



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Maine

2010 ENGINEERING EXCELLENCE AWARDS

Each year the American Council of Engineering Companies (ACEC) sponsors a national Engineering Excellence Awards program to recognize engineering projects which epitomize quality, innovation, value and client satisfaction. A requirement for entry into ACEC's competition is participation in a Member Organization's engineering excellence program. Since 1988, the ACEC of Maine has sponsored such a program. The ACEC of Maine Engineering Excellence Awards program will be held in conjunction with the 2010 ACEC Engineering Excellence Awards program. The ACEC of Maine competition precedes the ACEC program by several months to afford award winners ample time to prepare their submittals to the ACEC program.

The ACEC of Maine Awards Committee has made every effort to make the competition fair to all member firms, regardless of size or discipline. All member firms are urged to submit an entry. While only a few projects will ultimately win awards, there are truly no losers. Participation in the program boosts staff morale, improves client relations and assures state-wide publicity. All entries will be included in ACEC of Maine's 2010 traveling exhibit and be posted on our Web site (www.acecmaine.org). All participants in the competition will be recognized at ACEC of Maine's awards banquet as part of our 2009 Fall Forum. The awards banquet will be held at lunch on November 18 at the University of Maine at Orono. Lunch and the EEA awards presentations will be from 12:00 to 1:30 pm. Since we are having a special focus on students at this year's Fall Forum, it is desirable that all entries have a young engineer who worked on the project submitted attend the program and make at least a portion of the presentation, emphasizing the role the young engineer played on the project. Representatives for all projects will be present at their project display panel to answer any questions regarding their project.

ELIGIBILITY

Any member firm is eligible to enter the program. The project location is not limited to Maine, but the project must have been conducted substantially by and under the direction of the firm's Maine office.

GENERAL CRITERIA

1. Projects entered in the competition may have been executed anywhere in the world but must have been substantially performed by and under the direction of the Maine office of an ACEC of Maine member firm. Studies, Research, and Consulting Engineering Services (Category A only) must have been publicly disclosed by the client between November 1, 2007 and October 31, 2009. Construction of projects (Categories B and C)* must have been substantially completed and in use between November 1, 2007 and October 31, 2009.

* To submit an EEA application for the National ACEC competition please use the Categories from <http://www.acec.org/awards/eea.cfm> in your application.

2. Entries may deal with any one of the three categories for which it is eligible. A project may be entered only once in a particular category. A project entered in Category A, however, may be entered in another year in B or C when eligible. Member firms may enter any number of projects in the ACEC of Maine competition. However, only one project per firm may be submitted to ACEC for the national competition.
3. Category C is reserved for projects from small firms (25 or fewer employees, including principals) and small projects (construction costs for the entire project or construction costs for the portion of the project designed by the entering firm are less than \$1,000,000).
4. Entries may be submitted jointly by two or more ACEC of Maine member firms if the project involved significant participation by more than one firm in the aspects to be considered by the judges. The entry fee will increase by \$50 for each additional firm beyond one, to cover the cost of additional plaques if the entry wins an award. A joint entry is one in which more than one firm is listed as the entrant firm and expects to receive a plaque if the entry wins. An entry with one entrant firm and one or more acknowledged subconsultant firms does not constitute a joint entry.
5. Each entry must be accompanied by the entry fee, notebook, CD-ROM, and display panel as indicated under the section on "How to Submit an Entry." Non-compliance with the rules will automatically disqualify an entry. Please read the requirements thoroughly.
6. Engineering projects that have won awards in other state or national organizations' design awards programs may be entered.
7. The ACEC of Maine Engineering Excellence Awards Committee reserves the right to determine eligibility of all entries.
8. If there are less than 10 entries received, ACEC of Maine member firms can submit up to 5 entries for consideration in the ACEC National Engineering Excellence Awards competition. If there are greater than 10 entries received, ACEC of Maine has the option to submit one additional entry for every 5 additional submittals received. This is the only mechanism for Maine member firms to be considered for the ACEC National program.

AWARDS

ACEC of Maine's Grand Conceptor Award may come from any of the three categories and will be presented to the top state winner. Honor Awards will be presented to up to five other entries judged to be of superior quality. More than one award winner may come from the same category. Plaques will be awarded to the Grand Conceptor and the Honor Award winners. Both the winning firm(s) and the project client will receive plaques.

