



CITY OF PITTSBURGH

"AMERICA'S MOST LIVABLE CITY"

Office of Mayor Luke Ravenstahl

December 19, 2011

Dear Neighbors,

The City of Pittsburgh continues to expand its efforts to "go green" and remains dedicated to being a leader in sustainability. Many programs, initiatives and partnerships have been established to help protect our environment. I created the Green Up Pittsburgh program to combat overgrown and vacant lots by reducing blight and public safety hazards. Other initiatives focus on litter cleanup, urban greening, waste reduction, energy usage and sustainable transportation.

The key component of any successful green effort is civic involvement. In an effort to better connect residents to helpful green resources, I am pleased to announce the 2012 Green Central Student Design Competition. I invite our talented college student population to participate in the designing of Pittsburgh's first Sustainable Information Center, or "Green Central." Green Central will serve as the City's centralized communication hub for information related to sustainability. It will be located on the City-County Building's sixth floor corridor, currently an open space serving multiple City departments. With the help of talented students, it will be transitioned into an innovative, efficient and aesthetic space providing residents and staff access to City resources pertaining to sustainability.

The purpose of the Green Central Student Design Competition is to enhance the appearance of the City-County Building's sixth floor corridor in creation of a hub that encourages education on issues of sustainable development amongst college students and connects our students to local government, while dissolving the gap between residents and accessible information needed to jumpstart their greening projects.

I hope you will join us in our effort to progress the sustainability movement throughout the City of Pittsburgh!

Sincerely,

Luke Ravenstahl
Mayor, City of Pittsburgh

512 CITY-COUNTY BUILDING, 414 GRANT STREET, PITTSBURGH, PENNSYLVANIA 15219

Phone: 412-255-2626 Fax: 412-255-2687



pittsburghpa.gov

[facebook.com/city.of.pittsburgh](https://www.facebook.com/city.of.pittsburgh)

twitter.com/citypg



Project Scope and Submission Requirements

In 2008, the City of Pittsburgh began collecting Hard to Recycle Materials and providing neighbors with resources relating to sustainability. As the City's involvement with sustainability continues to grow, we work to improve our ability to communicate information to internal staff and the general public with a dedicated space that is as functional as it is aesthetically pleasing.

Currently, the corridor on the 6th floor is an open transition space servicing the City Stats Room, 311 Information Center, members of the Mayor's Office, the Department of Public Works (DPW) and the City Information Systems department (CIS).

Scope:

The 6th floor renovation will be primarily cosmetic, including the corridor between CIS and DPW. Historical elements such as marble flooring and wall siding, embellishment on elevators and molding must remain a part of the design. The 'designed' corridor should function as a space where staff and the general public are encouraged to visit to gain access to city resources pertaining to sustainability. Successful designs will include elements of sustainable design principles and displays capable of communicating standard and electronic materials such as: posters, information pamphlets, educational information, events, resource guides, photos, program applications and other marketing materials. Dedicated space for research computers and recycling pick up /drop off bins should be integrated into the completed design.

Registration:

Faculty and Staff members are welcome to register classes or groups to participate. Students may also participate independently or in teams of up to 5 members. All Faculty, Staff and Students wishing to participate must be an active full or part-time member of a post-secondary institution within the City of Pittsburgh through the duration of the competition (2/1/2012 – 4/18/2012). Facilitated Course Registration ends 1/23/2012. Student and Advisor Registration ends 1/30/2012. Please review the Registration Form for complete details.

Green Central Student Design Competition Registration Form

Submissions:

One e-mail per submission must be submitted to PghGreenCntr@gmail.com by noon 4/18/2012.

