: \$\_\_\_\_\_

Total cost per rentable square foot (include all costs): \$\_\_\_\_\_

3. Value (10 points)

Explain how this project enhanced the present and future value of the building. You should consult with the building owner on this requirement or, alternatively, include a statement from the owner directly.

4. Tenant Satisfaction (10 points)

Attach a testimonial letter from tenant that addresses the following: How satisfied are you with the design? Did the project meet your budget constraints? Was the project completed on schedule? Is the office space functional? Any other comments?

5. Attach the new floor plan on 8 1/2" x 11" or 11" x 17" format, complete with scale bar, illustrating walls, doors, millwork, interior glazing and furniture layout.

### Images

Provide six to eight high resolution photos showing the Reception and Boardroom, and a sampling of general office areas in order to provide a clear impression of the entire tenant space, along with a company logo (who the award would go to). JPEG files only. Each photo should be no less than 1mb and no more than 8mb. Email to Sarah at [sjones@boma.bc.ca](mailto:sjones@boma.bc.ca) or upload to a free photo sharing site (i.e. Dropbox) then share the folder's link with Sarah Jones.

### Payment Information

Please provide payment information for awards submission (\$300 + GST fee):

<input type="checkbox"/> Cheque (payable to BOMA BC)	
Credit Card #:	
Expiry date:	Digits on reverse:
Name on card:	
Signature:	