



2016 Engineering Excellence Awards Submission Requirements

Congratulations! This letter serves to acknowledge receipt of your Entry Form for the 2016 ACEC/MA Engineering Excellence Awards (EEA) competition.

Attached is a "Final Entry Form/Checklist" for you to follow in preparing your submission package. Your submission package needs to include the following:

- All material/information needs to be secured with a black binder clip. DO NOT bind or submit a notebook for your materials.
- Submit six (6) single-sided copies of your submission; each copy is to be secured with its own black binder clip.

All submissions must be received by ACEC/MA (The Engineering Center, One Walnut Street, Boston, MA 02108) **no later than 5:30 pm Monday, November 2, 2015; late submissions risk disqualification.**

NOTE: To assist you in preparing your submission, we are holding a **Submission Assistance Morning for participants on Tuesday, October 20 from 9:00 am – 12:00 pm at The Engineering Center** (One Walnut Street, Boston, MA 02108). During this time, you will have an opportunity to review past submissions. In addition, members of the Awards committee will be available to answer any questions that you might have. Appointments are not needed, so feel free to stop by during those hours. Also, attached is a FAQ fact sheet that provides answers to the most commonly asked questions.

If you have any questions during the process of preparing your submission, contact Elizabeth Tyminski at (617) 305-4127 (etyminski@engineers.org).

Sincerely,

The ACEC/MA Awards Committee

Cc: Elizabeth Tyminski

AS AN ENTRANT IN THIS YEAR'S COMPETITION, PLEASE MARK YOUR CALENDAR---THE AWARDS GALA WILL BE HELD MARCH 16, 2016 AT THE ROYAL SONESTA HOTEL IN CAMBRIDGE, MA. THIS IS THE CELEBRATORY EVENT DURING WHICH ALL OF THIS YEAR'S ENTRANTS AND SUBMISSIONS WILL BE RECOGNIZED AND AWARD WINNERS WILL BE ANNOUNCED.



2016 Engineering Excellence Awards Final Entry Form/Checklist

Exact Name of Project*: _____

Exact Name of Firm*: _____

Contact Name: _____

*These Names will be used for ALL materials created by ACEC/MA, including Awards Gala programs, invitations, and future brochures or announcements. Please ensure that it matches your Call to Entry form that was submitted by October 5, 2015.

Each of the six packets must contain the following and be secured with a binder clip
Refer to following sheets for additional information on these items:

- 1. Submission Cover
- 2. Copy of the ACEC/MA official entry form
- 3. Final Entry Form/Checklist
- 4. Client/Owner Letter
- 5. Project Descriptions
- 6. Photographs or Graphics (8.5"x 11" color laser reproductions or photographs of six different images)
- 7. Team Members
- 8. State/National Elected Officials
- 9. Supplemental Report (Only to be submitted for studies, research and consulting engineering services)
- 10. Procurement Method Used for Design Team/Consultant Selection
- 11. USB Drive: Submit six (6) USB Drives per project with a copy of all of the entry information **in the proper formats as detailed.**

All materials are due to ACEC/MA by **5:30 pm on Monday, November 2, 2015**. Submissions must include all of the above requirements to be judged.

Send submissions to:

ACEC/MA

The Engineering Center



One Walnut Street
Boston, MA 02108-3616

1. Submission Cover

The overall front cover of the submission can contain anything. It is limited to one page. Indicate this is for the **2016 Engineering Excellence Awards** on the cover and also include the name of the project and the name of the submitting firm. *Please ensure that these names match the Exact Names on the Final Entry Form/Checklist.* You may use a single photograph or multiple photos as part of the cover.

2. Copy of ACEC/MA Official Entry Form

If you paid by credit card, black out credit card information on this copy of the form.

3. Final Entry Form/Checklist

Include a copy of the checklist.

4. Client/Owner Letter

A letter or statement signed by the client and/or owner and addressed to ACEC/MA, stating that the work of the engineer meets the intended uses and expectations for the project being submitted.

- The letter needs to be submitted on the client and/or owner's letterhead.
- Include the original letter in one of the six packets.



5. Project Descriptions

A. Overall Project Description

A Project description should not exceed 1000 words. The word count includes any titles, but does not include any captions to images. Format on single-sided pages (8.5” x 11” with 1” side margins, minimum 12 point type, single-spaced), describing the problem and the solution.

