



# 2018

ONTARIO CONSULTING  
**ENGINEERING AWARDS**



## INFORMATION & ENTRY RULES



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES | CANADA

## **Introduction**

The Ontario Consulting Engineering Awards were initiated in 2003 to recognize the knowledge, skills and expertise of consulting engineers in Ontario and to showcase the importance of consulting engineering to improving the economic, social and environmental well-being of Ontarians.

Continuing the tradition of recognizing the industry's contributions, Consulting Engineers of Ontario (CEO) invites entries for the 2018 Ontario Consulting Engineering Awards. Featuring the prestigious Willis Chipman Award, the program recognizes projects that have enhanced the quality of life of people living across Ontario and around the globe. In addition, up to five Awards of Excellence and six Awards of Merit will be presented.

Projects are judged by a panel of eminent professionals representing client groups, professional associations and academia who are not currently engaged in consulting practice. CEO reserves the right to retain all submitted materials for public relations purposes.

CEO will continue to promote the award winners and nominees through a number of avenues including:

- 1) Promotional videos
- 2) News Releases across Ontario
- 3) Plus Delta/Accolades Magazine
- 4) Media interviews and articles in trade publications
- 5) One complimentary awards gala ticket given to participating member firm

For any questions or concerns, please contact:

Shelley Bahorie  
Marketing and Communications Specialist  
Consulting Engineers of Ontario  
10 Four Seasons Place, Suite 405  
Toronto, Ontario M9B 6H7  
T: (416) 620 1400 ext. 227 F: (416) 620 5803

## Rules of Entry

Entries must conform to the following requirements:

- Submissions shall be by an owner or employee of a firm that is a member in good standing with Consulting Engineers of Ontario (CEO).
- Member firms may submit projects that involve other CEO members. Joint submissions involving non-CEO members are acceptable only if the CEO member firm(s) did more than 50 per cent of the work and submit in their name. All member firms and non-member firms must be recognized (including other consultants and contractors) and their contribution explained.
- A member firm may submit a maximum of five entries per year. This includes joint submissions.
- A member firm may submit no more than two projects per category. CEO and its judges reserve the right to make the final decision as to a project's category.
- Projects entered must have been completed to the client's satisfaction in the period from January 1, 2016 to September 30, 2017. Client confirmation of completion and approval to submit must accompany the submission. **Completed design portions may be submitted, even if the project's still undergoing construction, if the owner of the project approves its submission.**
- Projects done outside of Ontario are eligible for the Awards of Excellence and Awards of Merit provided that they have been managed out of an Ontario office.
- There is no limitation or restriction on project size.
- No additions or modifications to the entry are allowed after delivery to CEO. Judges may however seek clarification from the entrant.
- Judging results and their publicity are confidential until the awards ceremony. Entrants will not be notified after the judging of the submission as to whether or not your firm has won an award.
- Projects that have won a Canadian Consulting Engineering Award are not eligible for the Ontario Consulting Engineering Awards.
- Entries must not have been submitted previously in this program.

## Judging & Awards

### Judging

The judges are a panel of eminent professional engineers representing professional associations, client groups and academia who are not currently engaged in consulting practice. Judges will be revealed after the deadline date. All submitted projects will be judged based on four criteria as they apply to each project:

1. Project objectives, solutions and achievements
2. Level of complexity and project challenges
3. Technical excellence and innovation
4. Contribution to economic, social and/or environmental quality of life (as applicable).

### Awards

The categories listed below are for organizing and guiding the judging process. Because the number of entries in each category may vary widely, the judges may choose to move a project into a different category if deemed appropriate.

#### The Willis Chipman Award

The Willis Chipman Award will be presented to the project that best demonstrates the important contribution of consulting engineering to improving the economic, social and environmental quality of life in Ontario. Only Ontario-based projects are eligible for the Willis Chipman Award. It is given independently of the category in which the project was entered.

#### Award of Excellence

At the discretion of the panel of judges, the Awards of Excellence will be presented for the most outstanding project in each of four categories based on the size of firms determined by the number of employees.

