

ASCE Sustainable Solutions Competition  
Envisioning a New Downtown  
2023 Rules



# Table of Contents

WELCOME.....	1
SECTION 1: MISSION .....	1
SECTION 2: PROBLEM STATEMENT .....	1
SECTION 3: PARTICIPATION AND ELIGIBILITY.....	2
3.1 STUDENT REQUIREMENTS .....	2
3.2 TEAM REQUIREMENTS.....	2
3.3 LEVELS OF COMPETITION AND STUDENT CHAPTER ELIGIBILITY .....	3
3.4 POST-SYMPOSIUM VERIFICATION OF COMPETITION RESULTS .....	3
3.5 WILDCARD SELECTION.....	3
3.6 AWARDS AND RECOGNITION .....	3
SECTION 4: ETHICS.....	4
SECTION 5: SAFETY .....	4
SECTION 6: JUDGING .....	4
SECTION 7: REQUESTS FOR INFORMATION .....	5
SECTION 8: SITE PARAMETERS .....	5
SECTION 9: COMPETITION COMPONENTS .....	6
SECTION 10: SUSTAINABILITY .....	6
10.1 ENVISION CHECKLIST .....	6
10.2 ENVISION DOCUMENTATION.....	8
SECTION 11: DESIGN PROPOSAL.....	8
11.1 PUBLIC OUTREACH POSTER .....	8
11.1.a Public Outreach Poster.....	9
11.1.b Fan Favorite.....	9
11.2 TECHNICAL DESIGN PROPOSAL.....	9
11.2.a Executive Summary.....	10
11.2.b Team Organization Chart.....	10
11.2.c Design Calculations.....	10
11.2.d Cost Estimate .....	11
11.2.e ENVISION Criteria Justifications.....	11
SECTION 12: PRESENTATION AND INTERVIEW .....	11
12.1 PRESENTATION .....	12
12.2 3-D SITE WALKTHROUGH.....	12
SECTION 13: DEDUCTIONS.....	13
SECTION 14: SUBMISSIONS.....	13
14.1 COMPETITION SUBMISSIONS .....	13
14.2 INTENT AND ELIGIBILITY ACKNOWLEDGEMENT FORM .....	14
SECTION 15: STUDENT SYMPOSIUM HOST INFORMATION.....	14

---

**APPENDIX A: EXISTING SITE DRAWING ..... 15**

**APPENDIX B: ENVISION DOWNLOAD GUIDE ..... 16**

**APPENDIX C: FAN FAVORITE BALLOT ..... 18**

**APPENDIX D: COST ESTIMATE TEMPLATE ..... 19**

**APPENDIX E: DEDUCTIONS ..... 20**

**APPENDIX F: APPEALS ..... 21**

**APPENDIX G: COMPETITION ELIGIBILITY ..... 22**

**APPENDIX H: INTENT AND ELIGIBILITY ACKNOWLEDGEMENT FORM ..... 23**

**APPENDIX I: HOW TO UPLOAD INTENT AND ELIGIBILITY ACKNOWLEDGEMENT FORMS ..... 26**

## Welcome

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

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

## Section 2: Problem Statement

The fictional City of ASCE (the City) wants to revitalize one downtown block of Engineer Street. The City hopes to turn the underutilized area into a gathering place for the community. The existing buildings will remain on the site, but the City is interested in reimagining the surrounding spaces to create a cohesive and walkable corridor. The City requests that the project include:

- Stormwater management strategy
- Multimodal transit approach
- Educational community center
- Superior Level ENVISION design, at minimum

The City of ASCE has had significant rainfall events that caused flooding issues and is looking for creative solutions for stormwater runoff. Solutions designed for Engineer Street may be used throughout the rest of the city. Proposed designs and calculations for stormwater management should be compared to existing conditions to validate the need for changes and updates.

The City of ASCE is also looking to increase pedestrian and cycling comfort downtown. This will require changes to the existing area and some reimagination of the land usage to support multimodal transportation uses. To create a more desirable downtown area, the City wants to construct a 15,000 ft<sup>2</sup> community center during the revitalization. This

center should be a welcoming, useful space that also serves to educate City residents about sustainable aspects of the overall project design.

The City of ASCE is a fictional city. Teams are encouraged to incorporate local codes and regulations to justify decisions, although the site layout and parameters provided in this document must be applied. Teams must identify the source of the codes and regulations as they are used throughout the design proposal.

The rules of this competition are intended to simulate a request for proposal (RFP) that responds to a real-world challenge. The sustainability goals for the competition are an integral part of these rules. The purpose of this rules document is to provide students with intentionally general guidelines and encourage teams to rely heavily on their engineering judgment and creativity. Each section in these rules is intended to guide the student teams in the development of their proposal submission. Student teams should read these rules thoroughly and seek clarifications as necessary through the RFI process (Section 7).

This document is also available on the [ASCE Student Conferences, Symposia, and Competitions page](#) of the ASCE Website.

## Section 3: Participation and Eligibility

### **3.1 Student Requirements**

Students must be undergraduate students, members of an ASCE Student Chapter in good standing, and Society Student Members of ASCE. Society student membership is free; be sure to [join](#).

### **3.2 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. A student chapter may compete in only one ASCE Student Symposium. The teams shall consist of undergraduate students enrolled during all or part of the current competition academic year. Graduate students may serve as advisors. Each team must have at least one captain. Conference assignments and student symposium host chapters are listed [here](#).

ASCE Student Chapters hosting symposia may invite Official Guest teams, which are teams from Region 10 colleges or universities that have an official ASCE Student

Chapter that is not yet assigned to any Student Conference. Official Guest teams are eligible to place and receive awards at the student symposium competition and be invited to the Society-wide competition finals (if they meet the other requirements, including eligibility requirements). Official Guest teams may compete in only one student symposium per year. ASCE Student Services shall be notified by the ASCE Student Symposium host of an Official Guest team prior to the start of the student symposium via e-mail to [student@asce.org](mailto: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 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.