Each project submission e-mail should meet the following criteria:

E-mail Subject Title: "GCDC 2012 Final: (Student or Team name)"

3 Required Attachments:

- PDF of plans, sections, elevations, perspectives and any model images or other drawings or photos describing the proposed renovation plan. Images should be organized on a maximum of 5 horizontal presentation sheets 40 in. tall X 60 in. wide.
- Two reports in PDF or Microsoft Word document, 8.5 in. X 11 in.:
 - Narrative describing project, theme, integration of sustainable/ green design elements, LEED ID + C concepts and method used to determine budgetary cost.
Formatting: Maximum 3-page length, one-inch margins, 1.5 spacing, 11 pt. Arial or Helvetica font.
 - Detailed budget proposal indicating how the \$25,000 will be spent.
Formatting: Budget template will be e-mailed to registered participants.

Contestants are to prepare a printed set of their submission. An abbreviated narrative and budget along with all other presentation sheets should be mounted on 40 in. tall X 60 in. wide white or black foam board for presentation on 4/21/2012. Budget and narrative should be formatted to fit on one presentation board, for a maximum allotment of 6 total presentation boards.

Selection Criteria:

Judges will include members from the City of Pittsburgh Sustainability Commission, Mayor's Office and Partner Organizations. Submissions will be judged based on response to proposed requirements, validity of proposed budget, ability to meet deadlines, attendance at required activities and aesthetics.

Awards:

Grand Prize: Implementation of the winning \$25,000 design at the City-County Building and a Kindle Fire for each member of the design team.

Honorable Mention: \$50 gift card to Amazon.com for each member of the design team(s).



Selection Criteria:

Competition Program Facilitators:

Aftyn Giles, Sustainability Coordinator
James Sloss, Energy and Utilities Manager

Judges:

Judges will include members from the City of Pittsburgh Sustainability Commission, Mayor's Office and Partner Organizations.

Representatives from the following departments will be included:

- City Planning
- Department of Public Works
- Personnel
- Budget and Finance
- City Council
- Mayor's Office
- Massaro
- Artemis Environmental
- Green Building Alliance

Presentations will be judged on:

- Response to proposed requirements
- Validity of proposed budget
- Ability to meet deadlines
- Attendance at required activities
- Aesthetics



**City of Pittsburgh
Green Central Design Competition Registration Form**

Requirements:

Facilitators

General Requirements: All participating facilitators must be an active part-time or full-time faculty or staff member at a college, university or post-secondary education institution within the City of Pittsburgh. S/he must remain an active faculty or staff member at the listed institution from the time of registration through the final project submission date.

If facilitating more than one participating class, student or team, s/he must submit a separate application for each group; however, all participants must meet all general facilitator and student requirements. If teaching at more than one institution, facilitators may register students from either institution as long as the post-secondary program, college or university is in the City of Pittsburgh.

If students are to participate as part of a class or independent study, the instructor should pre-register the class by January 23, 2012 by selecting one of the facilitator scenarios in part I of this registration application. Students participating under facilitators' direction should then fill out a separate registration form including all members of their team as well as the facilitator's name, course title and/or course number for the facilitator referenced as the primary contact on the application completed for the course in section III of their student application.

Facilitators and students must complete a consent form. Completed participant consent forms must be postmarked (or time stamped for virtual applications) by all participating facilitators and students by January 30, 2012.

Course Registration: All students must be active full- or part-time students taking the registered course at the listed City of Pittsburgh institution. Course Pre-Registration documents must be received by January 23, 2012.

Advisor Registration: If acting as a faculty or staff advisor for an individual or team, the individual or at least one of the students on the team must be a full- or part-time student at the listed City of Pittsburgh institution; however, all remaining students must meet all general student requirements.

Students

General Requirements: All participants must be a registered part-time or full-time student at a post-secondary institution of higher learning, college or university within the City of Pittsburgh from the time of registration through the final project submission date.

All participating students or teams must submit a complete registration form and a participant consent form postmarked (or time stamped for virtual applications) by January 30, 2012. Registration forms must include complete contact information for each team member.

Students may participate as an individual or as a team of two to five students. Individuals and teams may participate independently or as part of a faculty/ staff-facilitated independent study or class.

