



ASCE
SUSTAINABLE SOLUTIONS
COMPETITION

2025 RULES
COMMERCIAL SITE CONVERSION

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Errata (December 5, 2024):

- Updated all references to “Envision” from All Caps to only the first letter in caps (universal change, not shown in red).
- Section 7: Update to City’s requirements for the proposed site design (shown in red).
- Appendix B: Updated text in this section (universal change, not shown in red) and added comment on customized checklist provided by ASCE.

Welcome to the ASCE Sustainable Solutions Competition

The American Society of Civil Engineers (ASCE) supports and encourages a fully inclusive culture that celebrates individual uniqueness, engenders a sense of belonging, and promotes equitable opportunity for all people to participate in the ASCE Sustainable Solutions Competition. (See ASCE [Policy statement 417 - Justice, equity, diversity, and inclusion](#)) Participation should be inclusive, open, and fair to all interested and eligible students. Welcome!

Section 1. Mission and Background

1.1 Mission Statement

The ASCE Sustainable Solutions Competition (SSC) challenges students to develop a stronger understanding of sustainability and learn to incorporate sustainable solutions into everyday problems that engineers may encounter. Students are encouraged to be creative in their solutions and use all resources available.

1.2 Problem Statement

Repurposing existing buildings and adapting them for a new purpose has been a more sustainable and efficient approach to land use management and smart redevelopment compared to building demolition and reconstruction. Following the COVID-19 pandemic, the City of ASCE (the City) and many private companies adopted flexible workplace policies for employees to work in hybrid and remote settings. This workplace change has led to an office building occupancy that, on average, is less than 25% of pre-pandemic levels, impacting the desire and ability of commercial offices to maintain their same level of investment and rate of return.

The City Planning Department has developed a policy to convert and adapt existing buildings for reuse as a more sustainable and efficient approach to land use management and smart regrowth and development. Co-locating residential uses with commercial retail, light industrial, and office uses is anticipated to enhance the local economy and improve the City's tax base where building occupancy has declined significantly. The City Public Works Department is working closely with the City Planning Department to determine parcels and buildings that can be converted and repurposed to mixed uses as the planning Department rezones several critical areas.

Due to the City's Community Development Department identifying the area as a prime redevelopment zone, an impending foreclosure on a low occupancy rate of (12%) office building, and the need for housing in and near other commercial buildings with robust occupancy, the City has entered a public-private partnership (PPP) to acquire a parcel with a 5-story commercial office building. The building previously supported 240 employees and is in an office park that has undergone similar commercial to mixed-use redevelopment. The City also

sees the large parking lot area as an opportunity to increase density with a new, second mixed-use building on the acquired parcel.

The City Council also has a strong desire to provide affordable housing in the area. Currently, participation in the form of a PPP has been limited, as developers are concerned that it will take much longer to see a return on their investment. To reduce risk, increase participation with private developers, and soften the impact of current interest rates, the City is offering tax credit incentives to development partners that will improve the economic viability and assure a successful conversion project.

However, the Public Works Department also recognizes that converting vacant commercial building spaces into residences may require a change to the supporting infrastructure. With this in mind, the City identified the following project goals:

- **Water Supply and Wastewater Recovery:** The reuses may require changes to existing infrastructure due to increased demands. The City requests proposals to explore and implement other potable and non-potable water supply alternatives while also considering whether changes may be necessary to the existing water supply and wastewater infrastructure.
- **Power Supply:** The City requests that proposal respondents consider how to enhance the change in the building power demand from an office-only function to residential requirements and also meet peak mixed-use demand.
- **Sanitation and Recycling:** The City's landfill is nearing its design capacity. With recent policy changes that implement restrictions on the volume of trash generated, proposals should provide innovative ideas and approaches to reduce trash volume through recycling and reuse options.
- **Traffic and Transportation:** The City aims to leverage the proximity to many modes of transportation to enhance the location's livability. The office park was originally planned primarily for vehicular commuters, but since its initial construction, the City has recently completed a light-rail line, a multi-use path project along Guppy Way, and added a bus rapid transit (BRT) line. The City has also adopted new municipal parking codes for multi-use zoning. The City requests proposals to include all parking and multi-modal transportation changes into the project.
- **Stormwater Management:** Redevelopment of the site will trigger stormwater permitting requirements for development. Regulators have listed Widget Creek for phosphorus, nitrate, and total suspended solids on the Impaired and Threatened Waters List.
- **Stakeholder Engagement:** After seeing the negative reaction to other recent nearby mixed-use development, the City recognizes that citizen and stakeholder engagement will be a critical part of the project. Project success will depend on engaging a diverse group of stakeholders, especially the ones from historically underrepresented and underserved communities that lack affordable housing options.

The City has great interest in investing in and meeting goals for sustainable and resilient infrastructure that enhances the community, environment, and economy of the area. As such, they have adopted the Institute for Sustainable Infrastructure's Envision framework to meet the sustainability goals and will apply it as a major assessment of this project.

1.3 Problem Intent

The rules of this competition are intended to simulate a request for proposal (RFP) that responds to a real-world challenge. The planning and sustainability goals for the competition are an integral part of these rules. The purpose of this rules document is to provide students with a proposal scenario, existing conditions, and goals that should be achieved in proposal submissions. The guidelines are intentionally general and encourage teams to rely on creativity to achieve all planning and design elements. Judges will assess the proposal for inspiration, inclusiveness, completeness, justification, and ingenuity in meeting the RFP's goals. Teams will be scored based on a technical design report, poster presentation, Envision criteria justifications, and an interview as described hereon.

Section 2. Participation and Eligibility

2.1 Team Member Requirements

Team members must be:

1. undergraduate students enrolled during all or part of the current competition academic year,
2. members of an ASCE Student Chapter in good standing,
3. registered participants of the student symposium/society-wide competition finals, and
4. Society Student Members of ASCE. (Society student membership is free; be sure to [join](#)).

Graduate students are encouraged to serve as advisors.

2.2 Team Requirements

It is an expectation that teams will reflect diversity, foster an inclusive culture, and treat everyone with dignity and respect.

Only one team per ASCE Student Chapter may compete in the competition. Each team must designate one team captain. Each team must have two (2) to five (5) members to present their proposal (see Section 12.1). A student chapter may compete in only one ASCE Student Symposium per year. Conference assignments and student symposium hosts are listed [here](#).

ASCE Student Chapters hosting symposia may invite Official Guest teams, which are teams from Region 10 that have an official ASCE Student Chapter not yet assigned to any Student

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Conference. Official Guest teams may compete in only one student symposium per year and are eligible to place and receive awards at the student symposium competition (if they meet the other requirements, including eligibility requirements). ASCE Student Programs shall be notified by the ASCE Student Symposium host school of an Official Guest team prior to the start of the student symposium via e-mail to student@asce.org.

An ASCE Student Chapter team wanting to enter a competition that is NOT being hosted at their assigned student symposium may request to compete at another ASCE Student Symposium as a guest team. If the student symposium host grants permission, the guest team may compete. The guest team will be scored but shall not win awards at the student symposium competition nor be eligible to advance to Society-wide competition finals based on competition placement. Guest teams that meet student chapter eligibility requirements may be considered for a Society-wide competition finals wildcard position.

2.3 Levels of Competition and Student Chapter Eligibility

There are two levels of competition: ASCE Student Symposia and Society-wide finals competition. Eligibility criteria for student symposia participation and Society-wide competition finals are shown in Appendix H.

The highest-ranking eligible team at the student symposium-level competition will receive an invitation to the Society-wide competition finals.

The Society-wide competition finals current year host school will be invited to compete in the Society-wide competition finals. They will have the choice of either competing in the year that they host the Society-wide competition finals or the following year. They must:

1. compete at their respective student symposium competition and meet eligibility requirements within the same year that they intend to compete in the Society-wide competition finals; and
2. within seven calendar days of the end of their student symposium during the year that they host, notify ASCE Student Programs of which year they intend to compete at the Society-wide competition finals.