SCHEDULING

Deadline for submitting ACEC of Maine entries is October 16, 2009. Judging will take place the week of October 26, 2009. Awards will be presented at ACEC of Maine's Fall Forum and Engineering Excellence Awards Luncheon on Wednesday, November 18, 2009, at the Wells Conference center on the campus of the University of Maine, Orono, Maine. Deadline for submitting entries to the ACEC National competition will be on January 8, 2010, and ACEC's awards presentation will be April 27, 2010 in Washington, DC. If an entry is submitted to the ACEC National competition a Company Representative must be available by phone on January 20, 2010.

RETURN OF ENTRY MATERIALS

Notebooks and CD-ROMs will be returned following the awards presentation. Display panels will be retained by ACEC of Maine for publicity purposes. Some panels may be retained for up to two years for special displays or for other promotional or educational purposes. Firms will be notified where their panels have been exhibited and when their panels may be reclaimed.

PUBLICITY

ACEC of Maine intends to publicize its Engineering Excellence Awards competition, its winners and other entries as widely as possible. We will contact television and print media and intend to display panels in public places throughout the state. In addition, ACEC of Maine's entries to the ACEC National competition will receive national media coverage, and ACEC National winners will receive extensive project-specific coverage throughout the country.

ACEC of Maine requests that individual firms refrain from publicizing their entry in the Engineering Excellence Awards program until after December 7, 2009, to avoid confusion with ACEC of Maine's publicity efforts.

JUDGING

Entries will be judged on the basis of total engineering excellence. Up to six awards will be given; the Grand Conceptor and five Honor Awards. Judges may select more than one project in any one category for an award, but no more than two projects from the same firm may receive awards. If two projects from the same firm are selected, the firm will have to pick one for submission to the ACEC program. All entries will receive recognition at the awards presentation.

Entries will be judged on the basis of the work performed by the entering firm's Maine office only and in accordance with the rating guidelines listed below. Winners will be notified by telephone upon completion of the judging. Public announcements will be withheld until the awards presentation. Clients of winning projects will be invited to the awards presentation as guests of the winning firms. ACEC of Maine will not be responsible for clients' meals, beverages or other expenses.

RATING SYSTEM

Rating guidelines for judging:

1.	Original or innovative application of new or existing techniques	20%
2.	Future value to the engineering profession and perception by the public	20%
3.	Social/economic and sustainable design considerations	20%
4.	Complexity	20%
5.	Exceeding client/owner needs	20%
6.	Total	100%

DEFINITIONS OF RATING GUIDELINES:

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 and Perception by the Public:**

- 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?
- Does the entrant's contribution to the project improve the health, safety, or welfare of the public or affected environment?

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 the project's 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?

ACEC OF MAINE 2010 ENGINEERING AWARDS COMPETITION

PROJECT CATEGORIES

EXAMPLES

CATEGORY A: STUDIES, RESEARCH, CONSULTING ENGINEERING SERVICES^(A) - Non-design services including, but not limited to: new products, materials, and technologies; expert testimony; basic research and studies; computer/software technology; technical papers. None of the projects entered in Category A are involved with the preparation of construction documents.

CATEGORY B: DESIGN PROJECTS WHICH HAVE BEEN CONSTRUCTED

Buildings/Technology Systems^(B) - Mechanical/electrical/plumbing; computer/technology; communications; acoustics; software systems; sustainability or carbon neutrality; efficiency certification standards, e.g. LEED.

Structural Systems^(C) - Foundations; tunnels; buildings; seismic design; towners; bridges; sports facilities.

Surveying and Mapping Technology^(D) - Geometrics, ALTA, land title and rights surveys; control, GPS, monitoring, or construction surveying; survey mapping, GIS/LIS, photogrammetry.

Environmental^(E) - Hazardous waste; solid waste; restoration/reclamation; air quality; noise; recycling; waste pond management; carbon sequestration and trading.

Water and Wastewater^(F) - Water supply/distribution/treatment; wastewater collection/treatment and disposal; industrial waste; residuals management; reuse.

Water Resources^(G) - Hydraulics, hydrology; irrigation; storm water management; erosion control; recreational facilities; flood control, dams.

Transportation^(H) - Highways; railroads; airports; marine/ports; public transit; intermodal facilities; inland water navigation.

Special Projects^(I) - Safety and security; industrial processes/materials handling; mining, metallurgy, mineralogy; corrosion protection; program and construction management; land development.

Energy^(K) - Transmission and distribution; power generation, renewable energy; cogeneration; energy storage technologies; energy efficiency – new and retrofit; energy usage reduction programs; demand side management.

CATEGORY C: SMALL FIRMS/SMALL PROJECTS - This category is reserved for small firms (25 or fewer employees, including principals) and small projects (the total construction cost for the portion of the project designed by the entering firm is less than \$1,000,000). This category includes all the project types listed under Category B. Branch engineering offices are not eligible.

^(X) ACEC National Category System

HOW TO SUBMIT AN ENTRY

The following section is divided into: I. Official entry notebook; II. Envelope containing submission materials; and III. Photographic display panel requirements that are mandatory and must be followed in order to enter the ACEC of Maine competition. These requirements are patterned after, but are not identical to the requirements for ACEC Engineering Excellence Awards entries. If the submission does not meet requirements, it will not be judged. Also listed are suggestions for notebooks. These are guidelines for preparing your materials. Contact JoAnn Fryer, P.E. of CLD Consulting Engineers, Inc. (207-363-0669), Carolyn Bird, P.E., Casco Bay Engineering (207-842-2800) or Paul Lariviere (207-622-5714) if you have any questions.

An entry fee of \$150 must accompany each submittal, made payable to ACEC of Maine. The entry fee is increased by \$50 for each additional firm beyond one submitting a joint entry. The entry fee will be refunded to the Grand Conceptor Award winner if that firm submits the winning project as an ACEC Engineering Award entry.

A. OFFICIAL ENTRY NOTEBOOK REQUIREMENTS

Entry material must be submitted in **ONE** plain ½ " black, three-ring binder supplied by entering firm (and on CD-ROM where indicated). Entries must conform to the official notebook format. No extraneous material shall be included; it will be removed. All materials shall be submitted within **ONE** tabbed notebook. The notebook must include the following items submitted in plastic sheet protectors:

1. The original entry form (*with entry fee attached*)
2. Signed letter from the client/owner
3. Executive summary
4. Project description
5. Six different photos or graphics (*w/ captions and labeled: Photo 1, Photo 2, etc.*)
6. Photographic display panel (*small version*)
7. CD-ROM
8. Supplementary report – mandatory for Category A only (*insert inside of back cover or separately if too large*)
9. Entry fee: A check for \$150 made out to ACEC of Maine must be attached to the official entry form.
10. Notebooks must be labeled with the firm's name, address and project name on the outside cover.

[ACEC National requires these additional items:

1. **Engineer or surveyor, client and owner must all sign official Entry Form.**
2. **Three individual sets of Pressure Sensitive Labels of complete names and addresses (including zip codes) of entrant's and project's hometown newspapers, TV and radio stations and contact person if known. If the Member Organization (MO) or the entrant intends to handle all local and national publicity for the project, include a statement to this effect.**
3. **Submit 45 (8" x 8") color photographs or high-quality color laser reproductions of the completed 30" x 30" panel - sized to fit 8½" x 11" paper (include on CD-ROM as Adobe PDF, 600 dpi, sized to 8" x 8").]**

NOTEBOOK SUGGESTIONS

1. Suggested wording for client release letter: "As client (owner), I (we) am (are) satisfied with the work of the consulting engineer on (name of project) and hereby grant permission to (name of entrant firm) to enter the project in the ACEC of Maine Engineering Excellence Awards competition and authorize publication of its outstanding features, unique aspects or innovations. I (we) certify that the project was substantially completed and in use (publicly disclosed) between November 1, 2007, and October 31, 2009." Entrants are urged to obtain the release letter early in the submittal process. Entries have had to be withdrawn in the past because clients did not respond in time. No entry can be accepted without the release letter.
2. Project description should be arranged in outline form to respond directly to the five (5) criteria listed in item 4c of Envelope Requirements described below. This will make it easier for the judges to determine the entry's merit in accordance with the judging criteria.
3. The press release should be prepared and/or reviewed by someone not personally involved in the project to assure a readable, easily understood description in lay terms.

