

NEW JERSEY SOCIETY OF MUNICIPAL ENGINEERS, INC.
2017 Municipal Project of the Year Awards Program

Application Instructions & Guidelines

Introduction

The intent of this program is to give recognition to Municipal Engineers **and Engineering Consultants to Municipalities** who have contributed to the public health, safety, and welfare by way of **designing projects** or **implementing programs** which are of an outstanding nature.

If sufficient entries are received, and the judges concur, a **First Place, Second Place and Honor** award will be given in each of the following categories:

- A) **Municipal Construction Projects** • Full-time or Part-time Engineer (project planning/design by an individual who is on the municipality's **payroll** as the Municipal Engineer of record.)
- B) **Municipal Construction Projects** • Consultant • Municipality population under 20,000 (project planning/design by an individual **not** a firm who is the **officially appointed** Municipal Engineer of record. Re-stated: Municipal projects designed by consulting firms do NOT qualify UNLESS the principle in charge was the **officially appointed** Municipal Engineer of record at the time the project was completed. The annual League of Municipalities Directory is generally a good source for identifying **officially appointed** Municipal Engineers.)

Individual licensed Engineers that are employed by a Consulting Engineering firm that has been hired by a Municipality to design a project or implement a program are also eligible for award categories B through G even though they may not be named Municipal Engineer. Consulting Engineers that are not the named Municipal Engineer must submit a resolution from the governing body or a written endorsement from the named Municipal Administrator for which the work has been completed, naming the Engineer in responsible charge of the project or program and consenting to the submission of an award application.

- C) **Municipal Construction Projects** • Consultant • Municipality population 20,000 and above (see "Engineer" and "Consultant" descriptions under categories A and B above.)
- D) **Municipal Parks/Recreation Projects** • Full-time Engineer, Part-time Engineer, or Consultant (see "Engineer" and "Consultant" descriptions under categories A and B above.)
- E) **Municipal Management Projects** • Full-time Engineer, Part-time Engineer or Consultant (unusual project funding or development ordinances, paving/street programs, stormwater management plans, land-use conservation, etc.) (see "Engineer" and "Consultant" descriptions under categories A and B above.)
- F) **Municipal Construction Management Projects** • Full-time Engineer, Part-time Engineer, or Consultant. (see "Engineer" and "Consultant" descriptions under categories A and B above.)
- G) **Municipal Projects Involving Intergovernmental Cooperation** • (municipal projects involving other entities completed and/or funded jointly with other governmental entities such as another Municipality, the State of NJ, County, Utility Authority or Bridge Commission. (see "Engineer" and "Consultant" descriptions under categories A and B above).)

Eligibility

In order for an entry to be eligible:

- The project must have been located in the State of New Jersey; and
- The Engineer whose name appears on a given entry, must:
 - 1) have been the officially appointed Municipal Engineer for the City, Township, or Borough in which the entry is located;
 - 2) have been the Municipal Engineer **or Consulting Engineer to the Municipality in responsible charge** of the project/program; and
 - 3) **have submitted with entry a resolution from the governing body or a written endorsement from the named Municipal Administrator for which the work has been completed, naming the Engineer in responsible charge of the project or program and consenting to the submission of an award application. (only applies to Consulting Engineers who are not the named Municipal Engineer)**
 - 4) have signed and sealed the plans and specifications (if there are any) for **all** entry categories **except** category F (Municipal Construction Management Projects) and Category G (Municipal Projects Involving Intergovernmental Cooperation)
- The project must be substantially complete (85%+) and in use by the entry deadline; and
- The project must not have been completed earlier than January 1, 2017.

Additionally,

- Any number of projects/programs may be submitted into competition, provided each is submitted in *one* category only* and is in conformance with the **Entry Requirements** — however, **a maximum** of two (2) awards** will be given to any individual municipal engineer in each year's program.
- Projects submitted in prior years may be resubmitted, providing such projects did **not** receive an NJSME award previously (**remember to update entry materials**);
- NJSME membership is **not** required for eligibility.

* The NJSME Awards Committee reserves the right to review all project entries and rule on eligibility and category placement.

** Judges' decisions regarding project awards are final.

Entry Requirements

Each entry will consist of a **Notebook** (3-ring style) containing information according to the format and order described under Section I (**Notebook Requirements**). Entry materials must be typewritten for legibility.

A **Display may** also accompany the notebook materials to illustrate the entry but is **not** required—follow specifications under Section III.

Winning entries only will be **required** to prepare a Display panel (refer to Section III) *and* a Press Release (refer to Section II) for the Society's Annual Meeting and Award's Luncheon held in conjunction with the League of Municipalities Conference in Atlantic City.

