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**2018 Engineering Excellence Awards**

**Easy Entry Workbook**

The Easy Entry Workbook is designed to supplement the 2018 Engineering Excellence Awards Call for Entries. It provides step-by-step instructions, checklists and additional guidance to aid in preparing a winning entry. Contact ACEC WI with any questions.

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| **Submission Deadline: October 3, 2017, 4:00 p.m.** |

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# Introduction

This Easy Entry Workbook is designed to help you gather and organize the necessary components for a winning entry into the ACEC WI Engineering Excellence Award competition. Helpful hints and specific instructions are included for your convenience. The workbook is especially beneficial for first-time entrants.

We hope you find this version of the Easy Entry Workbook valuable. We would appreciate your comments and suggestions after you have worked through the booklet and prepared your Engineering Excellence Entry.

Please contact us at 608-257-9223 or [acecwi@acecwi.org](mailto:acecwi@acecwi.org) if you have any questions or feedback.

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| **Helpful Hints to Prepare a Winning Entry** |
| * **Use the Easy Entry Workbook** You’re on the right track to preparing a winning entry by using this workbook. The booklet outlines eligibility requirements, lists criteria and provides step-by-step instructions on how to submit your entry. Use the entry checklists to properly format your entry. * **Review Previous Winning Entries** See firsthand what works. Past winning entry binders are available for review at the ACEC WI office. Call to set up an appointment to review these binders. * **Contact ACEC WI** Advice and answers are just a phone call away. Contact ACEC WI at 608-257-9223 with your entry questions. |

# Key Dates and Deadlines

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| **ACEC WI Submission Deadline** | October 3, 2017; 4:00 p.m. |
| **ACEC WI Judging** Madison | October 13, 2017 |
| **Entrants Notified of Awards** | October 16, 2017 |
| **ACEC National Entry Deadline** (for eligible entries) | January 5, 2018 |
| **ACEC National Judging** Washington, D.C. | February 16-18, 2018 |
| **ACEC WI Awards Banquet** The American Club, Kohler | March 23, 2018 |
| **ACEC Gala & Awards Presentation** Washington, D.C. | April 17, 2018 |

# Eligibility

**Eligibility Check List**

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|  | Firm maintains an office in Wisconsin and is engaged in the private practice of consulting engineering. Members and non-members are eligible to enter. |
|  | **The firm’s Wisconsin office had a leadership role in the project.** The project entered may have been executed anywhere in the world. |
|  | Construction of a distinct phase or a completed project was substantially completed and ready for use between November 1, 2015, and October 3, 2017. Research and studies or survey and mapping projects were publically disclosed by the client between November 1, 2015, and October 3, 2017. |
|  | Competition entry is submitted in accordance with the rules in the Call for Entries. |

**Notes on Eligibility and General Criteria**

* All entries are eligible for referral to the ACEC national competition. ACEC WI competition judges will recommend projects best suited for entry into the national competition. The number of submissions is determined by ACEC national rules. Submissions made to the national competition must be made through ACEC WI.
* Engineering achievements that have won awards in other state or national award programs may be entered.
* ACEC WI reserves the right to interpret the rules and determine eligibility of all entries.
* ACEC WI will not be responsible for the any damages to or loss of entry material
* An entry application, entry materials and entry fee must accompany each entry. The fee per entry is $675 for ACEC WI member firms and $1,620 for non-member firms.

# Official Entry Form

This section is designed to help you fill out the official entry form. Begin collecting information here and highlight areas where you need to collect more information.

Remember, in order for a project to be eligible for the competition, your firm's Wisconsin office must have had a leadership role in the project.

All information requested on the Official Entry Form must be furnished. Firm name(s), project name, and client/owner name(s) must be typed as they are to appear in publicity and on award plaques.  
  
The Official Entry Form, included in the Call for Entries, must be used for your project submission.

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| **TIP:** A writeable PDF entry form is available for download at [www.acecwi.org](http://www.acecwi.org). |

**ABOUT THE PROJECT**

**Name of Project**

List the name of your entry as you would like it to appear in print and on awards. Project names are limited to 45 characters.

**Category Selection**

Submissions must be entered into one of 12 categories outlined below. Categories mirror those offered by ACEC national. Choose the category that best fits the project. It is common for a project to be eligible for more than one category. It is up to the entrant to determine which category the project best fits. If you have any questions regarding category selection, please contact ACEC WI at 608-257-9223.

