



2020 AWARDS COMPETITION GUIDELINES

50% off the entry fee for first time entrants!

The following information will assist participants in submitting entries to the state competition. The state guidelines differ from the national guidelines, so please read this document carefully.

All final entry files will be submitted via the ACEC National website. Submitting materials through this site does not automatically enter the project into the national competition.

Important dates to keep in mind:

- State Informational Meeting: Wednesday, September 11, 2019 (12:00 pm – lunch provided)
- Preliminary State Entries Due: Wednesday, October 2, 2019
- Final State Entries Due: Monday, October 28, 2019 (12:00 pm)
- State Judging: Wednesday, November 13, 2019
- Notice to State Grand/Honor Winners: Week of November 18, 2019
- Final National Entries Due to ACEC National: Friday, January 3, 2020
- State Awards Banquet: Friday, January 24, 2020
- National Judging: February 7 - 9, 2020
- National Awards Gala: Tuesday, April 28, 2020 in Washington, D.C.

Member firms that have not entered the competition in the past 10 years are eligible to receive 50% off the state entry fee.

State Judging and Awards

A distinguished panel, representing several engineering disciplines, will be selected by the ACEC/MN Awards Committee to judge the submitted entries. The judges will receive the entries in advance of the judging event so that they are prepared to review and discuss each submission.

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 project that received the highest overall score. 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 2, 2019

1. Project name, location, date of completion, and client
2. A \$900, non-refundable, entry fee payable to ACEC/MN (\$1,800 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 project description, not to exceed 125 words

Send the preliminary entry via e-mail to:

kristine@acecmn.org

Send the 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, 2017 and October 31, 2019**. Construction of projects (Categories B through L – except for D) must have been substantially completed and ready for use between **November 1, 2017 and October 31, 2019**.

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

Final State Entry Requirements **Due Monday, October 28, 2019**

New this year: Final entries must be submitted via ACEC National's website. Please submit all text documents in MS Word. **PDFs will not be accepted.** Even though projects are not judged by category in the state competition, please identify a project category on the entry form. Categories are required for national submittals.

1. A signed copy of the 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 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.

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 2020 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 and banquet. Arrange the slides in the order they should appear when the jury statement is read. 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.
7. A description of the images saved as a MS Word document in a separate file (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 aloud at the judging event. 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 word count).

IMPORTANT: The jury statement should address the five criteria outlined in #4c above and should highlight special features of the project. This is an opportunity 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.

9. A 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. The Framework newsletter is distributed to the public, media, and clients after the awards banquet in January. Provide a MS Word document – no headers, footers, logos, or photos – just text.
10. Photographic display panel – see panel requirements below.

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

Photographic Display Panel Requirements *Due Friday, January 24, 2020*

Panels are required for Grand winners and optional (but strongly encouraged) for Honor winners

All firms are strongly encouraged to produce a panel and bring it to the awards banquet on January 24, 2020. Panels may also be dropped off at the ACEC/MN office prior to the event. Panel text and photos should demonstrate the challenges, solutions, and uniqueness of project elements. Panels should be prepared with high-quality images and graphics with minimal text. Framing is optional.

30"x30" 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, 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 logo, name, and address, and project name, year, and category on the back of the panel.
6. If 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.
7. ACEC/MN requests a high-quality digital copy of the 30"x30" panel for use in promoting projects through public display and for ACEC/MN archives.

PEOPLE'S CHOICE AWARD: 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.

Submittal Suggestions

1. The jury statement should be reviewed by someone not involved in the project to ensure 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.
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National Submission Process

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