- Firms with 1 to 50 employees
- Firms with 51 to 100 employees
- Firms with 101 to 350 employees
- Firms with 351+ employees

Firm size is based on the number of employees in Ontario that was provided on the 2017 CEO membership renewal form. For joint submissions, firm size will be based on the combined number of employees.

Projects outside of Ontario are eligible for an Award of Excellence provided that they were managed out of an Ontario office.

#### Award of Merit

At the discretion of the panel of judges, the Awards of Merit may be presented for the most outstanding project in the following six areas of practice.

- **Building engineering and science:** includes all engineering projects related to electrical, mechanical, structural, foundations, acoustics, ergonomics, fire protection/prevention,

preliminary/final design, repair/restoration, roofing and waterproofing, walls and cladding, and heating systems.

- **Environment:** includes all engineering projects related to air quality management, environmental assessments, groundwater resources/hydrogeology, industrial wastewater treatment, noise and vibration, solid/hazardous waste management, and surface water resources.
- **Industry, energy and resources:** includes all engineering projects related to agriculture, fisheries, forestry, electrical power generation, geophysics, geotechnical, mining, metallurgy, oil and gas production/storage, petrochemical, solar energy, steam power generation and wind energy.
- **Project management:** includes all engineering projects related to construction management, construction quality control, contract administration, management of design, procurement management, project control and risk management, related management services, and value engineering.
- **Studies and research:** includes all engineering projects related to planning and feasibility studies.
- **Transportation:** includes all engineering projects related to airports, roads and highways, rail, pavement design and management, ports and harbors, terminals and service centres, traffic engineering and control, transportation planning and urban public transit.

Projects outside of Ontario are eligible for an Award of Merit provided that they were managed out of an Ontario office.

\*\* If there are any doubts or uncertainties as to which category a project should be entered in, please contact CEO's Marketing and Communications Specialist Shelley Bahorie at [sbahorie@ceo.on.ca](mailto:sbahorie@ceo.on.ca) or by phone: 416-620-1400, ext. 227, prior to submission.

## **Submission Deadlines & Materials to be submitted**

### **Stage 1: Notice of Intent to Submit – Electronic submission**

Deadline: Friday November 10, 2017

Email the completed form to [sbahorie@ceo.on.ca](mailto:sbahorie@ceo.on.ca).

### **Stage 2: Final Submission**

Deadline: Friday December 8, 2017

**The physical submission must be delivered by the deadline date.**

Final submission package should contain:

#### **1) One hard copy of Project Report containing:**

8.5" X 11" report (no binders – spiral binding is acceptable)

- Project Sheet
- Letter of Acknowledgement
- Owner/Client's Letter
- Executive Summary

#### **2) One USB Flash Drive containing**

- A PDF file of the Project Report
- A PowerPoint Presentation
- A separate folder containing high resolution project images

Please have your submission package **delivered** no later than **Friday December 8, 2017** to:

Shelley Bahorie  
Consulting Engineers of Ontario  
10 Four Seasons Place, Suite 405 Toronto, Ontario M9B 6H7  
E: [sbahorie@ceo.on.ca](mailto:sbahorie@ceo.on.ca)  
P: (416) 620 1400 ext. 227 / F: (416) 620 5803

## **Details & Specifications**

### **Notice of Intent to Submit (1 page)**

Details of the project, e.g. project name, location, year completed, entering firm(s), contact names, award category and 75-word summary. This form is attached at the end of the document.

The 75-word summary of the project will be used for a video presentation at the awards gala. It is also used by CEO 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

Example: The National Capital Commission retained ABC Consulting to develop an innovative signalization layout to provide pedestrians and cyclists a safe crossing to the Rideau Canal and downtown area. High speeds and large traffic volumes made crossing difficult and potentially dangerous without a creative crossing solution. The configuration uses new features to improve the safety and connectivity of the crossing for active transportation users at this important node, creating an increase in cycling and pedestrian usage.

### **Project Sheet (1 page)**

Details of the project, e.g. project name, location, year completed, entering firm(s), contact names, etc. This form is attached at the end of the document.

### **Letter of Acknowledgement (1 page)**

Letter of Acknowledgement and consent signed by an authorized person(s) on behalf of the submitting firm(s) clarifying and confirming that:

- The submission accurately reflects the role of the submitting member firm(s) in the project.
- Other consultants and contractors and their respective roles are indicated in the Project Sheet and that they are aware of the submission (no consent required).