I. NOTEBOOK REQUIREMENTS

1. ENGINEER & MAYOR INFORMATION:

- A. Municipal Engineer or Individual Engineer employed by a Consultant Information
 - Name, Office Address & Telephone Number
 - Dates of Employment with this Municipality

- B. Mayor(s) Information

(Mayor as of November 18th of this year's Awards Program and Mayor as of Project Completion Date)

- Name, Office Address & Telephone Number

2. PROJECT INFORMATION:

- A. Project Name

- B. Entry Category (A, B, C, D, E, F or G)

- C. Location (Municipality & County)

- D. Dates of Construction (start & completion) – if applicable

- E. Total Project Cost (estimated & final) – if applicable

- F. Population

- Municipality
- served by this project /program

- G. Description of Project (300 words or less—*be brief & to the point*, see “Judging Criteria” for suggested considerations)

- H. Client Requirements (limit to 10 major considerations)

- I. Unique or Unusual Design Features and Solutions

(limit descriptions to approximately 10 words each)

- J. Meeting the Needs of the Municipality and the Conditions of Design

(i.e. performance evaluation and significance to the Municipality and Profession)

- K. Photographs—**Minimum of 4 different B+W or Color Photos (if applicable)**

– Where possible, before, in-progress and completed project photos should be included. Photos should emphasize innovation, engineering excellence, unique application, etc. Captions are recommended. The Municipal Engineer's name, address and phone number should appear on the back of each photograph.

- L. Illustrations, charts, renderings & other supplemental information (optional)

- M. Entry Categories F & G – Name and contact information for the firm and/or Licensed Professional Design Engineer for projects not designed by the Municipal Engineer (if applicable).

- N. Entry Category G – Name and contact information of other governmental entities and key individuals who participated in jointly completing and/or funding the project.

II . PRESS RELEASE

A **draft** Press Release is required for each award winning entry. The **draft** Press Release is to be forwarded after judging either to the Awards Chairman, the NJSME Executive Director's Office (attn: Director of Communications), or hand-delivered at the Annual Meeting. The Press Release shall include:

- Submitting Municipal Engineer's Name and Telephone Number
- Project Name and Location
- Mayor's Name and Telephone Number
- Press Release Copy (short and to the point...)

On a separate sheet of paper please provide names and addresses of local newspapers or trade publications to which you wish to have the final Press Release mailed.

III . DISPLAY REQUIREMENTS

While **initial** submission of a display for judging purposes is optional; albeit advantageous, ***Award Winners are required to prepare a display for the Annual Meeting.*** Failure to do so will result in disqualification from the following year's competition.

Each display shall:

1. Consist of *one* 24" x 36" rigid board (masonite, foam-core, illustration board, etc.) Any number of photographs, sketches, diagrams or other visuals and text may be used on the panel to clearly illustrate and describe the project /program features. It is suggested that the display be framed or that a clear covering be placed over the face of the board for protection. Total board thickness (including reliefs, display face, cover, frame, etc.) must not exceed one inch.
2. Show on the front side of the panel, the name and location of the project, and the submitting Municipal Engineer's name (***not*** a consulting firm's name). On the reverse side of the panel the Municipal Engineer's name, address, phone, *and* entry category designation (A, B or C) shall be indicated.

IV. MISCELLANEOUS

- The person preparing the entry materials for this competition (i.e. the Municipal Engineer or his authorized agent) should sign and date the submission (preferably in the form of a cover letter or letter of transmittal) and provide an address and phone number where to be contacted.
- Entry material will not be returned unless otherwise stated.
- Calls of inquiry regarding the outcome of judging will be accepted by the Awards Chairman from the judging date (scheduled in October) until the date of the Annual Meeting in November.
- No extensions to the September 8th. entry deadline will be permitted or allowed.

Please send completed entries by Sept. 8th to:

Lori Lee
NJSME
414 River View Plaza
Trenton, NJ 08611
Phone: 609-393-0102
e-mail: lee@njpsi.com

All inquiries can be directed to:

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Co-chair, NJSME Awards Committee
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Judging Criteria

1. Originality / Uniqueness / Innovation

- a. Does the project represent an original approach or apply an existing technique in an innovative manner?

2. Social Significance

- a. Does the project provide social benefits?
- b. Does the project positively affect the balance of nature?
- c. Are safety standards, public health, sound levels, nuisance, barrier-free or geriatric access, or various age group facilities taken into consideration?

3. Environmental / Energy Considerations

- a. Does the project make best environmental use of the property?
- b. Does the project respond to national environmental guidelines?
- c. Does the project respond to national energy guidelines (if any)?

4. Municipality Requirements

- a. How did the final project cost relate to the original budget estimate?
- b. How does the project meet the planning goals of the municipality?
- c. Did the project meet the municipalities' time schedule?
- d. How were project constraints, if any, met?

5. Technical Value

- a. Does the project represent an advancement of engineering state-of-the-art?

6. Complexity of Project

- a. Does the project represent extraordinary technological demands or considerations?

7. Presentation

- a. Do the entry materials give a clear understanding of the project or program?