ACEC Massachusetts

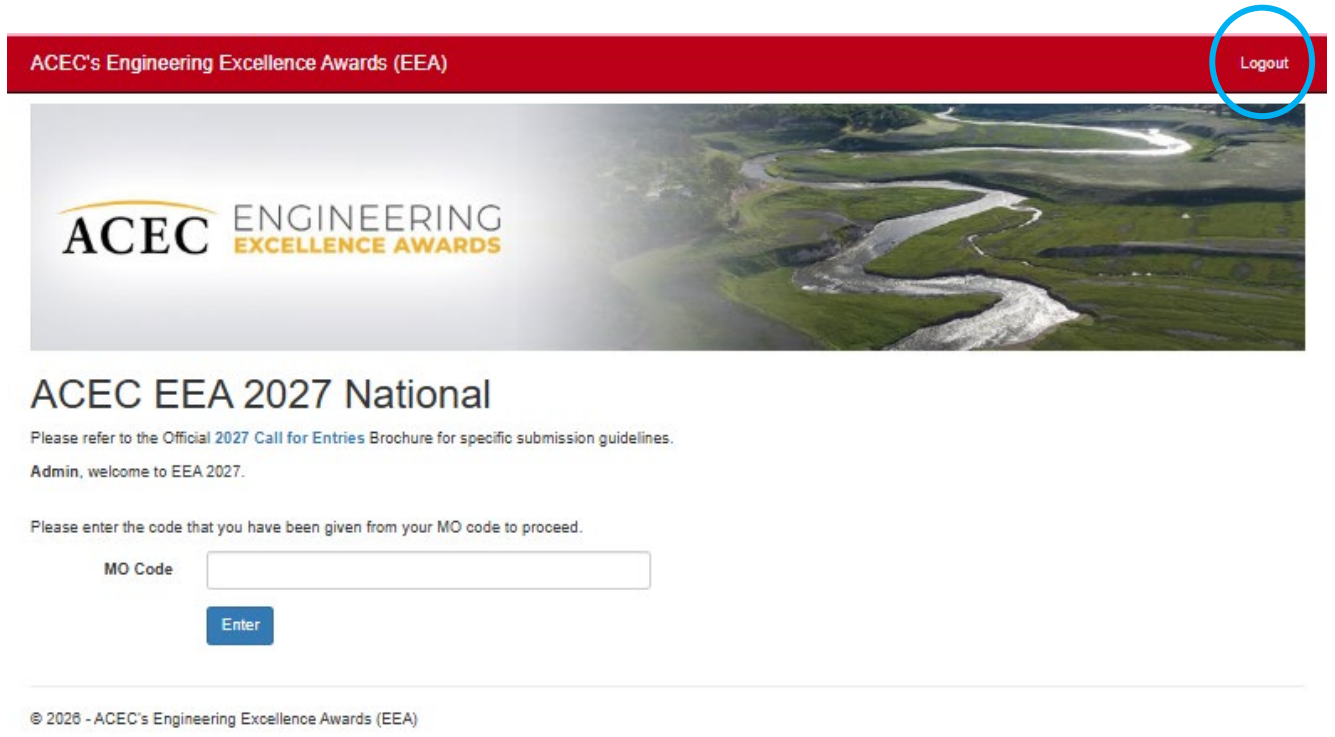
American Council of Engineering Companies of Massachusetts

2027 Engineering Excellence Awards
Electronic Submission
Information Requirements

If you are directed to the page shown here when clicking the link to the submission portal, it may be because you are already logged into the website for Massachusetts or another Member Organization (MO).

To resolve this issue, please try logging out by clicking **“Logout”** in the upper-right corner of the page, then clicking the submission portal link again. Alternatively, you can open the link in a private or incognito browser window.

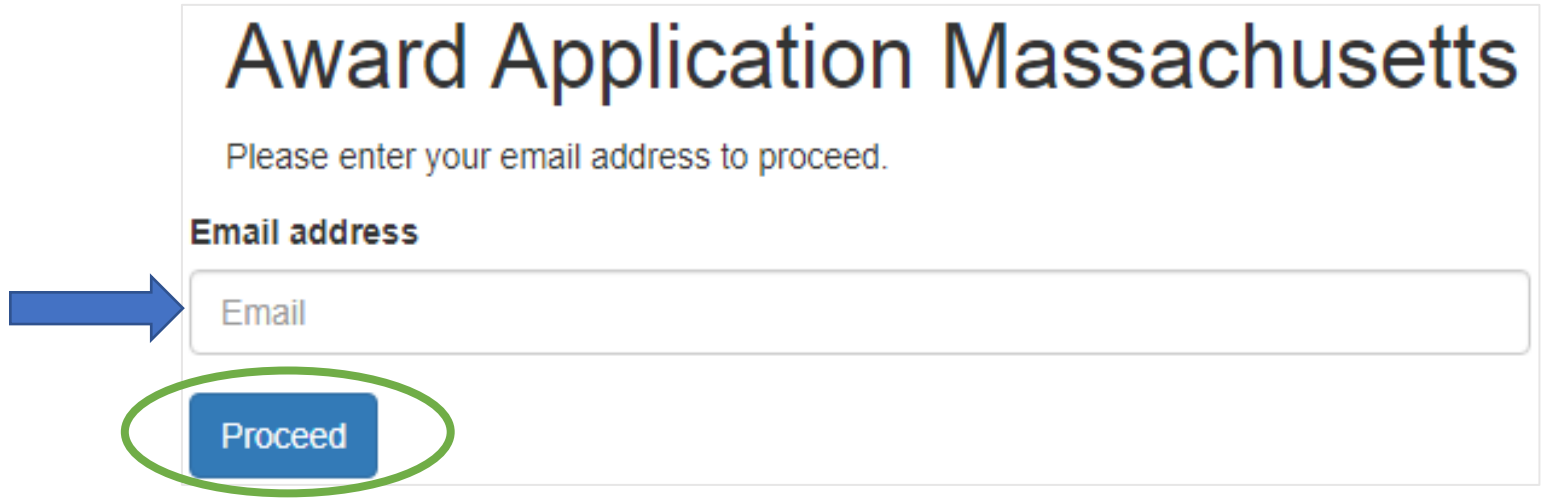
If you are still unable to access the MA Award Application Portal, please contact us for assistance.

