



ACEC North Dakota Members,

The American Council of Engineering Companies (ACEC) of North Dakota's annual Engineering Excellence Awards (EEA) competition recognizes engineering firms for projects that demonstrate an exceptional degree of innovation, complexity, achievement, and value.

The following guidelines provide the information needed for your submissions.

EEA entries are accepted into one of 12 project categories including: Studies, Research and Consulting Engineering Services; Building/Technology Systems; Structural Systems; Surveying and Mapping Technology; Environmental; Waste and Storm Water; Water Resources; Transportation; Special Projects; Small Projects; Energy; and Industrial and Manufacturing Processes and Facilities

Submissions must be from an ACEC North Dakota member in good standing and the project for which your firm is submitting must be located in North Dakota. The postmark deadline for the ACEC North Dakota state competition is November 15<sup>th</sup>. Projects must be mailed via USPS to the ACEC/ND Central Office, PO Box 7370, Bismarck, ND 58507.

Please be advised that award winners and award submissions are now featured in our full color ACEC/ND Magazine. We hope you will keep this in mind as you take and submit photos for the awards. We encourage high-resolution, professional quality photographs that also demonstrate content which appeals to owners and procurers.

The awards jury may be composed of 4-5 retired professionals from any of the following sectors: the engineering industry, including past members of ACEC as well as agency heads, or department chairs at UND and NDSU. The jury will be scoring projects on the following rating guidelines: 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; and successful fulfillment of client/owner's needs, including schedule and budget.

Awards will be presented at the awards banquet and dinner on May 8<sup>th</sup> 2018 during the ACEC North Dakota Spring Conference held at the Radisson Hotel in Bismarck.

Included in this packet is a submission checklist. All items on this list must be included in the submission in order to be considered for an award.

If your firm would like to submit a project in the ACEC National EEA program, we encourage you do so. Firms DO NOT need to win at the state level in order to submit. However, your firm must contact the ACEC North Dakota Central Office for a sponsor letter from the ND Chapter. Please be advised that the guidelines for the state submission are slightly different than those of ACEC National. The National guidelines are more extensive and have some additional requirements. Please see their website for more information and deadlines.

**This packet of information contains the following:**

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Please feel free to contact ACEC/ND with any additional questions (701) 223-3184.



## Eligibility Requirements and General Criteria

1. Projects entered in the competition must have been executed in the state of North Dakota. Research and Studies (Category A) or Surveying and Mapping projects (Category D) must have been publicly disclosed by the client between Nov. 1, 2015 and Oct. 31, 2017. Construction of projects (Categories B through L – with the exception of D) must have been substantially completed and ready for use between Nov. 1, 2015 and Oct. 31, 2017.
2. Entries in the state competition may be placed in any one of the 12 categories. The entering firm must select the one category that is most appropriate. A project may be entered only once in any category. However, after a project entered in Category A has been constructed, it may be entered in a different category – B through L – in the year when eligible.
3. Each entry must consist of the following components:
  - a. Official entry form
  - b. Letter from Client
  - c. Executive Summary
  - d. Project Description
  - e. Photographs
  - f. 4 identical copies of submission
  - g. \$100 Submission Fee for ACEC/ND Members

*Non-compliance with the rules may disqualify an entry. Please read the requirements thoroughly.*

4. The awards committee reserves the right to determine, and change if necessary, the eligibility and category classification of any entry.

### Important Dates to Remember:

**November 15, 2017** - Submitted materials **MUST BE POSTMARKED** and sent to ACEC/North Dakota. Materials postmarked after that date will not be accepted. All materials submitted for judging in the state competition become the property of ACEC North Dakota and may be used in publications. Submitted materials will not be returned.

**January 5, 2018** (If submitting to ACEC National) — Submitted materials **MUST BE RECEIVED** by ACEC. Materials received after that date will **NOT** be accepted. All materials submitted for judging in the national competition become the property of ACEC and may be used in ACEC publications. Panels may be used for displays or other promotional or educational purposes. Submitted materials will not be returned.