The SSC Rules Committee may invite additional participants to the Society-wide competition finals. If wildcards are used to invite additional participants, the wildcard selection process will be posted on the [Sustainable Solutions Competition Collaborate Site](#).

The SSC Society-wide competition finals will be held in conjunction with other Society-wide finals competitions at the 2025 ASCE Civil Engineering Student Championships, June 27-29, 2025 at California Polytechnic State University, San Luis Obispo.

2.4 Post-Symposium Verification of Competition Results

Once scores of the student symposium competition are finalized, the Head Judge must promptly upload the completed official scoring spreadsheet for a student symposium competition to ASCE's Cerberus files transfer protocol (ftp) server (see Appendix I for Cerberus Upload Guidance). ASCE will provide the Head Judge with a secure submission link for ASCE's Cerberus ftp server in February 2025. Teams will not be invited to the Society-wide competition finals until this spreadsheet is received and eligibility is confirmed.

2.5 Awards and Recognition

The top teams at each 2025 ASCE Student Symposium will receive recognition.

At the ASCE Sustainable Solutions Society-wide Competition Finals, ASCE shall award trophies and cash prizes to the winning teams' ASCE Student Chapter as follows:

- 1st place overall winner: \$1,500 and trophy
- 2nd place overall winner: \$1,000 and trophy
- 3rd place overall winner: \$500 and trophy

Section 3. Ethics and Required Conduct

This competition is to be conducted with the highest regard for ethical responsibility per [ASCE's Code of Ethics](#). All members of ASCE, regardless of their membership grade or job description, commit to all the ethical responsibilities in this Code. All ASCE members should make themselves familiar with ASCE's Code of Ethics.

All participants shall act professionally and respectfully at all times. Failure to act appropriately may result in sanctions, disqualifications, and loss of invitations to future student symposia competitions or Society-wide competition finals. The inappropriate use of language, alcohol, or materials, uncooperativeness, and general unprofessional or unethical behavior will not be tolerated.

Section 4. Safety

Safety is the highest priority and risk of personal injury will not be tolerated. Judges and student symposium hosts, including the Safety Officers, are empowered to stop or prohibit an activity which is deemed to be hazardous, or to postpone an activity until the hazard is rectified. All participants are responsible for complying with all campus/venue protocols and procedures, including those deemed necessary for public health purposes.

Given continually changing environments, virtual competition provisions may be provided and may be activated in coordination with ASCE.

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While the SSC is primarily held indoors, if there is a thunderstorm, all outdoor activities shall cease and may not resume until at least 30 minutes have passed since the last observed occurrence of thunder or lightning.

Section 5. Judging

The student symposium host will recruit three to five judges. The judging panel should include educators and professionals. The panel should have at least one member experienced in site design and at least one member well-versed in sustainability. *Local support for the Sustainable Solutions Competition is essential for the contest's advancement and the development of an innovative community.*

ASCE will provide access to the online submissions through ASCE's Cerberus ftp server for judges at least three weeks prior to the competition. See Section 14 for more information on submissions. Judges will be expected to conduct an initial review and scoring of the submitted content prior to the symposium that they are judging and be prepared to complete all scoring within the time provided during the contest. Judges have authority over the conduct of the competition. The student symposium host and Head Judge will ensure that all judges are fully informed of the rules and procedures and are fully equipped to complete their tasks.

Judges should consider the completeness of presentation and innovative nature of ideas. Judges should be well versed in the rules and RFIs posted on the [Collaborate Site](#). See Section 6 for more information on RFIs and the Collaborate site.

The Head Judge for each symposium is required to attend the Head Judge Webinar hosted by ASCE in February 2025. Contact information for the Sustainable Solutions Competition Rules Committee will be provided to the Head Judges and they are encouraged to communicate with the committee before and during the competition with any questions or concerns.

After both student symposium and Society-wide competitions, the judging panel is encouraged to provide constructive feedback to all teams as a way of enhancing the student educational experience and advancing the profession.

Section 6. Requests for Information

Requests for information (RFI) must be submitted through the online [2025 ASCE Sustainable Solutions RFI Form](#). Clarifications will be posted on the [Sustainable Solutions Competition Collaborate Site](#) every other Friday starting September 27, 2024 until February 14, 2025. Each post will address the questions received from the previous two weeks through the Wednesday before 11:59 PM Eastern Time. **The cutoff date for submitting an RFI is Wednesday, February 5, 2025, at 11:59 p.m. Eastern Standard Time (EST).**

It is the responsibility of each participating team to regularly check the Collaborate Site for updates. *Additionally, the Rules Committee recommends checking the Collaborate Site before submitting your RFI; it is likely that your team's question may have already been answered in another RFI.*

RFI response posts shall be considered part of the rules.

Section 7. Site Parameters

The existing site and site vicinity are provided in Appendix A. *These are layered PDFs to ease the ability to import into CAD software.*

The existing building and site data include:

- Building architectural data
 - 68-feet tall, built in 1982
 - 110,000 square-feet gross floor area
 - 54,855 square-feet net floor area (10,971 square-feet per floor of usable space)
- Building infrastructure
 - Two elevator banks (central part of building)
 - Office space on each floor, with floor to ceiling offices around the exterior on north and south walls, and open cubicles within the center
 - 3 bathrooms (3 toilets each) and one kitchen, each floor
 - 6" water service lateral (domestic)
 - 8" sewer service lateral
 - Single-phase, 120v, 400-amp service
 - Enclosed dumpster area
 - Private waste hauler trash service
 - Solid waste/trash 4-yd dumpster, serviced once per week
 - 4-yd recycling dumpster comingled allowing paper, cardboard, aluminum cans, and plastic beverage bottles, serviced once per week
- Soil data
 - A previous soil survey identified the entire site to be Hydrologic Group C soils with a saturated hydraulic conductivity of 0.12 in/hr. The seasonal high groundwater level is measured at an elevation of 14 ft below ground surface.
- Waste and recycling data
 - The City's solid waste provider has indicated that it can accommodate only a minor increase in solid waste generation and disposal, it cannot accommodate increased frequency of collection service.
- Receiving stream
 - Impairments to Widget Creek for flow/sediment and nutrients.

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Site improvements should be limited to the identified purchased parcel. The use of adjacent properties must be agreed upon with property owners and future use of these properties cannot be assumed.

The City's requirements for the proposed site design and calculations package are below:

- Conversion of the existing office building:
 - Ground floor (at grade with external access from the north only): Small residential lobby, mail room, mechanical rooms, elevator entrance, and three staircases, two providing access to the residential floors (Floor 2-5) and one emergency egress to Floor 1.
 - Floor 1: 2 restaurants, utilizing the entrances on the south side of the building
 - Floors 2-5: 32 total residential apartment units, utilizing the entrances on the north side of the building.
 - Floors 2-3 will be affordable housing units
 - Floors 4-5 will be market rate housing units
 - Emergency egresses located on east and west sides of the building with fire-rated staircases to all floors
 - Calculations and recommended infrastructure changes (property-wide service level) for the increase in water demand
 - Calculations and recommended infrastructure changes (property-wide service level) for the increase sanitary sewer *(all internal architectural upgrades will be provided through the PPP contract and should not be addressed in the proposal)*
 - Provide justification and sizing for changes to anticipated water and sewer service connection
 - Power service changes and energy offset alternatives
 - Solid waste and recycling plan
 - The City's Building Engineer has determined that due to the building age, no structural or loading modifications are possible to the roof
- Proposed new building data
 - Provide a new, 4-story mixed-used building that matches area architecture on the site with the following attributes:
 - 14,000 (+/- 1,000) square foot building footprint with at least 9,000 square feet of usable space per floor
 - Floor 1: Retail
 - Floors 2-4: residential; At least 18 total market rate apartment units
- Parking and access requirements
 - Minimum of 0.7 and maximum of 1.2 parking spaces per 1,000 square feet of mixed-use space
 - Parking accommodations for persons with physical disabilities
 - Consideration of design vehicles at all entrances

- Consideration of alternative parking options with new building
- Stormwater management
 - The City's municipal separate storm sewer system permit requirements apply to all redevelopment and development projects:
 - Limit disturbance of natural drainage features
 - Limit clearing, grading, and soil compaction
 - Minimize impervious surfaces
 - Minimize runoff by dispersing runoff to landscaped areas or using permeable surfaces
 - Prevent site discharge (e.g., capture and/or infiltrate) for events up to the 24-hour, 95th percentile rainfall event
 - All projects that create or replace 22,500 square feet or more of impervious surfaces have the additional requirements of:
 - Use of green stormwater infrastructure/nature-based solutions
 - Manage post-development peak flows discharged from the site to not exceed pre-project peak flows for 2-year through 10-year 24-hour storm events.
 - The site has the following rainfall data for 24-hour storms:
 - 85th percentile: 1.3 inches
 - 95th percentile: 1.9 inches
 - 2-year: 2.9 inches
 - 5-year: 4.9 inches
 - 10-year: 6.2 inches
 - 50-year: 10.4 inches
- Additional site improvements for livability
 - Detail other sustainable site features that will increase site resiliency and livability.
 - Provide at least 6,000 square feet of open-air/outside community gathering space
- Off-site improvements
 - All offsite improvements should be limited to City right-of-way.
 - Improve access to local transit opportunities and other community features.
 - Please note that the bus stops adjacent to the roundabout only serve the local bus line. The bus stops to the east serve both the bus rapid transit (BRT) line and the local bus line.

The parameters provided are intended to be general and provide teams with a starting point for their design. Teams are expected to use their engineering judgment to make reasonable assumptions for any additional parameters. Additional site parameters will not be provided by the Rules Committee and should not be requested via RFIs. ***Students have latitude and are highly encouraged to make reasonable assumptions that include justifications to support the logic and reasoning for the assumptions in the development of their designs.***

Although the City of ASCE is a fictional location, all teams must use the given site parameters. Teams are encouraged to geographically locate the project in a familiar setting. Consult and use relevant building and plumbing codes and regulations to justify decisions. If additional codes or design guidance are used, sources should be explicitly cited within the proposal. Combinations of various codes and regulations should be relevant and appropriate. For example, it would likely not be appropriate to combine New York City, NY codes with City of Phoenix, AZ codes.

Section 8. Competition Overview

8.1 Competition Components

The competition is divided into four competition components which will be scored as follows:

Schedule of Competition Point Assignments

Component Ranking	Component 1: Technical Design Proposal (Section 9)	Component 2: Sustainability (Section 10)	Component 3: Poster (Section 11)	Component 4: Interview (Section 12)
1	40	20	15	25
2	36	18	13.5	22.5
3	32	16	12	20
4	28	14	10.5	17.5
5	24	12	9	15
6	20	10	7.5	12.5
7	16	8	6	10
8	12	6	4.5	7.5
9	8	4	3	5
10	4	2	1.5	2.5
11+	0	0	0	0

Judges will score and rank each competition component, and then assign competition points based on each component ranking. The competition points are summed together for the total competition points. The City (judges) will select the winning proposal based on total competition points. In the case of a tie in total competition points, the higher sustainability score prevails.

Descriptions of each component and their judging are described in Section 9 through Section 12.

8.2 Plagiarism

Plagiarism of any kind, intentional or unintentional, will not be tolerated and is grounds for disqualification. Submitted proposals may be screened for plagiarism at the discretion of the

judges and/or the SSC Rules Committee. If plagiarism is suspected, the SSC Rules Committee shall make the final determination with regards to disqualification.

8.3 Use of Artificial Intelligence

The use of generative artificial intelligence (AI) and natural language processing models (NLP), such as OpenAI's ChatGPT, are neither encouraged nor discouraged by the SSC Rules Committee. However, if such models are used, all instances shall be cited as work completed by the respective generative AI/NLP. Failure to cite all instances of generative AI/NLP use will be considered plagiarism for this competition.

Section 9. Technical Design Proposal

A technical design proposal must be submitted by each team. This proposal must include the following:

- Cover Sheet
- Executive Summary
- Project Approach
- Cost Estimate
- Site Plan Exhibit (labeled as Appendix A)
- Team Organization Chart (labeled as Appendix B)
- Design Calculations (labeled as Appendix C)

The Technical Design Proposal will be scored on the inclusion of all items in this section, thoroughness of design considerations, formatting, and justification of design decisions. *Teams are expected to investigate, apply, and reference industry resources to support their design decisions. For example, teams can state, “Our design is based on the City of Pittsburgh Zoning and Historic Preservation Codes (See hyperlink: XXX)”*. Utilization and citation of reference materials, standards, and regulations will factor into the Design Proposal Score.

All supporting documentation must be provided within the specified page limits. No additional appendices are permitted.

9.1 Technical Design Proposal Formatting Requirements

The Technical Design Proposal must be written in English using 11-point font, normal character spacing, and single line spacing. Pages must be 8.5 inches by 11 inches (unless otherwise noted) with minimum 0.5-inch margins on all sides. Each section must have a heading corresponding to the requested report sections listed below. Headings and subheadings may

use any legible font type or size. Do not include blank pages or separator pages. Headers and footers are permitted within the margins and may use any legible font type or size. A table of contents may be included, but it must fit within the page limits of the sections as described below.

As outlined in Appendix F, deductions will be assessed for technical design proposals not following formatting requirements.

9.2 Cover Sheet

The cover page (1-page maximum) must include the team's school name and team member names. Formatting requirements do not apply to the cover sheet.

9.3 Executive Summary

The Executive Summary (1-page maximum) should include a project and design summary description, highlights and key project features, and support of why your team should be selected for the project. This section may also include information on the overall design process and choices made to determine the final design, innovative methodologies and analyses accomplished for the project, and highlights of any innovative elements.

9.4 Project Approach

The Project Approach (6-page maximum) should cover the following:

- Key project features and community amenities,
- Primary sustainability features,
- Stormwater management plan,
- Description of Multi-Modal Transportation strategy,
- Stakeholder engagement

Other information that can be highlighted within the project approach can include:

- Key design parameters,
- Project challenges,
- Project benefits,
- Interaction with project stakeholders to determine the final design.

9.5 Cost Estimate

Teams must provide a cost estimate (1-page maximum) for the total construction cost in US dollars (\$) pertaining to the proposed design. The cost estimate should be in a tabular format

consistent with Appendix E. Unit prices should be thoroughly investigated. A reference for each line-item cost must be provided. References must be titled and linked where appropriate.

Cost estimates will be scored on completeness and thoroughness of reference research. Cost estimates should be inclusive of all design decisions, and account for materials, labor, and other miscellaneous costs to the best of the Team's ability. *Teams are encouraged to seek out guidance from local practitioners and advisors to determine the appropriate sources of cost information.*

9.6 Site Plan Exhibit

Provide an 11-inch by 17-inch sheet (1-page maximum) with a clear legible site plan for the Technical Design Proposal labeled as Appendix A. Formatting requirements for font size do not apply to the site plan exhibit.

The site exhibit must include the following:

- Plan view of the entire site
- Project title, legend, scale bar, and North direction arrow
- Important site features with annotations clearly identifying features. This may include:
 - Buildings/structures, roadways, sidewalks, and other site infrastructure including type, size, and visible features
 - Stormwater control measures
 - Site drainage and conveyance controls
 - Design vehicle access
 - Multimodal transportation features
 - Sustainable energy features
 - Other innovative and project defining features

9.7 Team Organizational Chart

Include a Project Team organizational chart (1-page maximum) in the Technical Design Proposal and labeled as Appendix B. The chart must include the following information for each team member:

- Name
- Team Role
- Class standing (*i.e. freshman, 2nd year, etc.*)
- Years experience participating in the Sustainable Solutions Competition

The team organizational chart must be supplemented by individual photos or a team photo. Formatting requirements for font size do not apply to the team organizational chart.

9.8 Design Calculations

Teams must include relevant design calculations (4-page maximum) used to complete the proposal and included in the Technical Design Proposal and label as Appendix C. The calculations must be clear and may be typed or legibly handwritten and scanned. Calculations may include, but are not limited to:

- Existing and proposed development analysis:
 - Existing and new impervious area (ft²)
 - Show both through calculation and visual comparison
 - Existing and new stormwater runoff volume (ft³)
 - Existing and new site discharge at outfall (ft³/s)
- Calculations supporting placement or quantity of NBS features
- Earthwork balance (ft³)
- Parking space justification
- Infrastructure reuse calculations
- Solid waste calculations
- Power demand and supply requirement calculations
- Calculations supporting sustainability features

9.9 References

A references section may be included to cite sources. There is no page limit to this section.

References for cost estimation should not be included in this section unless used elsewhere as a reference in the Technical Design Proposal.

Section 10. Sustainability

The City has adopted the Institute for Sustainable Infrastructure's Envision framework to serve as the project's sustainability metric.

10.1 Envision Checklist

Teams must download and use the Envision (v3) Guidance Manual and Excel Checklist to guide them in the development of the site design; Instructions to download are provided in Appendix B. *The Envision Guidance Manual provides extensive information on sustainable design categories and approaches and identifies the actions that must be taken to achieve sustainable design credits for the corresponding levels of achievement.* Each team must complete the Envision Checklist to reflect their proposed site design or actions taken during planning and construction to credit for sustainability. For each credit, teams will determine applicability to the project and then answer yes or no questions about their proposal to determine the point value awarded. The Envision Guidance Manual provides clarity for the Level of Achievement

necessary to receive the corresponding criteria points. The City desires for the project to achieve an Envision **Silver** Rating.

A webinar will be hosted in November 2024 to provide an overview of the Envision v3 Checklist and Envision Guidance Manual. Updates for this webinar will be posted on the [Collaborate Site](#).

10.2 Envision Documentation

As a supplement to the Technical Design Proposal (Section 9), Project Teams are asked to document the Envision credits (4-page maximum) they submitted in the Envision v3 Checklist as “Envision Criteria Justification,” labeled Appendix D of the project deliverables. *The Envision credit justification process will simulate the third-party verification process for Envision projects.*

Teams must first provide a tabular summary of the total of their Envision credits for each achievement category based on the Envision v3 Checklist.

Teams must then select a **minimum of two (2)** credit justifications for each Envision achievement category (Quality of Life, Leadership, Resource Allocation, Natural World, Climate and Resilience). They must provide textual justification for each selected credit that considers the level of achievement points their design will receive within the Envision Checklist and Guidance Manual (Improved, Enhanced, Superior, Conserving, Restorative). This short justification will describe the project features or actions taken that justify the credit. Again, teams will be scored on the merits of their justifications to achieve the applicable achievement level to receive the corresponding points.

The following list of Envision credits were selected as those the City believes are important and applicable to this project. A single project may not qualify or be awarded points for every credit in the below list. This list has been reduced and refined from the overall Envision Checklist to include only those categories believed applicable.

Table 1. List of Potentially Applicable Envision Categories and Credits

Envision ACHIEVEMENT CATEGORY	CREDIT TITLE
QUALITY OF LIFE	QL1.1 Improve Community Quality of Life QL1.2 Enhance Public Health & Safety QL1.6 Minimize Construction Impacts QL2.1 Improve Community Mobility & Access QL2.2 Encourage Sustainable Transportation QL3.1 Advance Equity & Social Justice QL3.2 Preserve Historic & Cultural Resources QL3.4 Enhance Public Space & Amenities
LEADERSHIP	LD1.3 Provide for Stakeholder Involvement LD2.2 Plan for Sustainable Communities

Envision ACHIEVEMENT CATEGORY	CREDIT TITLE
	LD2.3 Plan for Long-Term Monitoring & Maintenance LD3.1 Stimulate Economic Prosperity & Development LD3.2 Develop Local Skills & Capabilities LD3.3 Conduct a Life-Cycle Economic Evaluation
RESOURCE ALLOCATION	RA1.2 Use Recycled Materials RA1.3 Reduce Operational Waste RA1.4 Reduce Construction Waste RA1.5 Balance Earthwork On-Site RA2.1 Reduce Operational Energy Consumption RA2.3 Use Renewable Energy RA2.4 Commission & Monitor Energy Systems RA3.1 Preserve Water Resources RA3.2 Reduce Operational Water Consumption
NATURAL WORLD	NW1.1 Preserve Sites of High Ecological Value NW1.2 Provide Wetland & Surface Water Buffers NW1.4 Preserve Undeveloped Land NW2.2 Manage Stormwater NW2.4 Protect Surface & Groundwater Quality NW3.1 Enhance Functional Habitats NW3.2 Enhance Wetland & Surface Water Functions
CLIMATE AND RESILIENCE	CR1.1 Reduce Net Embodied Carbon CR1.2 Reduce Greenhouse Gas Emissions CR1.3 Reduce Air Pollutant Emissions CR2.1 Avoid Unsuitable Development CR2.2 Assess Climate Change Vulnerability CR2.3 Evaluate Risk and Resilience CR2.6 Improve Infrastructure Integration

Each Envision criteria justification must include the following required elements:

- Credit identification number
- Credit title
- Points representing Level of Achievement and total points possible
- Sufficient support of how the identified credit values meet the criteria for the credit. Justifications should demonstrate how the project achieves various Levels of Achievement across criteria as outlined by the Envision Guidance Manual.

A sample justification (for a credit title not in Table 1) is provided as follows:

RA2.2 Reduce Construction Energy Consumption | 8 Achieved/12 Points Possible: The Project Team conducted two separate planning and economic assessments to reduce energy consumption during construction. The four energy reduction strategies that will be implemented are: (1) use local sand provider to reduce trucking distance for concrete reducing diesel consumption, (2) use ash from a nearby local industry in concrete

manufacture to reduce diesel consumption, (3) solar photovoltaics and batteries will be placed on the two construction trailers to reduce onsite energy consumption, and (4) LED lighting will be used in all light applications during construction to reduce onsite energy consumption.

The Envision Criteria Justification document submissions (submitted as a separate file entitled Appendix D) must be written in English using 11-point font. Margins must be at least 0.50 inches on all sides. No appendices are permitted in the Envision justification document. The Justification Document must not exceed 4 pages, not including the cover page.

The Justification must have a cover page that includes the team's school name, team member names, and be labeled as Appendix D. Formatting requirements do not apply to the cover page.

As outlined in Appendix F, below, deductions will be assessed for the following:

- Envision Criteria justification documents that do not follow formatting requirements.
- Envision criteria justifications missing required elements.
- Envision Checklist (Excel spreadsheet) not submitted.
- Envision submissions received past deadline.

Section 11. Poster

11.1 Public Outreach Poster

Teams must create one (1) 48-inch maximum width by 36-inch maximum height mounted poster that will be used as educational material to help the citizens of the City to understand the site design and benefits of the proposed office space to mixed use conversion. The poster should be accessible and educational to the general public and visually highlight design features of interest.

The poster must include, at a minimum:

1. Team name, school, and project title
2. Annotated site-plan (can include more imagery than a typical line drawing plan view of the site)

The poster should also include:

3. Source of inspiration for the design
4. Key design features and sustainability features
5. Benefits of the chosen design to the City, its citizens, and other interested stakeholders

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Posters will be scored on overall aesthetics, inclusion of the information in this section, and clarity.

The poster must be printed by the team and be mounted for display at the competition in the designated poster area. The host school will determine an accessible location for a public poster display at the symposium along with times in which posters are open for viewing. The public poster display should occur prior to the interviews.

As outlined in Appendix F, deductions will be assessed for each of the following:

- Printed poster exceeds size limitations
- Poster is missing required information
- Poster is received after the submission deadline

11.2 Fan Favorite

For the Symposium competitions and the Society-wide competition finals, registered individuals may vote on posters to determine the “Fan Favorite” in the categories of:

- Most livable site
- Best sustainability features
- Best community space

Sample voting ballots will be provided via QR code by ASCE. A hard copy, if needed, is provided in Appendix D. Judges may not participate in the voting. Voters may not vote for their own student chapter’s team. The student host will collect and tally the votes (except for Society-wide competition). Teams awarded as “fan favorite” in the various categories may receive recognition for this achievement.

Section 12. Interview

Each team must present their proposal to a judging panel representing the City of ASCE, highlighting the merits of their project to promote selection of their design. The interview will consist of a presentation and a question-and-answer session. Teams will be scored on presentation skills, quality and integration of a 3D site walkthrough, and responses to judges’ questions.

12.1 Interview Team

Each team must have two (2) to five (5) members to present their proposal. The interview team participants must be eligible participants, as outlined in Sections 2.1 and 2.2 of the rules.

As outlined in Appendix F, deductions will be assessed for each of the following:

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- Interview team has fewer than two (2) or more than five (5) members,
- Interview team includes members who do not speak during the presentation or question-and-answer session.

12.2 Presentation

Presentations must not exceed 7 minutes and 5 seconds. Presentations must be in English. Presentations must be conducted in a professional manner (*as would be given to a community group*). *Teams are encouraged to create a slide deck or other visual aids to accompany their presentation.*

As outlined in Appendix F, a deduction will be assessed for presentations longer than 7 minutes and 5 seconds.

3-D Site Walkthrough

As part of the presentation, teams must include a 3-D site walkthrough of their site. Use of the 3-D site walkthrough must be limited to no more than 2 minutes of the presentation.

The 3-D site walkthrough should include:

- A bird's eye view of the entire site,
- A first-person view from at least 4 different key locations of interest on the site.

The 3-D site walkthrough must be created using Trimble SketchUp: 3D Modeling Software. Free versions of this software are available online. Please see Appendix C for more information on obtaining the SketchUp license and authorization. There are a limited number of use licenses. Each team is limited to **one license**.

As outlined in Appendix F, a deduction will be assessed for teams presenting 3-D site walkthroughs that utilize software other than SketchUp.

12.3 Question and Answer

Immediately following the presentation, judges will conduct an approximately 5-minute question-and-answer session with the interview team. Audience members may not ask questions during this session.

Section 13. Deductions

Deductions will be documented and tallied by judges on the scoring sheet and provided to teams using a printed version of Appendix F.

Teams should read these rules thoroughly to understand “must” terminology and active voice instructions. These form the basis for assessing deductions.

A mandatory captains' meeting should be held at the beginning of the student symposium competition and Society-wide competition finals to ensure all teams and judges are aware of the competition schedule, including timeline for appeals and presentation order. At this meeting, the Head Judge will privately hand each team their own deduction sheet; this sheet will outline the deductions incurred during scoring of the Technical Design Proposal and Public Outreach Poster. Captains will then sign the sheet to acknowledge their deductions and return to the Head Judge prior to the start of presentations. Immediately following the presentation, the Head Judge will take note of any presentation deductions and return the deductions sheet to the team captain, clearly marking presentation deductions, if any.

13.1 Appeals

Teams may appeal the deductions received by submitting a filled-out copy of Appendix G to the judges. Appeals must be provided to the judges by the deadline determined by the Head Judge at the competition. The Head Judge has final say over deductions and appeals. The Head Judge may consult with the SSC Rules Committee regarding deductions and appeals, but the SSC Rules Committee will not overturn their decision.

Competition Eligibility Appeals

Any appeals related to eligibility for advancement to Society-wide competition finals must be initiated by a student chapter leader or team captain in disagreement with a ruling related to their own team within 7 days of notification of ineligibility and received through student@asce.org with subject line: ASCE 2025 Competition Eligibility Appeal. This email will initiate a request for an appeals form. The form will be used to explain the appeal.

Section 14. Submissions

ASCE will use its Cerberus ftp server as a submission platform. All competition deliverables must be submitted on this platform. Submissions outside of this platform will be considered non-responsive and will not be scored.

ASCE will provide each team captain and faculty advisor with a secure submission link for the Cerberus ftp server in February 2025. All competition submissions will be uploaded to the ftp site. See Appendix I for Cerberus Upload Guidance.

14.1 Intent and Eligibility Acknowledgement Form

Teams must submit online [Intent and Eligibility Acknowledgement Forms](#), no later than **5:00 p.m. Eastern Time (ET) on November 1, 2024**.

By completing this form, a student chapter states:

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- Their intent to have a team participate in the competition at their assigned student symposium; and
- Their acknowledgement of the eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals (Appendix H).

The form must be completed and separately submitted by the:

1. Team Captain;
2. ASCE Student Chapter Faculty Advisor; and
3. Competition Team Faculty Advisor.

All three parties will use the same form to submit. If the ASCE Student Chapter Faculty Advisor and the Competition Team Faculty Advisor are the same person, the form has a field to indicate as such and only one faculty advisor submission is required.

Teams can verify that all three parties have submitted an Intent and Eligibility Acknowledgement Form by checking the [Intent Form Status Report](#) in Cerberus.

14.2 Competition Submissions

Prior to the competition, teams must submit the following materials via their unique link to ASCE's Cerberus ftp server:

1. Technical Design Proposal (PDF; submitted as one file with all components as outlined in Section 9)
2. Envision Checklist (Excel; submitted as separate file as outlined in Section 10)
3. Envision Criteria Justification (PDF; submitted as separate file as outline in Section 10)
4. Public Outreach Poster (PDF; submitted as a separate file, as outlined in Section 11)
5. Sketchup File (SKP; submitted as a separate file, as outlined in Section 12)

Submit files using the following naming format:

School name or Abbreviation_Deliverable name

As an example:

University of ASCE_Technical Design Proposal.pdf

University of ASCE_Envision Checklist.xlsx

University of ASCE_Envision Criteria Justification.pdf

The school name or abbreviation must match across all submissions. Do not upload compressed folders (i.e. zip folders). All files (except for the SketchUp file) must be under 10 MB in size.

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Late Competition Submissions

Judges reserve the right to refuse reviewing submissions that are more than 14 days late.

Student Symposium-Level Submissions

Competition submission deadlines will be at least three (3) weeks prior to the competition. However, the student symposium host may determine a date that is earlier than three weeks.

Society-wide Finals Submissions

Competition submission deadlines will be determined and distributed by ASCE staff.

Teams are encouraged to make updates to their presentations and TDP between the student symposium-level competition and the Society-wide finals submission deadline. However, the Envision Checklist and the body content of the Envision Justification Documentation must not be changed.

14.3 Deductions

As outline in Appendix F, deductions will be assessed for competition submission materials submitted late or not following formatting requirements.

Section 15. Competition Host Information

Hosts of the SSC have the following responsibilities:

- Communications
 - Inform student symposium attendees of ASCE webinar hosted in November to provide an overview of the Envision Checklist,
 - Inform student symposium attendees of submission deadlines.
 - Mailer 3
 - Provide schedule for captain's meeting and interview
 - Provide specifications for poster display mounting
- Judges
 - Secure three (3) to five (5) judges, including a Head Judge for the competition.
 - *The judging panel may include educators and professionals. The panel must have at least one member experienced in site design and at least one member well-versed in sustainability. Local Envision Sustainability Professionals are highly encouraged.*
 - Provide Head Judge contact information to ASCE when requested to ensure they will be invited to the Head Judge Training Webinar, typically in February.
 - Judges should anticipate evaluation efforts before the competition event to review Technical Design Reports, Sustainability, and Posters.

- Poster Session
 - Timeline: The poster session should be held prior to the interview.
 - Secure an open location for the poster session to provide space for teams to have a poster on an easel and adequate buffer space.
 - Specify the preferred poster mounting method(s) (i.e. easels, thumbtacks, tape, etc.). Notify teams by Mailer 3. *Teams will assume that they are responsible for supplying their own mounting hardware, but the host may elect to provide this for the teams.*
 - During poster session, all individual attendees may vote on a “Fan Favorite”. ASCE will provide a QR code for voting and a link to the voting results. A sample ballot, should it be needed as a paper copy, is provided for reference in Appendix D.
 - Ample space should be provided between each poster to avoid overcrowding. *8 to 10 feet on-center is a suggested spacing.*
- Interview
 - Secure an audio-visual projection capable location for interview.
 - Schedule and host a pre-interview captains meeting.
 - Provide an interview order/schedule no later than Mailer 3. Interview times are recommended to be in 15 to 20 minutes time slot intervals to allow judges time to evaluate an interview before the next one commences. Provide judges breaks every four (4) to five (5) presentations.
 - A presentation space with seating available for participating teams to observe each other is encouraged.
- If other outstanding questions or concerns arise, please contact ASCE and the SSC Rules Committee.

Appendix A. Existing Site Drawing

Included as separate PDF file and available for download on the ASCE website:

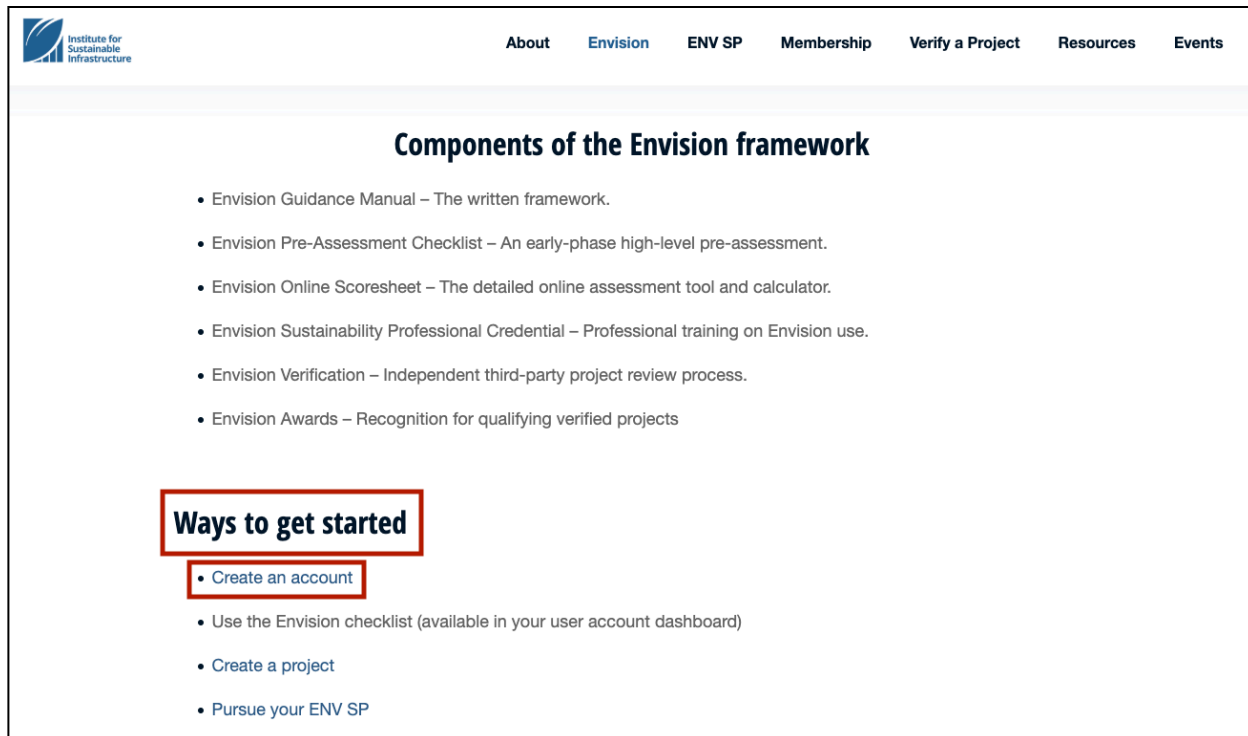
<https://www.asce.org/communities/student-members/conferences/rules>

Appendix B. Envision Download Guide

Instructions: Information about Envision and the Checklist can be found here:

<https://sustainableinfrastructure.org/envision/use-envision/>

The first step to accessing ISI resources is to create a free account. You can click "Create an Account" at the bottom of the Envision page under "Ways to get started" or click "Sign Up" in the top right corner of any page.



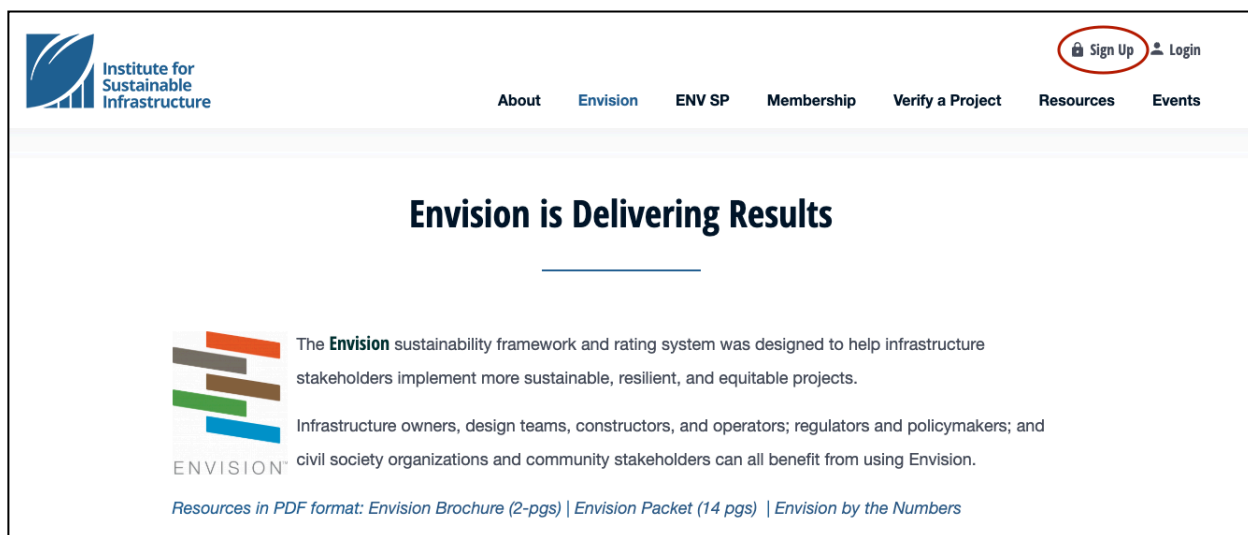
The screenshot shows the 'Components of the Envision framework' page. The header includes the Institute for Sustainable Infrastructure logo and navigation links: About, Envision, ENV SP, Membership, Verify a Project, Resources, and Events. The main content lists six components: Envision Guidance Manual, Envision Pre-Assessment Checklist, Envision Online Scoresheet, Envision Sustainability Professional Credential, Envision Verification, and Envision Awards. A red box highlights the 'Ways to get started' section, which includes a red box around 'Create an account' and a list of three steps: 'Create an account', 'Use the Envision checklist', 'Create a project', and 'Pursue your ENV SP'.

Components of the Envision framework

- Envision Guidance Manual – The written framework.
- Envision Pre-Assessment Checklist – An early-phase high-level pre-assessment.
- Envision Online Scoresheet – The detailed online assessment tool and calculator.
- Envision Sustainability Professional Credential – Professional training on Envision use.
- Envision Verification – Independent third-party project review process.
- Envision Awards – Recognition for qualifying verified projects

Ways to get started

- Create an account
- Use the Envision checklist (available in your user account dashboard)
- Create a project
- Pursue your ENV SP



The screenshot shows the 'Envision is Delivering Results' page. The header includes the Institute for Sustainable Infrastructure logo and navigation links: About, Envision, ENV SP, Membership, Verify a Project, Resources, and Events. The 'Sign Up' link in the top right is circled in red. The main content features the Envision logo and a description of the framework, followed by a list of stakeholders who benefit from using Envision. At the bottom, there are links to resources in PDF format.

Envision is Delivering Results

The **Envision** sustainability framework and rating system was designed to help infrastructure stakeholders implement more sustainable, resilient, and equitable projects.

Infrastructure owners, design teams, constructors, and operators; regulators and policymakers; and civil society organizations and community stakeholders can all benefit from using Envision.

Resources in PDF format: [Envision Brochure \(2-pgs\)](#) | [Envision Packet \(14 pgs\)](#) | [Envision by the Numbers](#)

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Follow this tutorial to create a free account: <https://sustainableinfrastructure.org/wp-content/uploads/2023/09/ISI-How-to-Create-an-Account-2023.pdf>

Once logged in, your Dashboard will have several Envision links under the “Resources Tab.” Click the arrow to download resources. The checklist to be used for the Sustainable Solutions Competition is “Envision Checklist (v3).” The “Envision Guidance Manual (v3)” also provides helpful information on how to incorporate Envision into each project from beginning to end. Use this as a resource during project design.

Resources

▼ ENVISION

- Envision Guidance Manual (v3) 10.36 MB
- Envision Marco de Infraestructura Sostenible v3 3.99 MB
- Manuel de référence Envision v3 9.34 MB
- Envision Checklist (v3) 0.4 MB
- Lista de verificación Envision (v3) 0.4 MB
- Grille d'évaluation d'Envision (v3) 0.72 MB

> VERIFICATION RESOURCES

> PROCUREMENT RESOURCES

> ENVISION V2 (LEGACY)

> MEMBERSHIP RESOURCES

> CREDENTIALING RESOURCES

> POLICIES

ASCE is providing a customized checklist spreadsheet that limits evaluation to the specific credits in the 2025 competition rules.

Appendix C. SketchUp Download Instructions

Please use the following links and information to download SketchUp 2024 and other versions. Thank you to Trimble for providing these license authorizations for this competition.

Download Links for SketchUp

SketchUp Versions

<https://www.sketchup.com/en/download/all?srsId=AfmBOooRN0FxHnQrfGsYqhINyQOuc97DCVptFyjZvU1BFeSrzG6lxVQD>

To Authorize (or Remove) Licenses

Instructions: <https://help.sketchup.com/en/admin/authorizing-or-removing-license>

Use the following information for license authorization

Username: Scott Struck

Company/organization: ASCE 2025

Serial number: ZH-00337816-ALR

Authorization Code: a79b58db2e8c66

Expiration: 08/23/2025

There are a limited number of use licenses. Each team is **limited to one license**.

Appendix D. Sample Fan Favorite Ballot

Please use the QR Code to facilitate Fan Favorite Voting. If competitions hosts cannot use QR codes, please use the following to create their own paper ballot:

Name of Voter:

School Name (of Voter):

Most Livable Site (School Name):

Best Sustainability Features (School Name):

Best Community Space (School Name):

Appendix E. Sample Cost Estimate Template

No.	Line Item	Quantity	Unit	Cost/Unit	Total	Source
1						
2						
...						
				Total Cost		

Appendix F. Deductions Form

Instructions: Head Judge: check box for deductions that apply for each competition component.

Each competition component is graded on a 100-point scale. Provide deductions for Technical Design Proposal, Envision Justification, and Poster at the Captain's Meeting. Provide deductions for Interview immediately following.

School Name: _____

Technical Design Proposal

- ☐ Technical Design Proposal does not include required information. (10 points)
- ☐ Technical Design Proposal submission does not follow formatting requirements. (10 points)
- ☐ Submission received past deadline. (5 points per day, up to 40 points)

_____ Days _____ Points

Envision Justification

- ☐ Envision Criteria Justification document does not follow formatting requirements. (10 points)
- ☐ Envision criteria justifications missing required elements. (10 points)
- ☐ Envision Checklist (Excel spreadsheet) not submitted. (10 points)
- ☐ Envision submissions received past deadline. (5 points per day, up to 40 points)

_____ Days _____ Points

Poster

- ☐ Public Outreach Poster does not include required information. (10 points)
- ☐ Printed poster (physical submission) is the incorrect size. (10 points)
- ☐ PDF Submission received past deadline. (5 points per day, up to 40 points)

_____ Days _____ Points

Presentation and Interview

- ☐ Presentation is longer than 7 minutes and 5 seconds. (10 points)
- ☐ Presentation/interview team has fewer than 2 or more than 5 members. (10 points)
- ☐ Team includes members who do not speak during the presentation or interview. (20 points)
- ☐ Presentation 3-D site walkthrough uses non-SketchUp Software. (30 points)

I, the team captain, acknowledge the above deductions. I understand that I may submit an appeal (Appendix G) to the Head Judge prior to the appeals deadline.

Head Judge Signature

Head Judge Signature

Team Captain Signature

Team Captain Signature

Appendix G. Request for Clarifications and Appeals

Instructions: Please provide completed form to Head Judge. Requests will not be considered once the competition has ended and a winner has been awarded. Appeals must only involve your own team.

School Name:

Team Captain(s):

Contact Information:

Briefly describe nature of clarification or appeal:

Head Judge Response:

Head Judge Signature

Appendix H. Competition Eligibility

The purpose for student competitions is to provide student members career-enrichment opportunities to gain hands-on, practical experience and leadership skills. Society Competitions are an important and special opportunity to showcase the engineering and professional skills of student teams. As such, mutual respect is required for all stakeholders, including competitors, judges, hosts, and guests. Invitations to the Student Symposia and the ASCE Student Civil Engineering Championships/Society-wide Competition Finals are a privilege, not a right. Failure to act professionally can result in sanctions, disqualifications, and loss of invitations. Please note that the requirements for eligibility for Society-wide competition finals are more stringent than the requirements for participation at the student symposia competitions.

Student Chapter Eligibility for Student Symposium Competition

The following qualifications are required of all ASCE Student Chapters to compete at the Student Symposia Competitions:

An ASCE Student Chapter must:

- 1. Be in good standing with ASCE:**
 - a. Have paid their annual dues, as received by ASCE, no later than the start of their Student Symposium.**
 - b. Have submitted their student chapter's full Annual Report or EZ Annual Reporting Form no later than February 1, 11:59 p.m. EST.**

Student Chapter Eligibility for ASCE Society-wide Competition Finals

The following qualifications are required of all ASCE Student Chapters in order to advance to the ASCE Society-wide Competition Finals:

An ASCE Student Chapter must:

- 1. Be in good standing with ASCE:**
 - a. Have paid their annual dues, as received by ASCE, no later than February 1, 11:59 p.m. EST**
 - b. Have submitted their student chapter's full Annual Report, no later than February 1, 11:59 p.m. EST and have received a minimum score of 25 points out of a possible 100. Student Chapters that submit an EZ annual reporting form do not qualify to advance on to competition finals; and**
- 2. Attend and participate in their assigned Student Symposium as shown through their school's:**