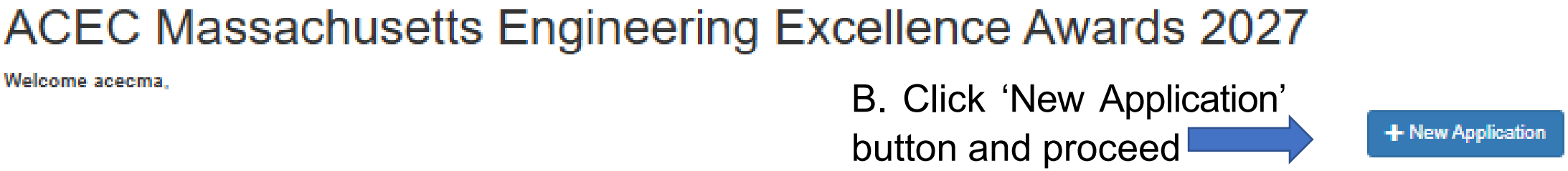


To begin your electronic project submission, first login with this link https://eea.acec.org/massachusetts and proceed with the following steps:

A. Enter an email address. *Hit the proceed button, which will take you to the next page*

- *You may use the same email for multiple project entries*
- *To later edit a project entry, you must use the same email the entry was created under*





B. Click 'New Application' button and proceed

- You will be brought to the “Project Information” Page
- You must complete all fields marked with an *
- We will go over specifics of the various required fields on the following slides.

ACEC Massachusetts
AMERICAN COUNCIL OF ENGINEERING COMPANIES OF MASSACHUSETTS

EEA Engineering Excellence Awards

ACEC Massachusetts Engineering Excellence Awards 2027

The ACEC/MA Annual Engineering Excellence Awards Competition Recognizes Engineering Achievements that Demonstrate the Highest Degree of Merit and Ingenuity. Each year the competition recognizes engineering firms for projects that demonstrate an exceptional degree of innovation, complexity, achievement and value. To participate in this year's competition, **the submission deadline is Tuesday, October 27, 2026 at 12:00pm.**

Furnish all information requested below for each entry (signatures by the submitting firm(s) and the client(s)/owner(s) are required). Firm, project, and client/owner's name should be typed or printed as they are to appear on the award. Please make sure to use the same project name listed on your entry form.

The **Specific Name of the Project and Specific Name of the Firm** provided will be used for ALL ACEC/MA - created materials including the Awards Gala programs, Awards Gala presentation, invitations, and future brochures or announcement.

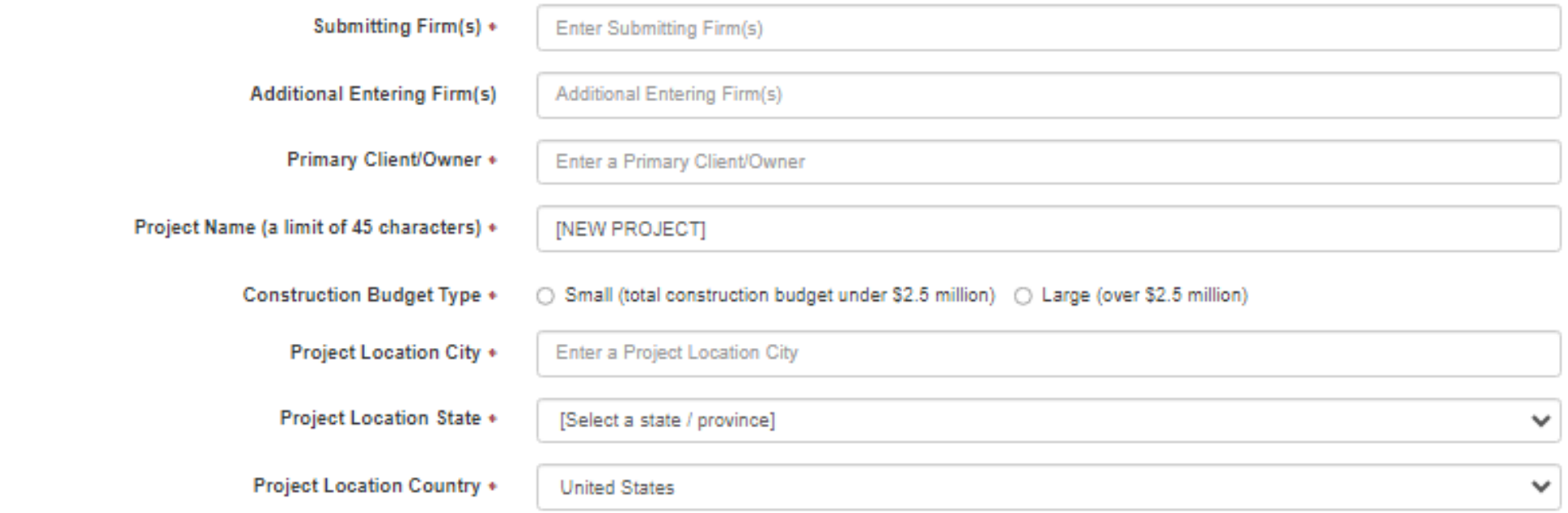
For help in determining appropriate MA congressional districts and MA state legislative districts, use residential address closest to the MA location of submitting firm and/or project location. Visit https://www.sec.state.ma.us/wheredoivotema//bal/myelectioninfo.aspx. If the project is in another state, use their election site to find the US congressional district and state legislative districts and enter that into the fields. If your project is outside the United States put N/A for the projects elected officials.

