



**2024 Engineering Excellence  
Awards  
Electronic Submission  
Information Requirements**

# Have this Form Handy as a PDF:



- Make sure you black out credit card information

## E E A 2024

Engineering Excellence Awards

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2024 ACEC/MA  
**ENTRY FORM** Due October 3, 2023

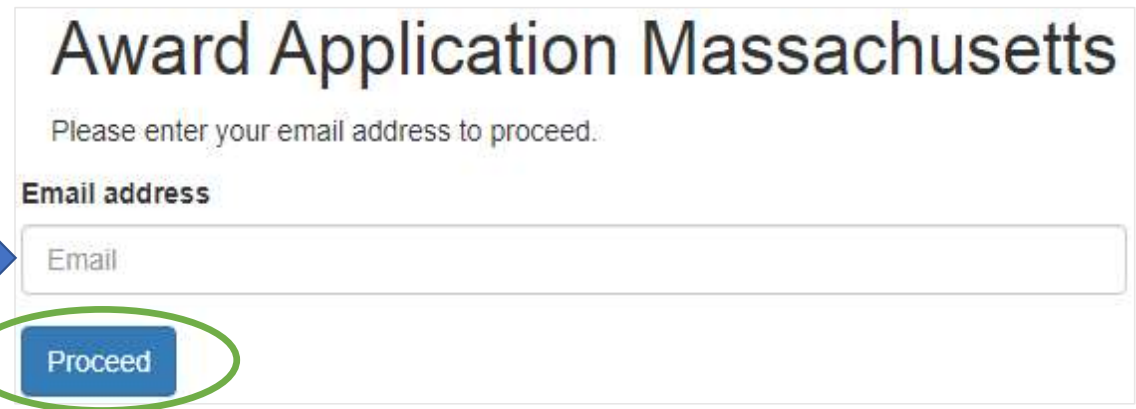
<p><b>Entry Type and Fee</b></p> <p><input type="checkbox"/> ACEC/MA Member firm \$500 <input type="checkbox"/> Small firm (under 30), ACEC/MA member \$175 <input type="checkbox"/> Non-member firm \$750 <input type="checkbox"/> Small firm, non-member \$350</p> <p><b>Firm/Entry Information</b></p> <p>Firm Name(s)* _____</p> <p>_____</p> <p>_____</p> <p>ACEC/MA Member? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Principal of Project**</b> (name, title, email, tel) _____</p> <p>_____</p> <p><b>Project Manager**</b> (name, title, email, tel) _____</p> <p>_____</p> <p><b>Marketing Coordinator**</b> (name, title, email, tel) _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Firm Phone _____</p> <p><b>Project Information</b></p> <p>Project Name* _____</p> <p>_____</p> <p>Project Location* _____</p> <p>_____</p> <p>Date of Completion _____</p> <p>Client's Name* _____</p> <p>_____</p> <p>Team Members _____</p> <p>_____</p> <p>General Contractor _____</p> <p>_____</p>	<p><b>Entry Form Deadline:</b> <u>October 3, 2023</u> (enclose entry fee) No refund of entry fees after Oct. 4, 2023 Checks Payable to: ACEC/MA</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express</p> <p>Card Number _____</p> <p>Expiration Date _____</p> <p>Name on Card _____</p> <p>Billing Address _____</p> <p>_____</p> <p>CSV _____</p> <p>Signature _____</p> <p>Option 1 - Email this form to: <a href="mailto:acecma@engineers.org">acecma@engineers.org</a></p> <p>Option 2 - Mail this form to: ACEC/MA The Engineering Center One Walnut Street Boston, MA 02108-3616 Tel. 617.227.5551</p> <p>The ACEC/MA Engineering Excellence Awards Competition Recognizes Engineering Achievements that Demonstrate the Highest Degree of Merit and Ingenuity</p> <p style="text-align: center;"> AMERICAN COUNCIL OF ENGINEERING CONSULTANTS OF MASSACHUSETTS <a href="http://www.acecma.org">www.acecma.org</a></p> <p style="text-align: center;">Designed by </p> <p style="text-align: center; font-size: small;">Supported by The Engineering Center Education Trust Staff</p>
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\*Names to be used in awards materials.  
\*\*Must be readily available by phone to answer questions about the submission package.

