



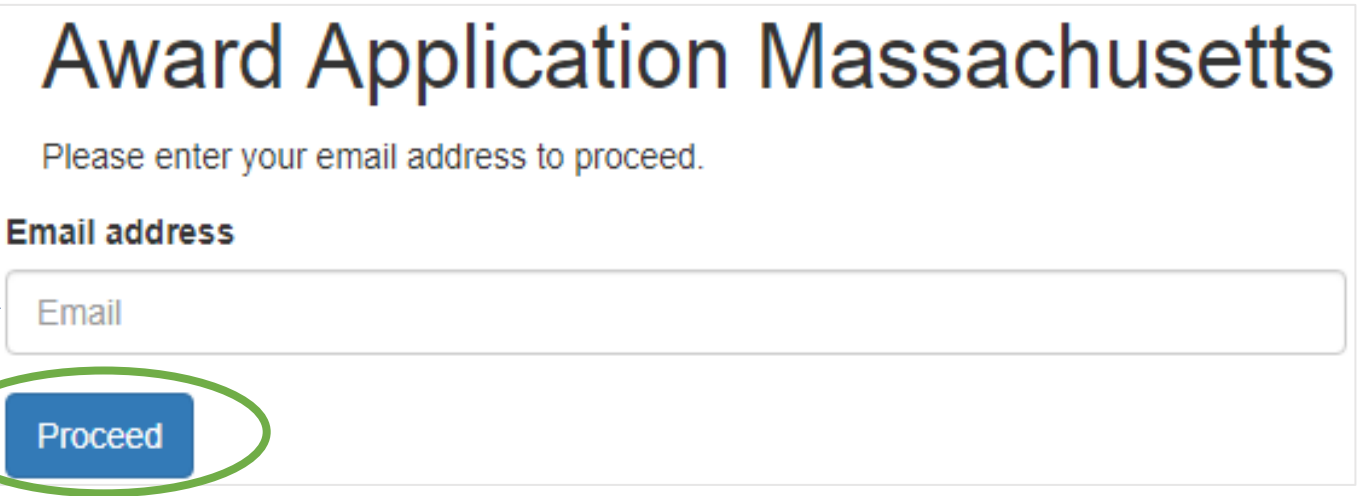
**2025 Engineering Excellence
Awards
Electronic Submission
Information Requirements**

The EEA Submission is due Friday, October 25 at Noon.

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 Massachusetts Engineering Excellence Awards 2025

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 2025

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 Friday, October 4, 2024.

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

| | |
|--|--|
| Submitting Firm(s) * | <input type="text" value="ABC"/> |
| Additional Entering Firm(s) | <input type="text" value="Additional Entering Firm(s)"/> |
| Primary Client/Owner * | <input type="text" value="ABC"/> |
| Project Name (a limit of 45 characters) * | <input type="text" value="ABC"/> |
| 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="ABC"/> |
| Project Location State * | <input type="text" value="Kentucky"/> |
| Project Location Country * | <input type="text" value="United States"/> |
| US Congressional Representative (firm's district) * | <input type="text" value="ABC"/> |
| MA State Representative's Name (firm's district if firm is in Mass.) | <input type="text" value="ABC"/> |
| MA State Senator in district (firm's district if firm is in Mass.) | <input type="text" value="ABC"/> |

- 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(s) * | <input type="text" value="Enter Submitting Firm(s)"/> |
| Additional Entering Firm(s) | <input type="text" value="Additional Entering Firm(s)"/> |
| Primary Client/Owner * | <input type="text" value="Enter a Primary Client/Owner"/> |
| Project Name (a limit of 45 characters) * | <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"/> |

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

Actual Completion Date
(Month/Day/Year)

QBS Process? No Yes

NOTE: Costs reflected below are always construction costs and are NOT engineering fees. If your firm was responsible for the entire engineering-design of the project, then the Entrant's Portion of the Total Construction Budget amount and the Entrant's Portion of Total Construction Actual Cost amount will be the same as the Total Construction Budget amount and Total Construction Actual Cost amount.

Construction Costs [need help?](#)

Total Construction

Entrant's Portion of Total Construction

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
- One of these must be a PE or PLS

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 Project Application for Later

Submit Final Project Application

Cancel

Send an email to acecma@engineers.org after you click the "Submit Final Project Application" button

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 Massachusetts Engineering Excellence Awards 2025

Welcome malper,

[+ New Application](#)

| # | Application Name | Last Changed | Status | Action |
|----|------------------|--------------------|----------|--|
| 1. | ABC | 05-Sep-24 09:42 AM | Complete | Edit Application + 📄 |

E. Upload Submission Portion

1. Submission Cover

- The front cover of the submission may contain anything.
- The size is 8.5 x 11.
- Indicate that this submission is for the **ACEC/MA 2025 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.

ABC

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 2025 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:

- 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 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.

• Upload File

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/enter-the-2025-engineering-excellence-awards-competition-5701>

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.



• Upload File

• Upload File

• Upload File

• Upload File

• Upload File

• Upload File

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_Project_Firm.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 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 for more information.



Send an email to acecma@engineers.org after you click the "Finish & Final Submit" button.

Be Sure to Click "Finish & Final Submit" when you are done uploading your materials

After you submit, send an email to acecma@engineers.org letting us know.

If you decide not to submit, please email us as well so that we know.