

**WYOMING ENGINEERING SOCIETY
2024 PRESIDENT’S PROJECT OF THE YEAR AWARD GUIDELINES**

INSTRUCTIONS FOR ENTRY

- **ELIGIBILITY** - Any **engineering** or **surveying** project utilized by and benefiting people of the State that was substantially completed in calendar year 2024. Projects can also be studies or innovative computer applications and are not restricted to constructed projects. Such applications may include maps, graphs, and graphic displays in lieu of photography.
- Separate awards will be given under the categories of engineering projects and surveying projects.
- **Please notify Committee Chair Keith Fulton via email – keith.fulton@wyo.gov that you are submitting an entry**
- **SUBMISSION OF ENTRIES –**
 - **Display Panel Entries should be submitted to:
WES 2024 President’s Project of the Year Award Committee**

4601 Ontario Avenue Or 1725 Carey Avenue
Cheyenne, WY 82009 Cheyenne, WY 82001
 - **PDF files of display panel, notebook, and pictures should be submitted to:
Committee Chair Keith Fulton via email – keith.fulton@wyo.gov**
- Entries must be received on or before **Friday, January 6, 2025**
- Entries shall consist of a notebook and a display panel, both of which will be used in the judging process. The display panel will also be used for added exposure of the project and will be shown at the annual convention and on the WES web page.

Notebook Requirements:

Entry notebooks must be submitted in PDF format. Contact the WES President’s Project of the Year Award Committee chair if you have questions about details and notebooks. The notebook must include:

1. An Official Entry Form that is found at the end of these instructions.
2. An original “Official Entry Letter.” The letter should only state the project name, intent, owner/client, and transmittal material.

The entrant must sign the official entry letter, including a statement that the project was substantially completed and ready for use between January 1, 2023

and December 31, 2024. If the entrant is not the owner, then the owner must also sign the letter.

3. Those entrants wishing to progress their project into the national American Council of Engineering Companies competition may utilize the ACEC Standard Entry Form in lieu of the above letter style entry.
4. Executive Summary (one page max.) Overview of project. Describe the problem and solution. Project title and entry category must appear at the top of the page.
5. The following sections, not to exceed 1500 words total for a, b, and c inclusive:
 - a) Role of the entrant in the project.
 - b) Role of other entities participating in the project.
 - c) Brief description of the project's contribution to the following:
 - * Meeting and Exceeding Needs of Owner, Client, and Users.
 - * Technical Value to the Engineering or Surveying Profession
 - * Social/Economic Considerations
 - * New Application of Existing Techniques/Originality/Innovation
 - * Complexity

It is imperative in the judging process that the notebook specifically and clearly address each of the 5 areas above - preferably in the given order. See RATING GUIDELINES below for more details on each of these areas.

It is also recommended that maps, plats and/or other diagrams be included in the text to orient the reader to the project location.

6. A minimum of 5, but not more than 10, high-quality color photographs. A description of each photograph will need to be included in the notebook

Photographs should include at least one shot of the completed project along with planning, construction, and/or startup shots. Where appropriate, people-oriented photos (showing people using the project) are encouraged.

Panel Requirements:

A PDF of the panel must be submitted along with the notebook.

The panel shall consist of:

1. One panel, including photography and text, 30" x 30", mounted on foam core material.
2. Any number of photographs.

3. Suggested minimum 18-point font in text and/or descriptions. Utilize enough text to adequately describe the project.
4. The title and location of the project, owner's name and location, and entrant's name and location shall be shown on the front of the panel. Additional reference to the entrant may be made within the text on the panel.

JUDGING AND RATING:

- Judging - Entries will be judged only on the basis of engineering or surveying excellence in accordance with the Rating Guidelines below. One first place winner in each category will be selected.
- Judges - The president's committee will judge the entries and make a recommendation to the WES President. The final decision is the responsibility of the WES President.

RATING GUIDELINES:

1. Meeting and Exceeding the Needs of the Owner and Users:

- * Explain how it was an economical and cost-effective solution.
- * How did final cost relate to original budget estimate?
- * How did the entrant's solution meet and/or exceed the total goals and expectations of the owner and users?
- * Show that the entrant met the prescribed time schedule.
- * Endorsement statements from the Owner and Users may be included as exhibits.

2. Technical Value to the Engineering or Surveying Profession:

- * In what ways did the entry advance the profession's "state of the art" or go beyond the standard "state of practice?"
- * Does the project increase public awareness/enthusiasm about the role of engineering?

3. Social/Economic Considerations:

- * Does the solution bring additional benefits to the community or state?
- * How did the project provide society with any beneficial solutions of social or economic needs?
- * How was the public health, safety or welfare enhanced as a result of the project?
- * How did the project utilize Wyoming manpower and materials?

4. New Application of Existing Techniques/Originality/Innovation:

- * How did the project represent the use of a new science or a breakthrough in the general knowledge of engineering?

- * How did the project represent a unique mix of different techniques, materials, technology or equipment?

5. Complexity:

- * How did the project involve complex criteria or unique problems in order to be completed?
- * If present, describe extraordinary problems of site, location, hazardous conditions, project requirements, or similar elements.
- * How did the project require out-of-the-ordinary technology and/or ingenuity for achievement?

Rating Points - Points will be awarded in accordance with the following maximum percentages:

Meeting and exceeding Owners and Users needs	10
Technical value to the profession	20
Social/Economic considerations	15
Application of techniques/originality/innovation	20
Complexity	20
Quality of panel presentation	15

Responsibility - WES will not be responsible for any damage to or loss of entrant's submittal panel or notebook. The WES President's Project of the Year Committee reserves the right to determine eligibility of all entries.

Return of Entries - All materials submitted as an entry will be retained by WES for Public Relations use, for a minimum of one year.

**WYOMING ENGINEERING SOCIETY
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OFFICIAL ENTRY FORM**

About the Project:

Project Name: _____

Project Location: County _____ City _____

Section/Township/Range (if applicable) _____

Completion/Use Dates: Scheduled _____ Actual _____

Project Cost: Scheduled _____ Actual _____

Project Category [Engineering or Surveying]: _____

About the Firm(s) or Agency Submitting the Project:

Entering Firm(s): _____

Official representative #1: Name _____

Title _____

Phone _____ email _____

Official representative #2: Name _____

Title _____

Phone _____ email _____

About the Client/Owner(s) of the Project:

Client/Owner(s): _____

Official representative #1: Name _____

Title _____

Phone _____ email _____

Official representative #2: Name _____

Title _____

Phone _____ email _____