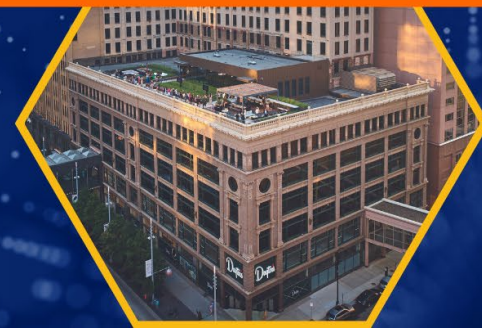


# ACEC Minnesota 2024 ENGINEERING EXCELLENCE AWARDS



## ENGINEERING EXCELLENCE AWARDS (EEA) GUIDELINES

The following information will assist participants in submitting entries to the ACEC Minnesota EEA competition. There are some differences between ACEC Minnesota guidelines and ACEC National guidelines, so please read this document carefully.

On this page you'll find a high-level overview of key dates and information for the ACEC Minnesota and ACEC National Competitions, as well as submission links and other resources.

### Key dates for the ACEC Minnesota EEA Competition:

- Informational Meeting: **12PM, Monday, September 11, 2023**
  - This meeting will be held online via Zoom. A recording will be available to watch on-demand for those unable to attend live.
- Preliminary State Entries Due: **5PM Thursday, October 5, 2023**
  - [Submit your Preliminary Entries using the web form linked here](#)
- Final State Entries Due: **5PM Thursday, October 26, 2023**
  - [Submit your Final Entries through the portal linked here](#)
    - While this submission portal is similar to the ACEC National submission portal, please note that submitting materials through this portal does not enter the project into the ACEC National EEA competition.
- State Judging: **November 15, 2023**
- Notice to State Grand/Honor Winners: **Week of November 20-22, 2023**
- ACEC/MN EEA Gala: **February 23, 2024**

### Key dates for the ACEC National EEA Competition:

- Only projects that are awarded a Grand Award in the ACEC Minnesota competition are eligible to enter the ACEC National Competition – submission details are provided to all Grand Award winners.
- Final National Entries Due: **Friday, January 5, 2023**
- The entrant's company representative must be available by phone: **Wednesday, January 17**
- National Judging Event: **Friday thru Sunday, Feb. 16 – 18, 2024**
- 2024 National Awards Gala is scheduled for **Wednesday, May 15, 2024 in Washington DC**
- For more information on the ACEC National EEA Competition, please refer to the [Call for Entries brochure](#).

### ACEC Minnesota EEA Competition Entry Fees:

- ACEC/MN member rate: \$975
- Non-member rate: \$1950
  - Firms that have not submitted to this contest before or in the previous 5 years (last EEA submission was 2017-2018 or older) are eligible for a 50% discount on their entry/entries.
  - Entries include two awards plaques. Additional plaques are available for \$200.

## ACEC Minnesota EEA Competition - Judging and Awards:

A distinguished panel of judges, representing several engineering disciplines, will be selected to review, evaluate and score submitted entries. Judges receive entry materials 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.
- ACEC/MN reserves the right to limit the number of Honor Awards presented.
- 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 EEA website](#).

## ACEC Minnesota EEA Competition – Preliminary Entry Requirements:

Preliminary entries are due by **5PM, Thursday, October 5th, 2023**.

[Please use this web form to submit your preliminary entry.](#)

Required materials for preliminary entries:

- Project name, location, date of completion, and client
- One digital image, drawing, artist rendering, table/chart, or report that indicates the nature of the project or achievement (digital image, format as JPEG, CMYK at 300 dpi)
- A brief project description, not to exceed 125 words

Project Eligibility:

- Construction of projects (Categories B through L with the exception of D) must have been ready for use between **November 1, 2021 and October 31, 2023**.
- Studies and Research (Category A) or Surveying and Mapping projects (Category D) must have been publicly disclosed by the client between **November 1, 2021 and October 31, 2023**.

All preliminary entries should be considered accepted unless you are contacted by ACEC/MN for additional information / clarification.

## ACEC Minnesota EEA Competition – Final Entry Requirements:

Final entries are due by **5PM, Thursday, October 26, 2023**.