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| **A** | **Studies, Research & Consulting** *Non-design services, projects not involving the preparation of construction documents*   * New products, materials and technologies * Expert testimony * Basic research and studies * Computer/software technology * Technical papers * Public outreach/involvement * Water conservation * Security plans * Project feasibility/studies/risk * Value engineering |

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| **B** | **Building/Technology Systems**   * Mechanical/electrical/plumbing * Computer/technology * Communications * Acoustics * Software systems * Sustainability or carbon neutrality * Efficiency certification standards, e.g., LEED * Energy efficiency – new and retrofit * Secure facilities (military, research, correctional) |
| **C** | **Structural Systems**   * Foundations * Tunnels * Buildings * Seismic design * Towers * Bridges * Stadiums |
| **D** | **Survey & Mapping Technology**   * Geometrics, ALTA, land title and rights surveys * Control, GPS, monitoring or construction surveying * Survey mapping, GIS/LIS, photogrammetry |
| **E** | **Environmental**   * Hazardous waste * Solid waste * Restoration, reclamation or remediation * Air quality * Noise * Recycling * Waste pond management * Carbon sequestration and trading * Mitigation |
| **F** | **Waste and Storm Water**   * Wastewater collection/treatment and disposal * Residuals management and reuse * Graywater systems * CSO’s * Mine tailings * Agricultural * Stormwater management * Erosion control |
| **G** | **Water Resources**   * Hydraulics, hydrology * Surface and groundwater supply development * Treatment * Transmission, distribution and storage * Watershed management * Water use reduction * Flood risk management * Climate adaptation * Coastal and eco-system restoration * Locks/dams/water control structures * Irrigation |
| **H** | **Transportation**   * Highways * Rail * Airports * Marine/ports * Public transit * Intermodal facilities |
| **I** | **Special Projects**   * Safety and security * Corrosion protection/cathodic protection * Program and construction management * Land development * Trenchless technologies * Recreational facilities * Subsurface engineering |
| **J** | **Small Projects**   * Total project construction budget does not exceed $2.5 million   *Note:*  Projects under $2.5 million are not limited to this category. Submitting a project into Category J Small Projects is at the entrant’s discretion, except entries in Category A. |
| **K** | **Energy**   * Transmission and distribution * Power generation * Renewable energy * Cogeneration * Energy storage technologies * Energy usage reduction programs * Demand side management |

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| **L** | **Industrial & Manufacturing Processes & Facilities**   * Petrochemical * Biotech * Manufacturing * Heavy industry * Industrial waste * Materials handling * Mining, metallurgy, mineralogy |

**Special Category: Significant Contribution by a Small Firm**

A special category is available in Wisconsin to recognize projects that have a scope, schedule and/or budget that were positively impacted by contributions from a small firm (defined as 30 or fewer employees). Please see the Significant Contribution by a Small Firm Call information sheet and Entry Form for details.

**Qualifications-Based Selection (QBS)**

To assist in raising the awareness of the importance of the QBS process, please check the box on the Official Entry Form if a QBS process was used to procure AE services for the project. Projects using a QBS project will be identified with a ribbon in *The Daily Reporter* Engineering Excellence Awards magazine and on the photographic display panel (if submitted).*This data will not impact judging.*

Was a QBS process used?

|  |  |
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|  | Yes - Select box on Official Entry Form |
|  | No – Leave box blank |

**Project Location**

List the city and state where the project is located.

**Legislative District Information**

For projects located in Wisconsin, furnish the requested state district information for the project location. Omit this section if the project is located out of state.

Visit <http://maps.legis.wisconsin.gov> and enter the project address to find the district information.

Wisconsin Assembly District Number:

Wisconsin Senate District Number:

**Completion/Use Dates:**

Scheduled completion date (month/year):

Actual completion date (month/year):

**Construction Costs**

*All entries complete this section, excluding Category A.*

Note: These numbers help the judges determine if the entrant played a significant role in the ***submitted*** portion of the project.

If your firm was responsible for the entire project, then the entrant’s portion of the total project construction budget should be equal to 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 the amount of the project construction budget your firm was responsible for.

**Budget Information**

Total project budget:

Entrant’s design portion of total project budget:

**Project Final Information**

Total project actual:

Entrant’s actual design portion:

**Category A Costs**

*Category A projects only*

Budget:

Actual:

**ABOUT THE FIRM(S) ENTERING THE PROJECT**

**Entering Firm Name(s)**

Your firm’s name EXACTLY as you would like to see it in print or on awards. Include "and or &" as it appears on your stationery or other official documents. If the submission is a joint venture between two or more engineering firms, list all for awards and recognition purposes.

