

WEFTEC® Student Design Competition

Rocky Mountain Region
Competition Rules
January 2015

Contents

General Competition Information.....	1
Schedule	1
Eligibility.....	1
Responsibilities.....	2
Coordinators	2
Professor Advisor	2
Outside Assistance.....	2
Communications.....	3
Project Plan Requirements.....	4
Final Submission Requirements	4
Judging	5
Penalties.....	5
Competition Conduct.....	5
Prizes/Awards.....	6
Winners' Obligations.....	6
Resources.....	6
Contacts	7
Attachment 1: Entry Forms	8
Attachment 2: Judges Score Sheets	11
Attachment 3: Request for Information (RFI) Form.....	14
Attachment 4: Frequently Asked Questions	15

General Competition Information

Colleges and universities in the Rocky Mountain region who have formed Water Environment Federation (WEF)/American Water Works Association (AWWA) student chapters are invited to compete in the Sixth Annual Rocky Mountain Student Design Competition sponsored by the Rocky Mountain Water Environment Association (RMWEA)/Rocky Mountain Section of the American Water Works Association (RMSAWWA) that will be held in May 2015.

The regional competition is sponsored by the RMSAWWA/RMWEA Student Chapter Committee. The Rocky Mountain Region includes Wyoming, Colorado, and New Mexico. Teams may include undergraduate and/or graduate students.

Teams will be expected to come up with their own problem statements based on problems relating to wastewater design projects (e.g. hydraulic capacity design, upgrades to existing systems, etc.).

Schedule

Teams may complete their projects in either the fall or spring semesters. Final oral presentations and judging for all team will occur on May 1, 2015. The table below lists key deadline dates:

Registration Due	1/30/2015
Project plan due	2/27/15
Final reports and competition entry form due	04/27/15
Regional Student Design Competition	5/1/15
National WEFTEC® Competition (Chicago, Ill)	9/26/15 - 09/30/15

Eligibility

- Participating schools must have formed a WEF/AWWA Student Chapter
- The participating school must be in the Rocky Mountain Region
- Teams must meet regional deadlines

Student design teams may consist of a **maximum six (6) students** for all aspects of the competition, including preparation of all documents and the final presentation. Multiple teams from each school may enter the competition. There is no minimum number of students required for entry; however, it is recommended that a team consist of at least four (4) students. Failure to adhere to these eligibility requirements may result in the penalization or disqualification of a team from the competition. RMSAWWA/RMWEA will have final authority in determining the eligibility of team and assessing penalties.

Responsibilities

Coordinators

- Coordinate with school faculty
- Coordinate competition
- Answer questions

Professor Advisor

- Ensure teams follow all competition rules
- Present and explain problem statement
- Guide students to commonly accepted design literature and design standards
- Answer questions, unless a question needs to go to the next level up to competition coordinator (communication chain outlined below)
- Participate in project plan and final design reviews
- Ensure teams meet all deadline requirements
- Help students prepare for oral presentations and question and answer period

Outside Assistance

Student Design teams may contact consultant firms, manufacturers, and representatives for information. Teams should allow a two-week period for responses. These entities are not permitted to assist design teams with formation of design alternatives or solutions and are allowed to provide the following assistance:

Tasks Allowed:

- Provide basic cost information for commonly used materials and equipment, such as pipes, valves and concrete
- Provide cost information on specific pieces of equipment that must be purchased from a manufacturer
- Provide feedback on unit process decisions
- Review of deliverables, if requested

Tasks Not Allowed:

- Perform calculations
- Select alternatives

- Develop deliverables

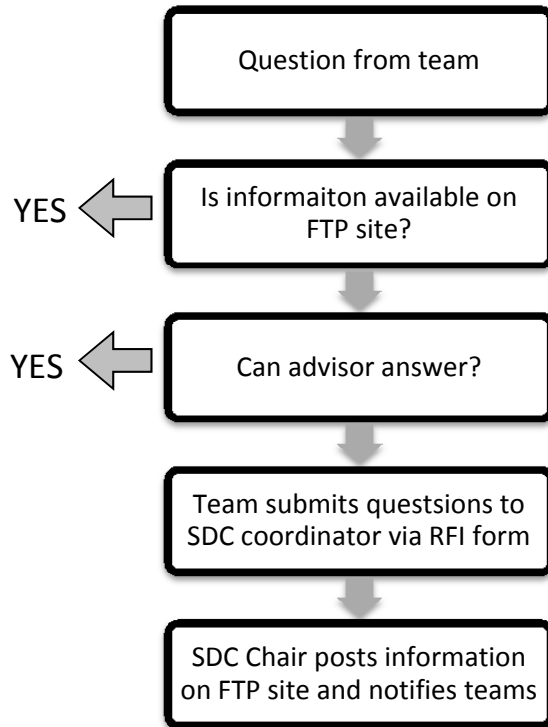
In general, outside entities shall not provide teams with “the answers,” but should provide guidance and the tools necessary to make a decision and develop a recommendation.

Teams must submit references with the final design report, including the names of consulting firms, manufacturers, and representatives that provided assistance.