B. ENVELOPE REQUIREMENTS

The envelope must have a label affixed to the outside, which indicates the firm name, the project name, and the category in which it shall be judged. The envelope must be large enough to contain originals and copies as indicated below:

1. Original and five copies of completed *Official Entry Form*. The engineer or surveyor and the client/owner all must sign the original entry form stating that the submitted project was substantially completed and ready for use between November 1, 2007 and October 31, 2009. **[ACEC National requires original plus 10 copies]**
2. Original and 5 copies of a one-page signed client/owner letter, addressed to ACEC of Maine, describing the relationship the client/owner had with the entrant in the development of the project and how it exceeded the client/owner needs. **[ACEC National requires original plus 10 copies]**
3. Original and 5 copies of an *Executive Summary* - one page; 8.5" x 11" with 1" side margins; double spaced (minimum 12 pt. type) - describing the problem and solution. Project title and entry category must appear at the top of the page **[ACEC National requires original plus 10 copies]**
4. Original and 5 compiled copies of the *Project Description*, not to exceed five pages each – 8.5" x 11" with 1" side margins - addressing a, b, c and d, inclusively as listed below. Project title, category, and page number should be shown on the top of each page. Entrant may use text (minimum 12 pt.), photos, graphs, etc., within the five (5)-page limit. **[ACEC National requires original plus 10 copies]**
 - a) Role of the entrant's firm in the project.
 - b) Role of other consultants participating in the project.
 - c) Brief description of the entrant's contribution to the project addressing each of the following rating guidelines:
 - Original or innovative application of new or existing techniques
 - Future value to the engineering profession
 - Social, economic and sustainable design considerations
 - Complexity
 - Exceeding client/owner needs. Include total project budgeted cost, entrant's portion of the budgeted cost, entrant's portion of the actual cost, scheduled and actual date of completion information from the **official entry form**.
 - d) Describe **in at least 100 words**, and in layman's terms, why this project is worthy of special recognition. Explain all factors that comprise the project's uniqueness such as innovative engineering, challenges faced, and

overall social impact. **Note: This description will provide the basis for all ACEC publicity on the project. [ACEC National requires original plus 10 copies]**

5. Original and 5 compiled copies of the key participants on the project. Provide firm name, address, phone number, website and email address of each key participant. Key participants should include contractors, subcontractors, other engineers, architects and other designers involved in the project. **[ACEC National requires original plus 10 copies]**
6. Six different photos or graphics of high-quality 8"x10" printed from digital files. All photographs or graphics must have captions (describe what the photo or graph illustrates) on the back and labeled: Photo 1, Photo 2, etc. (include on CD-ROM: the required photos or graphics must be prepared as JPEGs; captions do not need to be included on the CD-ROM).. **[ACEC National requires three original sets of Photographs 8"x10" unmounted, saved as JPEGs, RGB, 300 dpi, sized to 7-1/2" x 10".]**

Photographic Guidelines:

- a) Photographs will be projected on a large screen during the EEA luncheon (**EEA gala for National**). Therefore, it is extremely important to submit high-quality, high-resolution images.
 - b) Three of the photographs must be of the completed project and provide the highest level of visual impact for publicity.
 - c) Three of the photographs should display the planning, start-up, and/or construction phases of the project.
 - d) **[One enlarged, unmounted glossy photograph will be requested from each of the 24 national winners at a later time for ACEC's Engineering Excellence Awards display wall in Washington, D.C. The photograph will be selected from those submitted with the entry.]**
7. A copy of the photographic display panel (guidelines below) – sized to 8"x8" color photographs or to 8.5x11" high-quality color laser prints (include on CD-ROM as Adobe PDF, 600 dpi, sized to 8"x8").
 8. Email addresses of hometown newspapers, TV stations and radio stations in Excel format. If the entrant intends to handle all local and national publicity for the project, include a statement to this effect.
 9. Three compiled copies of a *Press Release* (up to two pages, double-spaced), clearly and concisely describing the project and the entrant's participation in the project, reflecting on those factors listed in #4d above. Point out the value of the project to the community and identify the number of people served, cost savings, etc. No reference to other awards should be included in the submitted materials. (include on CD-ROM). **[ACEC national requires 11 compiled copies.]**
 10. One copy of the CD-ROM must be included in the envelope. CD-ROMs must be properly labeled to indicate the firm name, the project name, and the category. Be sure to test your CDs on different computers to ensure they are not machine dependent. The CD-ROMs must be read-only (CD-R) and should include the following items in order and titled as shown:
 - a. Official Entry Form
 - b. Project Description
 - c. Executive Summary
 - d. Owner/Client List
 - e. Press release
 - f. Photos
 - g. Supplementary Report (Category A)

[National ACEC requires the following items on the CD-ROM in order and titled as shown:

01 Six photos or graphics

02 Photographic display panel (*small version*)

03 Media List in Excel format

04 PowerPoint file with a total of eight slides including a title slide with the name of the project followed by photos 1-6 and the small version of the photographic display panel. No sound or animation is permitted. No preset timing or slide show sequencing should be embedded. A sample PowerPoint presentation is downloadable from the EEA website at www.acec.org. [This PowerPoint file will support the presentation of your project to the ACEC National judges.]

