



CANADIAN CONSULTING ENGINEERING AWARDS 2018

INFORMATION & ENTRY RULES

ENQUIRIES:

Doug Picklyk, Editor

Canadian Consulting Engineer magazine

111 Gordon Baker Road, suite 400, Toronto, ON M2H 3R1

Tel. (416) 510-5119, Fax (416) 510-5134. E-mail dpicklyk@ccemag.com

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CANADIAN CONSULTING ENGINEERING AWARDS
2018
GENERAL INFORMATION

The Canadian Consulting Engineering Awards are given to projects that demonstrate a high quality of engineering, imagination and innovation. Celebrating our 50th year, the awards are the most prestigious mark of recognition for consulting engineers in Canada.

The awards are a joint program of the Association of Consulting Engineering Companies-Canada (ACEC/AFIC) and *Canadian Consulting Engineer* magazine.

This prestigious honour provides an unequalled opportunity to gain recognition for your firm and your employees. The list of winners is publicized nationwide and the projects are published in the October-November issue of *Canadian Consulting Engineer*.

Presentation of the winners will be at a gala dinner held Tuesday, October 23 in Ottawa. All entering firms are invited to submit display boards for presentation at the Gala.

Up to 20 Awards of Excellence are given at the jurors' discretion.

In addition, a number of Special Awards are designated by the jury from among projects entered in all categories. These Special Awards are the following:

- Schreyer Award (Prix Schreyer). This is the highest honour and is presented annually to the best technical entry.
- Tree for Life Award (Prix Un Arbre à Aimer). The award is given annually to a project that demonstrates outstanding environmental stewardship.
- Ambassador Award (Prix Ambassadeur). Presented to a project constructed or executed outside Canada that best showcases Canadian engineering expertise.
- Engineering a Better Canada Award (Prix de l'ingénierie pour un Canada meilleur). Presented to a project that best showcases how engineering enhances the social, economic or cultural quality of life of Canadians.
- Outreach Award (Prix Rayonnement). Presented for a company's role in donating their time and/or services for the benefit of a community or group either in Canada or on the international stage.

The award-winners are selected by a board of eminent Canadian engineers and others allied to the industry who are not directly employed in the consulting engineering business sector.

Judging of the submissions will take place in mid-June and firms will be notified soon afterwards as to whether or not they have won an award.

In order to encourage candid deliberations during the judging process, the jurors reserve the right to withhold explanations on their decisions for any project.

CANADIAN CONSULTING ENGINEERING AWARDS
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ENTRY RULES

ELIGIBILITY

Entries must conform to the following requirements.

- An entry must be the work of at least one person who is licensed by a professional engineering association and who is an owner or employee of a firm in good standing with the Association of Consulting Engineering Companies-Canada (ACEC/AFIC). (Firms who are members of their provincial association of consulting engineers are generally automatically members of ACEC. Check with ACEC at 1-800-565-0569 if in doubt.)
- Joint entries are permitted as long as one of the entering firms is an ACEC member.
- Projects entered must have been completed in the period from January 1, 2015 to December 31, 2017. In the case of ongoing projects, only the phase(s) already completed by the cut-off date may be entered for consideration.
- Entered projects must not have been submitted previously in this program.
- Submission of entries must be approved by (a) the owner of the project, and (b) the entering firm's client (if not the same as the project owner).
- Projects on which the entering firm acted as a sub-consultant are eligible. In these cases, the entering firm must indicate clearly the scope of work in the project for which it was responsible.
- There is no limitation or restriction on project size or location.
- Entries may be submitted in French or English.

JUDGING & CATEGORIES

The categories listed below are for organizing and guiding the judging process only. Because the number of entries in each category may vary widely, the jury may choose to give more than one award per category, or none in a category at all. The jurors also reserve the right to move a project into a different category to the one in which it was entered if deemed appropriate.

The Special Awards are given independently of the category into which the project was entered.

Technical:

A. Buildings

Commercial, institutional and residential buildings and complexes.

B. Transportation

Bridges, roads, airports and airport terminals, transit lines and stations, ports, etc.

