



ACEC Minnesota
2022 ENGINEERING EXCELLENCE AWARDS

ENGINEERING EXCELLENCE AWARDS GUIDELINES

50% off the entry fee for first time entrants!

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

All final entry files will be submitted via the [ACEC National website linked here](#). Submitting materials through this site does not automatically enter the project into the national competition.

Important dates for the ACEC Minnesota EEA:

- Informational Meeting: **Thursday, September 2, 12PM**
 - New this year: 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: **Monday, November 1st EOD, 2021**
 - New this year: submit your Preliminary Entries using the web form linked here
- Final State Entries Due: **Thursday, November 18th EOD, 2021**
- State Judging: **Friday, December 10, 2021**
- Notice to State Grand/Honor Winners: **Week of December 13-17, 2021**
- State Awards Banquet: **February 25th 2021, at the Landmark Center in St. Paul**

ACEC/MN member firms that have not entered a project in the EEA competition in the past 5 years receive 50% off the state entry fee.

Important dates for the ACEC National EEA:

- Final National Entries Due to ACEC National: **Friday, January 7th, 2022**
- 2022 National Awards Gala is planned for **Tuesday, May 24th, 2022**

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. 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 Monday, November 1st EOD, 2021

1. Project name, location, date of completion, and client

2. A \$950, non-refundable, entry fee payable to ACEC/MN (\$1,900 for non-members)
Member firms that have not entered the competition in the past 5 years pay only \$475 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

[Submit preliminary entry via the web form linked here.](#)

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

ACEC/MN
ATTN: EEA Entry Fee
10201 Wayzata Blvd, Suite 240,
Minnetonka, MN 55305

- Studies and Research (Category A) or Surveying and Mapping projects (Category D) must have been publicly disclosed by the client between **Nov. 1, 2018 and Oct. 31, 2021.**
- Construction of projects (Categories B through L with the exception of D) must have been ready for use between **Nov. 1, 2018 and Oct. 31, 2021.**

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

Final State Entry Requirements

Due Thursday, November 18th EOD, 2021

Like last year, Final entries must be submitted [via ACEC National's website linked here](#). Please submit all documents in the required format. 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 entries to the ACEC National EEA.

For additional information on the required materials for submission for the Final Entry, please refer to the [ACEC National Call for Entries brochure](#).

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 2021 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).
- d. Summary: 100-500 word count description in layman's terms why this project is worthy of special recognition.
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, February 25, 2022 if delivering to the EEA Gala

Due by Wednesday, February 16 if delivering to the ACEC/MN office - please contact us regarding delivery / drop-off

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

All firms are strongly encouraged to produce a panel for the EEA banquet. Panels may also be dropped off at the ACEC/MN office prior to the event, please contact ACEC/MN with your estimated delivery / drop-off date when doing so. 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 EEA 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.

Suggestions for Successful Entries

- 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.
 - Spell out abbreviations and provide phonetics for less commonly used words and phrases wherever possible.
 - 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.
-

National Submission Process

Please review official ACEC National resources for more information on entering the National EEA competition:

- [ACEC National 2022 EEA Call for Entries brochure](#)
- [ACEC National EEA Submission Changes document](#)
- [ACEC National EEA Submission Checklist](#)