11. One copy of the supplementary report containing the findings portrayed with graphs, drawings, etc. (*mandatory for Category A Entries only*)

C. PHOTOGRAPHIC DISPLAY PANEL REQUIREMENTS

Panel text and photos should demonstrate the challenges, solutions and innovative techniques of key project elements. The panel should be prepared with high-quality photos and graphics with minimal text (*250 words maximum*)

The photographic panel should meet the following requirements:

1. Panel shall be 30" x 30" square display material, which has a matte finish and laminated over the front and back as follows:
 - a) front lamination is 5 mil;
 - b) back lamination is 5 mil; and
 - c) panel is no more than 5 – 6 mil for a total of 15-16 mil in thickness.**Framed or mounted panels will NOT be accepted..**
2. Four, 9-inch long strips of Velcro (the hook side only) must be placed on the back of panel, at the top and bottom near each corner of the panel.
3. A maximum of six photographs and/or graphics shall be used on the panel. Each image shall be a minimum of 7" x 5" or 35 square inches. A background photo is not considered a photograph.
4. Minimum 32-point type for text and/or descriptions and minimum 28 point type for captions and graphics.
5. ACEC logo (download from ACEC website), title and location of the study or project, client/owner's name and location, and entering firm's name and location (*minimum 32 pt. type*) shall be indicated on the front of the panel.
6. Leave a 2"x2" space in the upper right-hand corner of the panel that is free of text or images but carries the panel's background scheme through this space. This blank space should not be left as a white square. This space will be used by the ACEC EEA Committee to code the entry so any words or graphics in this area will be hidden once the panel is coded.
7. The firm name, the firm address, the project name, and the category shall be indicated on the back of the panel.

D. PACKAGING ENTRY MATERIALS

Submittals shall be delivered to Carolyn Bird, P.E., at Casco Bay Engineering, 424 Fore Street, Portland, Maine 04101 no later than 4:30 PM on Friday, October 16, 2009, and shall consist of the three (3) items described above:

1. Notebook
2. Envelope, including the CD-ROM, and
3. Photographic Display Panels, submitted in mailing tubes. The outside of the container shall be labeled with the firm's name and project name. ACEC of Maine will not be responsible for damage or loss to entrant's panel.

OFFICIAL ENTRY FORM FOR 2009 ENGINEERING EXCELLENCE AWARDS

Please furnish all information requested below for each entry. Firm, project and owner's name should be typed or printed as they are to appear on the award. Please limit the project name to 25 characters. Address, if a post office box, should also include a street address. A fee of \$150 per entry must accompany this form. If two or more firms are jointly submitting the same entry, the fee is increased by \$50 for each additional firm beyond one. Checks are made payable to *ACEC of Maine*.

NAME OF PROJECT: _____
(LIMIT TO 25 CHARACTERS)

THIS PROJECT IS TO BE JUDGED AMONG (PLEASE CHECK ONE):

- A. STUDIES, RESEARCH, CONSULTING ENGINEERING SERVICES**
- B. DESIGN SERVICES**
- C. SMALL FIRM/SMALL PROJECT**

ENTERING FIRM NAME(S): _____
(If a joint entry involving two or more engineering firms, list for award and recognition purposes. Give complete address under #2a or #2b, How to Submit an Entry.)

NAME OF CONTACT WITHIN FIRM: _____

TITLE: _____

ADDRESS: _____

EMAIL: _____ TEL: _____ FAX: _____

NAME OF CLIENT: _____

ADDRESS: _____

NAME AND ADDRESS OF OWNER IF DIFFERENT THAN CLIENT

NAMES OF OTHER CONSULTANTS/ARCHITECTS:

PRIME CONTRACTOR'S NAME (CATEGORIES B AND C PROJECTS):

ACTUAL DATE OF COMPLETION/USE: _____

Entries must be received no later than 4:30 PM, Friday, October 16, 2009. Submit complete package to:

Carolyn Bird, P.E.
Casco Bay Engineering
424 Fore Street
Portland, Maine 04101