To begin your electronic project submission, first login with this link <https://eea.acec.org/massachusetts> and proceed with the following steps:

A. Enter an email address. *Hit the proceed button, which will take you to the next page*

- *To enter a project submission and edit it later, you **MUST** be consistent with the email address, or you CANNOT get back to the submission*
- *If you are entering multiple projects, you may use the same email*



Award Application Massachusetts

Please enter your email address to proceed.

Email address

Email

Proceed

B. Click 'Add New Entry' button and proceed

## ACEC/MA 2024 Engineering Excellence Awards

Welcome acecma,

There are no projects currently associated with this email address. Click below to add a new project.



Add New Entry

# ACEC Massachusetts Engineering Excellence Awards 2024

The ACEC/MA Annual Engineering Excellence Awards Competition Recognizes Engineering Achievements that Demonstrate the Highest Degree of Merit and Ingenuity. Each year the competition recognizes engineering firms for projects that demonstrate an exceptional degree of innovation, complexity, achievement and value. To participate in this year's competition, the submission deadline is Tuesday, October 24, 2023.

Furnish all information requested below for each entry (signatures by the submitting firm(s) and the client(s)/owner(s) are required). Firm, project, and client/owner's name should be typed or printed as they are to appear on the award. Please make sure to use the same project name listed on your entry form.

The Specific Name of the Project and Specific Name of the Firm provided will be used for ALL ACEC/MA - created materials including the Awards Gala programs, Awards Gala presentation, invitations, and future brochures or announcement.

For help in determining appropriate MA congressional districts and MA state legislative districts, use residential address closest to the MA location of submitting firm and/or project location. Visit <https://www.sec.state.ma.us/wheredoivotema/bal/myelectioninfo.aspx>. If the project is in another state, use their election site to find the US congressional district and state legislative districts and enter that into the fields. If your project is outside the United States put N/A for the projects elected officials.

The following is a step by step process to follow in completing your submission package. Fields marked with \* are required.

## PROJECT INFORMATION

- You will be brought to the “Project Information” Page
- You must complete all fields marked with an \*
- We will go over specifics of the required fields on the following slides.

Submitting Firm(s) *	<input type="text" value="Enter Submitting Firm(s)"/>
Primary Client/Owner *	<input type="text" value="Enter a Primary Client/Owner"/>
Project Name *	<input type="text" value="[NEW PROJECT]"/>
Construction Budget Type *	<input type="radio"/> Small (total construction budget under 2.5 million) <input type="radio"/> Large (over 2.5 million)
Project Location City *	<input type="text" value="Enter a Project Location City"/>
Project Location State *	<input type="text" value="[Select a state / province]"/>
Project Location Country *	<input type="text" value="United States"/>
US Congressional Representative (firm's district) *	<input type="text" value="Enter a US Congressional Representative (firm's district)"/>
MA State Representative's Name (firm's district if firm is in Mass.)	<input type="text" value="Enter a MA State Representative (firm's district)"/>
MA State Senator in district (firm's district if firm is in Mass.)	<input type="text" value="Enter a MA State Senator (NOT US Senator) (firm's district)"/>
US Congressional Representative (project location) (if applicable)	<input type="text" value="Enter a US Congressional Representative (project location)"/>
MA State Representative's Name (project location) (if applicable)	<input type="text" value="Enter a MA House of Representative (project location)"/>
MA State Senator in district (project location) (if applicable)	<input type="text" value="Enter a MA State Senator (NOT US Senator) (project location)"/>

## PROJECT INFORMATION

Submitting Firm *	<input type="text" value="Enter a Submitting Firm"/>
Primary Client/Owner *	<input type="text" value="Enter a Primary Client/Owner"/>
Project Name *	<input type="text" value="Enter a Project Name"/>
Construction Budget Type *	<input type="radio"/> Small (total construction budget under 2.5 million) <input type="radio"/> Large (over 2.5 million)
Project Location City *	<input type="text" value="Enter a Project Location City"/>
Project Location State *	<input type="text" value="Massachusetts"/> ▼
Project Location Country *	<input type="text" value="United States"/> ▼

### C. Complete all the required fields on 'Project Information' page; *Fields marked with \* are required*

- The project and firm name provided here will be used for all publicity and marketing materials. The project name has to be the same 45-character project name you used on the entry form. Make sure the firm name and project location are entered exactly as you want them to appear on publications.

US Congressional Representative  
(firm's district) \*

Enter a US Congressional Representative (firm's district)

MA State Representative's Name  
(firm's district if firm is in Mass.)

Enter a MA State Representative (firm's district)

MA State Senator in district  
(firm's district if firm is in Mass.)