### Shipping Information:

Materials must be sent via USPS to the following address. *No other shipping methods are accepted.*

ACEC North Dakota  
PO Box 7370  
Bismarck, ND 58507





## Judging Information and Rating Guidelines for Judging

Entries will be judged on the basis of:

- Overall engineering excellence in each of the 12 categories
- The work performed by the entering firm only
- The rating guidelines listed.

Winners will be notified shortly after judging is completed.

### ***Rating Guidelines:***

Each entry will be evaluated based on the following five categories, which are key elements of the project description text required in the electronic submittal described below.

1. Uniqueness and/or innovative applications of new or existing techniques.....	20%
2. Future value to the engineering profession and perception by the public.....	20%
3. Social, economic and sustainable development considerations.....	20%
4. Complexity.....	20%
5. Successful fulfillment of client/owner needs.....	20%
Total.....	100%

### ***Rating Guideline Definitions:***

#### 1. Uniqueness and/or Innovative Applications of New or Existing Techniques:

- Does the entry demonstrate the use of a new science or a breakthrough in the general knowledge of engineering?
- Does the entry represent a unique application of new or existing technology, techniques, materials or equipment?

#### 2. Future Value to the Engineering Profession and Perception by the Public:

- Will the entry redefine current engineering thinking?
- Does the entry advance a positive public image of engineering excellence?

#### 3. Social, Economic and Sustainable Development Considerations:

- Do the solutions identified produce secondary benefits of value to the community environment?
- Does the entrant's approach provide society with social, economic, or sustainable development benefits?
- Does the entrant's contribution to the project improve the health, safety or welfare of the public or affected environment?

#### 4. Complexity:

- Did the entry successfully address highly complex criteria or unique problems?
- Were extraordinary problems of site, location, hazardous conditions, project requirements, or similar elements present?
- Did the entry require the use of out-of-the-ordinary technology or ingenuity for achievement of the project's goals?

#### 5. Successful Fulfillment of Client/Owner Needs:

- Did the engineer or entrant successfully engage the client/ owner in the overall project development process?
- Was it an economical and cost-effective solution?
- How did the final cost relate to the original budget estimate?
- How closely does the entrant's solution meet the total goals of the client/owner?
- Did the entrant meet the client's time schedule?

## Submission Requirements

Each ACEC North Dakota Submission must include the following:

1. Official Entry Form located in these materials.  
NOTE: Original completed entry form must be signed by the entrant and the client/owner (senior executives/officials), stating that the submitted project was substantially completed and ready for use between Nov. 1, 2015 and Oct. 31, 2017.
2. CLIENT/OWNER LETTER (one page max.) Letter addressed to ACEC describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs.
3. EXECUTIVE SUMMARY (one page max.) Overview of project. Describe the problem and solution; project title and entry category must appear at the top of the page. Specifications: 8.5" x 11"; 1" side margins; double-spaced text; 12 pt. minimum size font.
4. PROJECT DESCRIPTION (five pages max.) 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. 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 (refer to "Rating Guideline Definitions" above for detailed rating, judging, and 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.*

Include 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).

- 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 comprise the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact.
5. PHOTOS OR GRAPHICS – Provide a maximum of six different photos or graphics with captions describing the subject matter. These six photos are not a part of the project description. You will be asked to submit electronic photos via email to the ACEC/ND Central Office at [stacy@scgnd.com](mailto:stacy@scgnd.com) for the awards presentation, website, and magazine.

*Award winners and award submissions are now featured in our full color ACEC/ND Magazine. We hope you will keep this in mind as you take and submit photos for the awards. We encourage high-resolution, professional quality photographs that also demonstrate content which appeals to owners and procurers.*





AMERICAN COUNCIL OF ENGINEERING COMPANIES  
of North Dakota

## Official Entry Form

NOTE: If your firm was responsible for the entire project, then the Entrant's Portion of the Total Project Construction Budget should equal the Total Project Construction Budget. If your firm was not responsible for the entire project, then the Entrant's Portion of the Total Project Construction Budget should be only the amount of the project construction budget for which your firm was responsible.

Furnish all information requested below for each entry (signatures by the submitting firm(s) and the client(s)/owner(s) are required). Firm, project, and client/owner's name should be typed or printed as they are to appear on the award. Please limit the project name to 45 characters.