If participating as part of a class, independent study or group with a faculty or staff facilitator, the facilitator must submit an application (see "Facilitator" requirements section). Students must include the facilitator's full name, course title and/or course number for the facilitator referenced as the primary contact on the facilitator's application, in section III of the student's application.

Teams: Students participating as a team do not need to be from the same post-secondary institution, college or university, but all team members must meet the general student requirements.

Students participating as a team should select a team name and two members to serve as a primary and alternative contact. This information, along with all other team member information, must be reflected on the application. It will be assumed that the primary and alternative contact will disseminate information to their team and reply to correspondence on their team's behalf. Should any of the group's dynamics change, please notify us immediately. If participating as part of a class, the instructor will ultimately act as the primary contact.

Local and Foreign Exchange Students: Exchange students may participate as long as they are registered as a full- or part-time student at a City of Pittsburgh institution of higher learning for the duration of the competition. Exchange students must have a faculty or staff advisor at their Pittsburgh institution if competing individually or participate as a member of a class or member of an independent team of students from a City of Pittsburgh institution. Local and foreign exchange students whose home institution is outside of the City of Pittsburgh cannot register as a sole independent student.

Green Central Student Design Competition Registration Form

I. Please select one of the statements that best fits your registration status.

I am:

Facilitator:	
	<p>A course instructor or staff member registering a class or group to participate. I have regular contact with the participating student(s) and will be the primary contact for this group for the duration of this competition.</p> <p><i>*Please list yourself as the primary contact. (If more than one instructor or staff member, select one primary, one alternative and fill in others' information in remaining fields. All facilitating members should be listed.)</i></p>
	<p>A faculty or staff advisor overseeing student(s) participating as part of an independent study or group. I have some contact with the participating student(s) and should be informed of activities; however, the student(s) will serve as the primary contact.</p> <p><i>*Please list yourself as the alternative contact and write the student's first and last name (for individual students) or the student's team name (team of 2+ students) in the appropriate primary contact field. (If more than one advisor, select one alternative and fill in others' information in remaining fields. All facilitating members should be listed.)</i></p>
Independent Student(s):	
	<p>An independent student participating without faculty or staff representation. I am the primary contact.</p> <p><i>*Please list yourself as the primary contact and skip section III. Providing a team name is optional.</i></p>
	<p>A team of 2 to 5 students participating without faculty or staff representation. We are the primary contacts.</p> <p><i>*Please select one primary contact, one alternative and fill in others up to five maximum student team members. All team members must be listed with contact information. Give your team name and skip section III.</i></p>
Student(s) with Faculty or Staff Representation	
	<p>A student participating as an individual as part of a class or independent study. I have faculty or staff representation.</p> <p><i>*Please list yourself as the primary contact and complete all appropriate sections. Providing a team name is optional.</i></p>
	<p>A team of 2 to 5 students participating as part of a class or independent study. We have faculty or staff representation.</p> <p><i>*Please select one primary contact, one alternative and fill in others up to five maximum student team members. All team members must be listed with contact information. Give your team a name and complete all appropriate sections.</i></p>
Other:	
Please explain. You will be notified if we cannot accept your registration at this time.	

Green Central Student Design Competition Registration Form

II. Contact Information (Please Print or Type)

Primary Contact:

Contact Information:	
First Name:	Last Name:
Race (Optional):	Salutation (Mr., Ms., Mrs., Dr., etc.):
Phone Number:	Address:
Email Address:	City, State and Zip Code:
Team Name (Required for teams of 2 or more Students):	

Institution Affiliation Information:	
Name of Institution, College or University:	
Department or Program:	
College or University Departmental Address:	City, State and Zip Code:
E-mail Address:	Phone Number:
Department or Program Contact Name and Title: (This should be your program Dean, Head or Personnel who can verify your enrollment or affiliation status.)	
At the institution listed above, I am: A Full-time Student A Part-time Student A Local or US Exchange Student. Please list name and location of home institution: _____ A Foreign Exchange Student. Please list name and location of home institution: _____ A Staff Member. Please list title: _____ Visiting Faculty. Please list name and location of home institution: _____ A Teaching Assistant (for this participating class or group) Adjunct or Part-time Faculty Full-time Faculty	