### ***3.3 Levels of Competition and Student Chapter Eligibility***

There are two levels of competition: ASCE Student Symposia and Society-wide Finals. The Society-wide competition finals will be conducted at the 2023 ASCE Civil Engineering Student Championships in conjunction with other Society-wide competition finals, June 8-11, 2023 at the University of Wisconsin – Platteville. Winning teams from the student symposia may be invited to the Society-wide finals event. Eligibility criteria for the Student Symposia and Society-wide Competition Finals are shown in Appendix G.

### ***3.4 Post-Symposium Verification of Competition Results***

At the end of the student symposium competition, the head judge shall promptly upload the completed official scoring spreadsheet for a student symposium competition to ASCE's Cerberus files transfer protocol (ftp) server. ASCE will provide the head judge a secure submission link for ASCE's Cerberus ftp server in February 2023. Teams will not be invited to the Society-wide competition finals until this spreadsheet is received and eligibility is confirmed.

### ***3.5 Wildcard Selection***

In addition to the 1<sup>st</sup> place team from each symposium, additional teams may be eligible for a wildcard invitation to participate in the Society-wide competition finals.

### ***3.6 Awards and Recognition***

The winners of the ASCE Sustainable Solutions Society-wide Competition Finals shall be determined by compiling a team's total number of points. ASCE shall award \$3,000 in cash prizes to the ASCE Society-wide Competition Finals winning teams' ASCE Student Chapter.

Total prizes shall be distributed as follows:

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

## Section 4: Ethics

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.

## Section 5: Safety

Safety is the highest priority and risk of personal injury will not be tolerated. Judges and student symposium hosts are empowered to prohibit any activity which is deemed to be hazardous.

All participants are responsible for complying with all campus protocols and procedures including but not limited to COVID-19 guidelines related to in-person meetings, masking, social distancing, etc., at all times in connection with planning, preparation, or participation in the competition.

Given the continually changing environment surrounding COVID-19, virtual competition provisions may be provided and may be activated in coordination with ASCE.

## Section 6: Judging

The student symposium host shall recruit judges. Three to five judges are recommended. The judging panel shall include educators and professionals and 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 an essential element for the ongoing advancement of the contest and the development of an innovative community.

ASCE shall 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 of the submitted content and be prepared to complete all scoring within the time provided during the contest. Judges have authority over conduct of the competition. The student symposium host and Head Judge will ensure all judges are fully informed of the rules and procedures and are fully equipped to complete their tasks.

Judges should consider the innovative nature and completeness of the presentation of ideas. Judges should be well versed in the rules and RFIs posted on the [Collaborate site](#). See Section 7 for more information on RFIs and the Collaborate site. The Head Judge is required to attend the Head Judge Webinar hosted by ASCE in February 2023. Contact information for the Sustainable Solutions Competition 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.

## Section 7: Requests for Information

Requests for information (RFI) must be sent to [student@asce.org](mailto:student@asce.org) with the subject line "SSC RFI". Clarifications will be posted on the [Sustainable Solutions Competition Collaborate Site](#) every other Friday starting September 30, 2022 until February 10, 2023. 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 a RFI is Wednesday, February 8, 2023, 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. RFI posts shall be considered part of the rules.**

## Section 8: Site Parameters

The existing site design for Engineer Street is in Appendix A. The site is home to three buildings (Offices, Art Gallery, and Multi-use), a through street, and an undeveloped area. The City of ASCE owns all the property within the site boundary, so designs may impact any areas within the boundary. Additionally, a previous soil survey identified the entire site to be Hydrologic Soil Group C with a saturated hydraulic conductivity of 0.21 in/hr. The seasonal high groundwater level is measured at an elevation of 6 ft.



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

- Calculation of stormwater runoff volume for **both** existing and new impervious area scenarios.
- The capture of the first 1 inch of rainfall over the entire site considering pervious and impervious areas.
- Calculation of existing and new discharge flows from the site.
- Maximum of 7 parking spaces per 1,000 ft<sup>2</sup> of commercial space.
- Sidewalks shall be updated to accommodate heavy pedestrian traffic.
- A Community center building with 15,000 ft<sup>2</sup> of floor space.
- Multimodal transportation approach to the overall site design.

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. Teams must identify the source of the codes and regulations as they are used throughout the design proposal. Additional site parameters will not be provided by the Rules Committee and should not be requested via RFIs. Students have the latitude and are highly encouraged to make informed, reasonable, and justified assumptions in the development of their designs.

## Section 9: Competition Components

The competition is divided into three major components and scoring of each are:

- Sustainability (40%)
- Design Proposal (35%)
- Interview (25%)

Descriptions of each component and what judges will score for each are in the following sections.

## Section 10: Sustainability

### **10.1 ENVISION Checklist**

Teams must download and use the ENVISION (v3) Checklist Excel file (Appendix B) to guide them in the development of the site design. The ENVISION categories break major themes of sustainable design into action items.

**A webinar will be hosted in November 2022 to provide an overview of the ENVISION v3 Checklist.** Updates for this webinar will be posted on the [Collaborate site](#).

Each team will complete the ENVISION Checklist based on their proposed site design. For each credit, teams will answer yes or no questions about their proposal to determine the point value awarded. **If a “yes” is selected, the team must specifically explain how the criterion will be implemented in their design proposal.** It is not reasonable to assume that a single project would be awarded points for every credit in the Checklist. Some ENVISION credits may not apply to the proposal.

**Teams should be more concerned with the clear justification of credits in their proposal than the inclusion of every credit in the Checklist.** The City is expecting designs, at minimum, that fall within the Superior point level as outlined in the table below. Teams are expected to strive for as many credits as they can **appropriately justify** in their proposal, not for the maximum point total.

