

# ACEC-Illinois Engineering Excellence Awards

## Frequently Asked Submittal Questions

**Q. How many entries can my firm submit?**

Members of ACEC-IL are allowed to submit two (2) entries as an “Entering Firm” either as a single entrant or in a group submittal.

**Q. Why does the binder have to be ½ inch?**

A ½ inch binder helps pages stay intact during shipping and stack better for the judges.

**Q. Why are we limited to 50 characters for the Project Name?**

A longer project name won’t fit on the plaque or the judge’s scoresheet.

**Q. What if our entry could fit two different categories?**

Select the category that you think best represents your project. Put a note in the front pocket of your binder indicating the other category in which you think your project could fit. During the prescreening, if the awards committee thinks your project fits better in a different category, they will contact you. If you agree with the change, the staff will manually make the change on your Entry Form.

**Q. Why do we need a photocopy of the “Entry Form” and the “Role of Other Consultants” page in the front pocket of the binder?**

The staff removes these pages for data entry.

**Q. Should we include a cover letter to the judges or to ACEC-IL in our submittal?**

No. All extraneous materials will be discarded. Watch [How to Prepare Your Awards Submittal Video](#)

**DO NOT** use a table of contents. The required tab dividers serve that purpose.

**DO NOT** use sheet protectors in any section other than in the “Images” section. They hide the tab dividers.

### CONSTRUCTION COSTS QUESTIONS

**Q. Does “Entrant’s Portion of the Total Project Construction Costs” mean our fee?**

No. Below are three examples to explain how to answer this question.

The project is a **\$10 million** office building. Your firm was responsible for the entire project and the **Budgeted Total Project Construction Costs** were \$10 million. The **Budgeted Entrant's Portion of the Total Construction Costs** would be \$10 million.

The project is a **\$10 million** office building. Your firm was responsible for only the mechanical/electrical design which was budgeted for **\$4 million**. The **Budgeted Total Project Construction Costs** would be \$10 million and the **Budgeted Entrant's Portion of the Total Construction Costs** would be \$4 million.

The project is a **\$50 million** stadium improvement that involved three phases. Your firm was only involved in one phase budgeted for **\$8 million**. The **Budgeted Total Project Construction Costs** would be \$50 million and the **Budgeted Entrant's Portion of the Total Construction Costs** would be \$8 million.

## **PROJECT OWNER QUESTIONS**

### **Q. What does Project Owner (Entity) mean on the Entry Form?**

An owner is the company, school, city or agency that owns the project. For example, if you were hired by an architectural firm for a project owned by the City of Aurora, the city would be the owner and the city's representative would sign the entry form and write the owner letter, not the architectural firm that hired you.

### **Q. Our project has two owners. Should we complete two Entry Forms for each owner to sign?**

No. Complete one form. Contact ACEC-IL if there is not enough room on the Entry Form to type both names as they should appear on the plaque.

### **Q. Should the owner of the project mail their letter directly to ACEC-IL?**

No. Be sure to tell the project owner to return the letter to you so it can be included in your submittal.

### **Q. The project owner mailed the letter directly to ACEC-IL! What do we do now?**

Put a note in the front pocket of the binder indicating the owner letter was mailed separately. If ACEC-IL has not yet received it, you will be contacted.

### **Q. The owner sent a two page letter instead of the required one page. Is that okay?**

We will accept two pages if that is what the owner gives you. When you request the owner letter, be sure to tell them it should be one page on their letterhead.

## **OTHER CONSULTANTS QUESTIONS**

### **Q. Several member firms are submitting a project together. Do we also list us in the Other Consultants section?**

No. Firms that are listed as "Entering Firms" on the Entry Form should **NOT be listed** in the "Other Consultants" section.

### **Q. Our firm is listed in the "Other Consultants" section in another firm's submittal. Does that count as one of our two entries?**

No. Only when your firm is listed on the Entry Form as an "Entering Firm" will it count toward your two (2) entries.

### **Q. What if we didn't have "Other Consultants" do we skip that section?**

Do not skip sections. Write on the page: "There were no other consultants"

### **Q. Are the "Other Consultants" listed on the award plaque?**

Not on the initial two plaques. Only the firm(s) who submitted the project will be listed on the plaque. "Other Consultants" can purchase plaques. Requests must be sent through entrant firm(s). Instructions will be on award email sent to entrant firm.

## **ENTRY FEE / SHIPPING QUESTIONS**

### **Q. The entry fee is being mailed separately. Is that okay?**

Yes. Put a note in the front pocket of the binder that your check was mailed separately.

### **Q. Can we ship two submittals in the same package and pay with one check?**

Of course!

**Good Luck!**

**We look forward to your submittal!**

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