



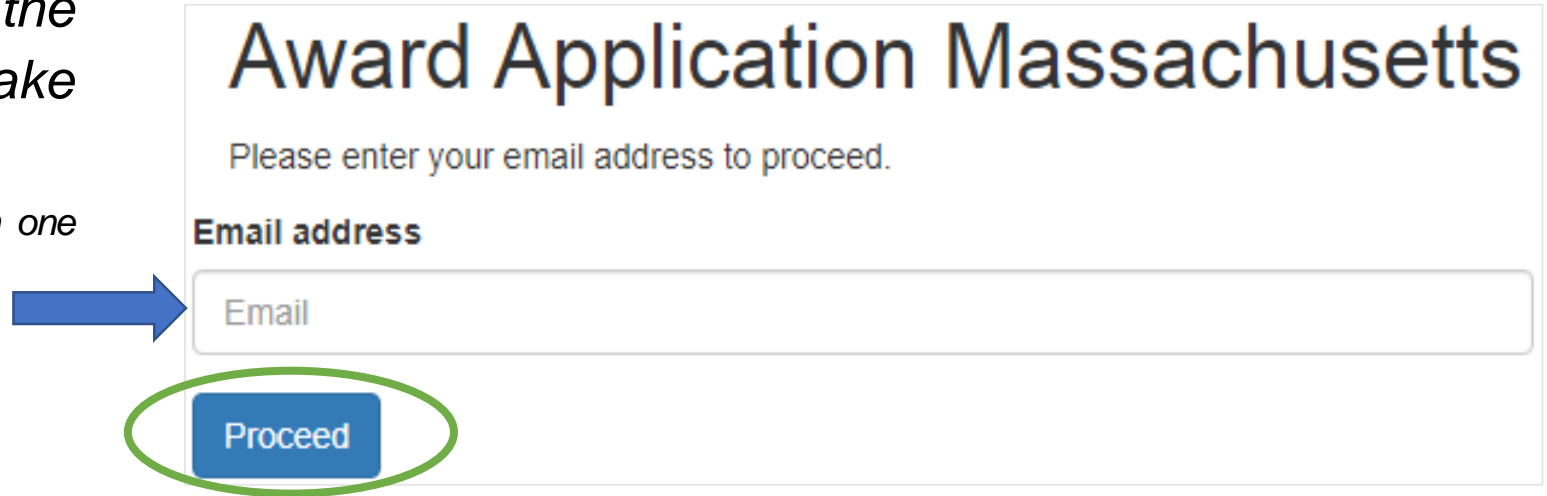
2020 Engineering Excellence Awards

Electronic Submission Information Requirements

To begin your electronic project submission, first login with this link ([to be provided to Entry Contacts Only After September 30](#)) 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 more than one project entry*



Award Application Massachusetts

Please enter your email address to proceed.

Email address

Proceed

B. Click 'Add New Entry' button and proceed



ACEC/MA 2020 Engineering Excellence Awards

Welcome nsavatic,

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

Add New Entry

ACEC/MA 2020 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 Monday October 28, 2019.**

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

PROJECT INFORMATION

Entering Firm *	<input type="text"/>
Project Name *	<input type="text"/>
Project Location *	<input type="text"/>
US Congressional Representative (firm's district) *	<input type="text"/>
MA State Representative's Name (firm's district) *	<input type="text"/>
MA State Senator in district (firm's district) *	<input type="text"/>
US Congressional Representative (project location) - if applicable	<input type="text"/>
MA State Representative's Name (project location) - if applicable	<input type="text"/>
MA State Senator in district (project location) - if applicable	<input type="text"/>
Actual and/or Substantial Completion Date *	<input type="text" value="01/01/2019"/>
Was Qualification-based Selection (QBS) process used? *	<input checked="" type="radio"/> No <input type="radio"/> Yes

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, use residential address closest to the MA location of submitting firm and/or project location. Visit <https://www.sec.state.ma.us/where.doivotema/bal/myelectioninfo.aspx>.

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

When you are finished hit the 'Save & Continue' button, proceed to the next page

To continue hit the 'Save & Continue' button and proceed to the next page. To successfully enter your project for judging, complete the 'Upload Submission' section.

You may revisit this screen to update your application form and regenerate the exportable PDF file at any time prior to the ACEC/MA submission deadline of Monday, October 28, 2019

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

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

ACEC
Massachusetts
AMERICAN COUNCIL OF ENGINEERING COMPANIES OF MASSACHUSETTS

EEA
Engineering Excellence Awards

ACEC/MA 2020 Engineering Excellence Awards

Welcome acecma.

+ New Application

#	Application Name	Last Changed	Status	Action
1.	EEA 2020	06-Sep-19 08:51 AM	Complete	Edit Application Upload Submission

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 2020 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 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.

EEA 2020

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 2020 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.

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

Upload File

3. 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.

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.
 - 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 PDF.

Client/Owner Letter *

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• [Upload File](#)

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- Accepted file format is PDF.

• [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.
- Accepted file format is PDF.

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).
- 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.

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.
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• [Upload File](#)

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• [Upload File](#)

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7. USB Drive

- Submit Four (4) USB Drives with the following:
 - Label each USB with Firm Name, Project Name, and 2020 (abbreviations preferred)
 - Digital images of the 6 photos:
 - Format: JPEG
 - High Resolution 300 dpi
 - Title of each photo must include project and firm name
 - Digital image of submission cover
 - Project Description- Section 'd' SUMMARY only; maximum 100 words (MS Word doc)
 - Test your USB Drives on different computers to ensure they are not machine dependent.

The USB Drives must be delivered by 12 PM on Tuesday, October 29, 2019 to:

ACEC/MA
The Engineering Center
One Walnut Street
Boston, MA 02108-3616

8. Supplemental Report

- This ONLY applies for projects that fall under Category A on the national level. Refer to acec.org for more information.

USB Drive	<ul style="list-style-type: none">• Submit four (4) USB Drives with the following:• Label USB with Firm Name, Project Name, and 2019 (abbreviations preferred)• Digital images of the 6 photos:<ul style="list-style-type: none">○ Format: JPEG○ High Resolution 300 dpi○ Title of each photo must include project and firm name• Digital image of submission cover• Project Description- Section 'd' SUMMARY only; maximum 100 words (MS Word doc)• Test your USB Drives on different computers to ensure they are not machine dependent.	Send 4 USB Drives per project by 12PM noon on Tuesday October, 29 2019 to: ACEC/MA The Engineering Center One Walnut Street Boston, MA 02108-3616
Supplemental Report - Only required for Studies, Research and Consulting Engineering Services	<ul style="list-style-type: none">• 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.	<input type="button" value="Upload File"/>
<input type="button" value="Save & Finish Later"/> <input type="button" value="Finish & Final Submit"/>		

Don't forget to click the 'Finish & Submit' button when your electronic submission is complete.