**Principal Approval**

A firm principal must read the Engineering Excellence Awards competition entry. The principal must then sign the Official Entry Form indicating he/she believes the entry to be accurate. An electronic signature is acceptable. Identify appropriate person to review entry and sign the Official Entry Form. Information needed for the Official Entry Form:

Principal Name:

Principal Title:

Principal Signature: *an electronic signature is acceptable*

**Primary Contact**

The primary contact is someone familiar with the project and able to answer questions about the project and/or entry. The primary contact will receive communication regarding the Engineering Excellence Awards competition, including the award notification, deadline reminders and Awards Banquet information. Provide the following information for the project’s primary contact:

Name:

Title:

Address:

City/State/Zip:

Phone:

Email:

**Marketing Contact** (optional)

The marketing contact should be familiar with the entry. The marketing contact will receive communication regarding the Engineering Excellence Awards competition, including the award notification, deadline reminders and Awards Banquet information. You may choose to only list a Primary Contact; a marketing contact is not required. Provide the following information for the project’s marketing contact:

Name:

Title:

Address:

City/State/Zip:

Phone:

Email:

**ABOUT THE CLIENT/OWNER OF THE PROJECT**

**Client**

Note: This typically refers to the entity, not a person.

Firm Name:

Address:

City/State/Zip:

**Owner**

*If the owner is different from the client, list here.* The owner will appear in print and on award plaques. An example would be a project where ABC Architects is the client and the Village of XYZ is the owner.

Firm Name:

Address:

City/State/Zip:

**Client & Owner Contact**

The client and owner (if applicable) must sign the official entry form. An electronic signature is acceptable. The client/owner will sign the form based on the following statement:

I currently believe the work of the consulting engineer meets the intended uses and expectations for the project and hereby grant permission to enter this project into the ACEC WI 2018 Engineering Excellence Awards competition and authorize publication of its outstanding features, unique aspects or innovations. I agree the project was substantially completed and ready for use between November 1, 2015 and October 3, 2017.

Provide the following on the Official Entry Form:

**Client Contact**

Name:

Title:

Signature: *an electronic signature is acceptable*

**Owner Contact** (if different than client)

Name:

Title:

Signature: *an electronic signature is acceptable*

# Executive Summary

The executive summary is a one page summary that describes the challenge and the engineering solution. Prior to judging, each judge receives the executive summary for each award entry. This is your chance to make a memorable first impression.

**Executive Summary Format Requirements:**

* Name of project and entry category must appear at the top of the page or page header.
* May not exceed one, 8.5”x11” page with 1” margins.
* Text must be a minimum 12 pt type, single spaced
* An electronic version must be saved to the PC-compatible CD or USB flash drive as a PDF or Word document.

**Consider the following suggestions when preparing your executive summary:**

* The executive summary must be concise.
* Make sure the page format and text is easy to read.
* Use language the general public would understand. Judges have technical expertise, but may not be familiar with the engineering area addressed in your entry.
* Tell the story of the project.
* Provide clear communication to the judges as to why this project is unique.
* Upon completion, have someone review the summary and ask if the problem and the engineering solution are clearly defined.

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| Helpful Hint: Refer back to the executive summary after project entry is complete. Have you highlighted the key points? Are the points clear, strong, and easily identifiable? Remember, this is the first document viewed by the judges; make a good first impression. |

**Begin outlining key points here:**

***The problem:***

***The solution:***

***Why is this project unique?***

***How did the engineer save the day?***

# Project Description

The project description conveys how the engineer saved the day. Provide clear communication to the judges why this project is unique.

Judges have a limited amount of time to review entry binders. Keep this in mind while writing and laying out the project description. Clearly illustrate key points.

**Project Description Format Requirements:**

* Name of project and entry category must appear at the top of the page or page header.
* May not exceed five, 8.5”x11” pages with 1” margins.
* Text must be a minimum 12 pt type.
* Text in this session may be single spaced.
* Project description may include photos and/or graphics.
* An electronic version must be saved to the PC-compatible CD or USB flash drive as a PDF or Word document.

**The project description must address all of the following in clearly marked sections.**

Clearly labeling these sections to match the judging criteria will make judging your project easier.

## Role of the Entering Firm(s)

*Note: refers to Call for Entries Project Description point 3a.*

Role of your firm in the project: prime, sub, co-venture, etc

## Role of Other Consultants

*Note: refers to Call for Entries Project Description point 3b.*

List the role and percentage of work done by each of the other consultants involved in the project. Who were they and what did they do? Be brief. This information helps judges determine which parts of the project was the entrant’s responsibility.

