



**OFFICIAL ENTRY FORM**  
**MDOT ACEC Partnership Charter Award**



Name of ACEC Nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of MDOT Nominee: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location (Region/TSC): \_\_\_\_\_

Job Title: \_\_\_\_\_

Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return project entries to:**

Office of Organizational  
Development  
Van Wagoner Building  
425 W. Ottawa St.  
Lansing, MI 48933  
Phone: 517-281-6612

**Submit checks to:**

Michigan Department of  
Transportation  
Cashier's Office  
P.O. Box 30648  
Lansing, MI 48909

**Checks payable to:**

State of Michigan

**Be sure to make a note indicating that the check is for the "MDOT ACEC Partnership Charter Award."**

Return the Official Entry Form with the non-refundable \$50.00 entry fee per submittal to MDOT **by Friday, Jan. 5, 2024.**  
**The project must be complete and ready for use between 11/1/21 and 10/31/23.**

Utilizing a Situation, Action, Result format, please provide information describing how the nominee(s) have successfully followed the principles within the scope of the project. The boxes containing each Partnership Charter principle are expandable. All entries must be a maximum of six pages (excluding the Official Entry Form page):

- **Text Entry**– maximum of four pages (font style: Arial, font size: 10)
- **Supporting Material** (visual graphics, charts, graphs, etc.) – maximum of two pages

<b>Principle 1: Providing Cost-Effective, Quality Services</b> <i>Has the project produced optimum results for expenditure at a standard of excellence?</i>
<b>Situation:</b> Click here to enter text.
<b>Action:</b> Click here to enter text.
<b>Result:</b> Click here to enter text.
<b>Additional Comments:</b> Click here to enter text.

<b>Principle 2: Partnering in Streamlining Business Practices</b> <i>Have both Project Manager and Consultant reduced waste and decreased losses where opportunities were available?</i>
<b>Situation:</b> Click here to enter text.
<b>Action:</b> Click here to enter text.
<b>Result:</b> Click here to enter text.
<b>Additional Comments:</b> Click here to enter text.

<b>Principle 3: Engaging in Effective Communication</b> <i>Have the Project Manager and Consultant both played an active and effective role in the process?</i>
<b>Principle 4: Commitment to Transparency &amp; Accountability</b> <i>Have the Project Manager and Consultant facilitated and disseminated all necessary information within the organizations and to the public?</i>
<b>Situation:</b> Click here to enter text.
<b>Action:</b> Click here to enter text.
<b>Result:</b> Click here to enter text.
<b>Additional Comments:</b> Click here to enter text.

<b>Principle 5: Promoting Innovation and Sustainability</b> <i>Has the project consistently produced the most current standards/best practices in the industry today?</i>
<b>Situation:</b> Click here to enter text.
<b>Action:</b> Click here to enter text.
<b>Result:</b> Click here to enter text.
<b>Additional Comments:</b> Click here to enter text.