



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of Delaware*

## **2018 Engineering Excellence Awards - Information and Guidelines**

As part of National Engineers Week, February 19-25, 2018, ACEC/Delaware will once again sponsor the Annual Engineering Excellence Awards Program (EEA). Deadline for submission of the ACEC/Delaware EEA Program is October 27, 2017. Our timeline, listed below, allows you adequate time to prepare for and submit your winning entry to ACEC National for the competition. The closing date for the National EEA submission is January 5, 2018.

Any firm engaged in the private practice of consulting engineering or surveying is eligible to submit an entry. The three categories for submission include:

Category A: Projects \$1,000,000 and under in total cost

Category B: Projects Between \$1,000,000 and \$5,000,000 in total cost

Category C: Projects \$5,000,000 and above

We encourage you to enter a project and take advantage of this wonderful opportunity to showcase your project(s) and to promote your firm. **It is important to note that you may submit as many entries as you wish. There will be one Grand Conceptor Award per category.** Please note that no QR Codes or embedded links are permitted in any portion of an award submission.

This program provides an effective way to increase your firm's visibility and expand your client base. For a modest investment in materials and time you can produce an attractive project panel that will enhance your business development efforts. Additionally, ACEC/Delaware will be promoting the awards program via press releases to the media and social media amplification. All winners will be showcased during the Annual National Engineers Week Banquet and will be featured in our annual resource guide!

The program schedule and deadlines are listed below. If you have any questions or need further information on the Engineering Excellence Awards Program, please e-mail [info@acecde.org](mailto:info@acecde.org).

Best of luck to all of our participating firms!

Kim Willson  
Executive Director  
ACEC/Delaware

**ACEC Delaware Engineering Excellence Program 2017-18 Timeline**  
Project Completion Date November 1, 2015 to projected October 31, 2017

**September 2017**

22nd Letter of Intent due

**October 2017**

27th - Final Applications and Project Material Due (Project Descriptions/Photos Emailed/Boards Delivered)

**November 2017**

2nd - Engineering Excellence Award Judging held in Dover, Delaware.

17th - Engineering Excellence Award Winners Announced

**January 2018**

5th - Deadline for the National Competition  
(<http://www.acec.org/awards-programs/engineering-excellence-awards/>)

**February 2018**

TBA - Engineers Week Banquet/Awards Hosted by the Delaware Engineering Society

**PROGRAM OBJECTIVE**

To recognize those engineering achievements which demonstrate the highest degree of skill and ingenuity as well as provide a significant benefit to public welfare and the practice of consulting engineering.

**ELIGIBILITY**

Entries shall be executed engineering project studies, planned or designed by consulting engineers. The projects may have been executed anywhere in the world but the work must represent substantial efforts by your employees working within the State of Delaware.

Research and Studies or Surveying and Mapping projects must have been publicly disclosed by the client between November 1, 2015 and projected October 31, 2017. Construction of projects must have been substantially completed and ready for use between November 1, 2015 and projected October 31, 2017.

The Awards Program is open to engineering achievements that have received honors in other competitions. Firms may submit more than one entry.

**ENTRY FEE**

A firm may submit as many entries as it wishes. Entry fees per submission are as follows:

- \$400.00 for ACEC Delaware member firms.
- \$700.00 for all other applicants holding a valid Certificate of Authorization issued by the Delaware Association of Professional Engineers. (Non-Members)

## ENTRY CATEGORIES

For consideration, the project shall fall under one of the following categories:\*

- |                                     |  |
|-------------------------------------|--|
| A. Studies, Research and Consulting | G. Water Resources                                       |
| B. Building/Technology Systems      | H. Transportation  |
| C. Structural Systems               | I. Special Projects                                      |
| D. Surveying and Mapping Technology | J. Small Projects  |
| E. Environmental                    | K. Energy  |
| F. Water and Storm Water            | L. Industrial and Manufacturing Processes and Facilities |

\* Above categories are for information only and for ACEC Delaware, you don't need to mention the category anywhere on your application and project papers.