Enter a MA State Senator (NOT US Senator) (firm's district)

US Congressional Representative  
(project location) (if applicable)

Enter a US Congressional Representative (project location)

MA State Representative's Name  
(project location) (if applicable)

Enter a MA House of Representative (project location)

MA State Senator in district  
(project location) (if applicable)

Enter a MA State Senator (NOT US Senator) (project location)

#### Legislative Information:

- Please provide the name of the US Congressional (House) Representative, State Representative, and State Senator for both firm's office and the project (if applicable)
- For help in determining appropriate MA congressional districts and MA state legislative districts, use residential address closest to the MA location of submitting firm and/or project location. Visit <https://www.sec.state.ma.us/wheredoivotema//bal/myelectioninfo.aspx>. If the project is in another state, use their election site to find the US congressional district and state legislative districts and enter that into the fields.

What was the Entrant's role in the project?

Scheduled Completion Date

Actual Completion Date

QBS Process?  No  Yes

Construction Costs [need help?](#)

Total Construction	Budgeted	<input type="text" value="\$0.00"/>
	Actual	<input type="text" value="\$0.00"/>
Entrant's Portion of Total Construction	Budgeted	<input type="text" value="\$0.00"/>
	Actual	<input type="text" value="\$0.00"/>

### Construction & Budget Information:

- Provide the budgeted and actual costs both for the project as a whole, and for your firm's portion of the project.
- Include total project construction budget cost, total project construction actual cost, entrant's portion of the total project construction budget cost, entrant's portion of the total project construction actual cost, and project scheduled and actual dates of completion.
- Reminder: These costs are **NOT** just the Engineering Fees.
- This is part of the ACEC National requirement.



## FIRM CONTACTS

### CEO

Full Name \*

Job Title \*

Email \*

Phone \*   
US Phone auto format, type x for extension

Mobile Phone \*   
US Phone auto format, type x for extension

Address \*

City \*

State \*

Zip \*

### SENIOR EXECUTIVE/PRINCIPAL

Full Name \*

This person is the Main Contact? \*  Yes  No

Job Title \*

Email \*

Phone \*   
US Phone auto format, type x for extension

Mobile Phone \*   
US Phone auto format, type x for extension

Address \*

City \*

State \*

Zip \*

### FIRM REPRESENTATIVE

Full Name \*

This person is the Main Contact? \*  Yes  No

Job Title \*

Email \*

Phone \*   
US Phone auto format, type x for extension

Mobile Phone \*   
US Phone auto format, type x for extension

Address \*

City \*

State \*

Zip \*

### MARKETING REPRESENTATIVE

Full Name \*

This person is the Main Contact? \*  Yes  No

Job Title \*

Email \*

Phone \*   
US Phone auto format, type x for extension

Mobile Phone \*   
US Phone auto format, type x for extension

Address \*

City \*

State \*

Zip \*

## Contacts:

- Provide Contact Information for the CEO, a Senior Executive or Principal, a Firm Representative and Marketing Representative of your firm. Also provide contact information for the client/owner.
- We will be communicating with these contacts.

Check the following box when you're done filling in this section.

You will then be able to generate the PDF that will become **the Project Information page for your Entry**.

You can come back later to update this information and generate a new PDF file, if necessary.

Be sure to press **SAVE APPLICATION** to continue to the next page where you will upload the specific materials for your project submission.

All information is complete and I will confirm that the information submitted via this form is true, complete and accurate.

Save Application

Cancel

Once all the Project information is filled out, be sure to check the box (shown above) and click "Save Application."



## ACEC Massachusetts Engineering Excellence Awards 2024

Welcome malper,

#	Application Name	Last Changed	Status	Action
1.	TEST 2024	07-Aug-23 03:05 PM	Complete	<a href="#">Edit Application</a> 

D. Once the 'Project Information' page is completed, you will be forwarded to this page.

To continue with the submission process, click the **green upload arrow** button.

This next section is where you upload and enter the details of the project.

# 1. Submission Cover

## Full Project Name

Fields marked with \* are required when submitting the application.

**ALL MATERIALS SUBMITTED FOR JUDGING BECOME PROPERTY OF ACEC/MA AND MAY BE USED IN ACEC/MA ELECTRONIC MEDIA AND PRINT PUBLICATIONS.**

### \* Submission Cover

- The front cover of the submission may contain anything.
- Indicate that this submission is for the **ACEC/MA 2024 Engineering Excellence Awards** on the cover. Also include the specific name of the project and the name of the submitting firm.
- *Please ensure that these names match the 'Project Name' on the Project Information Page.*
- You may use a single photograph and/or collage of photos as part of the cover.
- Accepted file format is PDF.

• [Upload File](#)

### \* Copy of the ACEC/MA official "Entry Form"

- If you paid by credit card, black out credit card information on this copy of the form.
- Accepted file format is PDF.

• [Upload File](#)

## E. Upload Submission Portion

### 1. Submission Cover

- The front cover of the submission may contain anything.
- Indicate that this submission is for the **ACEC/MA 2024 Engineering Excellence Awards** on the cover.
- Please ensure that these names match the 'Project Name' on the Project Information Page.
- You may use a single photograph and/or collage of photos as part of the cover.
- Accepted file format is PDF.

## 2. Copy of completed ACEC/MA official Entry form

Copy of the ACEC/MA official "Entry Form" \*

- If you paid by credit card, black out credit card information on this copy of the form.
- Accepted file format is PDF.

• [Upload File](#)

## 2. Copy of completed ACEC/MA official Entry form (just this page)

- Accepted file format is PDF.
- If you paid by credit card, black out credit card information on this copy of the form.

**E E A 2024**  
Engineering Excellence Awards

2024 ACEC/MA  
**ENTRY FORM** Due October 3, 2023

**Entry Type and Fee**

<input type="checkbox"/> ACEC/MA Member firm	\$500
<input type="checkbox"/> Small firm (under 30), ACEC/MA member	\$175
<input type="checkbox"/> Non-member firm	\$750
<input type="checkbox"/> Small firm, non-member	\$350

**Entry Form Deadline:** October 3, 2023  
(enclose entry fee) No refund of entry fees after Oct. 4, 2023 Checks Payable to: ACEC/MA

Visa  Mastercard  American Express

**Firm/Entry Information**

Firm Name(s)\* \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

CSV \_\_\_\_\_

Signature \_\_\_\_\_

ACEC/MA Member? (check one) Yes  No

Option 1 - Email this form to: [cecma@engineers.org](mailto:cecma@engineers.org)

Option 2 - Mail this form to:  
ACEC/MA  
The Engineering Center  
One Walnut Street  
Boston, MA 02108-3616  
Tel. 617.227.5551

**Principal of Project\*\*** (name, title, email, tel) \_\_\_\_\_

**Project Manager\*\*** (name, title, email, tel) \_\_\_\_\_

**Marketing Coordinator\*\*** (name, title, email, tel)

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Firm Phone \_\_\_\_\_

**Project Information**

Project Name\* \_\_\_\_\_

Project Location\* \_\_\_\_\_

Date of Completion \_\_\_\_\_

Client's Name\* \_\_\_\_\_

Team Members \_\_\_\_\_

General Contractor \_\_\_\_\_

**The ACEC/MA Engineering Excellence Awards Competition Recognizes Engineering Achievements that Demonstrate the Highest Degree of Merit and Ingenuity**

**ACEC**  
AMERICAN COUNCIL OF DISTRICTS CONTRACTORS OF MASSACHUSETTS  
[www.acecma.org](http://www.acecma.org)

Designed by  
**CDM Smith**

Supported by The Engineering Center Education Trust Staff

\*Names to be used in awards materials.  
\*\*Must be readily available by phone to answer questions about the submission package.

# 3. Client/Owner Letter

Client/Owner Letter \*

- Letter addressed to ACEC/MA describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs
- Accepted file format is PDF.

• [Upload File](#)

## 3. Client/Owner Letter

- Letter from client addressed to ACEC/MA describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs.
- Submission will **NOT** be accepted without the written consent of the client/owner.
- Accepted file format is PDF.

#### Project Descriptions \*

## 4. Project Descriptions

Project Description (*six pages max.*) Tell the story of the project. Address items as listed below. Project title 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; 12 pt. minimum size font. Text must include the following:

- 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: A brief description of the entrant's contribution addressing each of the following Rating Guidelines: (See this page for more details - [ACEC-RATING-GUIDELINES-FOR-JUDGING.pdf \(engineers.org\)](#) )
  - o Uniqueness and/or innovative application of new or existing techniques.
  - o Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering.
  - o Social, economic, and sustainable development considerations.
  - o Complexity.
  - o Successful fulfillment of client/owner needs.
- o Include the total project construction costs (budgeted and actual), the entrants portion of construction costs (budgeted and actual) and the projected and actual dates of completion.

d. SUMMARY: Describe **in lay terms** why this project is worthy of special recognition. Explain all factors that exhibit 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 ACEC/MA publicity on the project (**max. 100 words. Words will be counted.**)

- Only accepted file format is Word.

- Project Description (six pages max.) Tell the story of the project. Address items as listed below. Project title 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; 12 pt. minimum size font. Text must include the following:
  - 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: A brief description of the entrant's contribution addressing each of the following Rating Guidelines
    - Uniqueness and/or innovative application 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.
    - Include total project construction budget cost, total project construction actual cost, entrant's portion of the total project construction budget cost, entrant's portion of the total project construction actual cost, and project scheduled and actual dates of completion (as indicated on the Electronic Project Submission Form). Reminder: These costs are not Engineering Fees.
  - d. SUMMARY: Describe in lay terms why this project is worthy of special recognition. Explain all factors that exhibit 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 ACEC/MA publicity on the project (max. 100 words). Words will be counted.
- Accepted file format is MS Word doc.

Upload File

# 5. Key Participants

## \* Key Participants

- Use the list of [key participants template](#) located on the ACEC/MA website.
- Use Column Headers shown for each participant with information as follows. List the key participants on the project including contact name, firm name, address, phone number, website, and e-mail address of each participant.
- Include contractors, subcontractors, other engineers, architects and designers significantly involved in the project.
- Rename the template file firm name, project name, key participants. (Abbreviations acceptable)
- Accepted file format is Excel Sheet only.

• [Upload File](#)

## 5. Key Participants

- List the key participants on the project including contact name, firm name, address, phone number, website, and e-mail address of each participant.
- Include contractors, subcontractors, other engineers, architects and designers significantly involved in the project.
- Only accepted file format is Excel sheet.
- Excel Template is available on our website: <https://www.acecma.org/about/news/2023-engineering-excellence-awards-competition-4421>

List of Key Participants	
Firm Name	
Address   Phone   website	
Name	<a href="#">email</a>



# 6. Photos or Graphics

## \* Six Photographs or Graphics

- Six different photos or graphics (one per page) with captions describing the subject matter (refer to "Image Guidelines" below).
- No text is permitted on photos
- Once the photo is uploaded a caption box will be generated.
- Captions shall begin with: Photo 1, Photo 2, etc. and include project and firm name (abbreviations acceptable).
- Specifications: JPEG file; RGB format; High Resolution (300 dpi).
- Image Guidelines:
  - Because the images will be projected on a large screen during the EEA gala, it is very important to submit sharp, high-quality, high-resolution images.
  - Three of the photographs must show the completed project and provide the highest level of visual impact for publicity. Three of the photographs must display the planning, startup, and/or construction phases of the project.



A vertical list of six 'Upload File' buttons, each preceded by a bullet point. The buttons are green with white text and are arranged in a column.

## 6. Photos or Graphics

- Six different photos or graphics (*one per page*) with captions describing the subject matter (*refer to "Image Guidelines" below*).
- Once the photo is uploaded a caption box will be generated
- Captions shall begin with: Photo 1, Photo 2, etc. and include project and firm name (*abbreviations acceptable*).
- Specifications: JPEG file; RGB format; High Resolution (300 dpi). Use the file name format: *PhotoNumber\_Firm\_Project.jpg*
- Image Guidelines:
  - Because the images will be projected on a large screen during the EEA gala, it is very important to submit sharp, high-quality, high-resolution images.
  - Three of the photographs **MUST** show the completed project and provide the highest level of visual impact for publicity.
  - Three of the photographs **MUST** display the planning, startup, and/or construction phases of the project.

## 7. Supplementary Report (If applicable)

Supplementary Report - Only required for Studies, Research and Consulting Engineering Services

- This ONLY applies for projects that fall under Category A on the national level. Refer to [acec.org](http://acec.org) for more information.
- Accepted file format is PDF.

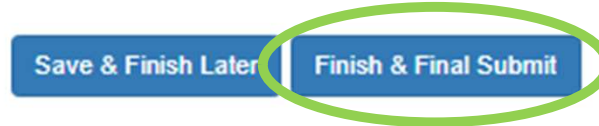
• [Upload File](#)

### 7. Supplementary Report

• This ONLY applies for projects that fall under Category A on the national level. Refer to [acec.org](http://acec.org) for more information.

# Press “Finish & Final Submit”

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**Be Sure to Click “Finish & Final Submit” when you are done uploading your materials**