Category	Point Level				
	Improve d	Enhance d	Superior	Conservin g	Restorativ e
Quality of Life	16-51	52-102	103-162	163-199	200
Leadership	32-61	62-111	112-163	164-181	182
Resource Allocation	41-81	82-127	129-183	184-195	196
Natural World	30-64	65-118	119-179	180-231	232
Climate and Resilience	50-92	93-134	135-172	173-189	190

## **10.2 ENVISION Documentation**

As part of the Technical Design Proposal (Section 11), teams are asked to document the ENVISION credits they submitted in the ENVISION v3 Checklist. Teams will explain how each of the credits applies or is evident in their design and how credits are attained. Teams should **clearly and specifically** describe how they would fulfill these requirements, how the planning or design provides the credited benefits, or other project aspects that document achievement of credit if the project were approved and constructed. The feasibility and rationale of this justification will be the basis for the team's Sustainability score in the competition.

Judges will review each description to verify the extent to which the proposed project features apply to and satisfy the selected criterion and award points accordingly. Teams who exceed minimum point requirements and incorporate innovative solutions will receive higher scores in the Sustainability component of the competition. Deductions may occur for ENVISION documentations that do not clearly justify the awarding of points.

Section headings for ENVISION justification in the Technical Design Proposal shall include the criteria designation and criteria name followed by a detailed discussion of how the team feels the identified credit values are credible. An example justification is provided below:

*LD1.3 – Provide for Stakeholder Involvement (# Points Awarded/Points Available)*  
Specific explanation of why the design should be awarded the credit. Justification adequately answers questions provided in the Envision the checklist.

A 10-point deduction will occur if ENVISION justifications do not follow format requirements.

## **Section 11: Design Proposal**

### **11.1 Public Outreach Poster**

Teams must create a 24 in. x 36 in. poster that will be used as educational material to help the residents of the City of ASCE to understand the site design and benefits of the proposed redevelopment for downtown Engineer Street. The poster should be interesting and informational to the general public. The poster must be printed by the team and will be displayed on an easel at the competition.

The posters will be scored by the judges and a Fan Favorite will also be chosen.

The poster shall include, at minimum:

- Source of inspiration for the overall design
- Sustainable aspects of the design
- Proposed community center design
- Multimodal transportation features
- Benefits to the community
- Annotated plan view of the site
- Cross-section view of project site features
  - Consider: sustainability updates, stormwater management, transportation updates, buildings, etc.

#### **11.1.a Public Outreach Poster**

Posters will be scored on inclusion of the items in this section (11.1), clarity of information, overall aesthetics.

A 10-point deduction will occur if the poster does not include required information.

#### **11.1.b Fan Favorite**

Symposium attendees will vote on posters to determine the “Fan Favorite” and votes will be factored into final scores. Voting ballots are in Appendix C and must be provided by the student symposium host. Judges may not participate in the voting. Voters may not vote for their own student chapter’s team. The votes will be collected by the student symposium host and tallied by the judges to incorporate into the final score.

**Student Symposium level of the competition:** Each participating team will vote together on all other competing teams. Individuals may not vote; the team must complete an evaluation together.

**ASCE Society-wide Competition Finals level of the competition:** All individual registered student attendees may participate in the voting.

### ***11.2 Technical Design Proposal***

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

- Executive Summary (1-page maximum)
- Team Organization Chart (1-page maximum)

- Design Calculations (6-page maximum)
- Cost Estimate (2-page maximum)
- ENVISION Criteria Justifications (10-page maximum)

Submissions must have a cover page that includes the team's school name and team member names. Technical Design Proposal must be written in English using at least 11-point font. Margins must be at least 0.50 in. on all sides. No appendices are permitted in the Technical Design Proposal as all supporting documentation must be provided within the specified page limits. This document must be submitted as a PDF at least three weeks before the competition. Deadlines are determined and distributed by the student symposium host.

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.

A 10-point deduction will occur if submissions do not follow the formatting requirements provided in this section.

A 5-point deduction will occur for each day that submissions are received past the deadline.

### **11.2.a Executive Summary**

The Executive Summary should include the overall design process and choices made to determine the final design. This document should include description of methodologies and analyses used during the project while highlighting innovative elements.

### **11.2.b Team Organization Chart**

The Team Organization Chart provides an overview of the team. At a minimum, this shall include:

- Team photos
- Role or title for each team member
- Grade level for each team member
- Years of experience participating in the Sustainable Solutions Competition

### **11.2.c Design Calculations**

Following the Team Organization Chart, teams must include all the design calculations used to complete the project. These must be clearly labeled and may be represented as

typed or hand-written legibly and scanned. The selected stormwater management strategy and corresponding calculations shall be clearly presented. Calculations should include, but are not limited to, the following:

- Existing and proposed development analysis:
  - Existing and new impervious area (ft<sup>2</sup>)
    - Show both through calculation and visual comparison
  - Existing and new stormwater runoff volume (ft<sup>3</sup>)
  - Existing and new site discharge at outfall (ft<sup>3</sup>/s)
- Earthwork balance (ft<sup>3</sup>)
- Proposed roadway design (roadway, sidewalk dimensions, and justifications)
- Parking space justification
- Calculations supporting sustainability features

#### **11.2.d Cost Estimate**

Teams will calculate a total construction cost estimate for the proposed design. Unit prices should be thoroughly investigated and a reference for each line-item cost is required. RSMMeans may be used as a reference to develop cost estimates.

Teams must include a version of the Cost Estimate Template (Appendix D) with the submission of the Technical Design Proposal. Teams are encouraged to seek out guidance from their local practitioners and advisors to determine the appropriate sources of cost information.

Cost estimates must be in US dollars (\$) and will be scored on completeness and thoroughness of reference research. Cost estimates should be thorough and inclusive of all design decisions.

#### **11.2.e ENVISION Criteria Justifications**

Requirements for this section are in Section 10. This section of the competition is scored in the Sustainability category but will be submitted as a portion of the Technical Design Proposal and must follow all formatting requirements provided.

## **Section 12: Presentation and Interview**

### **12.1 Presentation and Interview**

A presentation not to exceed seven minutes is required for each participating team. Teams shall present to The City (Judges) their proposal highlighting the merits of their project to promote selection of their design.

Teams may create PowerPoint slides or similar to accompany their presentation. All presentations shall be conducted in a professional manner (defined as a presentation that a professional engineer would give to a prospective client or community group). Oral presentations shall be in English. The presentation order of the teams shall be randomly selected before the competition begins and shall be provided no later than the beginning of the symposium.

Immediately following the 7-minute presentation, judges will be given five minutes to ask questions to the presentation team. Teams can have a minimum of three and a maximum of five presenters. All presenters must speak during the presentation or interview. Teams will be scored on presentation skills, quality and integration of the 3D site walkthrough, and responses to judges' questions. Audience members may not ask questions during the presentation and interview.

A 5-point deduction will occur for each of the following:

- Presentation is longer than 7 minutes and 5 seconds
- Presentation team has fewer than three or more than five members
- Presentation team includes members who do not speak during the presentation or interview

### **12.2 3-D Site Walkthrough**

As part of the presentation, teams are required to include a video showing a walkthrough generated from a 3D model of their site. Videos can be up to two minutes in length.

At a minimum, videos shall 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. 1 must be the Community Center

Models must be created using a version of Trimble SketchUp: 3D Modeling Software. Free versions of this software are available online.

A 10-point deduction will occur if teams do not use the required SketchUp software.

## Section 13: Deductions

Deductions will be taken into account by judges on the scoring sheet and provided to teams using a printed version of Appendix E. Suggested timeline for providing deduction sheets to teams is explained in this section.

A mandatory captains meeting should be held at the beginning of the symposia to ensure all teams and judges are aware of the competition schedule, including timeline for appeals and presentation order. At this meeting, deduction sheets should be privately handed to each team outlining the deductions incurred during scoring of the Technical Design Proposal and Public Outreach Poster. All teams will receive a deduction sheet showing all or no deductions. Captains will then sign the deductions sheet and return to the Head Judge at 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.

Teams may appeal judge decisions by submitting Appendix F to the judges. The appeal must be provided to the judges by the deadline determined by the symposium host at the competition. The Head Judge has final say over deductions and appeals.

## Section 14: Submissions

ASCE is using its Cerberus ftp server as a submission platform. All competition deliverables must be submitted in 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 a secure submission link for the Cerberus ftp server in February 2023. All submissions will be uploaded here, with the exception of the Intent and Eligibility Acknowledgement Form (See Section 14.2).

### **14.1 Competition Submissions**

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

- Technical Design Proposal (PDF)
- ENVISION Checklist Documentation (Excel Spreadsheet)
- Public Outreach Poster (PDF)
- Sketchup File (SKP)



During the competition, teams will present to judges:

- Public Outreach Poster
- Interview Presentation (Including 3D Site Walkthrough)

### **14.2 Intent and Eligibility Acknowledgement Form**

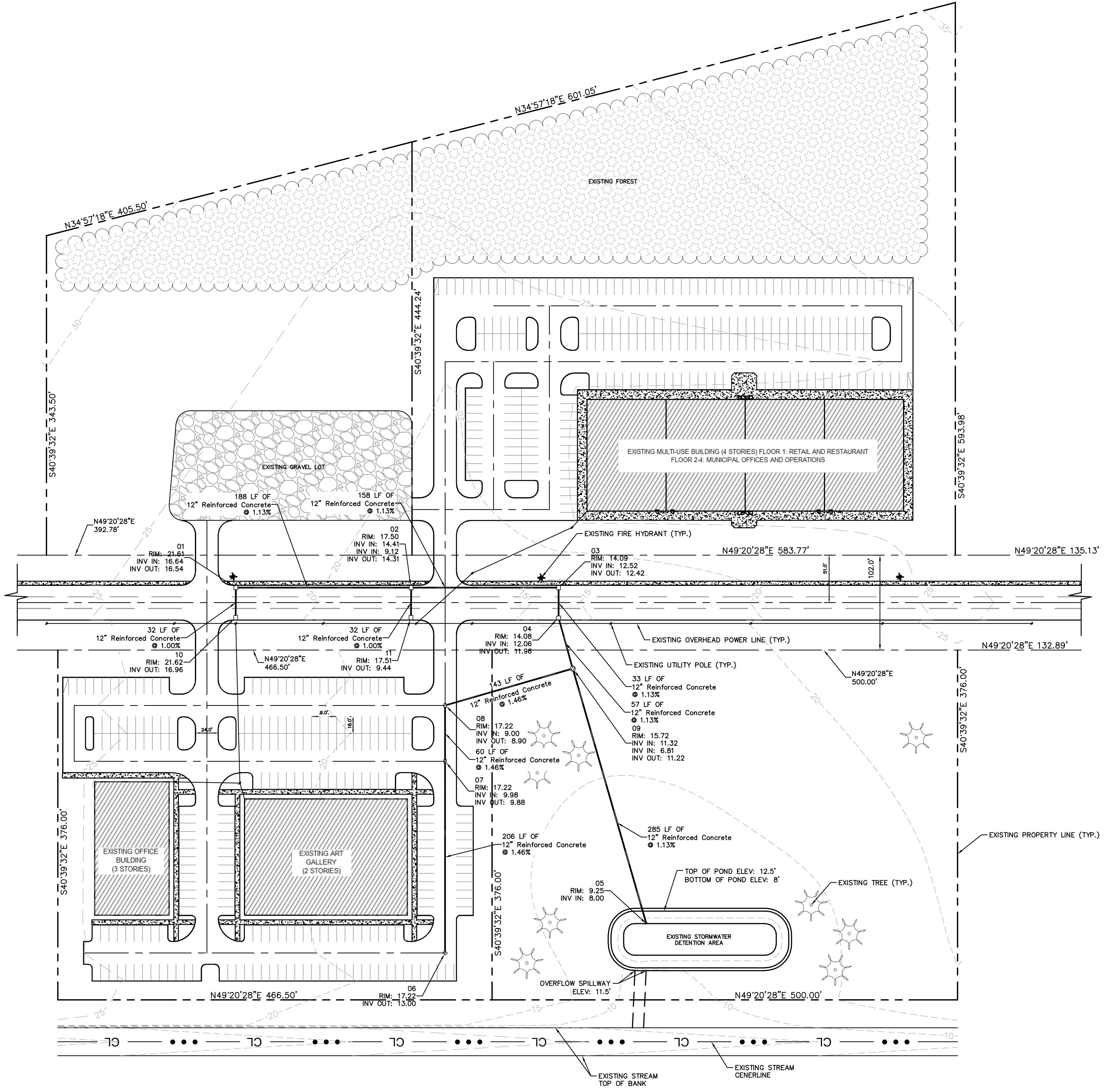
Teams shall submit an Intent and Eligibility Acknowledgement Form (see Appendix H), **no later than 5:00 p.m. Eastern Standard Time (EST) on November 4, 2022**. By completing this form, a student chapter states their intent to have a team participate in the competition at their assigned student symposium as well as acknowledges the eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals. The form must be signed by the Team Captain, ASCE Student Chapter Faculty Advisor, ASCE Student Chapter President, and Competition Team Faculty Advisor (if different than ASCE Student Chapter Faculty Advisor).

