Call for Nominations

12th Annual Capital Region BOMA Awards Dinner

An Evening of Awards and TOBY Presentations
December 5, 2019 | Location to be announced

The Capital Region Building Owners and Managers Association is proud to announce our 2019 Annual Awards Dinner.

CRBOMA looks to recognize the achievements and work of the commercial real estate industry throughout the past year. Once again we will be giving out TOBY Awards as well as our local CRBOMA Awards.

The TOBY Awards are the most prestigious and comprehensive program of its kind in the commercial real estate industry, recognizing excellence in building management; operational efficiency; tenant retention; emergency planning and community impact. Winning entries then have the opportunity to advance to the Mid-Atlantic Conference regional level with those winners advancing to the International level.

All 2019 TOBY winners (not BOMA awardees), are eligible to move onto the MAC (Middle Atlantic Conference) awards ceremony which will be held April 22-23, 2020 in downtown Albany! BOMA members from all locals in the middle-Atlantic Region (Boston to D.C.) are invited to attend. Let's show them what Albany has to offer in the commercial real estate landscape!

The Deadline for Nomination Form(s) is July 26, 2019.

For more information about the event, registration, or sponsorship, please visit our website or contact us. As always, if you have any questions or require assistance, please feel free to call our CBOMA office at (518) 694-5016, and we will be happy to assist you.

2019 CATEGORIES

TOBY AWARDS

1. *Under 100,000 Square Feet**
2. *100,000 - 249,999 Square Feet**
3. *250,000 – 499,999 Square Feet**
4. *500,000 – 1 Million Square Feet**
5. *Over 1 Million Square Feet**
6. *Corporate Facility*
7. *Earth Buildings*
8. *Historical Building*
9. *Industrial Office Buildings*
10. *Medical Office Building*
11. *Mixed-Use Buildings*
12. *Public Assembly Buildings*
13. *Renovated Buildings*
14. *Retail Buildings*
15. *Suburban Office Park (Low-Rise)*
16. *Suburban Office Park (Mid-Rise)*

Awards Nomination Form A
Building Categories
Due July 26, 2019

Category to Be Entered: _____

Building Name Nominated: _____

*Year Building Built/Renovated:*_____ *Year First Tenant Occupied:*_____

Building Address: _____

Property Owner Name: _____

Managing Agent Name: _____

Additional Comments: _____

_____

_____

Contact Person Name: _____

Address: _____

_____

Telephone: _____

Email: _____

Please remit this form by email to CRBOMA by July 26, 2019

Capital Region BOMA— Federated with BOMA International 230 Washington Ave. Ext., Albany, NY 12203
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TOBY Award Categories

1. *Under 100,000 Square Feet**

   Any and all office buildings with at least 50% office area are eligible.

2. *100,000 - 249,999 Square Feet**

   Any and all office buildings with at least 50% office area are eligible.

3. *250,000 – 499,999 Square Feet**

   Any and all office buildings with at least 50% office area are eligible.

4. *500,000 – 1 Million Square Feet**

   Any and all office buildings with at least 50% office area are eligible.

5. *Over 1 Million Square Feet**

   Any and all office buildings with at least 50% office area are eligible.

6. *Corporate Facility*

   All buildings must be a single-use facility at least 50% occupied by the corporate entity—includes government agencies and private enterprises.

7. *Earth Buildings*

   All buildings with at least 50% office area where the building and building management team preserve and enhance the internal and external environment through green and sustainable programs.

8. *Historical Building*

   All buildings must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion. The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable.

TOBY Award Categories Continued…

9. *Industrial Office Buildings*

All buildings, comprising a total project, to include any single building industrial properties, one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

10. *Medical Office Building*

All buildings must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital employed physician offices. The building can be located on or off a hospital campus, and its tenancy can be comprised of 50% hospital uses or ancillary services, (such as imaging, physical therapy, rehabilitation clinics, prosthetics, pharmacy clinics and the like) provided by the hospital, including employed or aligned physician offices, ambulatory surgery centers, clinical labs (such as catheterization labs). Patient stays must be less than 24-hours (but could occur within any 24-hour period.

11. *Mixed-Use Buildings*

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions.

Each component will be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tends to mitigate traffic and sprawl.

TOBY Award Categories Continued…

12. Public Assembly Buildings

All buildings must be publicly accessible and support multiple uses (entertainment, events/gatherings, etc). The multiple use character of these buildings may influence the building's utility use, opening hours and tenant or occupant relations. These buildings

may be part of a larger portfolio. This category includes: stand-alone arenas, amphitheaters, auditoriums, art

galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s) and

other buildings that are publicly accessible. This category allows for entry restrictions based on ticketed or

multi-tenant/occupant areas.

When a building fits a different TOBY category, it should be entered in that category.

13. Renovated Buildings

All Building(s) must be at least 15 years old, have maintained a minimum of 50% occupancy (physical occupancy) during the renovation process for all building(s) and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of 5 projects are necessary. Renovation can encompass: (1) Rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure); (2) Modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions); and (3) Remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies). In order to be eligible, a minimum of five of the following work projects must be completed by January 2018 and the building must enter the TOBY program within 5 years following substantial completion of the last renovation projects to be eligible for this category.

a) *New roof, re-roof or green roof*
b) *New boilers/HVAC /Central Plant*
c) *Cleaning/Painting/New design of existing building envelope*
d) *New electrical system: HVAC, Lighting, mechanical room upgrades/updates, etc.*
e) *New fire panel/sprinkler system*

f) *Modernization of elevators which can include mechanicals, ADA compliance and interior cabs refurbishment*

g) *New security systems can include card access, cameras, console, fire panel etc.*

h) *Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc.*

i) *Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stale partitions etc.*

j) *Installation of new windows*

14. Retail Buildings

A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000 – 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.). No minimum office area is required.

15. Suburban Office Park (Low-Rise)

Two or more buildings managed by the same management company with the tallest building being no higher than 5 stories; all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

16. Suburban Office Park (Mid-Rise)

Two or more buildings managed by the same management company with 1 building that is 6 to 10 stories in height, all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

NOTE: If a suburban office park is comprised of both low- and mid-rise buildings, the entry must submit under the Mid-Rise category.

TOBY Eligibility to Advance to the Regional Level

1. *The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.*

   NOTE: At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International's TOBY Web site at www.boma.org/toby for regional judging and must notify their regional awards chair of their intention to compete.

2. *All portfolios must score at least 70% to advance to the next level of competition.*
3. *The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.*
4. *The building may not have won in the same category at the international level during the last 5 years. The building may not have won in a different category at the international level during the last 3 years.*
5. *The building must be at least 3 years old from the date of occupancy of the first tenant by June 2015.*
6. *At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial Category which must have more than 5% and less than 50% office area as measured by BOMA standards.*
7. *Each building may enter in only one category.*
8. *Earth Award entries must be ENERGY STAR® benchmarked, provide a copy of the current year Statement of Energy Performance and must have elected to share their data with BOMA International in the ENERGY STAR online portfolio manager.*

   NOTE: Beginning in the 2010 – 2011 season, all TOBY entries will be required to be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and share their data with BOMA International in the ENERGY STAR online portfolio manager.

An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings.