



Engineering Excellence Awards 2019 Official Rules

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All Engineering Excellence Awards (EEA) submissions are considered ACEC Colorado award winners, regardless of which level of award received. A panel of judges review all submittals and evaluates them based on the judging categories, as described under “Rating Guidelines.” Two copies of an award are presented for each entered project (one for the entrant and one for the client). Additional material will be necessary for projects advancing to the national competition.

IMPORTANT DATES

- Nov. 1, 2016- Sept. 17, 2018 Substantial Construction/Completion of Project Work to be Entered (ACEC Colorado – specific dates)
- June 29, 2018 Deadline to Receive Early Bird Discounted Intent-To-Enter Form Rate (available to members only; due at midnight)
- July 27, 2018 Deadline to Complete Online Intent-to-Enter Form With Payment
- Aug. 20, 2018 Deadline to Submit Online Required Material & Optional Reference Material
- Aug. 27, 2018 Deadline to Deliver Project Board to ACEC Colorado Office (due by noon)
- Sept. 8, 2018 Filming of Project Manager(s)/Principal(s)
- September Judging
- Oct. 19, 2018 Deadline for Names of Firm Representative(s) and Client(s)/Owner(s) Accepting Award at Luncheon
- Nov. 5, 2018 Luncheon & Awards Program (Warwick Hotel, Denver)
- Jan. 4, 2018 Deadline to Submit to ACEC National Competition (if referred from ACEC Colorado competition)
- Jan. 16, 2018 Firm Representative Available by Phone for ACEC National Interview
- Feb. 6-10, 2019 ACEC National Judging
- May 7, 2019 ACEC National EEA Dinner and Gala Awards Program (Washington, D.C.)

ENTRY FEES & INTENT-TO-ENTER FORM

- ACEC Colorado Member Firm Represented at Workshop: \$395 (received by July 27) – requires priority code
- ACEC Colorado Member Firm: Early Entry Discount \$395 (received by June 29) | \$495 (received July 1-27)
- Non-member Firm: \$1,195

(Each entered project requires a separate entry fee and Intent-to-Enter Form. Each entry fee is non-refundable and non-transferable, regardless of whether entry material is submitted for a project. Limit one discount per entry; firms may not combine a workshop discount with the June 29 – discounted rate.)

ELIGIBILITY

Any Colorado engineering or surveying firm is eligible to enter the EEA program, regardless of whether the firm is an ACEC Colorado member. Projects entered into the ACEC Colorado competition may have been executed anywhere in the world; however, to be eligible, at least 50 percent of the project work must have been done by the entering firm’s Colorado office. Construction of projects entered into the 2019 competition must have been substantially completed and ready for use between Nov. 1, 2016, and Sept. 17, 2018. Noncompliance with the Official Rules may disqualify an entry. ACEC Colorado will not be responsible for any damages to or loss of entered materials. The ACEC Colorado Awards Committee reserves the right to determine the eligibility for all entries. Entries must meet the judges’ rating guidelines found in the Official Rules.

AWARD DESCRIPTIONS

- Outstanding Graphics Award offers recognition for the best project board graphics, based on the judges/Awards Committee’s recommendations.
- Merit Award recognizes projects for their extraordinary engineering solutions, based upon the award criteria.
- Honor Award recognizes projects with outstanding engineering solutions, based upon the award criteria.

- Excellence Award recognizes projects for innovative engineering solutions, based upon the award criteria, and recipients are eligible to advance to the ACEC National 2019 EEA competition.
- Grand Conceptor Award recognizes the Engineering Excellence Award winner with the highest score.

JUDGING

Entries are judged for overall engineering excellence based on work performed by only the entering engineering firm and according to the rating guidelines listed. For the state competition, as well as the national competition, each project is judged and rated on its own merit, regardless of what the national category classification is for the project. Each year, a diverse panel of judges is convened and typically consists of leadership of allied organizations, public and private sector, industry professionals, educational, and media personnel. Each of these distinguished judges evaluates entries using a standard rating process to determine Merit, Honor, Engineering Excellence and Grand Conceptor Award winners. The Colorado judging is based on (1) review of the project board and (2) review of all the contents submitted. Results of the judging are not disclosed until they are announced from the podium at the ACEC Colorado Awards Luncheon on Nov. 5, 2018.