The team captain shall upload the Intent and Eligibility Acknowledgement Form to ASCE's Cerberus ftp server. Refer to Appendix I for upload directions.

## **Section 15: Student Symposium Host Information**

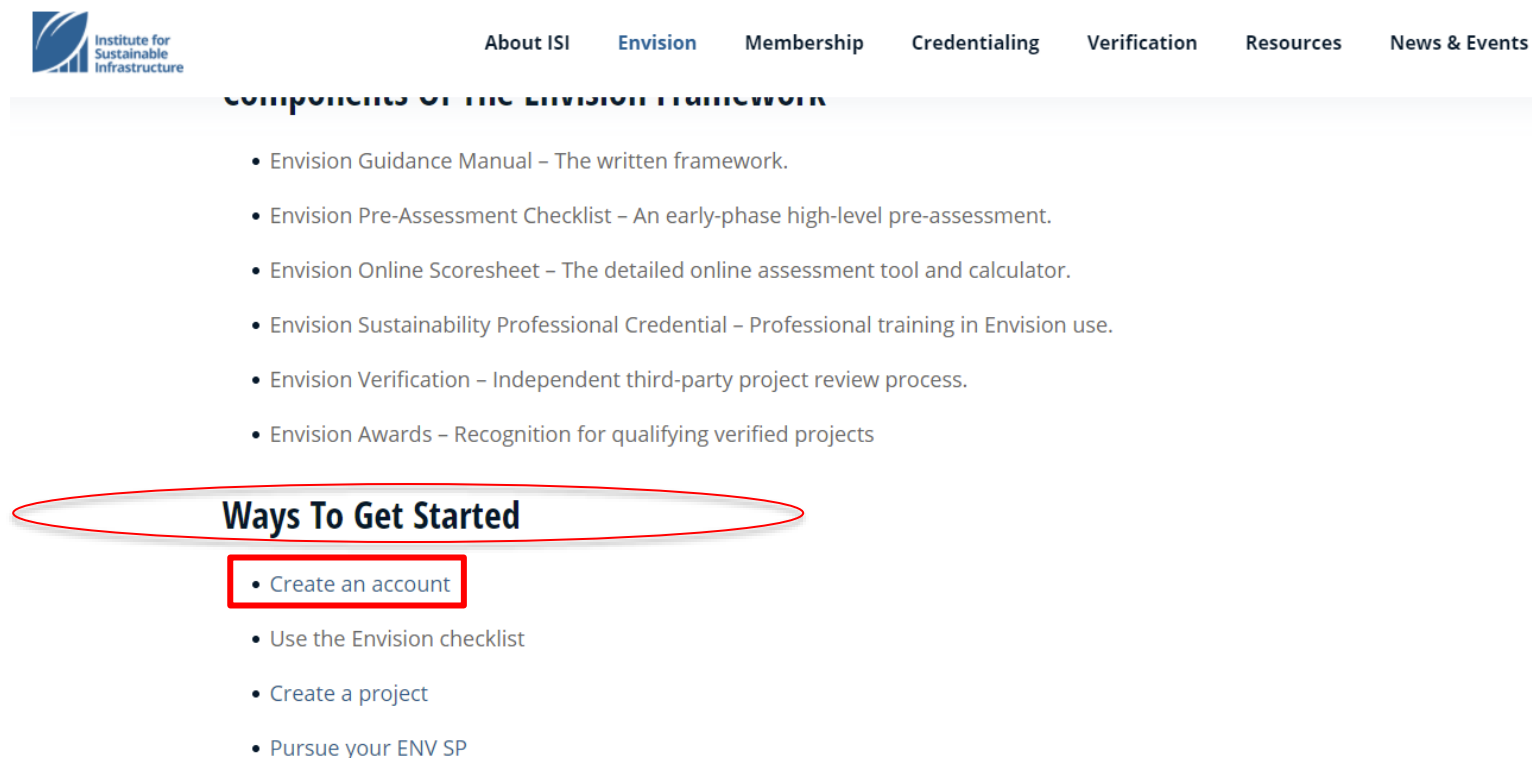
A Student Symposium Host is required to:

- Secure 3-5 judges, including a Head Judge for the competition.
- Secure open location for the poster session to provide space for all teams to have 1 poster on an easel and walk around to score each other.
  - If not providing easels, require teams to bring them. Notify teams in Mailers.
  - During poster session, all teams will vote on "Fan Favorite". Host is required to print and distribute scoresheets, provided by the Rules Committee.
  - Scoresheets from all teams should be returned to judges (digital or physical scoresheets) at the end of the poster session to allow judges time to tally scores.
- Secure location for presentation events with computer hookup with projector.
- Provide Head Judge contact information to ASCE when requested to ensure they will be invited to the Head Judge Training Webinar before symposia events start.
- Make teams aware of ASCE webinar hosted in November to provide an overview of the ENVISION Checklist.
- Request information from ASCE and the Sustainable Solutions Competition Rules committee for any outstanding questions or concerns.