C. Water Resources

Dams, water and wastewater treatment plants, flood and erosion control, stormwater management, etc. Includes studies in these sectors.

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Entry Rules

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D. Environmental Remediation

Contaminated site clean-ups, solid-hazardous waste handling and treatment, environmental assessment studies, other special environmental remediation projects.

E. Natural Resources, Mining, Industry & Energy

All facilities and services in these sectors, including plant buildings, process engineering, etc.

F. Special Projects

Any projects that do not fit into a category above; for example software, non-design engineering and mega-projects of a comprehensive scope.

Entries in categories A-F above will be judged on evidence of a high quality of engineering, having due regard for imagination and innovation. The project's complexity and success in overcoming extraordinary circumstances will be considered, as well as its social, economic, and environmental benefits to the client or to society in general. Meeting the client's budget and schedule is also taken into account.

Other:

G. Project Management

Projects that demonstrate consulting engineers' skills in managing and coordinating services on a client's project.

H. International

Engineering projects or other initiatives outside Canada that have brought social/economic/environmental benefits to the other country, and/or that have furthered the transfer of Canadian technology and business.

I. Community Outreach and/or In-House Initiatives

A firm's contributions and services to a community, such as alleviating suffering, promoting social awareness, providing education, work, etc.

A firm's in-house management programs for improving efficiency, profitability, staff training, etc.

CANADIAN CONSULTING ENGINEERING AWARDS
2018
MATERIAL TO BE SUBMITTED
Please read carefully

STAGE 1 - TUESDAY, MARCH 20, 2018

- (i) Notice of Intention to Enter
- (ii) Entry Fee (non-refundable) -\$350.00 + \$45.50 HST @ 13%.
Payment should be made by cheque payable to Canadian Consulting Engineer. HST #86717-2652-RT0001.

STAGE 2 - TUESDAY, APRIL 17, 2018

- (iii) Official Entry Form & Project Outline - On-line Form
This information must be submitted on-line at
www.canadianconsultingengineer.com/entries-information-entry-forms/

Once submitted, you will receive an e-mail Confirmation Receipt. ***Include a hard copy of the Confirmation Receipt in the front of your printed Project Entry Binder - item (v) below.
See "Instructions for Completing the Official Entry Form & Project Outline," p. 8.

STAGE 3 - THURSDAY, APRIL 19, 2018, 5.00 p.m. EDT

- (iv) Entry Consent Form - Print
This print form must be completed and signed by the entering firm, the owner and the client. The form should be included in the front of your Project Entry Binder (v).

- (v) Project Entry Binder - Print
This material, fastened in an 8-1/2" x 11" folder or binder, includes written and visual information on your project and must be forwarded to *Canadian Consulting Engineer* magazine in Toronto.
See "Instructions for Completing Project Entry Binder," p. 11.

- (vi) PDF file of Project Entry - Electronic File
An electronic version of the Project Entry Binder (v) should be filed at the awards ftp site.
See "Instructions for Filing PDF File of Project Entry & High Resolution Images at FTP Site," p. 12.

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Material to be Submitted

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(vii) High-resolution Images of Project - Electronic File. These images are for promotional and publication purposes, therefore please submit images of the highest quality that best showcase your project.

See "Instructions for Filing PDF File of Project Entry Binder & High Resolution Images at FTP Site," p. 12.

All forms are available at www.canadianconsultingengineer.com/entries-information-entry-forms/

DISPLAY BOARDS FOR GALA DINNER IN OTTAWA

Display boards are NOT to be submitted with the entry. However, all entrants will be invited to provide one for display at the awards presentation and gala dinner in Ottawa on Tuesday, October 23, 2018. ACEC will post detailed instructions on how to prepare the display boards at a subsequent date. See www.acec.ca/awards.

INSTRUCTIONS FOR COMPLETING THE OFFICIAL ENTRY FORM & PROJECT OUTLINE (ON-LINE FORM)

Access this online form at www.canadianconsultingengineer.com/entries-information-entry-forms/

Submit online by Tuesday, April 17, 2018

The form requires you to submit various types of essential information. We suggest you prepare the text beforehand and cut and paste it into the form.