Communications

An FTP site will be available to access competition information. Access instructions for the FTP site will only be granted after a team has submitted the registration form.

In the event that the advisor is unable to answer questions and information is not available on the FTP site, student design teams shall submit questions through a RFI form (see attachment 3). Teams should allow a one-week period for responses. See flowchart below for communication overview:



Project Plan Requirements

Project plans may be submitted either via email to jojo.la@lrewater.com or via the secured FTP site. Project plans may be a **maximum of 10 pages** (not including a cover page and a table of contents) and should include the following:

- Project scope
- Schedule/deliverables/milestones
- Implementation plan
- Team member roles and responsibilities
- Table of contents
- Development of understanding of client expectations and project intentions
- Progress to date
- Decision matrix

Final Submission Requirements

All final submissions may be submitted either via email to jojo.la@lrewater.com or via the secured FTP site. (Final submission requirements are from the national competition guidelines)

1. **Entry Form** – See Attachment 1.

2. **Abstract** – Provide a brief summary of the design, **not to exceed 200 words**.
3. **Project Description** – Provide a description of the project or program, including the following information:
 - A summary of the project team, including:
 - Each team member’s role in the effort
 - The names of any other individuals that assisted in the effort
 - A discussion of the design solution (not to exceed 20-pages). The discussion must cover the salient facts upon which the recommendation is made, give a clear analysis of the evaluation technique, and present a clear recommendation of action. Relevant data should be presented in the discussion in a clear form. All elements shown on the judging form should be addressed.
 - Formatting to include 1-inch margins on all sides; Calibri, Arial, or Times New Roman Font with a minimum 11-point font size.
 - Color diagrams, charts and photographs that reflect the unique features of the project. Each is to be identified with an appropriate descriptive caption. Graphics/photos can be included within the project description and will count toward the 20-page limit, or can be included as supporting documentation in the appendices and will not count towards the 20-page limit.
4. **Supporting Documentation** – Provide drawings, calculations, tables, vendor submittals, cost estimates, and other voluminous documents as appendices.
5. **References/Acknowledgements** – All references and acknowledgements must be included in the final submission.

Judging

The judge’s panel may be comprised of representatives from the following groups: utilities, engineering consultants, equipment vendors, regulatory authorities, RMWEA, and RMSAWWA. See Attachment 2 for the judging score sheet.

Penalties

Teams may incur penalties as outlined below, with a maximum penalty of 5 points per team:

	Points
Failure to submit project plan on time	1
Exceeding maximum page limit on project plan	1
Failure to submit final submission on time (1 point per day, 3 maximum)	1
Failure to submit an abstract within the guidelines with the final submission	1
Exceeding maximum page limit of report body on final submission	1
Exceeding oral presentation time allocation	1

Competition Conduct

All parties involved in the competition are expected to conduct themselves in a professional manner. If any misconduct is observed or reported, the incident will be investigated to

determine if any penalties are warranted. Depending on the level of misconduct, the offending party (ies) may be disqualified from the competition. Examples of misconduct include cheating, lying, plagiarism, deliberately misrepresenting oneself or the competition, or any other form of unprofessional conduct. RMSAWWA/RMWEA will have final authority in determining misconduct and any associated penalties.

Students making contact with outside parties for purposes of the design competition are required to identify themselves as students and inform the outside party (ies) of the nature of the competition they are participating in.

Prizes/Awards

A grand prize plaque will be presented to the team with the winning score. The winning team will be awarded with a funded trip for up to **four (4) team members** to WEFTEC® to compete at the National Student Design Competition (any additional team members who wish to attend WEFTEC® must do so at their own expense). Expenses eligible for funding include lodging, meals, and transportation to the National Student Competition held at WEFTEC®. Travel arrangements should be made in accordance with the Travel Policies of RMSAWWA/RMWEA will have final authority in determining the eligibility of expenses for funding/reimbursement.

Winners' Obligations

- Abide by national guidelines, as outlined by WEF (<http://www.wef.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=12884904167&libID=12884904129>).
- Meet all WEFTEC® deadlines.
- Obtain student WEF membership prior to attending WEFTEC® (to ensure student registration rates at WEFTEC®). The funds for the winners assume student membership rates to attend the conference. If students are not registered as such with WEF, they will be required to pay the difference in registration fees.
- Compete at the National Student Design Competition at WEFTEC®.

Resources

A list of Frequently Asked Questions can be found in Attachment 4. For more information, please use the following links:

- <http://www.weftec.org/home.htm>
- <http://www.wef.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=12884904167&libID=12884904129>
- <http://www.rmwea.org>
- <http://www.rmsawwa.net/>

Contacts

Jojo La, Student Competition Chair/Coordinator
P: (303) 455-9589 or Email: jojo.la@lrewater.com

Attachment 1: Entry Forms

Registration Form for the RM 2014-2015 Student Design Competition
Competition Entry Form for the RM 2014-2015 Student Design Competition

These forms are available electronically if needed. Please contact Jojo La (jojo.la@lrewater.com) for electronic copies.