## Appendix B: ENVISION Download Guide

**Instructions:** Information about Envision and the Checklist can be found here: <https://sustainableinfrastructure.org/envision/use-envision/>  
To download the Checklist, click “*Create an account*” at the bottom, below “*Ways To Get Started*”.



The screenshot shows the website header for the Institute for Sustainable Infrastructure. The navigation menu includes: About ISI, Envision, Membership, Credentialing, Verification, Resources, and News & Events. Below the header is a section titled "Components of the Envision Framework" with a list of items: Envision Guidance Manual, Envision Pre-Assessment Checklist, Envision Online Scoresheet, Envision Sustainability Professional Credential, Envision Verification, and Envision Awards. Below this is a section titled "Ways To Get Started" which is circled in red. Under this section, the first item "Create an account" is highlighted with a red box, followed by "Use the Envision checklist", "Create a project", and "Pursue your ENV SP".

**Ways To Get Started**

- Create an account
- Use the Envision checklist
- Create a project
- Pursue your ENV SP

Follow this tutorial to create a free account:

[https://sustainableinfrastructure.org/wp-content/uploads/2019/12/Web-Tutorial\\_Create-a-New-ISI-Account.pdf](https://sustainableinfrastructure.org/wp-content/uploads/2019/12/Web-Tutorial_Create-a-New-ISI-Account.pdf)

Once logged in, your Dashboard will have several Envision links under the “Resources Tab”. Click the arrow to download. The checklist to be used for the Sustainable Solutions Competition is “Envision Checklist (v3)”. Be sure to download “v3” and **NOT** “v2”. 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.

New Project

**PROFILE NAME**

Edit profile

**ENV SP STATUS** NON-ENV SP

Complete the Envision Training course to earn your credential

[View Details](#)

**MEMBERSHIP** NON-MEMBER

You are not connected to an organization.

[Terms and Conditions](#)

Available Credits

ENV SP TRAINING CREDIT

0



Expand your Account

Select an option below to either connect to an existing member organization or to become a new member organization. To learn more about what type of membership your organization qualifies for, review our membership page.

[Connect Organization](#)

[Become a member](#)

Become an ENV SP

Take the Envision Sustainability Professional (ENV SP) training course and earn your ENV SP credential.

[Become an ENV SP](#)

Resources

ENVISION

- Envision Guidance Manual (v2) 17.67 MB
- Envision Guidance Manual (v3) 24.54 MB
- Manuel de référence Envision v3 9.34 MB
- Envision Checklist (v2) 0.66 MB
- Envision Checklist (v3) 0.41 MB

VERIFICATION RESOURCES

PRESENTATIONS AND BROCHURES

MEMBERSHIP RESOURCES

## Appendix C: Fan Favorite Ballot

**Instructions:** Student Symposia Hosts may create a personalized or digital ballot (ex. Google Forms) if desired as long as all information below is included.

Voting School Name: \_\_\_\_\_

Voting School Captain: \_\_\_\_\_

Favorite Overall Poster (School Name): \_\_\_\_\_

Favorite Community Center Design (School Name): \_\_\_\_\_

Favorite Sustainable Aspects (School Name): \_\_\_\_\_

Appendix D: Cost Estimate Template

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

## Appendix E: Deductions

### Deductions

**Instructions:** Judges, check box for deductions that apply. Provide Section 10 and 11 deductions at Captain's Meeting. Provide Section 12 deductions immediately following Interview.

**School Name:** \_\_\_\_\_

---

#### Section 10: Sustainability

Envision justifications do not follow format requirements. (10 points)

---

#### Section 11: Technical Design Proposal

Public Outreach Poster does not include required information. (10 points)

Technical Design Proposal submission does not follow the formatting requirements. (10 points)

Submission received past deadline. (5 points per day)  
\_\_\_\_\_ Days      \_\_\_\_\_ Points

---

#### Section 12: Presentation and Interview

Presentation is longer than 7 minutes and 5 seconds. (5 points)

Presentation teams has fewer than three or more than five members. (5 points)

Presentation team includes members who do not speak during the presentation/interview. (5 points)

Presentation 3D walkthrough not created using SketchUp Software. (10 points)

---

Head Judge Signature

---

Head Judge Signature

---

Team Captain Signature

---

Team Captain Signature

## Appendix F: Appeals

### 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 G: Competition Eligibility

*Invitations to Student Symposia and ASCE Student Civil Engineering Championships/Society-wide Competition Finals are a privilege, not a right. Failure to act professionally can result in letters of reprimand, mandatory behavior management plans, and loss of invitations to further competition for individual institutions and/or entire conferences.*

### 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 February 1, 11:59 p.m. EST**

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**

### 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 40 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:

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](mailto:student@asce.org).

## Appendix H: Intent and Eligibility Acknowledgement Form

### 2023 Sustainable Solutions Competition Statement of Intent and Acknowledgement of Eligibility Requirements for Student Symposium Competition Participation and Advancement to Society-wide Competition Finals

Teams shall submit an Intent and Eligibility Acknowledgement Form, **no later than 5:00 p.m. Eastern Standard Time (EST) on November 4, 2022**. By completing this form, a student chapter states their intent to have a team participate in the competition at their assigned student symposium as well as acknowledges the eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals. The form must be signed by the Team Captain, ASCE Student Chapter Faculty Advisor, ASCE Student Chapter President, and Competition Team Faculty Advisor (if different than ASCE Student Chapter Faculty Advisor).

The team captain shall upload the Intent and Eligibility Acknowledgement Form to ASCE's Cerberus ftp server. The main folder contains a sub-folder for each Student Symposium. (Note: Please verify that your student symposium host is conducting this competition prior to completing this form and if not, consider the guest team option.) This is a Read/Write link (no delete). Refer to Appendix I – How to Navigate Folders and Upload Intent and Eligibility Acknowledgement Form for directions.

File names shall be in the form of "School Name – Sustainable Solutions Intent and Eligibility Acknowledgement Form Year" (example: George Mason University – Sustainable Solutions Intent and Eligibility Acknowledgement Form 2023).

