



ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of Virginia*

BUILD YOUR BUSINESS

# 2025 ENGINEERING EXCELLENCE AWARDS

CALL FOR  
ENTRIES &  
GUIDEBOOK

ENTRY DEADLINE: NOVEMBER 6, 2024 | 2025 Engineering Excellence Awards Gala: February 6, 2025



# ELIGIBILITY

All engineering or surveying firms are eligible to enter. Projects may have been executed anywhere in the world. Engineering or surveying firms in Virginia may enter any project substantially completed by an office in Virginia. Non-members may enter Virginia projects even if they do not have an office in Virginia. A single firm may submit multiple entries.

A completed entry form must be signed by both the entrant and the client/owner (senior executives, officials), verifying the project was substantially completed and ready for use between November 1, 2022 - October 31, 2024.

- Each entry must consist of three components:
1. Intent to Enter letter submitted
  2. The materials through our EEA Portal (information provided after submitting the letter of intent to submit)
  3. Photographic display panel

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

ACEC Virginia is not responsible for any damages to or loss of an entrant's official electronic entry, or photographic display panel.

The ACEC Virginia Engineering Excellence Awards Committee reserves the right to determine, and change if necessary, the eligibility and category classification of any entry.

# PUBLICITY

Honored projects will receive recognition through statewide news releases, the ACEC Virginia website, social media pages, special edition newsletter and project display showcased at the EEA Gala.

# KEY DATES AND DEADLINES

SEPTEMBER 20, 2024	ACEC Virginia Intent to Enter deadline
NOVEMBER 6, 2024	ACEC Virginia Deadline for entries
NOVEMBER 20, 2024	ACEC Virginia judging
LAST WEEK OF NOVEMBER 2024	ACEC Virginia entrants notified of awards
JANUARY 8, 2025	Deadline to submit materials for ACEC National Competition
FEBRUARY 6, 2025	ACEC Virginia EEA Gala
MAY 20, 2025	ACEC National EEA Gala Washington, DC



# ENTRY REQUIREMENTS

## 1 INTENT TO ENTER

Complete an Intent to Enter notification via [www.acecva.org/entry](http://www.acecva.org/entry) by **September 20, 2024**. You will receive a confirmation message for all submissions along with the EEA Portal information provided. ***ALL submission materials are due online by November 6, 2024.***

The Intent to Enter is an application along with a letter that should include the following:

- Firm logo
- Category
- Title of project
- Project Overview including the program and solution
- Contact Name and Email
- Project Lead Name and Email

## 2 SUBMISSION OF PROJECT MATERIALS

### ENTRY FORM

Copy of the completed entry form signed by both the entrant and the client/owner (senior executives/officials).

### CLIENT/OWNER LETTER

Letter addressed to ACEC Virginia EEA Judging Committee. The client should describe the relationship between the client/owner and entrant in the development of the project and how the entrant exceeded client expectations.

### EXECUTIVE SUMMARY

Overview of the project. Please describe the problem and solution. The project title and entry category appear at the top of the page. (no more than 1 page single-spaced, 12-point minimum size font).

### PROJECT DESCRIPTION (MAX OF SIX PAGES)

Tell the story of the project. Address items a, b, c, d as listed in an organized manner. 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. Provide images and a caption, no more than 50 words, that accurately reflect the photograph or graphic shown.

Project Description must include the following:

- a. Role of Entrant Firm in the Project.
- b. Role of Other Consultants Participating in the Project.
- c. Entrant Firm's Contribution to the Project. A description of the entrant's contribution addressing each of the following Rating Guidelines (refer to Rating Guideline Definitions on page 5 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 cost figures for the following categories of the project:
    - Completion, use scheduled,
    - Actual cost of the project,
    - Category A & D budgeted/actual costs,
    - Construction budgeted/actual costs,
    - Entrant's portion of the total construction budget and actual costs.
- d. Summary. Describe in layman's terms why this project is worthy of special recognition (100-500 word count). Explain all factors that comprise the project's uniqueness and complexity, such as innovation engineering, challenges faced and overall social impact.

### KEY PARTICIPANTS, CONSULTANTS ON THE PROJECT

On a spreadsheet, list key participants on the

project, including contractors, subcontractors, other engineers, architects, and designers involved in the project. Please include the firm name, address, phone number, website and e-mail address of each participant. Place all information on the spreadsheet provided via the EEA submission portal.