The description of the project must address the following:

- A. Role of the entrant’s firm in the project.
- B. Role of other consultants and/or subconsultants participating in the project.
- C. Brief description of the entrant’s contribution to the project, addressing each of the following of these rating guidelines for judging:

1. Uniqueness and/or innovative application of new or existing techniques.....	20%
2. Future value to the engineering profession and perception by the public.....	20%
3. Complexity.....	20%
4. Successful fulfillment of client/owner needs.....	20%
5. Social, economic and sustainable development considerations.....	20%
Total.....	100%

Note: You may include up to 5 images (photos, graphs, charts, etc.) as part of your overall description.

B. Website Project Description

In lay terms, provide a 100 word description of your project that will be posted on the ACEC/MA website. Do not include any images.

NOTE: Please state how many words have been used at the end of Section A & Section B to confirm that neither 1000 nor 100 words have been exceeded respectively.

6. Photos or Graphics (One Per Page)

(Size: 8.5x11)

- A total of six different high quality, 8.5”x11” un-mounted photographs or graphics printed from digital files with a resolution of not less than 3.0 megapixels (300dpi).
- Images must be single photographs – no collages, insets, etc.



- On the back of the photo, identify:
 - Project Name
 - Firm Name
 - Caption
- Photos or graphics should be labeled. Each label must include: Project Name and Firm Name.
- Three of the photographs must be of the completed project and provide the highest level of visual impact for publicity. Three of the photographs should display the planning, start-up, and/or construction phases of the project.

7. Team Members

List all team members who worked on the project including: firm name, address, phone number, website, and e-mail address of each team members. Include contractors, subcontractors, other engineers, architects and designers involved in the project, together with any and all subconsultants.

8. State/National Elected Officials

On one separate sheet, list state/national elected officials:

1. In District where entering firm is located, list name of US Representative (in US House of Representatives)
2. In District where entering firm is located, list names of both State Senator and State Representative
3. In District where project is located, list name of US Representative (in US House of Representatives)
4. In District where project is located, list names of both State Senator and State Representative

For help in locating this information, refer to a “Where do I vote?” site and use a residential address near the firm or project.



9. Supplemental Report (Only for studies, research and consulting engineering services)

Submit a supplemental report for studies, research and consulting engineering services here. This would be for projects that fall under Category A on the national level. Refer to acec.org for more information.

10. Procurement Method Used for Design Team/Consultant Selection

Note: The information provided in this section will not be used as part of the judging criteria. It will be used by ACEC/MA to determine procurement trends.

To the extent possible, answer these questions about how the firm/team was selected for the work on this project.

1. How did the Owner or Client procure the design team/consultant for this project?
(Choose one)

- Qualification-Based Selection (QBS): The firm/team submitted its qualifications to the owner for this project. The owner then ranked the firms based on qualifications only and negotiated the scope of work and budget with the top-ranked firm/team.
- Task Order under general service agreement: The firm/team has an existing contract with the client and this was an assignment under that contract.
- Two envelope process: The firm/team submitted two envelopes in response to an RFP: 1 with a proposal and the team's qualifications and 1 with the price.
- Design/Build: The design professional worked as part of a team with the contractor. Selection was based on a combination of the technical proposal and price.
- Another procurement method or unknown procurement method. Describe below in 150 words or less:



2. Provide any additional background about why this procurement method was used on this particular project, if known. (150 words or less).

11. USB Drives

Submit six (6) USB Drives with a copy of all documents, in the following format:

1. Digital images of the 6 photos
 1. Format: JPEG
 2. Size: 8.5x11
 3. High Resolution 300 dpi
 4. Title of each photo must include project and firm name
2. Digital image of submission cover
 5. Format: jpg or tiff
 6. Size: 8.5x11
 7. High Resolution 300 dpi
3. Project Descriptions (MS Word doc)
 - 1000 word description
 - 100 word description
4. Procurement Method Used
 - Provide MS Word Document of the Procurement Method used sheet (Section 9)
5. PDF File of the entire submission (front cover to last page)

Submit six (6) copies of the USB Drives and make sure that they are properly labeled indicating the firm name, the project name, and the current year.

NOTE: test your USB Drives on different computers to ensure they are not machine dependent.