Click the hyperlink below to submit the Intent and Eligibility Acknowledgement Form:  
<https://upload.asce.org/public/folder/TLB-Qhcfo0Wjc651i47L4Q/Sustainable%20Solutions%20Competition>

Late and/or incomplete submission of this form may be subject to deduction.

---

School/University Name

---

ASCE Student Chapter Name

---

Assigned Student Symposium Name

#### Statement of Intent

It is the intent of our student chapter to have a team participate in the 2023 Sustainable Solutions Competition at our assigned Student Symposium.

**Acknowledgement of Eligibility Requirements for Student Symposium Competition Participation and Advancement to Society-wide Competition Finals**

Sustainable Solutions Competition team captain (TC) and ASCE student chapter faculty advisor (FA), please initial next to each statement below to indicate your acknowledgement and understanding of that item. If you have questions about any statement, please contact us at [student@asce.org](mailto:student@asce.org).

	TC	FA
1. We have read the 2023 ASCE Sustainable Solutions Competition Rules and understand the following:		
a. The <u>student requirements</u> of registered participants per Section 3.1 of the Rules.		
b. The <u>team requirements</u> per Section 3.2 of the Rules.		
c. The student chapter eligibility requirements to participate in the <u>ASCE Student Symposium Competition</u> per Appendix G of the Rules, specifically:  <b>An ASCE Student Chapter must:</b> 1. Be in good standing with ASCE: a. Have paid their annual dues, as received by ASCE, <b>no later than February 1, 11:59 p.m. EST</b> b. Have submitted their student chapter's full Annual Report or EZ Annual Reporting Form <b>no later than February 1, 11:59 p.m. EST</b>		
d. The student chapter eligibility requirements to qualify for advancement to the <u>Society-wide Competition Finals</u> per Appendix G of the Rules, specifically:  <b>An ASCE Student Chapter must:</b> 1. Be in good standing with ASCE: a. Have paid their annual dues, as received by ASCE, <b>no later than February 1, 11:59 p.m. EST</b> b. Have submitted their student chapter's <b>full Annual Report, no later than February 1, 11:59 p.m. EST</b> <u>and have received a minimum score of 40 points out of a possible 100. Student Chapters that submit an EZ annual reporting form do not qualify</u> to advance on to competition finals; and  2. Attend and participate in their assigned Student Symposium as shown through their school's: 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.		

e. The last day to submit a <i>Request for Information</i> (RFI) to the Sustainable Solutions Rules Committee is February 8, 2023.		
f. The project submission due date is set by our student symposium host, at least three weeks prior to student symposium. We are responsible for knowing this date and submitting our project on time.		
2. If your team is a winning team that has placed high enough in your Student Symposium Competition to be considered for advancement to the Society-wide Competition Finals, you will be informed if you have met all eligibility requirements about a week after your Student Symposia. (Any student symposium taking place prior to April 1 may have a longer turnaround time.)		
3. Submitting a student chapter full annual report is typically the responsibility of the student chapter officers. As team captain and faculty advisor, ASCE suggests that you connect with your student chapter officers early in the academic school year to discuss the annual report and activities that need to take place to receive the minimum score or higher.		

I have read and understand the student symposium competition information stated above, including eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals.

\_\_\_\_\_  
Team Captain

\_\_\_\_\_  
ASCE Student Chapter Faculty Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ASCE Student Chapter President

\_\_\_\_\_  
Sustainable Solutions Faculty Advisor (if different than ASCE Student Chapter Faculty Advisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

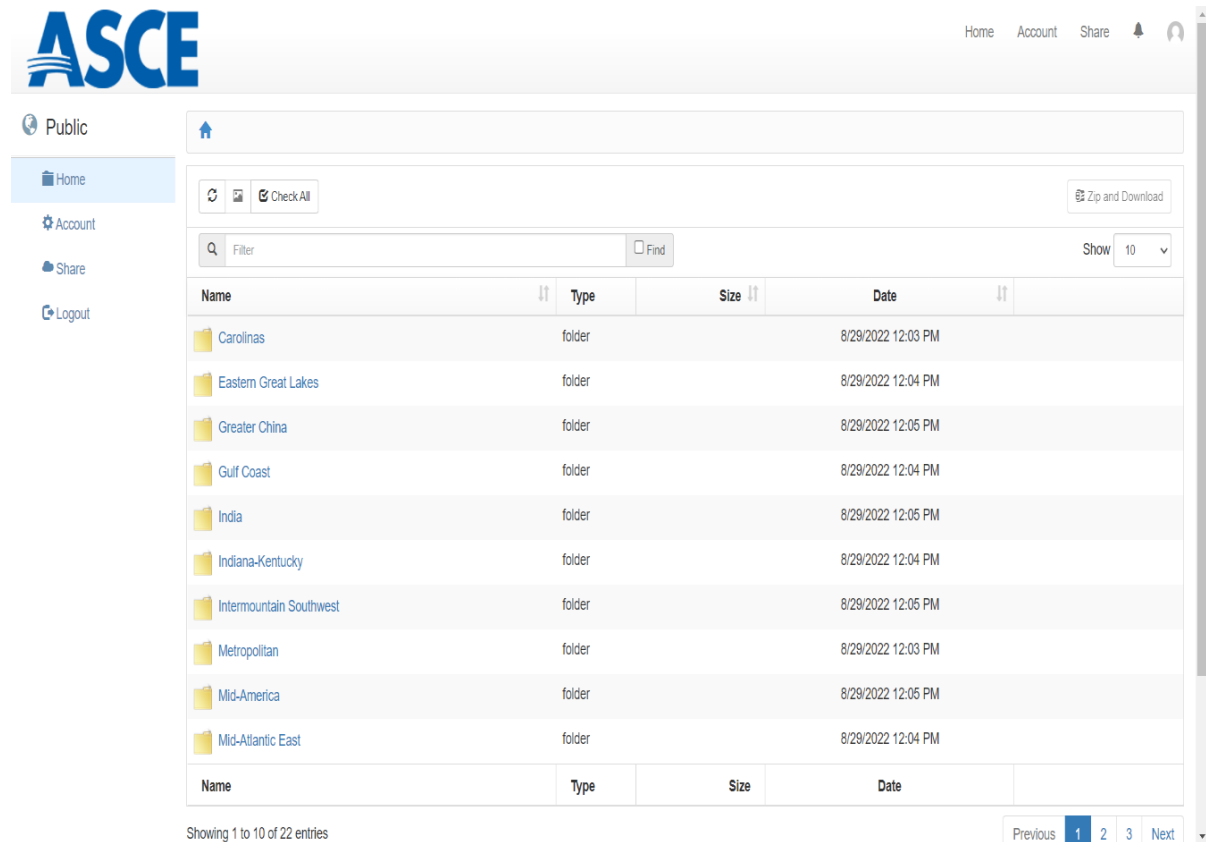
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

