



ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Virginia

BUILD YOUR BUSINESS

2024 ENGINEERING EXCELLENCE AWARDS

CALL FOR
ENTRIES &
GUIDEBOOK



ENTRY DEADLINE: NOVEMBER 3, 2023 | 2024 Engineering Excellence Awards Gala: February 15, 2024

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, 2021 and October 31, 2023.

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, 2023	ACEC Virginia intent to submit deadline
NOVEMBER 3, 2023	ACEC Virginia Deadline for entries
NOVEMBER 16, 2023	ACEC Virginia judging
LAST WEEK OF NOVEMBER 2023	ACEC Virginia entrants notified of awards
JANUARY 5, 2024	Deadline to submit materials for ACEC National Competition
FEBRUARY 15, 2024	ACEC Virginia EEA Gala
MAY 15, 2024	ACEC National EEA Gala Washington, DC



ENTRY REQUIREMENTS

1 INTENT TO SUBMIT

Complete an intent to submit notification via www.acecva.org/entry by **September 20, 2023**. You will receive a confirmation message for all submissions along with the EEA Portal information provided. ***ALL submission materials are due online by November 3, 2023.***

The Intent to Submit 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

Submit your completed application and letter to: Marchelle Albertson, malbertson@acecva.org

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 at EEA.ACEC.ORG/VIRGINIA.

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 by ACEC *Virginia*.

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 \$750 for the first entry and \$500 for each additional entry. The fee for non-members is \$3000 for the first entry and \$2500 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 3, 2023. 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

PANEL OF JUDGES

Mike Biscotte, PE | Virginia Tech

Ralph Claytor, PE | Henrico County

Helen Cuervo, PE | Retired

Edward R. Estes III, PE, MBA | Retired

Richard Sliwoski, PE | Associate VP for Facilities Management & Chief Facilities Officer, VCU

RATING GUIDELINES FOR JUDGING

Entries will be judged based on:

- Overall engineering excellence
- The work performed by the entering firm only
- The rating guidelines listed below

ORIGINAL OR INNOVATIVE APPLICATIONS.....22%

Engineering is about solving problems. Highlight and emphasize new and/or unusual applications of engineering techniques used that addressed difficulties in reaching a good solution for the client.

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

FUTURE VALUE TO THE ENGINEERING PROFESSION.....22%

An award-winning project uses techniques, tools or methods that push the profession into new or more useful application areas.

- Did you employ something different to reach your solution that others would like to know about?
- Will the entry redefine current engineering thinking?
- Does the entry advance a positive public image of engineering excellence?

SOCIAL, ECONOMIC, AND SUSTAINABLE DESIGN CONSIDERATIONS.....22%

There are several areas a project may offer social, economic, and sustainable benefits. Not all projects offer all benefits.

- 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 project improve the health, safety or welfare of the public or environment?

COMPLEXITY.....22%

Describe a complex problem connected to the project, why it was complex, and your solution. Examples could include unusual terrain conditions; traffic flow problems; time limitations or unusual working conditions.

- Did the entry successfully address very 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?

EXCEEDING CLIENT/OWNER NEEDS.....12%

Describe how you met or beat deadlines; innovative solutions developed during the project; or how a solution will provide long term benefits to the client.

- Did the 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?

CATEGORIES

CATEGORY A:

Studies, Research and Consulting Engineering Services

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, Economic, or Risk Studies
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:

Environmental, Stormwater, Water Resources

Hazardous Waste
Solid Waste
Restoration/Reclamation/ Remediation
Air Quality
Noise
Recycling
Waste Pond Management
Water Management
Carbon Sequestration and Trading
Mitigation
Wastewater Collection, Treatment and Disposal
Residuals Management and Reuse
Graywater Systems
CSOs
Mine Tailings
Agricultural
Storm Water Management
Erosion Control
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 E:

Transportation

Highways
Airports
Public Transit
Intermodal Facilities
Rail
Marine / Ports

CATEGORY F:

Surveying, Mapping, Special Projects

Geometrics, ALTA, Land Title and Rights Surveys
Control, GPS, Monitoring or Construction Surveying
Survey Mapping, GIS/LIS, Photogrammetry
Safety and Security
Corrosion Protection/Cathodic Protection
Land Development
Trenchless Technologies/Directional Boring
Recreational Facilities
Subsurface Engineering
Program and Construction Management

CATEGORY G:

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 H:

Energy

Transmission and Distribution
Power Generation
Renewable Energy
Cogeneration
Energy Storage Technologies
Energy Usage Reduction Programs
Demand-Side Management

CATEGORY I:

Industrial/Manufacturing Processes & 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 Submit application and letter by visiting www.acecva.org/ entry by September 20, 2023. Send the completed information to Marchelle Albertson, malbertson@acecva.org. Once the Intent to Submit application and letter have been received, you will receive a confirmation with information regarding the full submission via the EEA portal.

COMPLETE OFFICIAL ENTRY FORM

- ☐ Construction of projects must have been substantially completed and ready for use between **November 1, 2021 and October 31, 2023**.
- ☐ 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 and submit the rest of the materials in the link sent with the confirmation email and Display Panel by **November 3, 2023**.

SUBMISSION THROUGH EEA PORTAL

- ☐ Upload documents to your file with firm name, and the following information in their own folders by **November 3, 2023**. 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 3, 2023**.
 - Members, \$750 for the first entry, \$500 for any additional entries
 - Non-members, \$3000 for the first entry, \$2500 for additional entries
 - Checks are payable to ACEC *Virginia* and must be submitted no later than November 3, 2023: 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 | 804.447.2171