The following is a step by step process to follow in completing your submission package. **Fields marked with * are required.**

Project Information

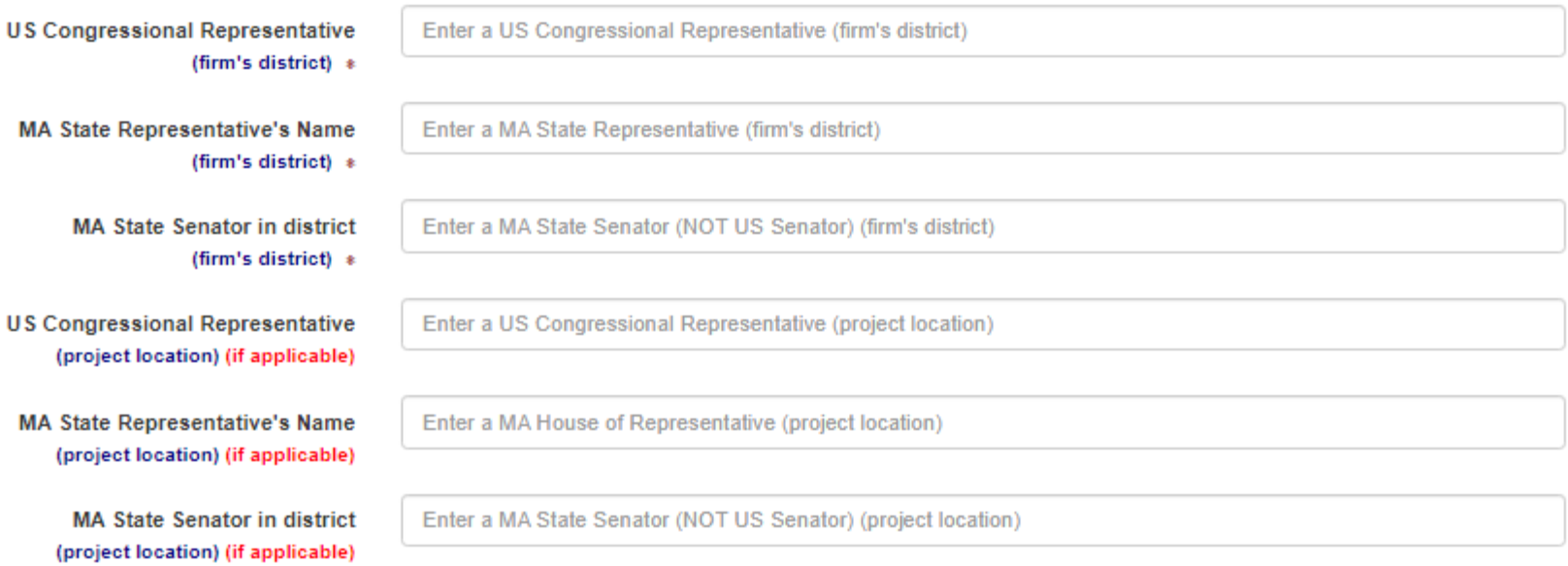
Submitting Firm(s) *	Enter Submitting Firm(s)
Additional Entering Firm(s)	Additional Entering Firm(s)
Primary Client/Owner *	Enter a Primary Client/Owner
Project Name (a limit of 45 characters) *	[NEW PROJECT]
Construction Budget Type *	○ Small (total construction budget under $2.5 million) ○ Large (over $2.5 million)
Project Location City *	Enter a Project Location City
Project Location State *	[Select a state / province]
Project Location Country *	United States
US Congressional Representative (firm's district) *	Enter a US Congressional Representative (firm's district)
MA State Representative's Name (firm's district if firm is in Mass.)	Enter a MA State Representative (firm's district)
MA State Senator in district (firm's district if firm is in Mass.)	Enter a MA State Senator (NOT US Senator) (firm's district)

