



2019 AWARDS COMPETITION GUIDELINES

50 percent off the entry fee for first time entrants!

The following guidelines were created to help you submit entries in the state awards competition. The state guidelines differ slightly from the national guidelines, so please read through this document carefully. **All files for final entries are submitted on a USB flash drive.** Member firms that have not entered the competition in the past 10 years are eligible to receive 50 percent off of the state entry fee. Instead of \$900, your firm would pay only \$450!

Important dates to keep in mind:

- State Informational Meeting: Wednesday, September 12, 2018 (12:00 pm – lunch provided)
- Preliminary State Entries Due: Wednesday, October 3, 2018 **(electronic submittals via email only please)**
- Final State Entries Due: Monday, October 22, 2018 (12:00 pm)
- State Judging: Wednesday, November 14, 2018
- Notice of State Grand/Honor Winners: Week of November 19, 2018
- Final National Entries Due to ACEC National in Washington, DC: Friday, January 4, 2019
- State Awards Banquet: Friday, January 25, 2019
- National Judging: February 6-10, 2019
- National Awards Gala: Tuesday, May 7, 2019 in Washington, D.C.

State Judging and Awards

A distinguished panel of individuals, representing several engineering disciplines, will be selected by the ACEC/MN Awards Committee to conduct the judging. Each judge receives all information submitted to ACEC/MN to review prior to the judging event.

At least five Grand Awards will be presented. The Awards Committee reserves the right to limit the number of Honor Awards presented. Entries that do not receive a Grand or Honor Award will receive an honorable mention. In addition to Grand and Honor Awards, one Grand Conceptor Award will be presented to the firm with the project that received the highest overall score by the judges. Attendees at the awards banquet will select the People's Choice Award. For more details, including a list of last year's award winners, please visit the ACEC/MN [website](#).

Preliminary State Entry Requirements

Due Wednesday, October 3, 2018

1. Complete the Official Entry Form for the 2019 Engineering Excellence Awards, which can be found on the ACEC/MN website www.acecmn.org. **Signatures are not necessary for the preliminary state entry, however they are mandatory for the final state entry.** Electronic signatures are accepted.
2. A \$900, non-refundable, entry fee payable to ACEC/MN (\$1800 for non-members)
(Member firms that have not entered the competition in the past 10 years pay only \$450 per entry)
3. One digital image, drawing, or artist rendering, table/chart, or report that indicates the nature of the project or achievement (digital image, format as JPEG, CMYK at 300 dpi)
4. A brief description of the project, not to exceed 125 words

Send your completed entry via e-mail to:

kristine@acecmn.org

Send your entry fee to:

ACEC/MN

ATTN: Awards fee

10201 Wayzata Blvd, Suite 240, Minnetonka, MN 55305

Studies, Research and Consulting (Category A) or Surveying and Mapping Technology projects (Category D) must have been publicly disclosed by the client between **November 1, 2016 and October 31, 2018**. Construction of projects (Categories B through L – with the exception of D) must have been substantially completed and ready for use between **November 1, 2016 and October 31, 2018**.

NOTE: The preliminary requirements are used for screening entries. All preliminary entries should be considered accepted as final unless contacted by the ACEC/MN office.

Final State Entry Requirements ***Due Monday, October 22, 2018***

Please submit all text documents in MS Word format. PDFs will not be accepted. All required documents should be submitted on a USB flash drive. This drive becomes the property of ACEC/MN once submitted. All entries will be judged collectively. Please identify a project category on the entry form. Categories are required for national entry submittals.

1. **A copy of the signed entry form.** The engineer, client, and owner (if applicable) must sign the original entry form. Please keep the original form for your records. Be sure to indicate a project entry category. Electronic signatures are accepted.
2. **A copy of the original client/owner letter addressed to ACEC,** describing the relationship the client/owner had with the entrant in the development of the project and how it met and/or exceeded the client/owner needs.
3. **An executive summary,** not to exceed one page (8.5" x 11"; 1" side margins; minimum 12 pt. type, double-spaced text), describing the project's specific problem and solution. **Project title** and **firm name** must appear at the top of the page.
4. **A project description,** a maximum of five pages (8.5" x 11"; 1" side margins; 12 pt. minimum type; single-spaced text), that tells the story of the project. Address items a, b, and c as listed below. **Project title, entry category, and page number** must appear at the top of each page. Entrants may use text, photos, graphics, or charts as needed.

IMPORTANT: The project description 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 (refer to "**Rating Guideline Definitions**" in the 2019 ACEC Call for Entries for detailed rating, judging, and score-weighting information):
 - **Uniqueness and/or innovative application of new or existing techniques**
 - **Future value to the engineering profession and perception by the public**
 - **Social, economic, and sustainable development considerations**
 - **Complexity**
 - **Successful fulfillment of client/owner needs.** Total project budgeted cost, total project actual cost, entrant's portion of the budgeted cost, entrant's portion of the actual cost, scheduled and actual date of completion (as indicated on the Electronic Project Submission Form).
5. **Six high quality JPEG images/graphics** (JPEGs, CMYK at 300 dpi). Firms are encouraged to include images/graphics that show the planning, startup, and/or construction phases of the project, in addition to the completed project and before-and-after images when applicable.
6. **PowerPoint presentation slides** of the six images being submitted (without captions). These images will be used during the judging event and banquet. **Arrange the slides in the order they should appear when the jury statement is read at the judging event.** Please do not include sound or animation. A black background is required for merging into the awards PowerPoint presentation template. **Wide-screen images (16x9) are preferred** for the awards PowerPoint presentation slideshow.
7. **A description of images** saved as a MS Word Document in a separate file (with a maximum of 50 words per image).
8. **A jury statement of no more than 500 words** (approximately two pages, double-spaced) that will be **read out** to the judges during the judging process. **Statements in excess of this maximum will be edited.** Please include the entering firm name, the project name, and project category at the top of the document (not included in count).