## RATING GUIDELINES FOR JUDGING

1. Original or Innovative Application of New or Existing Techniques .....	20%
2. Future Value to the Engineering Professions and Perception by the Public .....	20%
3. Social, Economic, and Sustainable Design Considerations .....	20%
4. Complexity.....	20%
5. Exceeding Client/Owner Needs.....	<u>20%</u>
Total .....	100%

## RATING GUIDELINE DEFINITIONS

### 1. Original or Innovative Application of New or Existing Techniques:

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

### 2. Future Value to the Engineering Profession:

- Will the entry redefine current engineering thinking?
- Does the entry advance a positive public image of engineering excellence?

### 3. Social, Economic, and Sustainable Design 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?
- Is the public's health, safety, or welfare significantly improved as a result of the entrant's, and/or affected environments, contribution to the project?

### 4. Complexity:

- 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 projects' goals?

### 5. Exceeding Client/Owner Needs:

- Did the engineer or entrant successfully engage the client/owner in the overall project development process?
- Is 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?

## HOW TO SUBMIT YOUR ENTRY

1. Submit the materials to ACEC/Delaware no later than 4:00 p.m. on October 27, 2017 via e-mail to: [info@ACECDE.org](mailto:info@ACECDE.org). Entry fee must be submitted with the Application to make your entry eligible. All mailed documents must be postmarked by October 27, 2017.

Please DO NOT submit the materials in zipped files.

Please submit your materials only in WORD format only.

Please have all emails, documents, boards, and easels identified with your firms name or logo.

2. You may show your firm's name on the descriptions and the panels.

3. Materials:

- I. Project description not to exceed five pages – 8.5" x 11", 1" side margins – addressing items A, B, C and D as listed below.

Project title and page number must appear at the top of each page, example: page 1 of 5, page 2 of 5.

- Entrants will use size 12 font text, photos, graphs, etc. Any additional page at the back of the project description shall include the information requested in item E listed below.

- A. Role of entrant's firm in the project,
- B. Role of other consultants participating in project,
- C. Brief description of the entrant's contribution to the project addressing each of the following rating guidelines:
  1. Original or innovative application of new or existing techniques
  2. Future value to the engineering profession
  3. Social, economic and sustainable design considerations
  4. Complexity
  5. Exceeding client/owner needs. Include total project budgeted cost, total project actual cost, entrant's portion of the budgeted cost, entrant's portion of the actual cost, schedule and actual date of completion information from the official entry form.
  6. Is the entire project being submitted or just a discipline within the project. Please choose and elaborate.
- A. Describe in 50 words or less, and in layman's terms, why this project is unique.
- B. Provide a list of key participants on the project. Provide firm name, address, phone number, website and email address of each participant. Key participants should include contractors, subcontractors, other engineers, architects, and other designers involved in the project.

NOTE: The description MUST be on a plain paper format without any design, color and logo. The printing will be ONLY in black color.

- II. Project Executive Summary not to exceed 100 words.

- The write-up will be in size 12 font, double-spaced, in black color print.
- Include the project title at the top of the write-up. This title must be the same as provided in your Notification of Intent to Submit an Entry. The title should be in 16 pt. font.
- Your firm's name should appear under the title in size 14 font.

The description will be on a plain paper format, without any design, color or logo.

III. Three representative photographs of the project in JPEGs.

Actual JPEGs need to be submitted.

Link to other websites for photographs will not be accepted.

IV. Submit the above items via separate email for each item for each project (INFO@ACECDE.ORG)

- Email a 5-page description, one for each project.
- Email a 100-word description, one for each project.
- Email three JPEGs, one for each project.

*For example:* If you are submitting one project, you will send three emails.  
If you are submitting two projects, you will send six emails.

FAILURE TO SUBMIT THE REQUIRED MATERIALS, IN FORM AND ON TIME WILL RESULT IN YOUR PROJECT BEING DISQUALIFIED.

