



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of Maine*

***2018 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 national competition is participation in a Member Organization's engineering excellence program. Since 1988, ACEC of Maine has sponsored such a program. The ACEC of Maine Engineering Excellence Awards program precedes the national program by several months to afford award winners ample time to prepare their submittals to the ACEC national program.

The ACEC of Maine Awards Committee has made every effort to make the competition fair to all firms, regardless of size or discipline. All firms are urged to submit an entry to showcase a project that they have recently completed. Participation in the program boosts staff morale, improves client relations, and assures state-wide publicity. All entries will be posted on ACEC of Maine's web site ([www.acecmaine.com](http://www.acecmaine.com)). **All participants in the competition will be recognized at ACEC of Maine's 2017 Fall Forum on November 2, 2017.** All entries will make a brief presentation on their EEA submittals at that time. Representatives for all projects should be present at their project display panel to answer any questions regarding their project and be available to accept awards.

***ELIGIBILITY***

Both member and non-member firms are 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***

**ACEC of Maine Categories are identical to the ACEC National Competition Categories.**

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 firm's Maine office. Studies, Research, and Consulting (Category A) or Surveying and Mapping Technology (Category D) must have been publicly disclosed by the client between November 1, 2015 and October 31, 2017. Construction of the project (Categories B-L, with the exception of Category D) must have been substantially completed and ready between November 1, 2015 and October 31, 2017.

2. Entries may deal with any one of the 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 Category B-L when eligible. 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. Entries may be submitted jointly by two or more Maine engineering 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 \$100 for each additional firm beyond one. A joint entry is one in which more than one firm is listed as the entrant firm. An entry with one entrant firm and one or more acknowledged subconsultant firms does not constitute a joint entry.
4. Each entry must be accompanied by the entry fee, notebook, USB flash drive, and display panel as indicated under the section, "How to Submit an Entry." Non-compliance with the rules will automatically disqualify an entry. Please read the requirements thoroughly.
5. Engineering projects that have won awards in other state or national organizations' design awards programs may be entered.
6. The ACEC of Maine Engineering Excellence Awards Committee reserves the right to determine eligibility of all entries.
7. If there are less than 10 entries received, ACEC of Maine member firms may 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 categories and will be presented to the top state winner. Honor Awards will be presented to the top project in each category. Plaques will be awarded to the Grand Conceptor and the Honor Award winners. At the discretion of the judges, Special Recognition Awards may also be presented to other entries.

## *SCHEDULING*

**The deadline for submitting ACEC of Maine entries is Friday, October 6, 2017.** Judging will take place the week of October 16, 2017. Awards will be presented at ACEC of Maine's November 2, 2017 Fall Forum. Representatives for all projects should be present at their project display panel to present and answer any questions regarding their project and be available to accept awards.

**The deadline for submitting entries to the ACEC National competition is January 5, 2018.** ACEC's awards presentation will be April 17, 2018 in Washington, D.C. If an entry is submitted to the ACEC National competition, a Company Representative must be available by phone on January 16, 2018.

## ***RETURN OF ENTRY MATERIALS***

Notebooks and USB flash drives will be returned following the awards presentation. Display panels will be retained by ACEC of Maine for publicity purposes. Panels may be retained for up to two years for special displays or for other promotional or educational purposes.

## ***JUDGING***

Entries will be judged on the basis of overall engineering excellence. The number of awards to be given will depend on the number of entries and the categories represented. The top winner will receive the Grand Conceptor Award and other entrants may be selected for Honor Awards or Special Recognition 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 must choose one for submission to the ACEC national 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 during that day.

## ***RATING GUIDELINES***

All entries will be scored based on the following criteria.

### ***Uniqueness or Innovative Application of New or Existing Techniques (20%)***

- 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 new or existing technology, techniques, materials, or equipment?

### ***Future Value to the Engineering Profession and Perception by the Public (20%)***

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

### ***Social, Economic, and Sustainable Design Considerations (20%)***

- 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?

### ***Complexity (20%)***

- 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?

***Successful Fulfillment of Client/Owner Needs (20%)***

- 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 2017 ENGINEERING AWARDS COMPETITION*

### *PROJECT CATEGORIES*

**Category A: Studies, Research, and Consulting** - 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; and Value engineering.