[Please use this portal to submit all files for your final entry.](#)

Entrants will be invoiced after Final Entries are received. You may also send your entry fee to:

ACEC/MN  
ATTN: EEA Entry Fee  
Suite 2725  
30 East 7th Street,  
St. Paul, MN 55101

Final entries must be submitted [via the web portal linked here](#). Please submit all documents in the required format. While projects are not judged by category in the state competition, please identify a project category on the entry form. Categories are required for entries to the ACEC National EEA competition.

There are two steps for the Final Submission when using the web portal:

- In Step 1, you will provide the information to generate your Entry Form, which includes information about the project as well as key contacts at your firm and for the client and/or owner.
- In Step 2, you will upload documents for your entry, including the signed Entry Form from Step 1 above.

These documents will be required for your Final Entry.

1. **A signed copy of the entry form.** The contact for your firm and client (and owner if applicable) must sign the original entry form. Please keep a copy of the original form for your records. Be sure to indicate a project entry category. Electronic signatures are accepted. (PDF file format required)
  - a. **Contacts for the project need to be entered on the portal in Step 1, and once entered those will generate signature pages when you finish Step 1 of your final entry. We strongly recommend starting with this item first as it requires coordination with clients, owners and staff.**
2. A copy of the **original client/owner letter addressed to ACEC Minnesota**, 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. Not to exceed one page, 8.5" x 11"; 1" side margins. (PDF file format required)
3. An **executive summary**, that provides an overview of the project, describing the project's specific problem and solution. Project and firm name must appear at the top of the page. Not to exceed one page, 8.5" x 11"; 1" side margins; minimum 12 pt. type, double-spaced text. (PDF or Word file format required)
4. A **project description** that tells the story of the project and addresses items a, b, c and d listed below. Project name, firm name, and page number must appear at the top of each page. Entrants may use text, photos, graphics, or charts as needed. Not to exceed five pages, 8.5" x 11"; 1" side margins; 12 pt. minimum type; single-spaced text. (PDF or Word file format required)

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 i-v below (refer to "Rating Guidelines for Judging" in the [ACEC National Call for Entries brochure](#) for detailed rating, judging, and score-weighting information):
    - i. Uniqueness and/or innovative application of new or existing techniques
    - ii. Future value to the engineering profession and perception by the public
    - iii. Social, economic, and sustainable development considerations
    - iv. Complexity
    - v. Successful fulfillment of client/owner needs.
  - d. Summary: Describe in layman's terms why this project is worthy of special recognition. Explain all factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. The word count for the summary should be between 100 - 500 words.
- Be sure to include this information in the project description:
    - 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
    - Scheduled and actual dates of completion for the project
    - *Reminder: These costs are not Engineering Fees.*

5. **Six high-quality JPEG images/graphics.** Six different photos or graphics of the project. Please make sure 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. Wide-screen images (16x9) are preferred. (JPG or JPEG file format required, RGB at 300 dpi)
6. **PowerPoint presentation slides of the six images being submitted.** The slideshow should include 7 slides, starting with a title slide that includes the ACEC/MN EEA logo ([linked here](#)), project name and location, and firm name, then continuing with a slide for each of the six images / graphics. Arrange the slides in the order they should appear when the jury statement is read. Please do not include sound or animation. Please do not include captions or text on the image/graphic. A black background is required for merging into the awards PowerPoint presentation template. These images will be used during the judging and banquet. (PowerPoint file format required)
7. **Descriptions of the six images/graphics.** Please make sure descriptions clearly relate to the images/graphics by using "Photo #1", "Photo #2", etc. to identify which text matches with image/graphic. Maximum of 50 words per image. (Word file format required)
8. **Jury statement.** This will be read aloud at the judging event and should address the five criteria outlined in #4c above as well as highlighting special features of the project. This document should be 500 words or fewer in length (approximately two pages, double-spaced). Statements longer than 500 words will be edited. (PDF or Word file format required)
  - a. Please include the entering firm name, the project name, and project category at the top of the document (not included in word count).
  - b. 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.
  - c. **The Jury Statement is the most direct opportunity to address the judges and tell them what you want them to know about your project and your firm's role.** It is in your best interest to ensure your firm's role and achievements with respect to the criteria in #4c are clearly explained.
9. **Awards Banquet Image.** This should be one of the six images/graphics from #5 above that you would like displayed most prominently during the Awards presentation, in printer materials, as well as on post-Gala webpages/galleries. (JPG or JPEG file format required, CMYK at 300 dpi)
10. **Awards Banquet Description.** This document will be read at the Awards Gala and used in digital and printed marketing materials. Please do not include any formatting, headers, footers, logos, or photos – just text. This document should be a maximum of 125 words. (Word file format required)
11. **Photographic display panel** – see panel requirements below.
12. **Supplementary Report (only required for Category A: Studies/Research).** Entries in Category A must include a digital copy of a supplementary report containing the findings portrayed with text, graphs, or photos, as needed.