RATING GUIDELINES

Each entry is evaluated using these weighted percentages, which are key elements of the required project description:

- Uniqueness and/or innovative applications of new or existing techniques
- Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering
- Social, economic and sustainable development considerations
- Complexity
- Successful fulfillment of client/owner needs

Rating Guideline Definitions

Uniqueness and/or Innovative Applications of New or Existing Techniques

- Does the entry demonstrate the use of a new science or a breakthrough in the general knowledge of engineering?
- Does the entry represent a unique application of new or existing technology, techniques, materials, or equipment?

Future Value to the Engineering Profession and enhanced public awareness/enthusiasm of the role of engineering:

- Will the entrant's contribution to the project redefine current engineering thinking?
- Does the entrant's project increase public awareness/enthusiasm about the role of engineering in their everyday lives?

Social, Economic, and Sustainable Development Considerations

- Do the identified solutions produce secondary benefits of value to the community environment?
- Does the entrant's approach provide society with social, economic or sustainable development benefits?
- Does the entrant's contribution to the project improve the health, safety or welfare of the public or affected environment?

Complexity

- Did the entry successfully address very complex criteria or unique problems?
- Were extraordinary problems of site, location, hazardous conditions, project requirements, or similar elements present?
- Did the entry require the use of out-of-the-ordinary technology or ingenuity for achievement of the project's goals?

Successful Fulfillment of Client/Owner Needs

- Did the entrant successfully engage the client/owner in the overall project development process?
- Did the project provide an economical and cost-effective solution?
- How did the final cost relate to the original budget estimate?
- How closely did the entrant's solution meet the total goals of the client/owner?
- Did the entrant meet the client's time schedule?

DELIVERABLES

Once your firm decides to enter the ACEC Colorado 2019 EEA competition, you will (1) selected your firm's project(s) to enter, (2) submit an online [Intent-to-Enter Form](#) for each entry, and (3) prepare the submittal material. The following section describes in detail the three main parts of your submission and requirements of each.

Print-version Project Board

Prepare your entry's project board with text, photos and graphics that demonstrate the challenges, solutions and unique innovations of the key project elements. The panel should be prepared using high-resolution images of your project, as well as your company logo, [the downloadable ACEC National EEA logo](#), and the [downloadable ACEC National logo](#). The project board must include:

- Maximum of six photos and/or graphics per board (NOTE: Background graphic is not counted as a photo)
- Each image must be a minimum 35 sq. in. (e.g., minimum 7"x5") in size
- Text on board limited to 250 words (excludes captions, project title and location, and client and firm's names and locations)
- Minimum 32 pt. font size on text and descriptions | Minimum 28 pt. font size on captions and graphics with text

Required Elements (min. 32 pt. font size):

- Title and location of the study or project
- Client/owner's name & location
- Entering firm's name & location
- ACEC National logo ([click here](#) to download)
- ACEC National EEA logo ([click here](#) to download)

Material (size: 30"x30" square)

- Matte finish, laminated front (5 mil thickness) and back (5 mil thickness)
- Panel stock thickness before lamination: no more than 5 to 6 mil (i.e., laminated board total thickness max. 15-16 mil)
(NOTE: Framed or mounted panels are not accepted.)

Other Specifications

Leave a 2"x 2" space in the upper right-hand corner of the board's layout, which is free of text or images. You may, though, carry the board's background scheme into this space. (NOTE: This space will be used by ACEC Colorado to code the entry during the evaluation process. Text or graphics in this area are covered once the panel is coded. Do not leave this space blank or white, unless that follows your background theme.) On the backside of the board, include a label with your firm's name, firm's address, entered project's name and category you designated on the official application for the project. Also adhere four, 9"-long strips of Velcro (hook side only)—one vertically near each of the board's corners. Deliver your project board rolled, noting that ACEC Colorado supplies the foam core board material to which your printed piece is adhered.

Online Submittal Material

The following provides details of the text that is required to be submitted. The following content order is the order that must be followed for your submission. (NOTE: no QR Codes or embedded links are permitted in any portion of the award submittal. Judges may not seek any additional information or conduct research; therefore, only the information submitted is used in judging process.)

ACEC National Electronic Project Submission Form

Both the entering firm and client must sign the ACEC National entry form. [Click here](#) to download the official ACEC National 2019 submission form. Retain the original, completed and signed entry form; however, include the form as a PDF to upload with your ACEC Colorado submission. Electronic signatures are permitted.