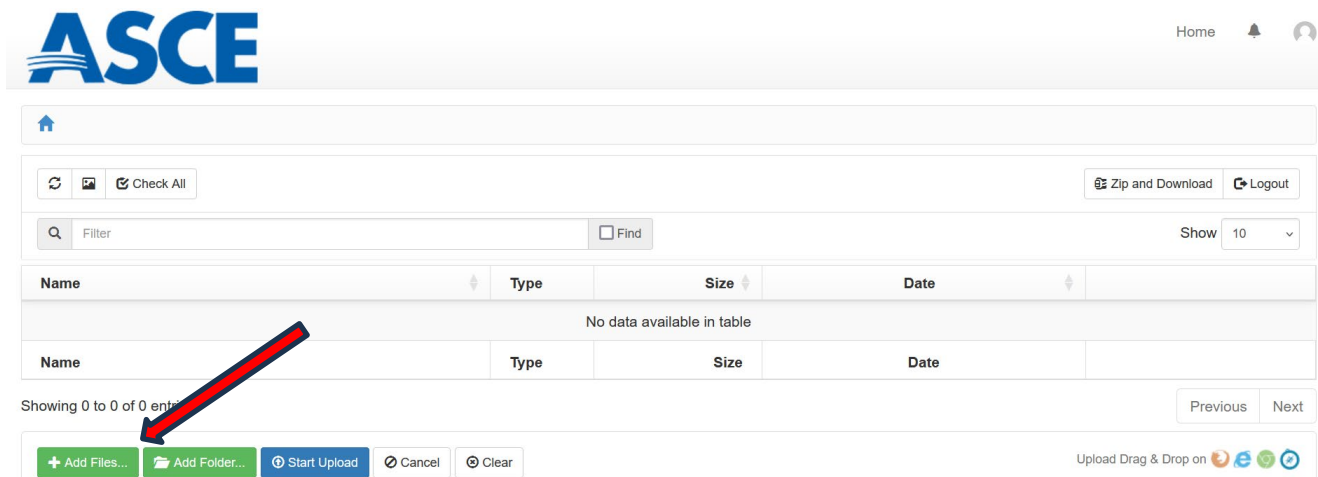
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- a.** On-time attendance and active participation by a member of the ASCE Student Chapter at the Student Symposium Business Meeting.
- b.** Participation in the Student Symposium Paper Competition, including submission and presentation by a member of the ASCE Student Chapter. Note that any papers/presentations created for any other competition do not count as an entry into the Student Symposium Paper Competition.

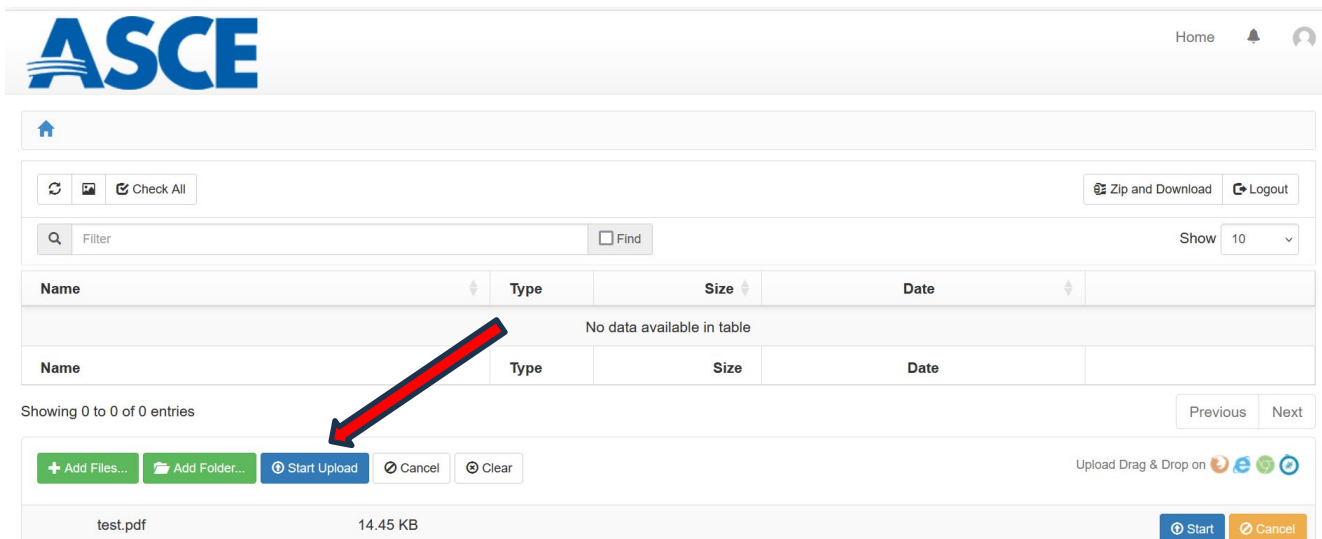
Questions regarding eligibility should be directed to student@asce.org.

Appendix I. Cerberus Upload Guidance

To add files to your Cerberus folder (secure link provided by ASCE), you can either click the **+Add Files** button and then browse to find the files to upload or drag and drop files to the area directly below the **+Add Files** button.

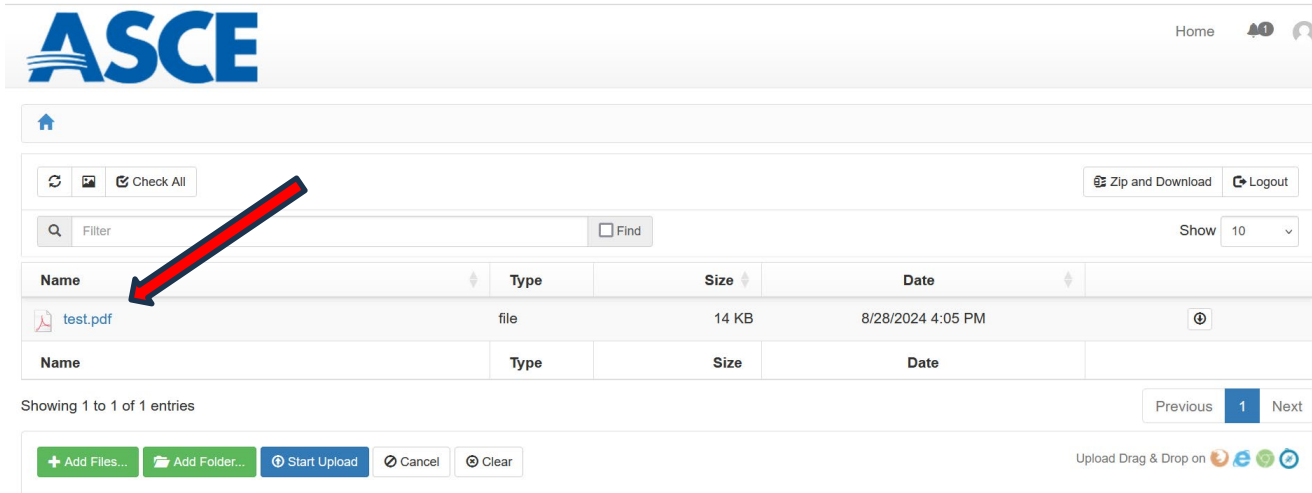


The selected (or dragged and dropped) files will appear in the upload area. To upload the file into the folder, click **Start Upload**. (To delete the uploaded file from the upload area, click **Cancel**.)



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When the file has been successfully uploaded, the name of the file will appear under “name”.



The screenshot shows the ASCE file management interface. At the top is the ASCE logo and navigation links like 'Home'. Below the header is a toolbar with icons for refresh, download, and 'Check All'. A search bar with 'Filter' and a 'Find' button is present. A 'Show' dropdown is set to '10'. The main area displays a table with columns: Name, Type, Size, and Date. A red arrow points to the 'Name' column header. The table contains one entry: 'test.pdf' (file, 14 KB, 8/28/2024 4:05 PM). Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are buttons for '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. On the right, it says 'Upload Drag & Drop on' with social media icons.

Name	Type	Size	Date
test.pdf	file	14 KB	8/28/2024 4:05 PM

Need help?

If you uploaded a file to the wrong folder or want to replace an uploaded file with a corrected version, send an email to jupmeyer@asce.org and ask that the incorrect file be deleted. Include both the location (folder path) and the **exact name** of the file you want deleted. (Files cannot be moved – you will have to upload the correct file to the folder after the incorrect version has been deleted).