



**2023 Engineering Excellence  
Awards  
Electronic Submission  
Information Requirements**

# Before you begin your submission:

- You must secure the permission of your client in order to submit a project for consideration
- Among the required submission materials is a letter from your client addressed to ACEC/MA describing the relationship of the client/owner and entrant in the development of the project and how it met and/or exceeded the client/owner's needs
- We recommend you secure the client's permission and ensure the letter is in process before beginning the submission process.

# Before you begin your submission:

- Complete and submit the Call for Entries to [acecma@engineers.org](mailto:acecma@engineers.org) by October 4
- The form can be downloaded here: <https://files.engineers.org/file/ACECMA-Call-For-Entries-2023.pdf>

**E E A 2023**  
Engineering Excellence Awards

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2023 ACEC/MA  
**ENTRY FORM** Due October 4, 2022

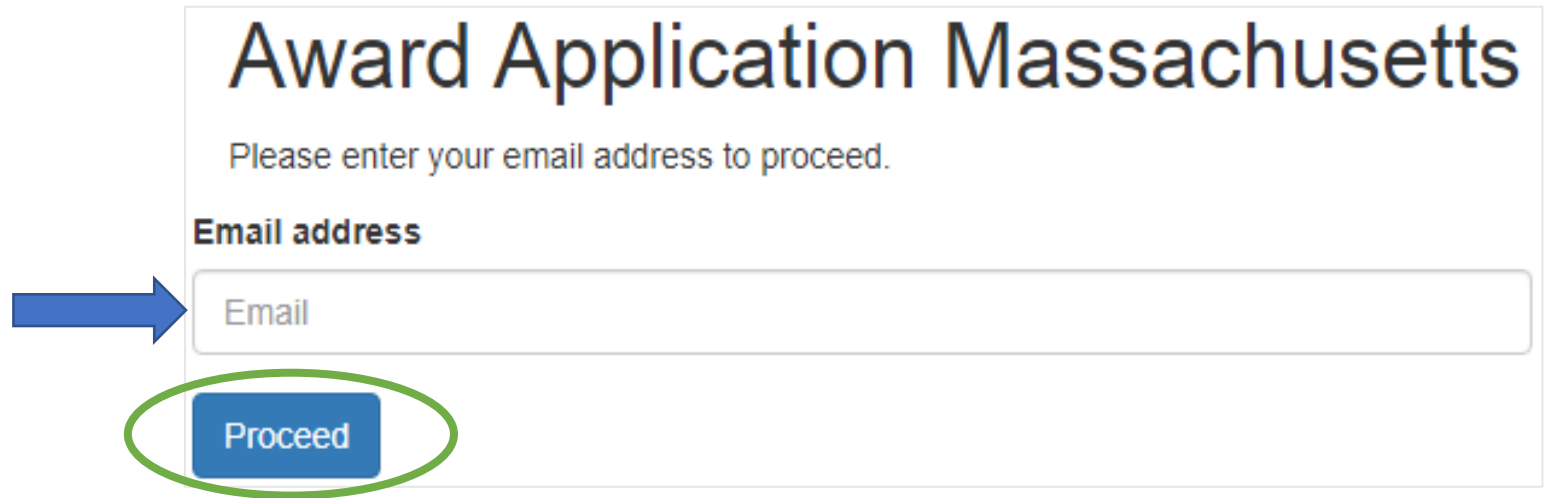
<b>Entry Type and Fee</b>	<b>Entry Form Deadline:</b> October 4, 2022 <small>(enclose entry fee) No refund of entry fees after Oct. 5, 2022</small>
<input type="checkbox"/> ACEC/MA Member firm \$500	Checks Payable to: ACEC/MA
<input type="checkbox"/> Small firm (under 30), ACEC/MA member \$175	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express
<input type="checkbox"/> Non-member firm \$750	Card Number _____
<input type="checkbox"/> Small firm, non-member \$350	Expiration Date _____
<b>Firm/Entry Information</b>	Name on Card _____
Firm Name (s)* _____	Billing Address _____
ACEC/MA Member? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/>	CSV _____
Principal of Project** (name, title, email) _____	Signature _____
Project Manager** (name, title, email) _____	Option 1 - Email this form to: <a href="mailto:acecma@engineers.org">acecma@engineers.org</a>
Primary Marketing Contact** (name, title, email) _____	Option 2 - Mail this form to: ACEC/MA The Engineering Center One Walnut Street Boston, MA 02108-3616 Tel. 617.227.5551
Address _____	<b>The ACEC/MA Engineering Excellence Awards Competition Recognizes Engineering Achievements that Demonstrate the Highest Degree of Merit and Ingenuity</b>
City/State/Zip _____	<b>ACEC</b> <small>AMERICAN COUNCIL OF ENGINEERING COMPANIES OF MASSACHUSETTS</small>
Direct Phone _____	<a href="http://www.acecma.org">www.acecma.org</a>
<b>Project Information</b>	Designed by <b>CDM Smith</b>
Project Name* _____	Supported by The Engineering Center Education Trust Staff
Project Location* _____	
Date of Completion _____	
Client's Name* _____	
Team Members _____	
General Contractor _____	

\*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*

- *You may use the same email for multiple project entries*
- *To edit a project entry, you must use the same email the entry was created under*



**Award Application Massachusetts**

Please enter your email address to proceed.

**Email address**

**Proceed**

B. Click 'Add New Entry' button and proceed 

## ACEC/MA 2023 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/MA 2023 Engineering Excellence Awards

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 25, 2022.

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.

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

### 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"/>
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) *	<input type="text" value="Enter a MA State Representative (firm's district)"/>

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

## 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. Make sure they are entered exactly as you want them to appear.

<p><b>US Congressional Representative</b> (firm's district) *</p>	Enter a US Congressional Representative (firm's district)
<p><b>MA State Representative's Name</b> (firm's district) *</p>	Enter a MA State Representative (firm's district)
<p><b>MA State Senator in district</b> (firm's district) *</p>	Enter a MA State Senator (NOT US Senator) (firm's district)
<p><b>US Congressional Representative</b> (project location) (if applicable)</p>	Enter a US Congressional Representative (project location)
<p><b>MA State Representative's Name</b> (project location) (if applicable)</p>	Enter a MA House of Representative (project location)
<p><b>MA State Senator in district</b> (project location) (if applicable)</p>	Enter a MA State Senator (NOT US Senator) (project location)

### Legislative Information:

- Please provide the name of the State Representative, State Senator and US Congressional Representative 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.
- These costs do NOT include Engineering Fees.

## 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.

Check the following box when you're done filling in ALL information on your application.  
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 application form and generate the PDF file.  
Be sure to press **SAVE APPLICATION** to go to the next page where you can 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”

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

To continue with the entry process click the green '**Upload Submission**' button



## ACEC/MA 2023 Engineering Excellence Awards

Welcome smcshane,

#	Application Name	Last Changed	Status	Action
1.	test	19-Aug-22 09:35 AM	Complete	<a href="#">Edit Application</a> <a href="#">Upload Submission</a>

## 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 2023 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.

test

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 2023 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

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 ACEC/MA official Entry form

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

#### 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 express, written consent of the client/owner
- We recommend securing consent of the owner and the letter before beginning the rest of the submission process
- Accepted file format is PDF.

## 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:

- 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 **New for 2023:** 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 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
    - 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.

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#### Key Participants \*

- 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.
- 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>



### 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 slides other than the cover slide.
- 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.



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## 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.

Supplemental 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. Supplemental 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.

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Firms should not submit USBs for project submission.

Save & Finish Later

Finish & Final Submit

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