**Category B: Buildings/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; CSO's; Mine tailings; Agriculture; 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.

**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.

*ACEC of Maine categories are identical to the ACEC National competition categories.*

# ***ACEC OF MAINE 2017 ENGINEERING AWARDS COMPETITION***

## ***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 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 Carolyn Bird, P.E., Casco Bay Engineering (207-842-2800) or Rick McCarthy, ACEC of Maine Executive Director, (207-622-5714) if you have any questions.

**An entry fee of \$250 for ACEC of Maine member firms and \$600 for non member firms** must accompany each submittal, made payable to ACEC of Maine. The entry fee is increased by \$100 for each additional firm on a joint entry.

### ***A. OFFICIAL ENTRY NOTEBOOK REQUIREMENTS***

All entry material must be tabbed and submitted within **one** plain black, ½" three-ring binder supplied by entering firm (and on USB flash drive, where indicated). Entries must conform to the official notebook format. No extraneous material shall be included - it will be removed. The notebook must include **one copy** of the following items submitted in plastic sheet protectors (*these copies are in addition to those that must be included in the envelope*):

1. The original entry form (*with entry fee attached*)
2. Signed letter from the client/owner
3. Executive summary
4. Project description
5. Key participants
6. Six different photos or graphics (*w/ captions and labeled: Photo 1, Photo 2, etc.*)
7. Photographic display panel (*small 8.5" x 11" version*)
8. Media list
9. Press release
10. Supplemental report (applies only to Category A submissions; insert inside of back cover or separately if too large)
11. A check for the entry fee payable to *ACEC of Maine* must be attached to the official entry form.
12. Notebooks must be labeled with the firm's name, address, and project name on the outside cover.
13. USB flash drive

No entry can be accepted without a client release letter. Entrants are urged to obtain the client release letter early in the submittal process. Entries have been withdrawn in the past because clients did not respond in time. Following is 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, 2015 and October 31, 2017."*

The project description should be arranged in an outline format to respond directly to the five (5) criteria listed in item C below. This will make it easier for the judges to determine the entry's merit in accordance with the judging criteria.

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. **Official Entry Form** - Original and 5 copies of a 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, 2015 and October 31, 2017.
2. **Client/Owner Letter (one page maximum)** - 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.
3. **Executive Summary (one page maximum)** - Original and 5 copies of the *Executive Summary* providing an overview of the project and describing the problem and solution. The project title and entry category must appear at the top of the page. *Specifications:* 8.5" x 11" with 1" side margins; single-spaced (minimum 12 pt. type)
4. **Project Description** - Original and 5 copies of the *Project Description*. Tell the story of the project. Address all items 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. *Specifications:* 8.5" x 11"; 1" side margins; single-spaced text; 12 pt. minimum size font not to exceed five pages each. Text must include the following:
  - a. Role of entrant's firm in the project.
  - b. Role of other consultants participating in the project.
  - c. A brief description of the entrant's contribution to the project addressing each of the following *Rating Guidelines* defined above 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; and
  - Include 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:** Describe in layman's terms why this project is worthy of special recognition. Explain all factors that comprise the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. This summary will provide the basis for all ACEC publicity on the project. *Specifications:* 100-500 word count limit.
5. **Key Participants** - Original and 5 copies of a list 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 significantly involved in the project. (ACEC National requires 8.5" x 11", three-hole punched.)
6. **Photos or Graphics** - Six different high-quality photos or graphics (one per 8.5"x11" page) printed from digital files. All photographs or graphics must have captions describing what the photo or graph illustrates on the back and be labeled (i.e. Photo 1, Photo 2, etc.). Include all photos/graphics on a USB flash drive as JPEG files, 300 dpi, sized to 8.5" x 11". Pictures will be used in order submitted for an EEA powerpoint presentation at the Fall Forum.
- a. Photographs will be projected on a large screen during the EEA presentation (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 must display the planning, start-up, and/or construction phases of the project.
- ACEC National will request one enlarged, unmounted glossy photograph 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 by the judging committee from those submitted with the entry.
7. **Photographic Display Panel** – Include a high-quality color copy of the photographic display panel, prepared per the guidelines in Section C below, sized to 8.5"x11". Include a USB flash drive as Adobe PDF, 600 dpi, sized to 8.5"x11". ACEC National will require a JPEG copy of the photographic display panel at 300 dpi sized to 8.5"x 11".
8. **Media List** - Email addresses of local newspapers, TV stations and radio stations in Excel format. If MO or the entrant intends to handle all local and national publicity for the project, include a statement to this effect.