Consultant:

Role:

Consultant:

Role:

Consultant:

Role:

Consultant:

Role:

## Description of Entrant’s Contribution

*Note: refers to Call for Entries Project Description point 4c.*

Briefly describe the entrant’s contribution to the project, addressing each of the following in a separate, clearly defined section. Judging criteria, rating guidelines, and definitions are outlined on page 3 of the Call for Entries. The percentages indicate the weight of scores.

The following points are judging criteria and should be clearly labeled for ease in judging:

* Original or innovative application of new or existing techniques = 20%
* Future value to the engineering profession and public perception = 20%
* Social, economical and sustainable design considerations = 20%
* Complexity = 20%
* Exceeding client/owner needs = 20%

Total = 100%

The questions below are designed to help you effectively address judging criteria.

### Original or Innovative Application of New or Existing Techniques

1. What challenges did your firm face when you first started working on the project?
2. What was the solution?
3. Did the solution use new science or provide a breakthrough in general engineering knowledge?
4. Was there a unique application of new or existing technology, technique, material or equipment?
5. How was the solution different from a similar project?

### Future Value to the Engineering Profession & Public Perception

1. How could someone else use what your firm did to solve a similar problem?
2. Will this project leave a lasting impact or change the way of solving similar problems?
3. Does the entry advance a positive public image of engineering excellence?

### Social, Economic and Sustainable Design Considerations

There are several areas in which a project may offer social, economic or sustainable benefits. Not all projects will offer all benefits. This page is designed as a springboard for thinking about the social, economic and sustainable benefits of your entry. Does your firm’s solution offer additional benefits as a spin off?

1. Did the project offer a solution to an environmental, health or safety concern? What were the secondary benefits to the community and/or environment?
2. Did the project utilize environmentally friendly materials or offer sustainable solutions?
3. Did the project make a process more environmentally friendly?
4. Has public health, safety or welfare been improved as a result of the project?
5. What are the economic benefits of the project?

### Complexity

1. Was there a stage in the process where your firm’s engineers really had to “know their stuff” to make the pieces work together? Were there unusual terrain conditions to consider, traffic flow problems, time limitations or unusual working conditions (i.e. working underwater, unusual ways of transporting materials, working only at night, etc.)?
2. Did the project require use of extraordinary technology or ingenuity?
3. Was a complex problem met with a simple solution? Explain.

### Exceeding Client/Owner Needs

Note: Judges typically give this section careful consideration when scoring projects.

1. What did your firm do to make/keep the client/owner happy during the course of the project? Consider how you were able to meet or beat deadlines, develop innovative solutions, engage the client/owner, solve more than one problem with a single solution, provide long-term benefits, etc.
2. Was the solution cost-effective? How did the project save money? Explain.
3. Was the timeline met? Did you save time with the design, phase or technology?
4. Was it an energy-saving design?
5. Were special materials used?
6. Did this project meet/exceed goals? How?
7. What made this a quality project? Consider selection and use of materials, quality control measures, etc.
8. Did your firm play a significant role in the submitted portion of the problem? Clearly articulate what your firm did to solve the problem.

## Why Project is Worthy of Special Recognition

Note: refers to Call for Entries Project Description point 3d, Call for Entries page 6.

Describe in layman’s terms why this project is worthy of special recognition. Word count is limited to 100-500 words.

This description will provide a basis for ACEC WI’s publicity of the project. It should be a concise snapshot of your project, why it is unique and why it is award-worthy.

1. Briefly explain the key factors that comprise the project’s uniqueness, innovative engineering, challenges faced and social impact.
2. Explain why the project is important.
3. Explain how the project provided value to the client and/or community.

# Key Participants

Provide a list of key participants on the project. Provide firm and contact name, address, website and phone number of each key participant. Key participants should include contractors, subcontractors, other engineers, architects, and other designers involved in the project. Individuals at the entering firm(s) do not need to be listed in this section.

Provide the following information for each key participant:

* Firm name
* Key contact name
* Address
* City/State/Zip
* Phone number

**Key Participant Format Requirements**

* Format as desired, providing the required information, for the entry binder.
* An electronic version must be saved to the PC-compatible CD or USB flash drive as a Word, PDF or Excel file.

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| **Firm:**  Key Contact:  Address:  City/State/Zip:  Phone Number:  Website:  Email address: |  |

*Complete the above information for each key participant.*

# Client/Owner Letter

The typed, one-page letter from the client and/or owner should describe the relationship with the entrant in the development of the project and how it exceeded needs. A letter from both the client and owner should be provided if applicable.