## ACEC Minnesota EEA Competition – Photographic Display Panel Requirements:

***Please Note: There are significant differences between the panel requirements for the ACEC Minnesota EEA competition and the ACEC National EEA competition.***

- *To learn more about how to format and prepare your panel for the ACEC National EEA competition, please see the [ACEC National Call for Entries brochure](#) (page 7).*

The Photographic Display Panel (Panel) is a key part of the project submittal, and the text and photos should demonstrate the challenges, solutions, innovation, complexity and unique aspects of key project elements. Panels should be prepared with high-quality images and graphics with minimal text. [Please see our EEA webpage](#) for examples of panels for your reference.

- **Panels should be delivered to / dropped off at the ACEC/MN Office by or before Friday, February 9, 2024.** ACEC/MN is located at 30 East 7th St., Suite 2725, St. Paul, MN 55101.
- If you have any questions, please contact ACEC/MN staff at [kelly@acecmn.org](mailto:kelly@acecmn.org) or [john@acecmn.org](mailto:john@acecmn.org).
- **We will not be accepting panels on the day of the EEA Gala** as this disrupts the set-up process for the event.
- **Panels are required for Grand Award winners** and strongly encouraged for Honor Award winners.
- Panels will be displayed at the Awards Gala in February 2024 - attendees will view the panels and vote for their favorite for the People's Choice Award. Please note that attendees cannot vote for a project if a panel is not available for viewing.
- ACEC/MN requests that all entrants lend / donate their panel to be displayed at the Minnesota Capitol during March 2024 as part of our Engineering Day at the Capitol. Panels will also be displayed at the Annual Meeting in May 2024. Please let us know in advance if you are not able to participate.

Preferred Media: mounted on foamboard or gatorboard.

- **If you choose to frame your panel, do not use glass** as this makes display and transport more difficult.
- **Do not** submit a panel that is rolled or unmounted. **Do not** place any Velcro on panels. (This is a major difference between the ACEC Minnesota and ACEC National EEA competition rules)

Panel Size: 30"x30" square

Key Elements to include on panels:

1. The ACEC/MN EEA logo, which is available on the [EEA website linked here](#). Here are direct links to the [white text](#) and [black text](#) logos.
  - *Please note that there are different logos for the ACEC National EEA competition, and that panels for National should have a 2"x2" space in the upper right-hand corner of the panel that is free of text and images (space should not be left blank white, background scheme / patterns should continue in that space).*
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 counted as an image/graphic.
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 project/study, 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. On the back of the panel, please include a label with firm name and address, and project name and year.



6. 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.

### ACEC Minnesota EEA Competition – Suggestions for Successful Entries:

- Proofread, proofread, proofread.
- Review full explanations for scoring criteria in the [ACEC National Call for Entries brochure](#) – there are several questions to consider under each of the five categories and judges will refer to these as they score entries. Keep these in mind when preparing all parts of your entry.
- The jury statement should be reviewed by someone not involved in the project to ensure that the description of the project in lay-terms is clear, easily readable and understood.
- Spell out abbreviations and provide phonetics for less commonly used words and phrases wherever possible.
- Ensure the role that your firm played in the project is crystal clear – the last thing you want is to highlight an impressive aspect of a project but to leave judges unclear on whether you or other members of the project team were responsible for the accomplishment.
- Coordinate with the client and/or owner of your project on the Client/Owner letter to make sure there is a consistent 'story' being told by all entry materials. Remember that "successful fulfillment of client/owner needs" is one of 5 categories that judges consider for scoring.
- 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.
- When possible, images should feature key elements and innovations of the project as well as highlighting complexity and challenges overcome during design and construction.
- High-resolution, high-quality, aesthetically pleasing images can be an asset to your entry.