IMPORTANT: The jury statement should address the five criteria outlined in #4c above and should highlight special features of the project, i.e., what sets this project apart from others? This is your chance to address the judges and tell them what you want them to know – to get your point across. **Please indicate where photos should appear when the jury statement is read at the judging event by indicating Photo 1, Photo 2, etc., within the text. Do not include photographs or formatting in this document.** Required format: MS Word

9. **An awards banquet description** (maximum of 125 words) **that will be read at the awards banquet and used in digital and printed marketing materials**, including the Framework newsletter. Framework newsletter is distributed to the public, media, and your clients after the awards banquet in January. Please save as a MS Word Document – no headers, footers, logos, or photos – just text.
10. **A USB flash drive.** Please submit the following documents (all described above) **saved in separate file folders** on the drive:
 - a. Entry form
 - b. Client/owner letter
 - c. Executive summary
 - d. Project description
 - e. Six high quality JPEG images/graphics
 - f. PowerPoint File: The file should include a title slide with the name of the project and firm followed by six images (mentioned above in #5) on any number of slides.
 - g. Description of images
 - h. Jury statement
 - i. Awards banquet description
 - j. **DON'T FORGET** - Awards banquet image
 - i. Identify one photo that you'd like to appear in the awards banquet presentation and the membership directory. This could be a repeat of one of the six photos, however it should be saved and labeled in a separate file on the flash drive (JPEG, CMYK at 300 dpi).
11. Photographic Display Panel – see panel requirements below.

Please note: Entries in Category A must include a digital copy of a supplementary report containing findings with graphs, drawings, etc.

Photographic Display Panel Requirements – FRAMING OPTIONAL

Due Friday, January 25, 2019

NOTE: Panels are required for Grand Winners and optional (but highly encouraged) for Honor Winners

All firms are strongly encouraged to produce a panel and bring it to the awards banquet on January 25, 2019. Panels can also be dropped off at the ACEC/MN office prior to the event. Panel text and photos should demonstrate the challenges, solutions, and innovative uniqueness of key project elements. Panels should be prepared with high quality images and graphics with minimal text. Framing is optional.

Panels should include:

1. The ACEC logo, available on the ACEC [website](#).
2. A maximum of six images/graphics. Each image should be a minimum of 7" x 5" or 35 sq in. A background photo is not considered a photograph.
3. Panel text may not exceed 250 words total, not including captions. Font sizes: minimum 32 pt. type size in text and/or descriptions and minimum 28 pt. type for captions and graphics.
4. Title and location of the study/project, owner's and/or client's name and location, and entering firm's name and location should be shown on the front of the panel in minimum 32 pt. type. Additional reference to the firm's name may be made within the panel text.
5. Firm's logo

6. Include firm's name, address, project name, year, and category on the back of the panel.
7. In the event that a project is entered into the national competition, leave a 2"x2" space in the upper right-hand corner of the panel that is free of text and images.

PEOPLE'S CHOICE AWARD: Panels are not required of Honor Award winners but are highly encouraged. The People's Choice Award is selected by attendees on the evening of the banquet by popular vote. Attendees cannot vote for a project if a panel is not available for viewing.

- 30"x30" panel to be displayed at the awards banquet. After the event, firms typically display the panel in their office or give it to their clients for marketing purposes.
- OPTIONAL: 20"x20" panel (unframed) mounted on foam core or gatorboard for use with ACEC/MN's traveling display. ACEC/MN will reimburse entrants for **UP TO \$75** for the cost of this reproduction. Please make sure that your reproduction is durable (i.e. the ink will not run if it comes in contact with water and will not fade). Submit a copy of your invoice to Kristine Scott for reimbursement and indicate it is for the 20"x20" awards panel. This panel becomes the property of ACEC/MN. Panels are used for marketing engineering services and projects at events, such as Capitol Consulting Day, conferences, etc.

Submittal Suggestions

1. The jury statement should be reviewed by someone not involved in the project to assure a readable, easily understood description of the project in lay terms.
2. Spell out abbreviations and provide phonetics for less commonly-used words and phrases wherever possible.
3. Try to include at least three images of the planning, start-up and/or construction phases of the project along with three images of the completed project. When appropriate, people-oriented photos that show the use of the project, are encouraged.

National Submission Process

Please review the official ACEC national entry form online for complete details at www.acec.org

Below are recent changes to the national guidelines:

- Upload the following documents in PDF format: Client/Owner Letter specifications, Executive Summary, Project Description (6 pages minimum), Key Participants, and Press Release.
- Include total vs. actual construction budget and entrant's portion of total construction budget vs. actual.
- On Wednesday, January 16, 2019 – Calls will be made to entrants if there are clarifications or if additional information is required. See the ACEC National Call for Entries brochure for more information.
- Minnesota Grand winners are eligible to compete in the national ACEC competition. Firms who choose to enter the national competition must send their items directly to national (checks, panels, etc.). **DO NOT SEND THEM TO THE MINNESOTA OFFICE.**
- Top Award Winners (Grand and Honor) must have a firm and/or client representative in attendance to receive on-stage recognition at the Gala on May 7, 2019.

NATIONAL PANELS (GRAND AWARD WINNERS MUST SEND TO NATIONAL BY JANUARY 4)

- See "Photographic Display Panel" section on page 7 of the ACEC National Call for Entries brochure for details. Entering firms are responsible for submitting their entries to ACEC National.