PROJECT INFORMATION



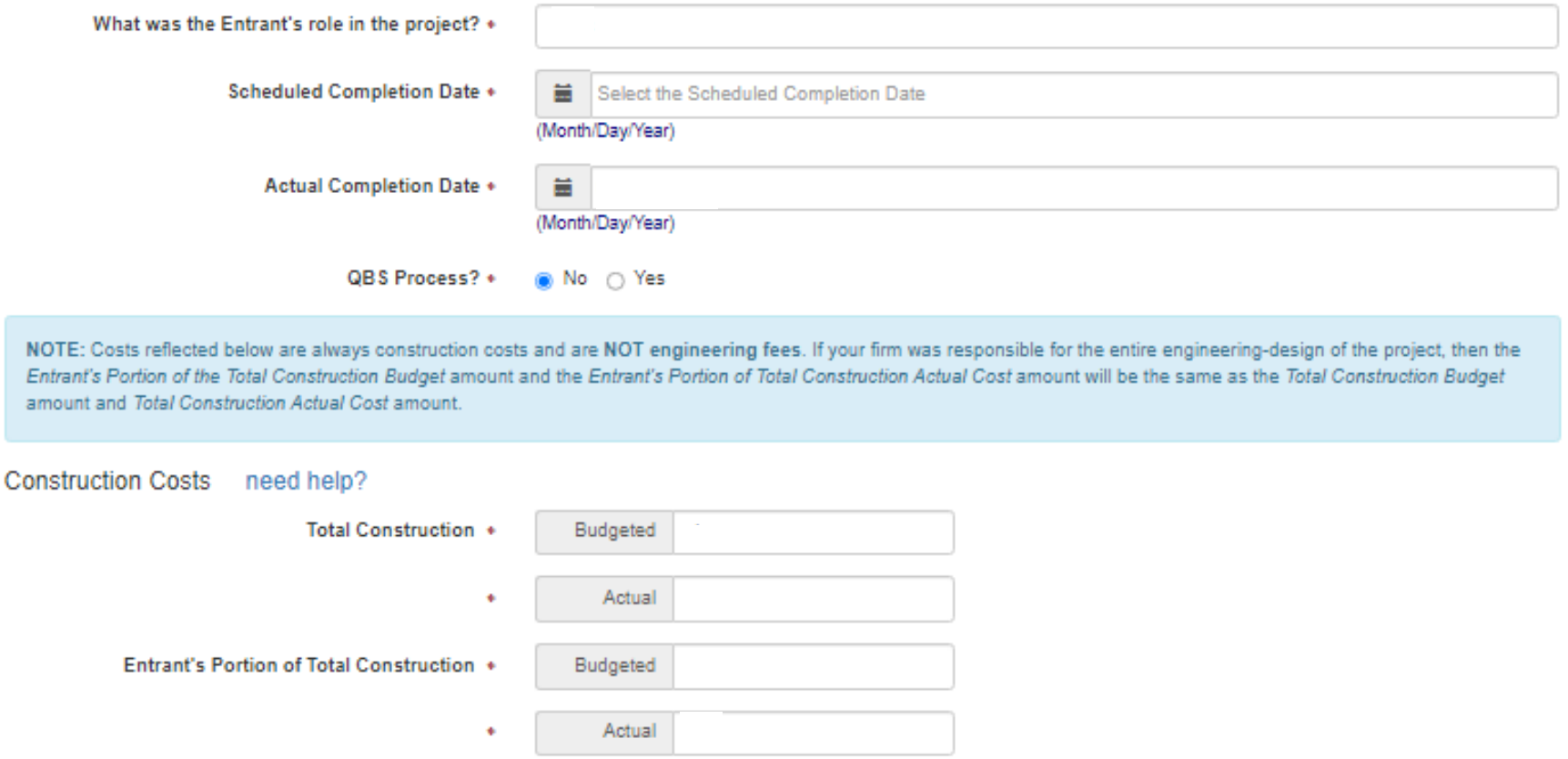
C. Complete all the required fields on 'Project Information' page; *Fields marked with * are required*

- The project and firm name provided here will be used for all publicity and marketing materials. Make sure they are entered exactly as you want them to appear.
- Please note that the Project Name must NOT exceed **45 characters.**



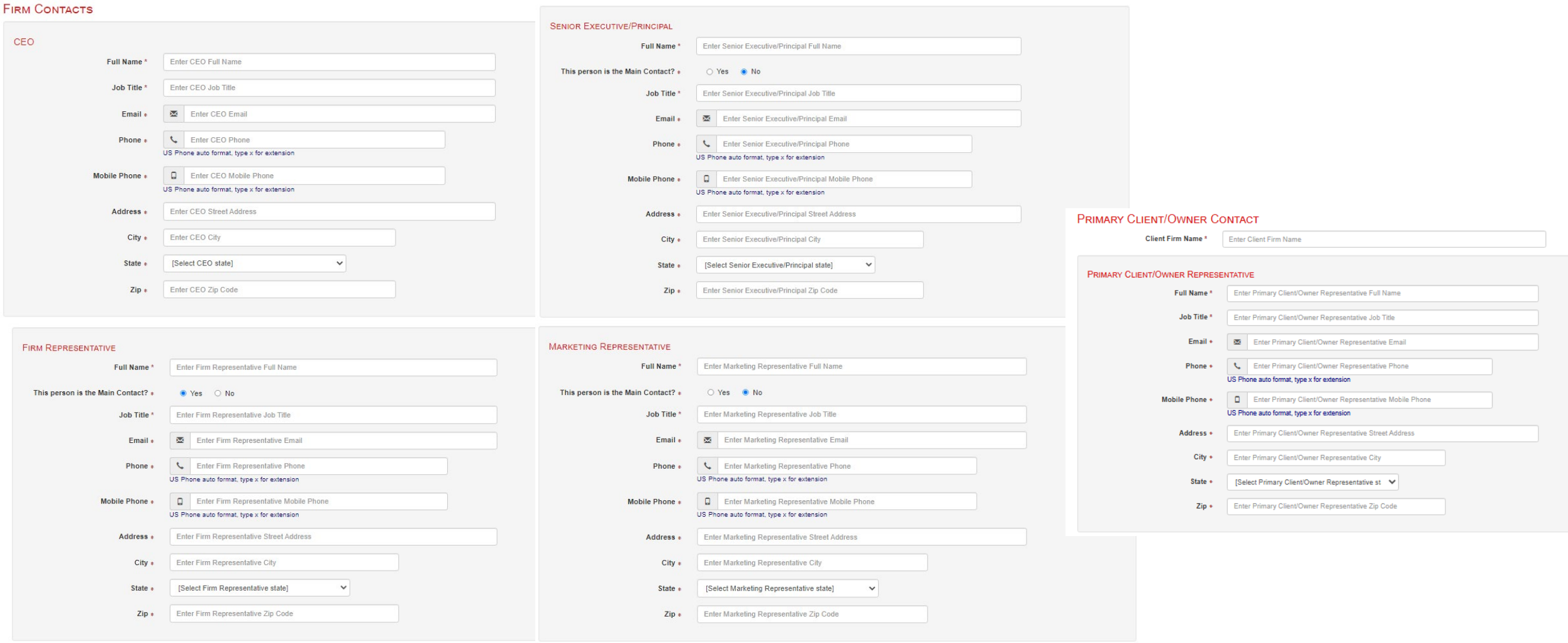
Legislative Information:

- Please provide the name of the State Representative, State Senator and US Congressional Representative for both firm's office and the project (if applicable)
- For help in determining appropriate MA congressional districts and MA state legislative districts, use residential address closest to the MA location of submitting firm and/or project location. Visit https://www.sec.state.ma.us/wheredoivotema//bal/myelectioninfo.aspx. If the project is in another state, use their election site to find the US congressional district and state legislative districts and enter that into the fields.



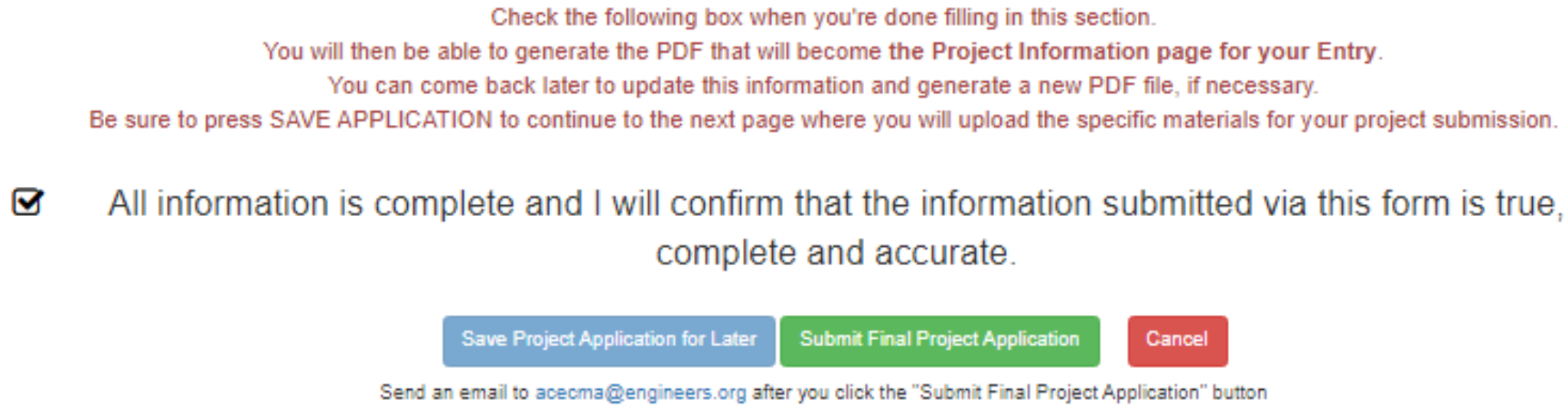
Construction & Budget Information:

- Provide the budgeted and actual costs both for the project as a whole, and for your firm's portion of the project.
- These costs do NOT include Engineering Fees.



Contacts:

- Provide Contact Information for the CEO, a Senior Executive or Principal, a Firm Representative and Marketing Representative of your firm.
- One of these must be a PE or PLS
- Also provide contact information for the client/owner.



Once all the Project information is filled out, be sure to check the box (shown above) and click “Submit Final Project Application”

D. Once the ‘Project Information page is completed, you will be forwarded to this page

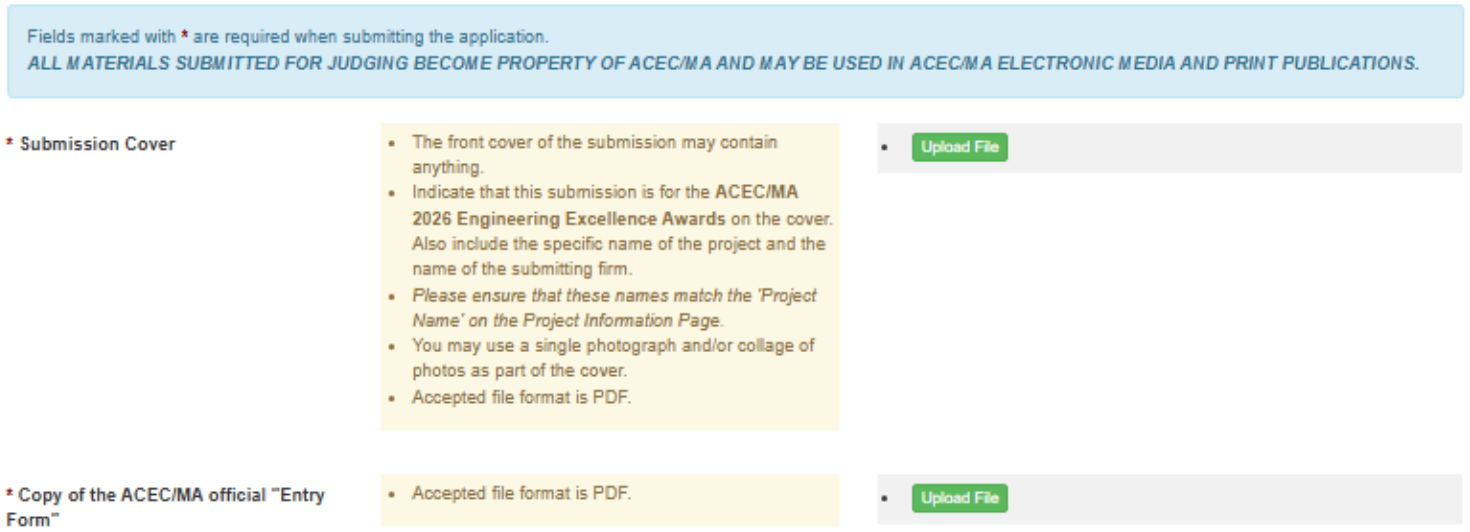
To continue with the entry process click the green **‘Upload Submission’** button