Green Central Student Design Competition Registration Form

Primary Contact (continued)

Students Only:

Level: (Select One)

Major Field of Study: _____ Minor Field of
Study: _____

Freshman, Expected Graduation Month/Year: _____

Sophomore, Expected Graduation Month/Year: _____

Junior, Expected Graduation Month/Year: _____

Senior, Expected Graduation Month/Year: _____

5th Year, Expected Graduation Month/Year: _____

Grad Student, Expected Graduation Month/Year: _____

Other. Please Explain below. Expected Graduation Month/Year: _____

Green Central Student Design Competition Registration Form

Alternate Contact:

Contact Information:	
First Name:	Last Name:
Race (Optional):	Salutation (Mr., Ms., Mrs., Dr., etc.):
Phone Number:	Address:
Email Address:	City, State and Zip Code:
Team Name (Required for teams of 2 or more Students):	

Institution Affiliation Information: (You may write 'Same as Primary' if all of the following information is the same as the Primary Contact's.)	
Name of Institution, College or University:	
Department or Program:	
College or University Departmental Address:	City, State and Zip Code:
E-mail Address:	Phone Number:
Department or Program Contact Name and Title: (This should be your program Dean, Head, or Personnel whom can verify your enrollment or affiliation status.)	
At the institution listed above, I am:	
<p>A Full-time Student</p> <p>A Part-time Student</p> <p>A Local or US Exchange Student. Please list name and location of home institution:</p> <p>_____</p> <p>A Foreign Exchange Student. Please list name and location of home institution:</p> <p>_____</p> <p>A Staff Member. Please list title: _____</p> <p>Visiting Faculty. Please list name and location of home institution:</p> <p>_____</p> <p>A Teaching Assistant (for this participating class or group)</p> <p>Adjunct or Part-time Faculty</p> <p>Full-time Faculty</p>	

Green Central Student Design Competition Registration Form

Alternate Contact (continued)

Students Only:

Level: (Select One)

Major Field of Study: _____ Minor Field of
Study: _____

Freshman, Expected Graduation Year: _____

Sophomore, Expected Graduation Year: _____

Junior, Expected Graduation Year: _____

Senior, Expected Graduation Year: _____

5th Year, Expected Graduation Year: _____

Grad Student, Expected Graduation Year: _____

Other. Please Explain below. Expected Graduation Year: _____

Green Central Student Design Competition Registration Form

Team Member 3:

Contact Information:	
First Name:	Last Name:
Race (Optional):	Salutation (Mr., Ms., Mrs., Dr., etc.):
Phone Number:	Address:
Email Address:	City, State and Zip Code:
Team Name (Required for teams of 2 or more Students):	

Institution Affiliation Information: (You may write 'Same as Primary' if all of the following information is the same as the Primary Contact's.)	
Name of Institution, College or University:	
Department or Program:	
College or University Departmental Address:	City, State and Zip Code:
E-mail Address:	Phone Number:
Department or Program Contact Name and Title: (This should be your program Dean, Head, or Personnel whom can verify your enrollment or affiliation status.)	
At the institution listed above, I am: A Full-time Student A Part-time Student A Local or US Exchange Student. Please list name and location of home institution: _____ A Foreign Exchange Student. Please list name and location of home institution: _____ A Staff Member. Please list title: _____ Visiting Faculty. Please list name and location of home institution: _____ A Teaching Assistant (for this participating class or group) Adjunct or Part-time Faculty Full-time Faculty	

Green Central Student Design Competition Registration Form

Team Member 3 (continued)

Students Only:

Level: (Select One)