A. PROJECT INFORMATION:

Details of the project, e.g. project name (maximum 7 words), exact location, year completed, entering firm(s), role of entering firm, three contact names, etc.

B. PROJECT OUTLINE

THIS IS THE MOST IMPORTANT PART OF YOUR SUBMISSION. Jurors will refer initially to this information to evaluate the relative merits of your project. It has two parts (1) 75-Word Summary, and (2) Project Highlights, as set out below.

NOTE - A CLEAR AND ACCESSIBLE WRITING STYLE IS REQUIRED

One of the objectives of the Canadian Consulting Engineering Awards is to showcase the importance of consulting engineering to the broader public. Your submission may be used to publicize and promote the consulting engineering sector. Consequently a clear, consistent and accessible writing style is extremely important in all aspects of your submission.

(1) 75-Word Summary:

The 75-word summary of the project will be used for a video presentation and brochure for the Awards Gala. It is also used by ACEC to showcase consulting engineering to the government and to the public. Please use plain language and avoid technical jargon where possible.

The summary should include:

- The client and the client's objective
- Your role in the project
- Project complexity and/or use of innovation
- The project's social, economic and/or environmental benefits

Sample: The Ministry of Administrative Affairs needed to dispose of 15 tonnes of secret files each year. Consultant Bob's sustainable solution reduced waste and conserved energy while protecting national security. Industrial shredders rendered files unreadable and put them into a form suitable for building insulation. Now, fewer government secrets are leaked and improved insulation has enhanced soundproofing in government buildings and reduced heating costs by 25%.

(2) Project Highlights:

This section is to describe your project in some detail for the jurors to review.

Depending on which category your project is entered, you must complete different sections of the form:

- Entries in Technical Categories A - F complete Questions 1 - 5.
- Entries in Category G complete Questions 6 - 10.
- Entries in Category H complete Questions 11 - 15.
- Entries in Category I complete Questions 16 - 18.

The information in each section should describe different aspects of the project. Focus on the points that make your project outstanding. Explain specialist technical terms. Please keep within the maximum word count.

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TECHNICAL CATEGORIES A. - F.

Questions 1-5 to be completed ONLY for entries in the following categories: A. Buildings, B. Transportation, C. Water Resources, D. Environmental Remediation, E. Natural Resources, Mining, Industry, Energy, and F. Special Projects.

Q.1 Innovation (40%) - max. 400 words

Briefly introduce your project, i.e. what was done and why? Then explain how the project demonstrates the innovative application of engineering principles or techniques. How is it distinguishable from similar projects of its type?

Q.2 Complexity (20%) - max. 250 words

Explain any extraordinary problems and conditions that were overcome.

Q.3 Social and/or Economic Benefits (15%) - max. 250 words

Explain the social and economic benefits to society provided by your project. Be specific and provide qualitative and quantitative information.

Q.4 Environmental Benefits (15%) - max. 250 words

Explain how your project addresses environmental/sustainability issues.

Q.5 Meeting Client's Needs (10%) - max. 250 words

Explain the client's main project goals and how you met them.

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CATEGORY G - PROJECT MANAGEMENT

Questions 6-10 to be completed ONLY by entrants in Category G

Q.6 Complexity (40%) - max. 400 words.

Briefly introduce your project, i.e. what was done and why? Then explain the complex nature of your work. Describe how your project management practices and/or innovations overcame extraordinary problems and conditions.

Q.7 Meeting Client's Needs (25%) - max. 250 words

Explain the client's main project goals and how you met them.

Q.8 Environmental Benefits (15%) - max. 250 words

Explain how your project addresses environmental/sustainability issues.

Q.9 Innovation (10%) - max. 250 words

Explain how your project demonstrates innovative engineering practices or techniques.

Q.10 Social and/or Economic Benefits (10%) - max. 250 words

Explain the social and economic benefits to society provided by your project. Be specific and provide qualitative and quantitative information.