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| Helpful Hint: Request this letter early and allow sufficient time to receive this letter. |

**Client/Owner Letter Format Requirements**

* One-page, typed letter on the client/owner’s stationary; a copy is acceptable.
* Addressed to ACEC Wisconsin – Include the letter in the entry binder; do not have client/owner mail letter to ACEC Wisconsin.
* Signed by client/owner

1. Describe the relationship between the entering firm and the client/owner throughout the term of the project.
2. Describe how client/owner needs were met/exceeded.

# Media Release

The media release should clearly and concisely describe, in lay terms, the project and the entrant’s role in the project.

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| Helpful Hint: Have someone not personally involved in the project review the media release to ensure the release is easily understood and in lay terms. |

**Media Release Format Requirements:**

* May not exceed two, 8.5”x11” pages with 1” margins.
* Text must be a minimum 12 pt type. Do not kern font.
* Text must be double spaced.
* An electronic version must be saved to the PC-compatible CD or USB flash drive as an unsecured PDF or Word document.

Address the following:

1. Reflect on the points listed in the project description section. (Innovative application of new or existing techniques; future value to the engineering profession and public perception; social, economic and sustainable design considerations; complexity and exceeding client/owner needs).
2. Describe the value to the community. Identify number of people served, cost savings, benefits, etc.
3. Describe why the project is important and newsworthy.

# Images & Captions

Photographs and/or illustrations are valuable and used extensively. Images provide a visual for the judges, are used extensively in public relations activities and represent the project during the awards presentation.

**Image Requirements**

* High resolution, professional quality photographs or illustrations should be provided on photo paper and sized 8”x10”.
* Do not mount images.
* A complete set of images must be included in each entry binder.
* Six different images must be submitted.
  + Three photographs must be of the completed project and provide a high level of visual impact.
  + Three photographs should display the planning, start-up, and/or construction of the project.
* For entries submitted under Category A, photographic representations of the study must be submitted.
* High resolution images, 300dpi and saved to the PC-compatible CD or USB flash drive as JPG, PNG, or GIF.
* Files will be used in print production in the Engineering Excellence Awards magazine.

**Caption Requirements**

* Captions are limited to 50 words.
* Captions should appear on a page adjacent to the image. Place the caption to be in the same orientation of the adjacent image for easy reading by the judges.
* Save captions to the PC-compatible CD or USB flash drive as an unsecured PDF and Word document.

Note: no supplemental models, equipment or computerized accessories will be accepted for viewing during the judging process.

# Copyright Written Permission

If your photographs are copyrighted, you must submit a written release authorizing the use of photos by ACEC WI.

**Sample Language: Photo Release from Photographer**

I, the undersigned, hereby grant (your company name), its successors and assigns, and those acting under its permission or upon its authority, or those by whom it is commissioned, the unqualified right and permission to reproduce, copyright, publish, or otherwise use photographs taken by me for purposes of advertising and public relations for the Engineering Excellence program originated by the American Council of Engineering Companies of Wisconsin.

Signature: Date:

Name (printed):

Address:

City/State/Zip:

Witness:

# Category A Submissions

Note: for Category A submissions only.

Although not required, it is strongly suggested that research report entries (Category A) include a **supplementary report** containing findings with graphs, drawings, etc.

The supplementary report may be inserted into the entry binder or in the back cover pocket. It may also be submitted as an additional document (one copy).

The Category A Supplementary Report is the only extra material allowed in the project binder or with a submission.

# Optional – Photographic Display Panel

Submission of a photographic display panel is **optional** for the ACEC WI Engineering Excellence Awards competition. The panel will be displayed at the ACEC WI Awards Banquet. **Omitting the display panel will *not* impact judging.** A photographic display panel will be required for entries into the national competition, but is optional at the state level.

Panels will not be returned, but you will have the option to take the panel home with you after the ACEC WI Awards Banquet.

**If you submit a panel:**

* Design a 30” x 30” panel that portrays key project elements through the use of photos, graphics, and minimal text.
* Panel must include the project title, client and/or owner name, entering firm’s name, and the ACEC WI logo (members only). The logo may be downloaded at acecwi.org or contact acecwi@acecwi.org.
* Print and mount the design on foam core.
* Do not frame.

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| Helpful Hint: Historically, shipped panels have a tendency to get damaged. Package the foam core panel carefully for shipping or hand-deliver to ACEC WI. |

**Note for National Competition:**

The national competition has additional, specific requirements for panel graphics, text, formatting and lamination. You may wish to follow these guidelines should your project be eligible for the national competition. Refer to the national Call for Entries for complete panel submission requirements.

# Entry Checklists

The 2018 Engineering Excellence Awards Call for Entries includes check lists to properly prepare the entry binder and CD. Please refer to pages 8 and 9 of the Call for Entries for the check lists.