### **SIX PHOTOGRAPHS**

Please submit six high-resolution photographs. Clearly label the photograph you want to be used in the Gala program. Please include any signed copyright release forms authorizing the use of the photographs by ACEC Virginia.

### **PHOTO RELEASE FORM**

Please complete the photo release form for use of photography.

### **PHOTOGRAPHIC DISPLAY PANEL**

- One photographic panel, 30"x 30", with a matte finish. The panel must be mounted for display, lamination is optional.
- A maximum of six photographic or graphics images may be used on the panel. Each image must be a minimum of 7"x 5" or 35 square inches.
- Panel text may not exceed 250 words, not including captions. Use a minimum 32-point font for text or descriptions and minimum 28-point type for captions and graphics.
- Title and location of entry, owner's and/or client's name and location and entering firm's name and location (minimum 32-point type) should be shown on the front of the panel.
- ACEC Virginia logo (download from the website) displayed on front of panel.
- Affix a label to the back of panel including the firm name, address, project name and category.

### **SUPPLEMENTAL REPORT**

Include a supplementary document with Research Report entries containing findings illustrated with graphs, drawings, etc. to give

a full description of the project. This report is ONLY required for Category A submittals.

### **PRESS RELEASE** (optional)

Clearly describe the major highlights of the project and your firm's participation in the project within two pages, double-spaced, minimum 12-point font.

Reflect on the five factors:

- innovative application of new or existing techniques
- future value to the engineering profession
- social, economic and sustainable design considerations
- complexity
- exceeding client/owner needs.

Point out the value of your project to the community, identify the number of people served, cost savings, etc. Include why the project is important and newsworthy. Do not reference other awards the project has won. Provide a list of media outlets with email addresses (excel spreadsheet) for ACEC Virginia to send news release on your behalf.

### **VIDEO/DRONE FOOTAGE** (optional)

Include a link to video or drone footage of the project.

Include a list of media outlets in your region for the project submitted.

## **3 ENTRY FEE/PAYMENT**

The fee for ACEC Virginia members is \$795 for the first entry and \$550 for each additional entry. The fee for non-members is \$3050 for the first entry and \$2550 for each additional entry. The non-refundable entry fee must be submitted with the entry materials.

Submit the entry fee to the address below by November 6, 2024. Please send the Display Panel and entry fee to ACEC Virginia. Make checks payable to ACEC Virginia and send to:

ACEC Virginia  
8600 Mayland Drive  
Richmond, VA 23294



# RATING GUIDELINES FOR JUDGING

Each entrant's contribution will be evaluated based on the following five categories, which are key elements of the project description text required in the electronic sub-mittal described below.

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

- Include as many measurable results as possible to tell the story of the project. For example, data points related to energy savings, number of people impacted by the project, etc.
- Does the entrant's contribution to the project demonstrate the use of a new science or a breakthrough in the general knowledge of engineering?
- Does the entrant's contribution to the project represent a unique application of new or existing technology, techniques, materials, or equipment?

## 2. Future Value to the Engineering Profession and Enhanced Public Awareness/Enthusiasm of the role of engineering:

- Will the entrant's contribution to the project redefine current engineering thinking?
- Does the entrant's project increase public awareness/ enthusiasm about the role of engineering in their everyday lives?

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

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

- Did the entrant successfully engage the client/owner in the overall project development process?
- Did the entrant introduce an economical and cost-effective solution?
- How did the final cost compare 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?

**IMPORTANT INFORMATION FOR ENTRANTS** In conjunction with an ACEC goal to promote the essentiality of engineering, we strongly encourage that all project entries, no matter the category, also highlight an emphasis on the project's direct benefits to the public. Examples include: Water Resources: The number of gallons of clean water that will result from the project and the potential impact. Resiliency: Efforts to protect X number of people from the impact of rising sea levels and floods. Climate Change: Examples of how much the project will reduce tons of carbon into the atmosphere, thus also reducing a project's footprint. Transportation: Examples of reduced congestion and improved safety; improve previously restricted community access; and reduced commuting time.

