

**NEW JERSEY SOCIETY OF MUNICIPAL ENGINEERS, INC.**  
2021 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.

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 eligible for all award categories 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.

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 Design Projects** • In-house Engineer or Consultant • Municipality population under 20,000
- B) **Municipal Design Projects** • In-house Engineer or Consultant • Municipality population 20,000 and above
- C) **Municipal Project Management Projects** • In-house Engineer, Part-time Engineer or Consultant • Municipality population under 20,000\*
- D) **Municipal Project Management Projects** • In-house Engineer or Consultant • Municipality population 20,000 and above\*
- E) **Municipal Construction Management Projects** • In-house Engineer, Part-time Engineer or Consultant • Municipality population under 20,000
- F) **Municipal Construction Management Projects** • In-house Engineer or Consultant • Municipality population 20,000 and above
- G) **Project Management** \*\*In-house Engineer Only\*\*

Management of a municipal engineering project from inception to completion or a significant part of it which may include overseeing design and construction management of a project or a non-construction project like GIS mapping etc..

\* Project Management is defined as any engineering project that does not include design or construction.

**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:

- which the entry is located, or his/her designee;
  - have been the Municipal Engineer or Consulting Engineer to the Municipality in responsible charge of the project/program, or his/her designee; and
  - 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)
  - have signed and sealed the plans and specifications (if there are any) for all entry categories except categories C and D (Municipal Project Management Projects) and Category E and F (Municipal Construction Management Projects)
- The project must be substantially complete (85%+) and in use by the entry deadline; and
  - The project must not have been completed earlier than June 30, 2020.
  - 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 awards\*\* will be given to any individual municipal engineer (named engineer or designee) 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 required for eligibility.
  - No project can be submitted for more than one category.
  - The chairs reserve the right to move a project entry to a more appropriate category if necessary.

\* 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

All entries should must be submitted by thumb drive only.  
one zipped file per entry / 1 entry per thumb drive.

## I. THUMB DRIVE 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

- Name, Office Address & Telephone Number  
(Mayor as of this year's Awards Program and Mayor as of Project Completion Date)

### 2. PROJECT INFORMATION: (refer to Judging Criteria below)

- A. Project Name
- B. Entry Category (A, B, C, D, E, F)

- 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)
- H. Client Requirements
  - (limit to 10 major considerations)
- I. Unique or Unusual Design Features and Solutions
- 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
  - Where possible, before, in-progress and completed project photos should be included. Photos should emphasize innovation, engineering excellence, unique application, etc. Captions are recommended.
- L. Illustrations, charts, renderings & other supplemental information – if applicable
- M. Entry Categories E & F
  - Name and contact information for the firm and/or Licensed Professional Design Engineer for projects not designed or inspected by the Municipal Engineer (if applicable)

### III. DISPLAY REQUIREMENTS

While initial submission of a display for judging purposes is optional; ***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 thru F) 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 thumb drives 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 10<sup>th</sup>. entry deadline will be permitted or allowed.

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**Judging Criteria**

Each of the following are scored as follows:

- 1. Originality / Uniqueness / Innovation (maximum score 20)**
  - Does the project represent an original approach or apply an existing technique in an innovative manner?
- 2. Social Significance (maximum score of 20)**
  - Does the project provide social benefits?
  - Does the project positively affect the balance of nature?
  - Are safety standards, public health, sound levels, nuisance, barrier-free access, or various age group facilities taken into consideration?
- 3. Environmental / Energy Considerations (maximum score of 10 / not applicable for construction management)**
  - Does the project make best environmental use of the property?
  - Does the project respond to national environmental guidelines?
  - Does the project respond to national energy guidelines (if any)?
- 4. Municipality Requirements (maximum score of 10)**
  - How did the final project cost relate to the original budget estimate?
  - How does the project meet the planning goals of the municipality?
  - Did the project meet the municipalities' time schedule?
  - How were project constraints, if any, met?
- 5. Technical Value (maximum score of 20)**
  - Does the project represent an advancement of engineering state-of-the-art?
- 6. Complexity of Project (maximum of 10)**
  - Does the project represent extraordinary technological demands or considerations?
- 7. Presentation (maximum score of 10)**
  - Do the entry materials give a clear understanding of the project or program?

**Please send completed entries by Sept. 10<sup>th</sup> 5:00pm to:**

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**All inquiries can be directed to:**

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