### **Owner/Client's Letter (1 page)**

The Owner/Client's Letter should include the following:

- Permission to enter the project into the competition.
- Confirmation that the consulting engineering services were provided and sufficiently completed to the client's satisfaction.
- Confirmation that the overall objectives of the project were met within the approved timeframe and budget.

## **Executive Summary (up to 4 pages)**

Judges will initially refer to this information to evaluate the relative merits of your project.

The Executive Summary should include the bolded headings below. The questions under each heading are a guide to the kinds of things that the judges will be looking for, but are not definitive.

- **Project objectives, solutions and achievements**
  - What were the client's objectives for the project?
  - What solutions were applied to meeting the objectives?
  - What role did project management play in successfully completing the project?
  - How does the project impact the community?
  - What were the outstanding engineering achievements?
- **Level of complexity and project challenges**
  - Were there site problems, scheduling difficulties, or other elements to be overcome?
- **Technical excellence and innovation**
  - Does the design represent an innovative approach?
  - Was there a unique combination of materials and/or equipment?
  - How well did the firm use its internal resources, experience and expertise?
- **Contribution to economic, social and/or environmental quality of life (as applicable).**
  - What kind of beneficial effects did the project have on the community?
  - Does it promote sustainability?
  - How does the project illustrate the engineer's role in society?

## **PowerPoint Presentation (up to 8 slides)**

PowerPoint Presentation will be reviewed as part of your submission. It will be also displayed on the monitor kiosks at the awards gala reception.

The PowerPoint Presentation should contain:

- A title slide containing project name, entering firm's name and logo and CEO logo (one slide).
- A summary slide containing a brief summary of no more than 150 words describing the project and the role played by the submitting firm(s) (one slide).
- Up to six slides of the key project images (project sites, drawings, plans, etc.). Each slide should contain one image and caption.

Someone who is unfamiliar with the project should be able to easily understand the text and photographic information provided in the PowerPoint Presentation and grasp the project's essential nature.

## **Key List of Images**

All images used in the PowerPoint presentation must be provided in a separate folder entitled "Images" on a USB Flash Drive.

Electronic images must comply with the following specifications:

- Only JPEG image-format saved are acceptable.



- Images must be provided in high resolution and at the original size.
- All image file names are composed of a number followed by a title. (ex.: "01title.jpg"... "02title.jpg", "03title.jpg"). Do not use punctuation or symbols.
- Compressed archive files (.zip, .sit) will not be accepted.

CEO may utilize any and all submitted materials for the purposes of promoting the award program; publicizing winning entries and other participants; promoting and enhancing the image and prestige of CEO members and the consulting engineering sector as whole; and otherwise advocating on behalf of CEO and its members.

## Notice of Intention to Submit

Email the completed form to [sbahorie@ceo.on.ca](mailto:sbahorie@ceo.on.ca) no later than **Friday November 10, 2017** to indicate your intention to submit a project.

Firm name: \_\_\_\_\_

Firm address: \_\_\_\_\_

Contact name #1 (Marketing/Communications person handling project entry):

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact name #2 (Lead Engineer/project manager handling technical aspects of the project):

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Completion date: \_\_\_\_\_

Joint submitting firm(s): \_\_\_\_\_

Client: \_\_\_\_\_

Project category (choose only **one** category):

- Building engineering and science
- Environment
- Industry, energy and resources
- Project management
- Studies and research
- Transportation

Project description (75 words or less):

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## Project Sheet

Firm name: \_\_\_\_\_

Project manager name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Completion date: \_\_\_\_\_

Location of project (city, province, country): \_\_\_\_\_

\_\_\_\_\_

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

Project client (if different than owner): \_\_\_\_\_

Names of other consultants and their contribution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of contractors and their contribution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category for Award of Merit (choose only **one** category):

- Building engineering and science
- Environment
- Industry, energy and resources
- Project management
- Studies and research
- Transportation

Firm size:

- 1 to 50 employees
- 51 to 100 employees
- 101 to 350 employees
- 351 + employees