

**WYOMING ENGINEERING & SURVEYING SOCIETY
2021 PRESIDENT’S PROJECT OF THE YEAR AWARD GUIDELINES**

INSTRUCTIONS FOR ENTRY

- **ELIGIBILITY** - Any **engineering** or **land surveying** project utilized by and benefiting people of the State that was substantially completed in calendar year 2021. 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.
- **SUBMISSION OF ENTRIES** - Entries should be submitted to:
WESS 2021 President’s Project of the Year Award Committee
5908 Yellowstone Road
Cheyenne, Wyoming 82009
- **Please notify Committee Chair Dave Whitman via email – whitman@uwyo.edu – that you are submitting an entry**
- Entries must be received on or before **Thursday, January 6, 2022**
- Entries shall consist of a 3-ring binder 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.

Notebook Requirements:

Entry materials must be submitted to the competition in a notebook. Contact the WESS 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, 2021 and December 31, 2021. 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. Letters of support from the users and/or owner of the project.
5. One set of pressure sensitive mailing labels of names, complete addresses (including zip codes) of entrant's and project's hometown newspapers, TV and radio stations, and contact person if known.
6. 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.

7. A **Press Release** (up to two pages, double-spaced) that clearly and concisely describes the project and the entrant's participation in the project and reflects on the factors listed in 6c) above. In addition, the press release should point out the value of the project to the community, identify the number of people served, cost savings, etc.
8. A minimum of 8, but not more than 10, high-quality, 8" x 10", un-mounted, glossy color photographs. Each photograph should have the name of the project and entrant, as well as a description, attached to the back. **The photographs should also be provided electronically via a flash drive, DVD, CD, etc.**

Notebook suggestions:

1. The press release should be reviewed by someone not personally involved in the project to assure a readable, easily understood description in lay terms. As an example, this could be your local newspaper reporter.
2. 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:

The panel shall consist of:

1. One panel, including photography and text, 30" x 30", mounted on foam core material. **Do not mount the panel in a frame.**
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.
5. The entrant's name and address shall also be shown on the back of 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 WESS President. The final decision is the responsibility of the WESS President.

RATING GUIDELINES:

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

- * Define who the Owner/Users are.
- * 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?
- * How did the entry meet and justify its original concept?
- * 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?"

3. Social/Economic Considerations:

- * How did the entrant’s solution bring into play an implied program; i.e., were additional benefits realized as a spin-off?
- * 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 any new branch of science or some type of breakthrough in man’s general knowledge of his environment?
- * How did the project represent a unique mix of different techniques, materials, or equipment?
- * How did the project show new applications of currently accepted techniques?
- * How did the project demonstrate originality or innovation?

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?
- * Describe the teamwork aspects of the project. If possible, demonstrate with a chart, the interaction that was necessary between the project’s entities.

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

Meeting and exceeding Owners and Users needs	30
Technical value to the profession	20
Social/Economic considerations	20
Application of techniques/originality/innovation	15
Complexity	10
Quality of notebook and poster presentations	5

Responsibility - WESS will not be responsible for any damage to or loss of entrant’s submittal panel or notebook. The WESS 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 WESS for Public Relations use, for a minimum of one year.

2021 WESS PRESIDENT'S PROJECT OF THE YEAR AWARD COMMITTEE

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**WYOMING ENGINEERING & SURVEYING SOCIETY
2021 PRESIDENT'S PROJECT OF THE YEAR AWARD
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 _____

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 _____