4. Project panels, including easels, as described below, must be delivered by October 27th, 2017 to 109 E. Division Street, Dover, Delaware 19901.
- Panel shall be 30" x 30" square display material board that can stand on an easel. Please include your firm name and contact info on the easel itself.
  - Show ACEC logo on the top left, followed by the title of the project.
  - Example: ACEC logo Water Reclamation Project, Dover, Delaware
  - You may copy the logo from the first page (top) of this document.
  - You may show your firm's name on the panel.
- a. For judging, you may show the name of the firm submitting the project on the poster and accompanying description.
- b. Maximum of six photos and/or graphics shall be used on the panel. Each image shall be a minimum of 7" x 5" or 35 sq. in. A background photo is not considered a photograph.
- c. Minimum of 32 pt. font for text or descriptions and minimum 28 pt. font for captions and graphics.
- d. Include the ACEC logo (copy from the first page of this document), title and location of the study or project, client/owner's name and location. You may put your firm's name after the project name.

**NATIONAL EEA COMPETITION**

Your winning project(s) may be eligible for the National Engineering Excellence Award Competition of the American Council of Engineering Companies (ACEC), Washington, D.C. Entries in the ACEC Engineering Excellence Awards Competition must be sponsored by on ACEC/Delaware.

The deadline for submission of notebooks and panels for the ACEC 2017 Engineering Excellence Awards Competition is January 5, 2018. If you wish to submit an entry for the ACEC National 2017 Engineering Excellence Awards Competition, contact the ACEC Delaware office for entry guidelines and to arrange for ACEC Delaware sponsorship of your submission. All the details are available at [acec.org](http://acec.org), under Awards.

Please note that the requirements of the submission to ACEC National may be different than your submission to ACEC Delaware and you will need to do additional work to submit your entry.

All entrants should plan to have their panel or poster at the Engineers' Week Banquet . Your firm's name should be shown on the panel/poster. The entrants should make arrangements to retrieve their materials at the end of the banquet.

5. Please note that all EEA materials will be purged on or after March 1, 2018

*Entry Fee Per Submission:*

\$400 for ACEC/Delaware member firms

\$700 for all other applicants holding a valid certificate of authorization issued by the Delaware Association of Professional Engineers

*Eligibility and Qualifications:* Entries shall be executed engineering project studies, planned or designed by consulting engineers. The projects may have executed anywhere in the world but the work must represent substantial efforts by your employees working within the State of Delaware. Research and Studies or Surveying and Mapping projects must have been publicly disclosed by the client between November 1, 2015 and projected October 31, 2017. Construction of projects must have been substantially completed and ready for us between November 1, 2015 and projected October 31, 2017. The Awards Program is open to engineering achievements that have received honors in other competitions.

*CHECK-OFF LIST*

\_\_\_\_\_ *ENTRY FEE MADE OUT AND SENT TO 'ACEC/DELAWARE' - P.O. BOX 1858, DOVER, DE 19901 DUE ON OCT. 27 WITH*

*OFFICIAL APPLICATION*

\_\_\_\_\_ *DOES THE PROJECT COMPLETION OR DISCLOSURE DATE FALL WITHIN THE RANGE OF NOV. 1, 2015 AND OCT. 31, 2017?*

\_\_\_\_\_ *CHECK OFF APPROPRIATE PROJECT COST CATEGORY BOX?*

\_\_\_\_\_ *PROJECT DESCRIPTION NOT TO EXCEED FIVE PAGES?*

\_\_\_\_\_ *PROJECT EXECUTIVE SUMMARY NOT TO EXCEED 100 WORDS?*

\_\_\_\_\_ *THREE REPRESENTATIVE PHOTOGRAPHS, IMAGES OR PLANS OF THE PROJECT IN JPEG FORMAT?*

\_\_\_\_\_ *BOARD/PANEL DESIGNED AND PRINTED PER THE GUIDELINES?*

\_\_\_\_\_ *EVERYTHING EMAILED TO [INFO@ACECDE.ORG](mailto:INFO@ACECDE.ORG)?*

\_\_\_\_\_ *PROJECT TITLE AND FIRM NAME LISTED ON TOP OF EACH PAGE?*

\_\_\_\_\_ *DROP OFF YOUR BOARD/PANEL BY OCT. 27*

\_\_\_\_\_ *PURCHASE TICKETS TO 2017 ENGINEERS WEEKS BANQUET HOSTED BY THE DELAWARE ENGINEERING SOCIETY,  
FOR TICKETS AND MORE INFORMATION ABOUT THE E-WEEK BANQUET, PLEASE GO TO: [WWW.DESONLINE.US](http://WWW.DESONLINE.US)*