Executive Summary (one page max)

Overview of project. Describe the problem and solution; project title and entry category must appear at the top of the page. Specifications: 8.5" x 11", 1" side margins; single-spaced text; 12 pt. minimum size font; PDF format.

Project Description (Up to three pages)

Tell the story of the project. Address items a, b, c, and d as listed below; project title, entry category, and page number must appear at the top of each page. Entrants may use text, photos, graphics, or charts as needed. Specifications: 8.5" x 11"; 1" side margins; single-spaced text; minimum 12 pt. font size. Text must include:

- a. Role of entrant's firm in the project
- b. Role of other consultants participating in the project
- c. Entrant's contribution to the project (i.e., address each of the five areas under "Rating Guideline Definitions" section)
- d. Total project budgeted cost, total project actual cost, entrant's portion of the budgeted cost, entrant's portion of the actual cost, scheduled and actual dates of completion
- e. Closing summary of project in layman's terms about why this project is worthy of special recognition (minimum 100 words, maximum 500). Explain all factors that comprise the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. (NOTE: This summary will provide the basis for all publicity on the project.)

Remember: Please do not leave unanswered questions for the judges (e.g., "Why did you go over budget?", "What happened to the waste stream that the project produced?") in your project description.

PDF-version Project Board

An 8½"x11" PDF, 300 dpi web-ready version of the *exactly same* project board you will print and laminate for hard copy submission.

Photos, Captions & Graphics

Six different photos or graphics (one image per file) with captions describing the subject matter. Captions must be listed on a PDF and correspond with the saved photos' names (e.g., "Photo1_ProjectName.jpg"). Each must adhere to these guidelines:

- JPG file at 300 dpi (1920x1080 pixels) in RGB with landscape orientation (max. 1.2 MB each)
 - Three of the images must show the completed project and provide the highest level of visual impact for publicity
 - Three of the images must display the planning, startup and/or construction phases of the project
- Remember: Since the photographs will be projected on a large screen during the awards ceremony, it is very important to submit sharp, high-quality, high-resolution images.
- Photo release form that allows ACEC Colorado to use for electronic and print material. [Photo release](#) must be signed by firm and client. Include any credit that must be used (ie – Photo Credit to Ely Hemnes, Unfound Door).

OPTIONAL RESOURCE MATERIAL

List of Key Participants & Clients

A one-page PDF list of key participants and clients involved in the project. Include 1" side margins and use minimum 12 pt. font size. Include name, physical mailing address, firm/organization name and e-mail address for each. Include contractors, subcontractors, other engineering firms, architects and other designers. Ensure the document is saved as "PROJECT NAME_Key Participants" and include the entrant's company name and project title at top of page.

Client Letter (one page max)

Letter addressed to ACEC National on your letterhead describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs. *Specifications:* PDF format.

Construction Costs:

Total Construction Budget \$ _____

Total Construction Actual \$ _____

Entrant's portion of Total Construction Budget \$ _____

Entrant's portion of Total Construction Actual \$ _____

Media List

A PDF list of local, trade and other media outlets, contact names and e-mail addresses as available. Ensure the document is saved as "PROJECT NAME_MediaList" and include the entrant's company name and project title at top of page. (NOTE: If your firm is handling all publicity, include a statement to that effect under this heading.)

Press Release

A two-page maximum, double-spaced PDF that clearly and concisely describes the project and the entrant's participation, based on information presented in the Project Description. Also describe the value of the project to the community including information such as the number of people served, cost savings, etc. Do not reference other awards the project has won.

Supplemental Report

PDF of study for research, studies, surveying and mapping entries. Ensure the document is saved as "PROJECT NAME Supplemental Report."

Power Point

PowerPoint file, containing 8 slides including a title slide with ACEC National logo and ACEC National EEA logos, firm name, project name, project location: city and state, followed by 6 slides that include photos 1 through 6 (same photos as Item 6 above), plus the last slide that contains the photographic display panel. This presentation will be used by the judges as part of their evaluation. Do not include sound, transition effects, animation, preset timing, or slide show sequencing. A sample PowerPoint presentation is [downloadable](#) from the ACEC National website.

ACEC NATIONAL RESOURCES

[2019 National Call for Entries](#)

[2019 Submission Changes](#)

[Sample PowerPoint Presentation](#)

[Logo PDF version](#) | [Logo JPG version](#)

[2019 EEA Checklist](#)

[Grand Conceptor Award Winners](#)

[ACEC National EEA Logo](#)