Major Field of Study: _____ Minor Field of
Study: _____

Freshman, Expected Graduation Year: _____

Sophomore, Expected Graduation Year: _____

Junior, Expected Graduation Year: _____

Senior, Expected Graduation Year: _____

5th Year, Expected Graduation Year: _____

Grad Student, Expected Graduation Year: _____

Other. Please Explain below. Expected Graduation Year: _____

Green Central Student Design Competition Registration Form

Team Member 4:

Contact Information:	
First Name:	Last Name:
Race (Optional):	Salutation (Mr., Ms., Mrs., Dr., etc.):
Phone Number:	Address:
Email Address:	City, State and Zip Code:
Team Name (Required for teams of 2 or more Students):	

Institution Affiliation Information: (You may write 'Same as Primary' if all of the following information is the same as the Primary Contact's.)	
Name of Institution, College or University:	
Department or Program:	
College or University Departmental Address:	City, State and Zip Code:
E-mail Address:	Phone Number:
Department or Program Contact Name and Title: (This should be your program Dean, Head, or Personnel whom can verify your enrollment or affiliation status.)	
<p>At the institution listed above, I am:</p> <p>A Full-time Student</p> <p>A Part-time Student</p> <p>A Local or US Exchange Student. Please list name and location of home institution: _____</p> <p>A Foreign Exchange Student. Please list name and location of home institution: _____</p> <p>A Staff Member. Please list title: _____</p> <p>Visiting Faculty. Please list name and location of home institution: _____</p> <p>A Teaching Assistant (for this participating class or group)</p> <p>Adjunct or Part-time Faculty</p> <p>Full-time Faculty</p>	

Green Central Student Design Competition Registration Form

Team Member 4 (continued)

Students Only:

Level: (Select One)

Major Field of Study: _____ Minor Field of
Study: _____

Freshman, Expected Graduation Year: _____

Sophomore, Expected Graduation Year: _____

Junior, Expected Graduation Year: _____

Senior, Expected Graduation Year: _____

5th Year, Expected Graduation Year: _____

Grad Student, Expected Graduation Year: _____

Other. Please Explain below. Expected Graduation Year: _____

Green Central Student Design Competition Registration Form

Team Member 5:

Contact Information:	
First Name:	Last Name:
Race (Optional):	Salutation (Mr., Ms., Mrs., Dr., etc.):
Phone Number:	Address:
Email Address:	City, State and Zip Code:
Team Name (Required for teams of 2 or more Students):	

Institution Affiliation Information: (You may write 'Same as Primary' if all of the following information is the same as the Primary Contact's.)	
Name of Institution, College or University:	
Department or Program:	
College or University Departmental Address:	City, State and Zip Code:
E-mail Address:	Phone Number:
Department or Program Contact Name and Title: (This should be your program Dean, Head, or Personnel whom can verify your enrollment or affiliation status.)	
At the institution listed above, I am: A Full-time Student A Part-time Student A Local or US Exchange Student. Please list name and location of home institution: _____ A Foreign Exchange Student. Please list name and location of home institution: _____ A Staff Member. Please list title: _____ Visiting Faculty. Please list name and location of home institution: _____ A Teaching Assistant (for this participating class or group) Adjunct or Part-time Faculty Full-time Faculty	

Green Central Student Design Competition Registration Form

Team Member 5 (continued)

Students Only:

Level: (Select One)

Major Field of Study: _____ Minor Field of
Study: _____

Freshman, Expected Graduation Year: _____

Sophomore, Expected Graduation Year: _____

Junior, Expected Graduation Year: _____

Senior, Expected Graduation Year: _____

5th Year, Expected Graduation Year: _____

Grad Student, Expected Graduation Year: _____

Other. Please Explain below. Expected Graduation Year: _____

III. Facilitated Course or Independent Study Information

Course Information:

General Course Information:	
Primary Faculty/ Staff Advisor First Name:	Primary Faculty/ Staff Advisor Last Name:
Course Title:	Course Number:
Course Location's Institution, College or University Name:	
Course Location Address:	City, State and Zip Code:
Course Location Contact Name and Title:	
Course Location Contact Email Address:	Course Location Contact Phone Number:

Staff/Faculty Facilitator Only:	
Course Start Date:	Course End Date:
Please describe level of involvement and primary method of contact with students for the duration of course or independent study (virtual, in person, scheduled weekly/monthly meetings, as needed, etc.):	
How often will you meet with students? Please list intended total contact hours and frequency: weekly/monthly meeting day(s), start time(s) and end time(s):	
Please give brief description of course, study and/or program:	
<p>Course Level: (Select One)</p> <ul style="list-style-type: none"> • Undergraduate <ul style="list-style-type: none"> Freshman Sophomore Junior Senior 5th Year Graduate Blended, Undergraduate and Graduate Other, Please Explain: 	

IV. Green Central, Design Competition Agreement

As a participant in the Green Central Design Competition, I agree that:

- To the best of my knowledge, all of the information provided above is correct, current and may be verified with my institution. I will notify the Competition Coordinator immediately should any of the information provided on the registration form change.
- I or we understand and meet all the requirements outlined for my registration status as a student, faculty or staff participant.
- I or we are responsible for coordinating transportation to and from all mandatory and/or optional activities.
- I or we are responsible for meeting all deadlines, submissions and requirements outlined for this competition or risk disqualification for myself, team or the students I represent.
- I or we will attend the mandatory activities outlined in the schedule, unless there is a reasonable excuse filed with the Competition Coordinator as well as my institution, team and/or faculty representation (if participating as part of a course, independent study or team.) Absences from mandatory activities may be subjected to verification. It is understood that unexcused absences from mandatory activities may risk disqualification for myself, my team or the students I represent.
 - All student participants are required to attend the three mandatory activities.
 - Faculty and staff registered as a course instructor or member of instructional team must have at least one representative present at the two mandatory events. If a substitute representative, not included on the registration form is needed, you must contact the Competition Coordinator 24 hours prior to the event; however, we prefer that all registered faculty and staff attend mandatory events.
 - Faculty and staff registered as advisors are not required to attend mandatory events; however, though all activities are optional, we prefer that all registered faculty and staff attend mandatory events.
- I or we must RSVP for events at least one week prior to optional activities and will contact the Competition Coordinator at least 48 hours prior to the event should I or we not be able to attend, unless there is a reasonable excuse filed with the Competition Coordinator as well as my institution, team and/or faculty representation (if participating as part of a course or independent study.) Attendees to optional events without proper registration may be denied entrance based on availability of space. No-shows to events with less than 48 hour notice with an associated cost will not be refunded and/or may be subjected to reimbursement if associated cost was covered by the City, institution, host or other organization.
 - Student participants are not required to attend optional activities; however they serve as enrichment opportunities for project progress. We encourage all registered students to attend.
 - Faculty and Staff registered as a course instructor or member of instructional team must have at least one representative present at optional activities if their students are required to attend. If a substitute representative, not included on the registration form is needed, you must contact the Competition Coordinator

Green Central Student Design Competition Registration Form

24 hours prior to the event; however, though not required, we encourage all registered students, faculty and staff to attend optional activities.

- Faculty and Staff registered as advisors are not required to attend optional activities; however, we encourage all registered faculty and staff to attend optional activities.
- If I or we are 15 minutes later than the mandatory or optional activity start times, I or we may be denied entrance, marked absent and our spots may be forfeited if others are waiting for entry. Those over 15 minutes tardy to events with an associated cost may not be refunded and/or may be subjected to reimbursement if associated cost was covered by the City, institution, host or other organization. It is imperative that all groups notify the Competition Coordinator if going to be absent, tardy or an unplanned situation arises.
- I or we will report all concerns or issues to the Competition Coordinator immediately.
- I or we are able to participate and complete all competition requirements.
- I am at least 18 years of age and have read, signed and have/will submit a completed registration application and agreement form by January 30, 2012 and consent form by February 3, 2012. (For those under 18, a parent or guardian must also sign and date the participation consent form and complete the parent/guardian supplemental registration consent form to be submitted along with your registration application.) All consent forms must be received by the Competition Coordinator by February 3, 2012 or the individual will not be able to participate in the competition.