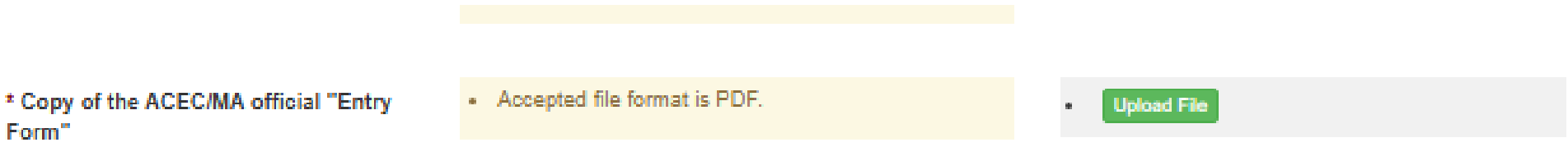


E. Upload Submission Portion

1. Submission Cover

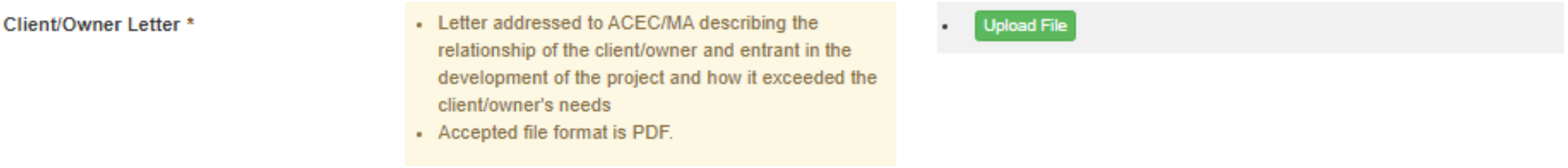
- The front cover of the submission may contain anything.
- Indicate that this submission is for the **ACEC/MA 2027 Engineering Excellence Awards** on the cover.
- Please ensure that these names match the ‘Project Name’ on the Project Information Page.
- You may use a single photograph and/or collage of photos as part of the cover.
- Accepted file format is PDF.





2. Copy of ACEC/MA official Entry form

- Accepted file format is PDF.



3. Client/Owner Letter

- Letter from client addressed to ACEC/MA describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs
- Submission will not be accepted without the express, written consent of the client/owner
- We recommend securing consent of the owner and the letter before beginning the rest of the submission process
- Accepted file format is PDF.

4. Project Descriptions

Project Description *(six pages max.)* Tell the story of the project. Address items as listed below. Project title 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. Text must include the following:

a. Role of Entrant's Firm in the project.

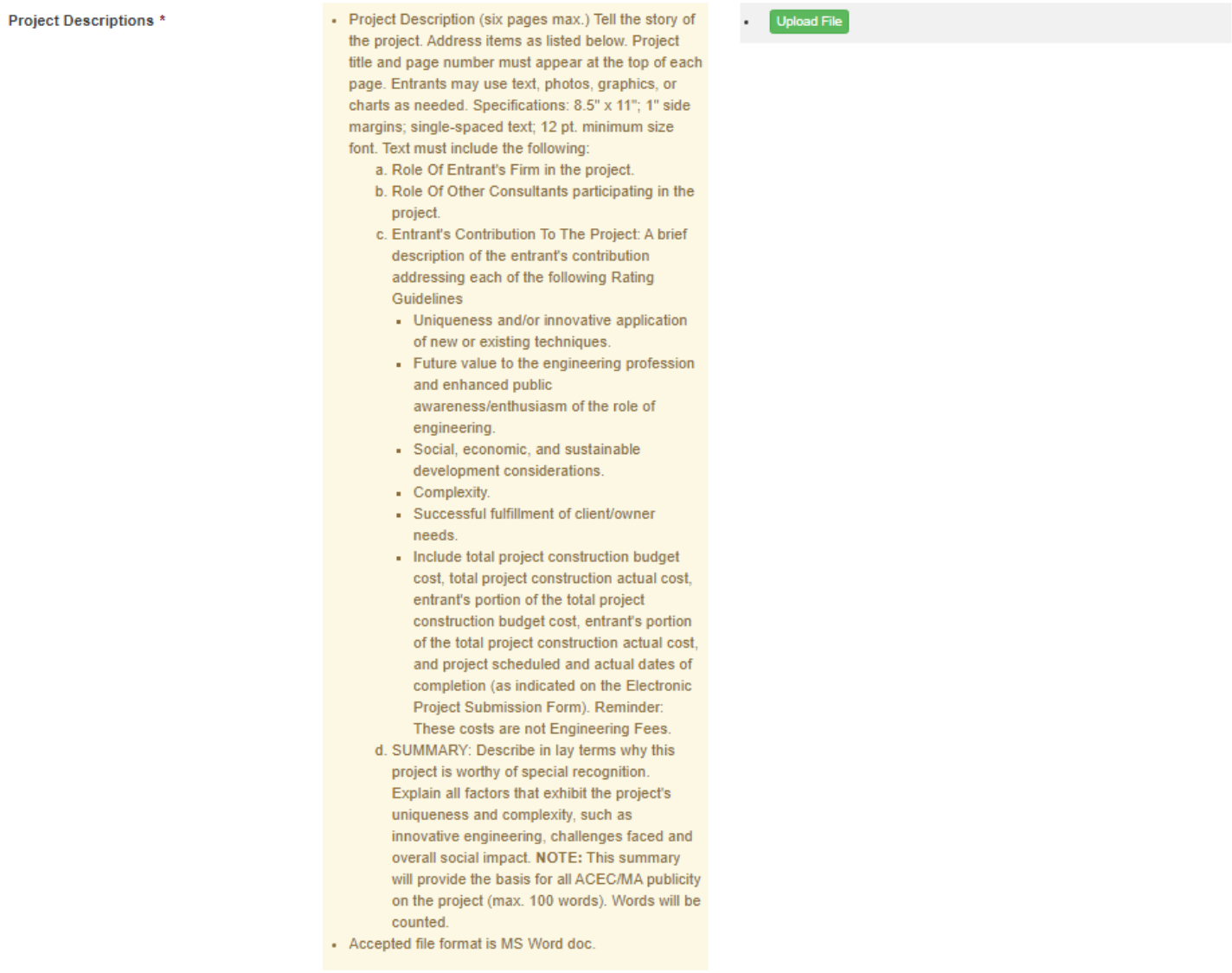
b. Role of Other Consultants participating in the project.

