



2018 Engineering Excellence Awards Submission Requirements

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 6, 2017. Late submissions risk disqualification.**

NOTE: To assist you in preparing your submission, we are holding a **Submission Assistance Morning** for participants on **Thursday, October 19 from 9:00 am – 12:00 pm at the Aldrich Center 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).

As an entrant in this year’s competition, please mark your calendar----the Awards Gala will be held March 14, 2018 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.



2018 Engineering Excellence Awards

Final Entry Form/Checklist

Specific Name of Project*:	
Specific Name of Firm*:	
Submission Contact Name and Phone Number**:	

*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 announcements.

Provide the name/phone number of the individual at your firm who will be **available by phone/email on Tuesday, November 7, 2017 to provide additional information, clarification, etc. of your submission, if needed.

Each of the **six (6)** 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 and 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 6, 2017**. Submissions must include all of the above requirements to be judged.



Send 6 packets per project and 6 USB Drives per project by 5:30 PM on Monday, November 6, 2017 to:

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

1. Submission Cover

The front cover of the submission may contain anything. It is limited to one page. Indicate that this submission is for the **2018 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 Specific Names on the Final Entry Form/Checklist.* You may use a single photograph and/or collage of 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 on signed by the client and/or owner indicating the firm has permission to submit a project application. Subcontractors can submit, provided they coordinate with the prime consultant and other parts of the team.

- The letter needs to be submitted on the client and/or owner's letterhead.
- This letter can be in PDF or Word format.

5. Project Descriptions

A. Overall Project Description

A Project description must be 1000 words or less. The word count includes all titles and headings, but does not include 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
2. Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering
3. Social, economic and sustainable development considerations
4. Complexity
5. Successful fulfillment of client/owner needs

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

B. Awards Program and Website Project Description

In lay terms, provide a maximum 100 word description of your project that will be in the Awards program and 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.



- Photos or graphics should be labeled. On the back of the photo, include:
 - Project Name
 - Firm Name
 - Caption
- 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, other engineers, architects and designers involved in the project, **together with any and all subconsultants**.

8. State and 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. Include project name in each file name (may be abbreviated)
2. 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
3. Digital image of submission cover
 5. Format: jpg or tiff
 6. Size: 8.5x11
 7. High Resolution 300 dpi
4. Project Descriptions (MS Word doc)
 - 1000 word description
 - 100 word description
5. Procurement Method Used
 - Provide MS Word Document of the Procurement Method used sheet (Section 9)
6. 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.