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CATEGORY H - INTERNATIONAL

Questions 11-15 to be completed ONLY by entrants in Category H

Q.11 Social and/or Economic Benefits (30%) - max. 400 words

Briefly introduce your project, i.e. what was done and why? Then explain the social and economic benefits it provided to the other country. Be specific and provide qualitative and quantitative information.

Q.12 Technology Transfer (30%) - max. 250 words

Explain how the project transfers new and useful Canadian technology and know-how to the other country.

Q.13 Environmental Benefits (15%) - max. 250 words

Explain how your project addresses environmental/sustainability issues.

Q.14 Complexity (15%) - max. 250 words

Explain the complex nature of your project and any extraordinary problems and conditions that were overcome.

Q.15 Meeting Owner's Needs (10%) - max. 250 words

Explain the client's main project goals and how you met them.

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CATEGORY I - COMMUNITY OUTREACH & IN-HOUSE INITIATIVES

Questions 16-18 to be completed ONLY by entrants in Category I

Q.16 Briefly explain the nature of the project - max. 400 words

Describe your project: What does it involve, and what are its goals?

Q.17 Effort and Complexity (50%) - max. 400 words

Explain what the project involved in terms of staff effort, commitment and challenges.

Q.18 Social, Economic and Other Benefits (50%) - max. 400 words

Explain what social, economic, environmental, etc. benefits the project actually provided to either (a) the community, and/or (b) your company. How does the project illustrate the consulting engineering sector's contribution to society?

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Confirmation Receipt:

Once you have submitted your online Official Entry Form/Project Summary, you will receive an e-mail Confirmation Receipt. Please include a hard copy of the Confirmation Receipt in the front of your printed Project Entry Binder.

**INSTRUCTIONS FOR COMPLETING
PROJECT ENTRY BINDER**

The Project Entry Binder is a print version of the information on your project, fastened in an 8-1/2" x 11" folder or binder.

To arrive by Thursday, April 19, 2018, 5 p.m. EDT

The Project Entry Binder should contain the following:

- (a) Confirmation Receipt from the online Official Entry Form & Project Outline.
- (b) Entry Consent Form, signed by the entering firm and owner / client.
- (c) Full Project Description. Give details, photographs, drawings etc. related to the project. You can either use the same text as you posted online in the Official Entry Form & Project Outline, or expand upon it, as you wish. Maximum 10 pages + forms (minimum 10 pt. font)

Only one copy is required.

Forward to:
Canadian Consulting Engineer
111 Gordon Baker Road, suite 400
Toronto, Ont., M2H 3R1
Attention: Doug Picklyk, tel. 416-510-5119

**INSTRUCTIONS FOR FILING PDF OF PROJECT ENTRY BINDER
& HIGH RESOLUTION IMAGES
AT FTP SITE**

To be submitted by Thursday, April 19, 2018.

ftp://cceaawards.canadianconsultingengineer.com
User ID - ccea2018
Password - awards2018 (case sensitive)

FILING PDF OF PROJECT ENTRY BINDER

A PDF electronic version (copy) of the Project Entry Binder should be filed in "2018_AwardsEntries_PDFs" (Do not include the entry form and entry consent forms in the PDF.)

Naming your file. Use a short combination of the Entering Firm and your Project Name. For example, Smith Engineering's entry of Blue Street Bridge could be filed under the name "SmithBlueStreetBridge". The use of special characters -/ : * ? " < > | in the file name is not permitted.

FILING HIGH-RESOLUTION IMAGES

A separate folder containing a set of high-resolution JPEG images of your project (those in the Project Entry Binder and any others as desired) should be filed in "2018_AwardsEntries_Images"

Naming your file. Use the same name as above + "Images," i.e. in the example above, "SmithBlueStreetBridgeImages"

IMPORTANT NOTES

- Once an entry has been submitted to the FTP site it cannot be downloaded or deleted. No-one except the jurors and the awards administrators will be able to open your PDF file.
- Name your file first, THEN place it into the appropriate folder on the ftp site.
- By submitting these images you consent to their use by ACEC and *Canadian Consulting Engineer* magazine in publications and for promotional purposes.
- If you have problems or questions contact Doug Picklyk, e-mail: dpicklyk@ccemag.com, Tel. 416-510-5119.