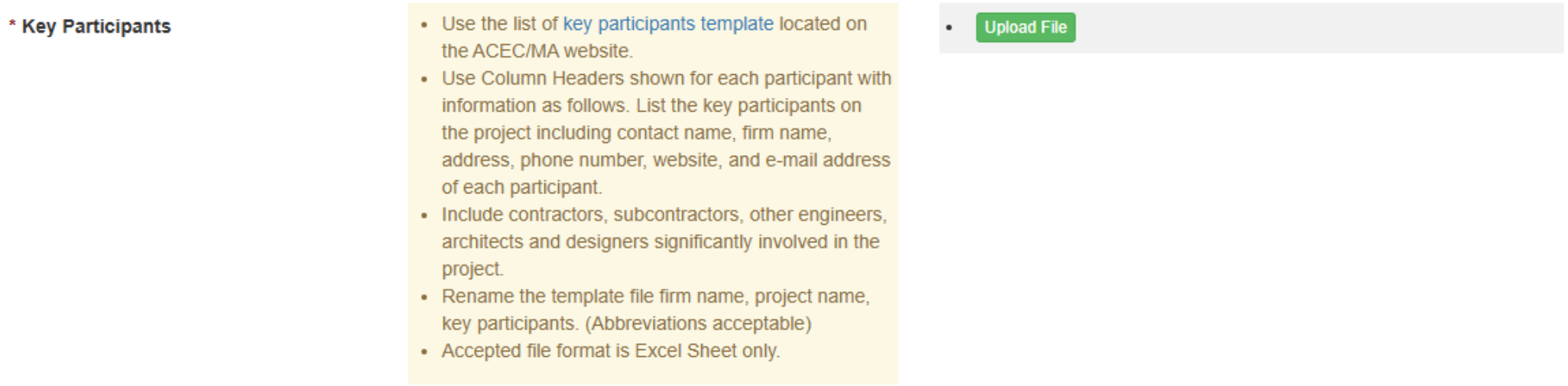
c. Entrant's Contribution to The Project: A brief description of the entrant's contribution addressing each of the following Rating Guidelines:

- Uniqueness and/or innovative application of new or existing techniques.
- Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering.
- Social, economic, and sustainable development considerations.
- Complexity.
- Successful fulfillment of client/owner needs.
- Include the total project construction costs (budgeted and actual), the entrants portion of construction costs (budgeted and actual) and the projected and actual dates of completion.

d. SUMMARY: Describe in lay terms why this project is worthy of special recognition. Explain all factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. **NOTE**: This summary will provide the basis for all ACEC/MA publicity on the project ***(max. 100 words. Words will be counted.)***

