



OFFICIAL ENTRY FORM

2023-2024 ACEC/MW ENGINEERING EXCELLENCE AWARDS

Please furnish all information requested below for each entry (both submitting firm and owner/client signatures required). Please limit the project name to 45 characters. Entries will not be considered without prior payment of the ACEC/MW EEA Entry Fee.

Project Name: _____

Project Location (City, State, Country): _____

Judge this entry in the following category (check one):

(see ACEC/MW EEA Criteria and Entry Submission Instructions for full listing)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Non-Design
[Studies, Research, and
Consulting Engineering Services] | <input type="checkbox"/> Structural Systems | <input type="checkbox"/> Water & Storm Water | <input type="checkbox"/> Small Projects |
| <input type="checkbox"/> Facilities – Building /
Technology Systems | <input type="checkbox"/> Surveying & Mapping
Technology | <input type="checkbox"/> Water Resources | <input type="checkbox"/> Energy |
| | <input type="checkbox"/> Environmental | <input type="checkbox"/> Transportation | <input type="checkbox"/> Industrial and Manufacturing
Processes and Facilities |
| | | <input type="checkbox"/> Special Projects | |

THE FIRM:

Name of Firm:			
Contact Person:			
Title:			
Signature:			
Address:			
City / State / Zip:			
Phone:			
Fax:		Email:	

AUTHORIZATION:

I hereby authorize submission of this project in the ACEC/MW 2023-24 competition:

Sr. Executive / Principal:			
Title:			
Signature:			
Phone:		Email:	
Complete the information below only if different than firm information above.			
Firm:			
Address:			
City / State / Zip:			

THE CLIENT / OWNER(S)

I currently believe the work of the engineer meets the intended uses and expectations for the project and hereby grant permission to enter this project in the ACEC/MW 2023-2024 EEA competition and authorize publication of its outstanding features, unique aspects, or innovations. I confirm that the project was substantially completed and ready for use between November 1, 2021, and October 31, 2023.

Client / Owner(s):			
Client / Owner Representative			
Title:			
Signature:			
		Email:	



AWARD TROPHY ORDER FORM

One (1) award trophy is included with your project submission fee. Consider purchasing additional award(s) to give to a client/owner. We are taking all additional award orders up front. Awards will be delivered at our EEA Gala and Holiday Party on December 14, 2023.

The cost for each additional award is \$120. You will be contacted in November 2023 regarding payment for the award.

Project Name: _____

Award Contact (person to approve proof and authorize payment):

Name and Email: _____

Number of Additional Award Trophies to be Purchased: _____ (\$120 each)

TEXT FOR FIRST AWARD (NO EXTRA COST):

Engineering Excellence (Merit/Honor/Grand) Award

in _____ (Design or Non-Design)

Presented to

(Firm Name as it is to be printed on award)

“ _____ ”
(Project Title as it is to be printed on award)

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TEXT FOR SECOND AWARD (COST IS \$120):

Engineering Excellence (Merit/Honor/Grand) Award

in _____ (Design or Non-Design)

Presented to

(Firm Name as it is to be printed on award - Consider including the Client/Owner's Name "WITH" Firm Name)

“ _____ ”
(Project Title as it is to be printed on award)

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Attach an additional sheet if needed for text for additional award orders.

SUBMISSION INSTRUCTIONS

1. Submit your **COMPLETE AND FINAL ENTRY** to the ACEC/MW office **by October 13, 2023**. Entry materials should include the completed **ELECTRONIC COPIES only** of:

- **Official ACEC/MW EEA Entry Form**
 - **Additional Award Order Form:** Please complete this form and indicate whether you wish to purchase additional award trophies.
 - **Executive Summary:**
 - One page, single-sided maximum length, 12 pt. minimum font
 - Project title and entry category must appear at the top of the page
 - Describe the problem and solution
 - **Project Description:** Six page, single-sided maximum length, 12 pt. minimum font. Tell the story of the project. Address items a, b, c, and d 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.
 - a. Describe the role of the entrant's firm in the project
 - b. Explain the role of other consultants participating in the project
 - c. Brief description of the entrant's contribution to the project addressing each of the following:
 - 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 design considerations
 - Complexity
 - Successful fulfillment of client/owner needs. Include budgeted cost, actual cost, schedule and actual date of completion information.
 - *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 layman's terms why this project is worthy of special recognition (word count between 100 - 500 words). Explain all factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. **NOTE:** This summary may provide the basis for all ACEC publicity on the project. **ALSO NOTE:** This summary is separate from the Executive Summary and should be very brief.
- NON-DESIGN PROJECTS:** In addition to the requirements above, non-design project entries should be supplemented by a report with results of findings, graphs, drawings, etc.
- **Photographic Display Panel:** Submit a small-size JPEG **electronic copy** of your Project Display Panel **with your Official Entry on October 13, 2023**. See ACEC National's website (acec.org) for Panel requirements (but note: ACEC/MW does NOT use Velcro to display our panels; please plan to provide a panel that can stand on an easel, and an accompanying easel).



2. **Physical Photographic Display Panel:** Submit the physical EEA Photographic Display Panel to ACEC/MW **by December 1, 2023**. Please coordinate the delivery or drop-off with ACEC/MW Staff (staff@acecmw.org). See ACEC National's website (acec.org) for Panel requirements. But **NOTE:** ACEC/MW does NOT use Velcro to display our panels; please provide a panel that can stand on an easel.

3. **Easel:** Please provide an easel for your Photographic Display Panel to stand upon to ACEC/MW **by December 1, 2023**. Easel should be labeled with firm name. Your easel and panel will be available for pickup at the end of the night at the Engineering Excellence Awards Gala on December 14. Please plan to retrieve them from the coat room across the foyer from the main ballroom. If you are unable to attend, please coordinate an alternate pick up with Anna Seekins (staff@acecmw.org).

4. **Project Video:** A video is required for HONOR and GRAND Award winners ONLY. This is in addition to the Photographic Display Panel. **Due to ACEC/MW by December 1, 2023.** Video Requirements:

- Create a video highlighting your project
- Approximately 45 seconds long, max 60 seconds
- Showcase your project and design team
- Need not be fancy; can be a series of PowerPoint slides with music or voiceover
- **How to Submit Video:**
 - You may email your file to staff@acecmw.org by COB on December 1, 2023.
 - If the file is too large to email, please submit by sending a link to your firm's online share drive. If your firm does not have a share drive, please email ACEC/MW Staff (staff@acecmw.org).