The City of Pittsburgh agrees to:

- Notify listed primary and alternate contacts immediately of any information, schedule changes or competition amendments. Though at times we may send out information to all participants, it will be assumed that the listed primary and alternate contacts will take the responsibility of disseminating all information to all members of their team and respond to inquiries on their behalf or on behalf of the team they represent.
- Amend and report, to the best of our ability, concerns or issues brought to our attention.

Green Central Student Design Competition Registration Form

Green Central, Design Competition Agreement (Continued)

I have read and reviewed this agreement and agree to fulfill the terms of participation outlined for the Green Central Design Competition. This agreement must be signed by all wishing to participate to complete registration.

Name, signature and date of primary contact person:

Name, signature and date of alternative contact person:

Name, signature and date of team member 3:

Name, signature and date of team member 4:

Name, signature and date of team member 5:

Return all completed registration documents to [Aftyn Giles](#), mail to: City-County Building, Suite 637, 414 Grant St. Pittsburgh, PA 15219 or email to: PghGreenCntr@gmail.com

V. Tell us how you learned about the Green Central Design Competition

Word of Mouth

City Sustainability Website

Neighborhood or School Newsletter

Staff or Instructor: _____

Mayor's Neighborhood Message or Press Release

Newspaper

Flyer or Posting at my School

Other (specify): _____

Green Central Student Design Competition Registration Form

VI. Tentative Green Central Design Competition Schedule

** Schedule modifications will be sent to all registered participants**

January:

- 1/23/2012 Faculty or Staff registration deadline for facilitated courses, groups or studies
- 1/30/2012 Deadline for Student and Advisor registration

February:

- 2/3/2012 Deadline for all student, faculty and staff participation consent forms
- Mandatory Activity: 2/3/2012, 4:00 p.m. – 5:30 p.m. @ City-County Building, 6th Floor City-Stats Room 626.
 - Competition Introduction and Welcome: Meet the Client
- Optional Activity: 2/17/2012, 4:00 p.m. – 6:00 p.m. @ Location T.B.D.
 - LEED for Interior Design and Construction (LEED ID+C): (U.S. Green Building Alliance)
- Optional Activity: 2/24/2012, 4:00 p.m. – 6:00 p.m. @ Location T.B.D.
 - Sustainable Building Materials: (Artemis Environmental)

March:

- Optional Activity: 3/9/2012, 5:00 p.m. – 6:00 p.m. @ Location T.B.D.
 - Budgeting: Tips for preparing a preliminary design budget (Massaro)
- Mandatory Activity: 3/23/2012, 4:00 p.m.-6:00 p.m. @ Location T.B.D.
 - Progress Review: Come prepared to do a short presentation of idea and budget

April:

- 4/18/2012 Submission Deadline. E-mail submissions to PghGreenCntr@gmail.com. Review Project Scope and Submission Requirements page for complete details.
- Mandatory Activity: 4/21/2012, 4:00 p.m. – 7:00 p.m. @ Location T.B.D.
 - Final Presentations and Participant Reception. Review Project Scope and Submission Requirements page for presentation format details.

July:

- Awards Notification Letters Sent

December:

- Mandatory Activity for Award Recipients @ 6th Floor City-County Building Time T.B.D.
 - Presentation of Award(s) and Ribbon Cutting Ceremony



City-County Building Site Visits:

Green Central Student Design Competition participants are welcome to visit the City-County Building from 4 p.m. – 5:30 p.m., Tuesday, Thursday and Friday, by appointment only. Appointments for site visits must be confirmed with the Competition Coordinator 24 hours in advance. The subject line for e-mailed requests should read: “Site Visit.”