STUDENT DESIGN COMPETITION REGISTRATION FORM

Number of students on team:

Name of University:

Address:

City:

State:

Zip:

Phone:

Fax:

Name of Student Contact:

Email:

Address:

City:

State:

Zip:

Phone:

Fax:

Name of Faculty Advisor:

Email:

Address:

City:

State:

Zip:

Phone:

Fax:

STUDENT DESIGN COMPETITION ENTRY FORM

Title of Presentation:

Names and Emails of Presenters:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Special requests or equipment needed for the presentation:

Attachment 2: Judges Score Sheets

Note: These score sheets were obtained from the national student design competition guidance document and may be modified as needed to reflect scoring for the national competition.

Score Sheet – Final Design Report

Name of University: _____

Judge: _____

Technical - 70 pts

- 1. Introduction, statement of problem, background information (5 pts) _____
 - 2. Continuity, logical sequence of steps to solution (10 pts) _____
 - 3. Conclusion, definite based on logical steps to solution (10 pts) _____
 - 4. Solution feasible & logical for problem statement (15 pts)..... _____
 - 5. Creativity, innovative approach, applicability (5 pts) _____
 - 6. Knowledge of subject & content (10 pts)..... _____
 - 7. Economic analysis, feasibility, presentation of economics (10 pts) _____
 - 8. Bibliography, credit to resources & help (5 pts)..... _____
- TOTAL (70 pts)..... _____**

Notebook Presentation - 30 pts

- 1. Visual aids (graphs, supporting info, pictures, etc.), presented clearly (10 pts) _____
 - 2. Grammar, spelling & technical writing (10 pts)..... _____
 - 3. Formatting, logical organization of report, table of contents (10 pts)..... _____
- TOTAL (30 pts)..... _____**

GRAND TOTAL (100 pts)..... _____

COMMENTS:

Score Sheet – Presentation

Name of University: _____

Judge: _____

Content - 45 pts

1. Technical subject matter relevant to design (20 pts) _____

2. Personal contribution, library research, innovative project (10 pts)..... _____

3. Knowledge of subject & content (15 pts)..... _____

TOTAL (45 pts)..... _____

Organization - 20 pts

1. Introduction, background, objectives, presentation outline (5 pts)..... _____

2. Continuity, essential facts developed in a logical sequence (10 pts) _____

3. Conclusion, definite & based on facts (5 pts)..... _____

TOTAL (20 pts)..... _____

Delivery & Effectiveness - 25 pts

1. Vocal delivery, conversation vs. memorized, volume, pronunciation, timing (10 pts). _____

2. Body Language, eye contact with audience, distracting mannerisms (5 pts) _____

3. Visual aids legibility & effectiveness (10 pts) _____

TOTAL (20 pts)..... _____

Discussion - 10 pts

1. Questions & Answers, Clarification & spontaneous (10 pts) _____

GRAND TOTAL (100 pts)... _____

COMMENTS:

Attachment 3: Request for Information (RFI) Form

This form is available electronically if needed. Please contact Jojo La (jojo.la@lrewater.com) for an electronic copy.

ATTACHMENT 3: REQUEST FOR INFORMATION (RFI)

TEAM NAME:

Team Name:	_____	RFI: <i>(team/ RFI number)</i>
School:	_____	Date: _____
Team Leader/Contact	_____	
email address:	_____	
phone number:	_____	
Owner:	<i>(project sponsor name)</i>	Project: <i>(Project name)</i>
	_____	Location: <i>(location of the project)</i>

Description of RFI:

Response of RFI:

Submitted by:		Response by:	_____
Team Name	_____	Name	_____
School	_____	Position	_____
Team Leader/Contact	_____	Email address	_____
Email address	_____	Phone number	_____
Phone number	_____		
Name:	<i>(submitted by)</i>	Name:	_____
Title:	<i>(team leader/team contact)</i>	Title:	_____
Date:	_____	Date:	_____

Attachment 4: Frequently Asked Questions

PROBLEM STATEMENTS

1. Will the competition involve cost estimation?

Yes. Since the purpose of the competition is to expose student to real-world engineering problems, cost estimation is a critical part of the competition.

COMPETITION RULES

2. How much involvement is the design advisor allowed to contribute?

The advisor will be allowed to be involved as follows:

- *Review design calculations, cost estimate calculations, and deliverables.*
- *Educate students on unit operations that they are not familiar with.*
- *Provide guidance on alternatives selection.*

3. Who will determine what the deliverables will be?

The Student Design Competitions Committee will determine the nature of the deliverables in coordination with the national competition guidelines.

4. If graduate students participate, how will this be handled? Graduate students competing against undergraduate students may skew the competition.

Graduate students are allowed to compete in the national competition. The inclusion of graduate students on a team has not historically resulted in an unfair advantage over other teams.

WINNING TEAM OBLIGATIONS

5. What happens if students from the winning team graduate and accept job offers before WEFTEC®?

This is not expected to be an issue. Participation at WEFTEC® is generally encouraged by most employers.