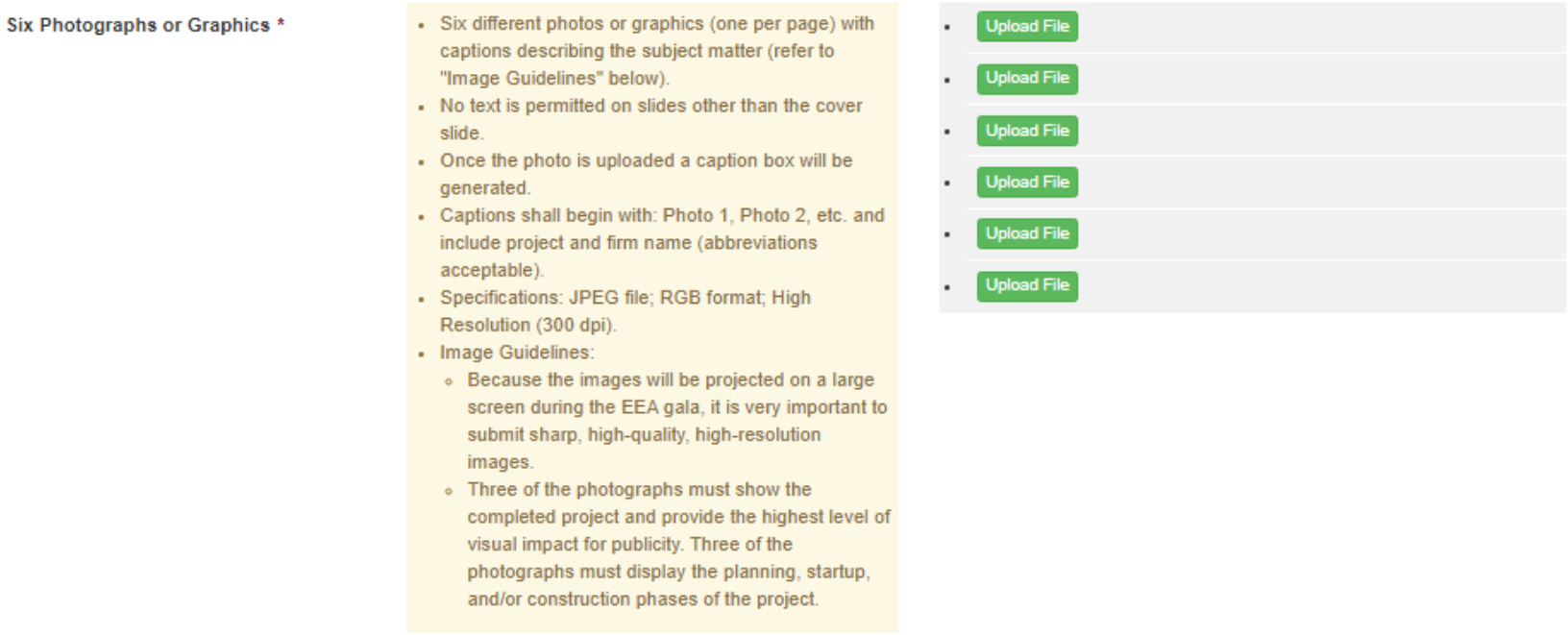
- Only accepted file format is Word.





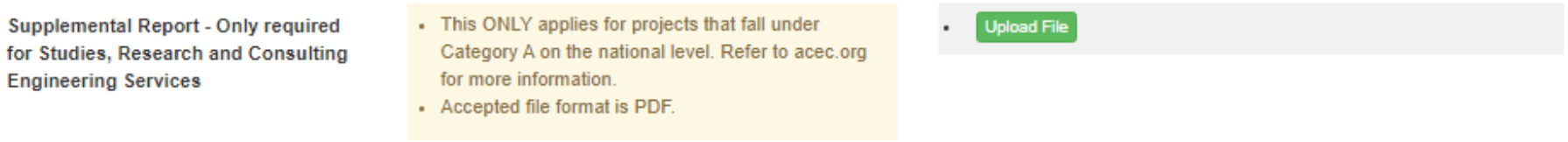
5. Key Participants

- List the key participants on the project including contact name, firm name, address, phone number, website, and e-mail address of each participant.
- Include contractors, subcontractors, other engineers, architects and designers significantly involved in the project.
- The template is available to download directly in the application or on the ACEC/MA website
- Only accepted file format is Excel sheet.



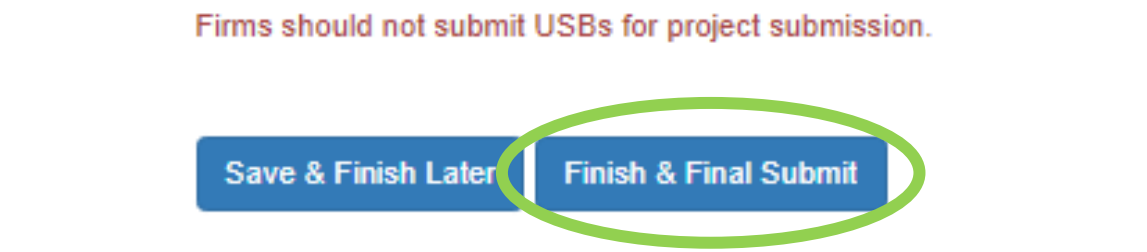
6. Photos or Graphics

- Six different photos or graphics (*one per page*) with captions describing the subject matter (*refer to "Image Guidelines" below*).
- Once the photo is uploaded a caption box will be generated
- Captions shall begin with: Photo 1, Photo 2, etc. and include project and firm name *(abbreviations acceptable).*
- Specifications: JPEG file; RGB format; High Resolution (300 dpi). Use the file name format: *PhotoNumber_ProjectName_FirmName.jpg*
- Image Guidelines:
  - Because the images will be projected on a large screen during the EEA gala, it is very important to submit sharp, high-quality, high-resolution images.
  - Three of the photographs must show the completed project and provide the highest level of visual impact for publicity.
  - Three of the photographs must display the planning, startup, and/or construction phases of the project.



7. Supplemental Report

•This ONLY applies for projects that fall under Category A on the national level. Refer to www.acec.org for more information.



Be Sure to Click “Finish & Final Submit” when you are done uploading your materials

Dates to remember:

Submission Assistance Day (Virtual)	October 9, 2026
Electronic Submissions Due	October 26, 2026
Presentation to Judges (Finalists Only)	December 10, 2026
ACEC/MA Awards Gala	March 25, 2027