A fee of \$100 per entry must be submitted with your submission

### About the Project

Project Name: \_\_\_\_\_ (limit to 45 characters)

Judge this entry in the following category (**Check One**):

- Category A: Studies, Research and Consulting Engineering Services
- Category B: Building/Technology Systems
- Category C: Structural Systems
- Category D: Surveying and Mapping Technology
- Category E: Environmental
- Category F: Waste and Storm Water
- Category G: Water Resources
- Category H: Transportation
- Category I: Special Projects
- Category J: Small Projects
- Category K: Energy
- Category L: Industrial and Manufacturing Processes and Facilities

Project Location: City \_\_\_\_\_ State: \_\_\_\_\_

ND House of Representatives' names in the district where the project is located: \_\_\_\_\_

ND Senator's name in the district where the project is located: \_\_\_\_\_

(Budgeted and/or actual costs may not apply to some studies in Category A)

Completion/Use Dates:	Scheduled: _____	Actual: _____
Category A Costs:	Budgeted \$: _____	Actual \$: _____
Construction Costs:	Total Project Budget \$: _____	Total Project Actual \$: _____
	Entrant's Portion of Total Budget \$: _____	Entrant's portion of Total Project Actual \$: _____

### About the Firm Submitting the Project

Entering Firm: \_\_\_\_\_

Firm CEO: \_\_\_\_\_ Firm Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address for questions about the submission: \_\_\_\_\_

***I hereby authorize submission of this project into the American Council of Engineering Companies' 2018 Engineering Excellence Awards competition.***

Senior Executive/Principal: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### About the Client/Owner(s) of the Project

Client/Owner(s): \_\_\_\_\_

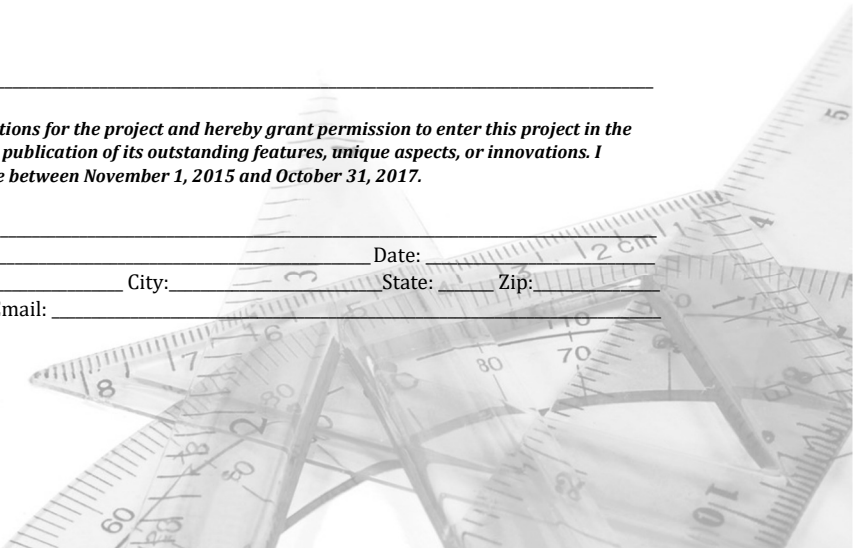
***I believe the work of the engineer meets the intended uses and expectations for the project and hereby grant permission to enter this project in the ACEC 2018 Engineering Excellence Awards competition, and authorize publication of its outstanding features, unique aspects, or innovations. I confirm that the project was substantially completed and ready for use between November 1, 2015 and October 31, 2017.***

Client/Owner Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_





## *EEA Submission Checklist*

- ✓ Official Entry Form
  - € Does the project completion or disclosure date fall within the eligible range?
  - € Do I have the signature of the Firm's Principal?
  - € Do I have the signature of the Client/Owner?
- ✓ Have I included a 1 page letter from the Owner/Client?
- ✓ Is the Executive Summary limited to 1 page and double-spaced?
- ✓ Is the Project Description limited to 5 pages and single-spaced and 12 point font?
- ✓ Have I included 6 photographs (maximum)?
- ✓ Have I included the \$100 submission fee in my submittal?