# CATEGORIES

## CATEGORY A:

### Studies, Research and Consulting Engineering Services

*Non-design services, projects not involving the preparation of construction documents consisting of but not limited to the following types of projects:*

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/economic/risk  
Value engineering

## CATEGORY 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)

## CATEGORY C:

### Structural Systems

Foundations  
Tunnels  
Buildings  
Seismic design  
Towers  
Bridges  
Stadiums

## CATEGORY D:

### Surveying and Mapping Technology

Geometrics, ALTA, land title and rights surveys  
Control, GPS, monitoring or construction surveying  
Survey mapping, GIS/LIS, photogrammetry

## CATEGORY E:

### Environmental

Hazardous waste  
Solid waste  
Restoration/reclamation/remediation  
Air quality  
Noise  
Recycling  
Waste pond management  
Carbon sequestration and trading  
Mitigation

## CATEGORY F:

### Waste and Storm Water

Wastewater collection/treatment and disposal  
Residuals management and reuse  
Graywater systems  
CSOs  
Mine tailings  
Agricultural  
Storm water management  
Erosion control

## CATEGORY G:

### Water Resources

Hydraulics, hydrology  
Surface and groundwater supply development  
Treatment  
Transmission, distribution & storage  
Watershed management  
Water use reduction  
Flood risk management  
Climate adaptation  
Coastal and eco-system restoration  
Locks/dams/water control structures  
Irrigation

## CATEGORY H:

### Transportation

Highways  
Rail  
Airports  
Marine/ports  
Public transit  
Intermodal facilities

# CATEGORIES

## CATEGORY I:

### Special Projects

- Safety and security
- Corrosion protection/cathodic protection
- Program and construction management
- Land development
- Trenchless technologies/directional boring
- Recreational facilities
- Subsurface engineering

## CATEGORY J:

### Small Projects

Total project construction budget does not exceed \$2.5 million. At the entrant's discretion, except for entries in Category A, projects under \$2.5 million are not limited to this category

## CATEGORY K:

### Energy

- Transmission and distribution
- Power generation
- Renewable energy
- Cogeneration
- Energy storage technologies
- Energy usage reduction programs
- Demand side management

## CATEGORY L:

### Industrial and Manufacturing Processes and Facilities

- Petrochemical
- Biotech
- Manufacturing
- Heavy industry
- Industrial waste
- Materials handling
- Mining, metallurgy, mineralogy





# ENTRY CHECKLIST

## NOTIFICATION OF INTENT TO SUBMIT ENTRY

- Complete the Intent to Enter submission and letter by visiting [www.acecva.org/entry](http://www.acecva.org/entry) by September 20, 2024. Once the Intent to Enter submission and letter have been received and reviewed, you will receive a confirmation with information regarding the full submission via the online EEA portal.

## COMPLETE OFFICIAL ENTRY FORM

- Construction of projects must have been substantially completed and ready for use between **November 1, 2022 and October 31, 2024**.
- Project name, client/owner name, city and engineering firm names are spelled correctly. These items will be used as they appear on the Entry Form.
- Primary contact listed on the entry form for your firm understands the project and is available to answer questions during the judging.
- Entry Form is signed by the client/owner and a principal of the firm.
- Complete the entry form at [eea.acec.org/virginia](http://eea.acec.org/virginia) and submit the rest of the materials in the link sent with the confirmation email and Display Panel by **November 6, 2024**.

## SUBMISSION THROUGH EEA PORTAL

- Upload documents to your file with firm name, and the following information in their own folders by **November 6, 2024**. Each folder is labeled with Firm Name, Project Name and Category.

- The following documents will need to be uploaded to the portal in a PDF format:
  1. Entry Form
  2. Client/Owner Letter
  3. Executive Summary
  4. Project Description
  5. Key Participants/Consultants
  6. Six Photographs
  7. Photo Release Form
  8. Supplemental Form (Category A Only)
  9. Press Release (optional)
  10. Video/Drone Footage (optional)

## DISPLAY PANEL AND ENTRY FEES

- Submit one panel to the ACEC Virginia office by **November 6, 2024**.
  - Members, \$795 for the first entry, \$550 for any additional entries
  - Non-members, \$3050 for the first entry, \$2550 for additional entries

Checks are payable to ACEC Virginia and must be submitted no later than November 6, 2024: ACEC Virginia, 8600 Mayland Drive, Richmond, VA 23294

- Panel is 30"x 30", with a matte finish and is mounted for display.
- Each image displayed on panel is a minimum of 7"x 5" or 35 square inches.
- Title and location of entry, owner's and/or client's name and location, and entering firm's name and location (minimum 32-point type) is displayed on the front of the panel.
- ACEC Virginia logo is displayed on the front of the panel.
- Label is affixed to the back of panel including the firm name, address, project name and category.

*For questions during the EEA Call for Entries process, contact: Marchelle Albertson, Director of Communications and Membership [malbertson@acecva.org](mailto:malbertson@acecva.org) | 804.447.2171*