9. **Press Release** - One original copy of a *Press Release* clearly and concisely describing the project and the entrant's participation, based on information presented in the Project Description. Include the value of the project to the community, identify the number of people served, cost savings, etc. No reference to other awards should be included in the submitted materials (also include on USB flash drive). *Specification:* up to two 8.5" x 11" pages, double-spaced.
10. **Supplementary Report** - Include a supplementary report containing the findings portrayed with text, graphs, or photos, as needed. (Requirement applies only to *Category A* submissions.)

One USB flash drive must also be included in the envelope. USB flash drive must be properly labeled to indicate the firm name, the project name, and the category. Be sure to test your USB flash drive to ensure they are not specific machine dependent. The USB flash drive should include the following items in order and titled as shown:

- 01 Official entry form
- 02 Executive summary
- 03 Project description
- 04 Six photos or graphics in order as to be used for the EEA powerpoint presentation
- 05 Photographic display panel (8.5" x 11" version)
- 06 Media list in Excel format
- 07 Press Release

### **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 with a matte finish and laminated as follows:
  - a. 5 mil front lamination;
  - b. 5 mil back lamination; and
  - c. 5-6 mil panel for a total thickness of 15-16 mil.**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, 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 graphic 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 and EEA logos, 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. (ACEC and EEA logos may be downloaded from the ACEC website.)
6. Leave a 2"x2" space in the upper right corner of the panel that is free of text or images, but carries the panel's background scheme. Do not leave the "blank space" as a white square, the background scheme should continue, but will be partially covered by the review committee's coding label.
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 6, 2017 and shall consist of the three (3) items described herein:**

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

**2017 ENGINEERING EXCELLENCE AWARDS**  
**OFFICIAL ENTRY FORM**

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. Address, if a post office box, should also include a street address. A fee of \$250 for ACEC of Maine member firms and \$600 for non member firms per entry must accompany this form. **Please make checks payable to ACEC of Maine.**

**Name of Project:** \_\_\_\_\_  
(Limit to 25 Characters)

**This Project is to be judged among the following categories (please check one):**

- |  |   |
|--|---|
| <input type="checkbox"/> A. Studies, Research and Consulting | <input type="checkbox"/> G. Water Resources                                       |
| <input type="checkbox"/> B. Buildings/Technology Systems     | <input type="checkbox"/> H. Transportation  |
| <input type="checkbox"/> C. Structural Systems               | <input type="checkbox"/> I. Special Projects                                      |
| <input type="checkbox"/> D. Surveying and Mapping Technology | <input type="checkbox"/> J. Small Projects  |
| <input type="checkbox"/> E. Environmental                    | <input type="checkbox"/> K. Energy  |
| <input type="checkbox"/> F. Waste and Storm Water            | <input type="checkbox"/> L. Industrial and Manufacturing Processes and Facilities |

**Entering Firm Name(s):** \_\_\_\_\_  
(If a joint entry involving two or more engineering firms, list for recognition purposes)

Name of Contact Within Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name and Address of Client:**  
\_\_\_\_\_

**Name and Address of Owner if different than Client:**  
\_\_\_\_\_

**Names of Other Consultants/Architects:**  
\_\_\_\_\_

**Primary Contractor's Name (categories B-L projects):**  
\_\_\_\_\_

**Actual Date of Completion/Use:** \_\_\_\_\_

I believe the work of the engineer meets the intended uses and expectations for the project and hereby grant permission to enter this project in the ACEC 2017 Engineering Excellence Awards competition, and authorize publication of its outstanding features, unique aspects, or innovations. I confirm that the project was substantially completed and ready for use between November 1, 2015 and October 31, 2017.

\_\_\_\_\_  
Client/Owner Signature

\_\_\_\_\_  
Date

**Entries must be received no later than 4:30 PM, Friday, October 6, 2017. Submit complete package to:**  
Carolyn Bird, P.E. • Casco Bay Engineering • 424 Fore Street • Portland, Maine 04101