Competition Coordinator: Aftyn Giles, Sustainability Coordinator

Office of Mayor Luke Ravenstahl

412-255-2254, PghGreenCntr@gmail.com

City-County Building, Suite 637, 414 Grant St. Pittsburgh, PA 15219



**City of Pittsburgh
Green Central Design Competition
Safety First Guidelines**

The Green Central Design Competition (GCDC) encourages participants to always take the appropriate safety precautions. Please adhere to the following guidelines:

1. Be cautious when traveling to and from all GCDC activities, especially after sun down or during inclement weather.

Avoid traveling alone, especially after sun set and be caution when traveling during bad weather as the risk of injury is greatly increased. Always be aware of surroundings, weather conditions and plan ahead.

Please check with primary and alternative contact or call/e-mail Competition Coordinator to verify scheduled activity dates and times during inclement weather.

Competition Coordinator: Aftyn Giles, Sustainability Coordinator 412-255-2254
PghGreenCntr@gmail.com

2. Avoid over exertion while working on GCDC submittals

Meeting deadlines can be tough. Students are encouraged to take work breaks, rest and have plenty of water and other refreshments available while working to avoid over exhaustion.

3. Be prepared for emergencies

Have a first-aid kit readily available. Be aware of your location and surroundings at all times. Review instructions for proper use and handling of materials and equipment. If you encounter a dangerous situation, contact the proper authority, such as 911, immediately.



Participation Consent Form

Dear Participant and/or Parent or Guardian of Young Adult Participant:

You or your child has expressed an interest in participating in the Green Central Design Competition for the development of a centralized communication hub for sustainable information. The City of Pittsburgh thanks you and your child for your interest and participation.

Because the City is a governmental entity, the state legislature has granted it broad protections from liability under the Political Subdivision Tort Claims Act (the "PSTCA"). If you or your child is in an accident while involved in this Competition, the City may be protected from many types of liability because of the PSTCA and will rely on those defenses in any action you might bring as well as any other defenses available to it. Accordingly, please follow the safety guidelines provided by the City and please make sure that caution and common sense are used at all times by all individuals involved. The City will not assume responsibility for injuries to you or your child or to any personal equipment that you or your child may use during your/his/her participation in this competition.

If you understand and agree to these terms, we ask that you sign the bottom of this letter and provide it to the appropriate City representative before you and/or your child begin any work. **If Participant is a child under the age of 18, both the child and his/her parent/guardian must fill out name, signature and date.**

Participant Printed Name, Signature and Date

Parent/ Guardian Printed Name, Signature and Date
(Required for participants under 18 years of age)

Return completed form to [Aftyn Giles](#), mail to: City-County Building, Suite 637, 414 Grant St., Pittsburgh, PA 15219 or -email to: PghGreenCntr@gmail.com

**Additional copies of this form can be made if necessary. Form must be returned to Competition Coordinator, Aftyn Giles by February 3, 2012.*

Green Central Student Design Competition Registration Form



Parent/ Guardian Supplemental Registration Agreement Form

(Only required for participants under 18 years of age. This form must be submitted along with registration forms to validate minor's registration.)

I have read and reviewed all registration documents including section IV, Green Central Design Competition Agreement, along with my child and as a participant, my child understands and agrees to fulfill the terms outlined for the Green Central Design Competition.

Participant Printed Name, Signature and Date

Parent/ Guardian Printed Name, Signature and Date

Return completed form to [Aftyn Giles](#), mail to: City-County Building., Suite 637, 414 Grant St., Pittsburgh, PA 15219 or e-mail to: PghGreenCntr@gmail.com

**Additional copies of this Form can be made if necessary. Form must be returned to Competition Coordinator, Aftyn Giles by February 3, 2012.*