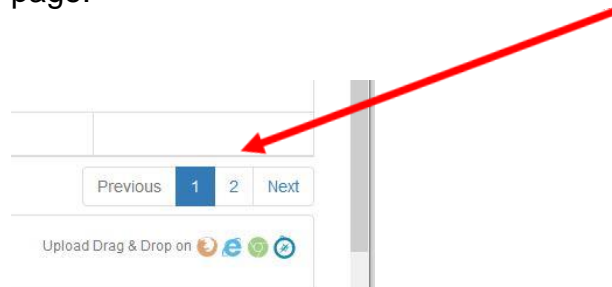
\_\_\_\_\_  
Signature

# Appendix I: How to Upload Intent and Eligibility Acknowledgement Forms

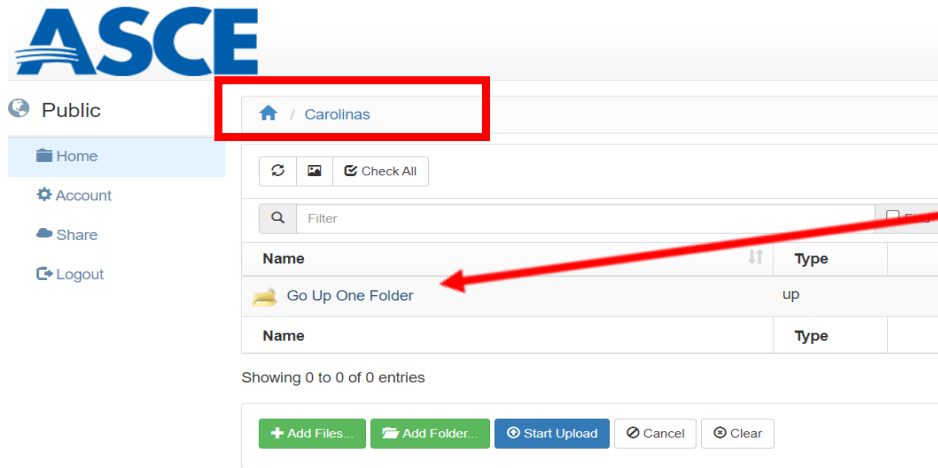
When you first arrive at the upload site, you will see folders labeled for each Student Symposium:



Locate your Student Symposium and click the folder to open it. If you don't see the name of your Student Symposium, click the page navigation to move to the second page:

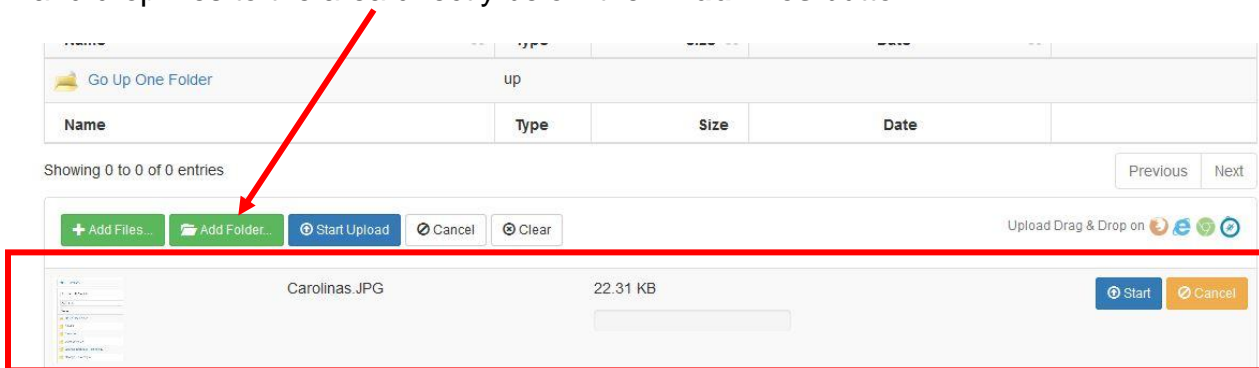


When you have opened the folder for your Student Symposium, double-check that you are in the correct location before you begin uploading your files (In this case, **The Carolinas Student Symposium**):



If you accidentally open the wrong folder, you can “back up” by clicking the **Go Up One Folder** and navigate correctly.

When you have confirmed that you have navigated correctly to the proper folder, 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**.

When the file has been successfully uploaded, the name of the file will appear under the **Go Up One Folder**.

Name	Type	Size	Date
Go Up One Folder	up		

Showing 1 to 1 of 1 entries

Previous 1 Next

+ Add Files... + Add Folder... Start Upload Cancel Clear

Upload Drag & Drop on

Carolinas.JPG 22.31 KB Clear

To clear the uploaded file from the upload area, click **Clear**.

### 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](mailto:jupmeyer@asce.org) and ask that the incorrect file be deleted. Include both the location (folder path) and **exact name** of the file you want deleted. (Files cannot be moved – you will have to upload the file again to the correct folder after it has been deleted).

### Reminder

Please ensure you have uploaded to the correct folder for your symposium and school. Submissions outside of your own symposium folder will be considered non-responsive and will not be considered.