

2014

# ACEC-SK Awards of Distinction Guidelines



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES | SK

**Association of Consulting Engineering Companies - Saskatchewan  
2014 Awards Guidelines**

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## Introduction

The Awards Program was established in 2002 to:

- raise the profile of the consulting engineering industry in Saskatchewan
- provide a forum for recognition of the work done by ACEC-SK corporate member firms

It was expanded to:

- include consulting geoscience firms
- create a ACEC-SK Road Show to display the awards
- establish a lifetime achievement award
- focus on promoting the talent, expertise and innovation of corporate member firms through their project entries

In 2010 the ACEC-SK Young Professional Award was added to recognize the achievements of a young professional in the engineering or geoscience field.

ACEC-SK is ramping up its efforts to promote the award recipients through a number of avenues:

- Industry professional and trade magazines
- Local press
- Videos on the ACEC-SK website
- Awards Banquet video on public television
- With sufficient member support we plan to introduce a digital Road Show
- Increasing key stakeholders attendance at Awards Banquet

## ACEC-SK 2014 Awards Deadlines

	<b>Lieutenant Governor of Saskatchewan Meritorious Achievement Award</b>	<b>ACEC-SK Young Professional Award</b>	<b>ACEC-SK Brian Eckel Award (Projects)</b>
<b>Awards Deadlines</b>			
<b>Deadline for Intent to Nominate or Submit Project</b>	<b>April 15</b>	<b>April 15</b>	<b>April 15</b>
<b>Deadline for Official Nominations or Project Submissions</b>	<b>May 15</b>	<b>May 15</b>	<b>June 30</b>
<b>ACEC-SK Board of Directors Review Nominations and selects Recipient</b>	<b>May 29</b>	<b>May 29</b>	<b>Judging commences after June 30</b>
<b>Confidential Notification to Recipients</b>	<b>June/July</b>	<b>October 3</b>	<b>October 3</b>
<b>Presentation to Recipients</b>	<b>November 4</b>	<b>November 4</b>	<b>November 4</b>

## Lieutenant Governor of Saskatchewan Meritorious Achievement Award

### Selection Criteria

The following are eligible for nomination for the Lieutenant Governor of Saskatchewan Meritorious Achievement Award:

1. A distinguished member of the consulting engineering/geoscience industry who is a Saskatchewan resident and has made outstanding achievements and contributions to the consulting engineering and/or geoscience industry in Saskatchewan, whether technical or managerial in nature. Consideration will be given to the individual's contributions to business, society and the Association of Consulting Engineering Companies - Saskatchewan.
2. Past Chairs of the ACEC-SK Board of Directors, having retired from that capacity for at least three (3) years, are eligible for nomination.
3. Past members of the ACEC-SK Board of Directors, having retired from that capacity for at least three (3) years, are eligible for nomination.
4. Candidate should be from an ACEC-SK Member Firm or recently retired from an ACEC-SK Member Firm.
5. All nominations shall stand for a three (3) year period.

### Guideline for Nominee Submission Format

1. CV (or equivalent) of candidate
2. The supporting documentation should demonstrate candidate's accomplishments in his/her profession, community and industry/business highlighting:
  - candidate leadership
  - public profile
  - specific achievements
  - volunteer initiatives
3. Other endorsements, if available (e.g. media reports, press releases, citations etc.)

### Other

ACEC-SK will create a short video presentation for the Awards Ceremony and post event promotions. A copy of the video will be provided to the Member Firm of the recipient following the Awards Ceremony. Additional copies will be made **available for an additional fee.**

## Lieutenant Governor of Saskatchewan Meritorious Achievement Award

### INTENT TO NOMINATE

**Nominee's Full Name:** \_\_\_\_\_

Nominee's Firm: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's Current Position/Occupation: \_\_\_\_\_

Nominee's Professional Designation(s): \_\_\_\_\_

The Nominee:  does know that he/she is nominated for this award  
 does not know that he/she is nominated for this award  
(please check one)

\_\_\_\_\_

#### **Nominator:**

Nominator's Name: \_\_\_\_\_

Nominator's Firm: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refer to Official Nomination Form (on the next page) and ensure all required documentation accompanies the Official Nomination by the due date.

**Complete and return this Intent to Nominate form by April 15, 2014 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca) Fax: 306.522.5325

or mail to

**2014 ACEC-SK Awards**  
Suite 12, 2010 7th Avenue, Regina SK S4R 1C2

## Lieutenant Governor of Saskatchewan Meritorious Achievement Award

### 2014 OFFICIAL NOMINATION FORM

**Nominee's Full Name:** \_\_\_\_\_

Nominee's Firm: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's Current Position/Occupation: \_\_\_\_\_

Nominee's Professional Designation(s): \_\_\_\_\_

The Nominee:  does know that he/she is nominated for this award  
 does not know that he/she is nominated for this award  
(please check one)

**Nominator:** \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Firm: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Highlights:

Please attach CV and other supporting documentation covering the following:

- Memberships (Professional and Others)
- Involvement (Professional / Community / Industry and Business)
- Achievements

**Return this completed form and all supporting documentation by May 15, 2014 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca) Fax: 306.522.5325

or mail to

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Suite 12, 2010 7th Avenue, Regina SK S4R 1C2

## ACEC-SK Young Professional Award

### Purpose:

The purpose of the Young Professional Award is to recognize the achievements of a young professional who demonstrates excellence in: his/her field of expertise; the business of consulting engineering/geoscience; dedication to his/her consulting engineering/geoscience association and community; as well as increasing awareness of the value of young professionals in the Saskatchewan consulting engineering/geoscience industry.

### Eligibility:

The nominees must meet the following requirements:

- active in the consulting industry for not more than 10 years as of March 31 in the year of nomination
- employed at a ACEC-SK Member Firm at the time of their nomination
- must be in good standing with their professional association, contributes to the betterment and visibility of ACEC-SK
- demonstrates active participation and leadership in their community

Eligible candidates may be engineering/geoscience professionals or technologists.

### Nomination Procedures:

- Nominations will be received from member firms
- There is no limit to the number of nominations that may be submitted from any one firm.
- All unsuccessful candidates shall be re-submitted for the following two year's nominations provided the nominee still meets the eligibility criteria. If unselected after three years, he/she will be released from the list of nominees.

### Submission Format:

Submissions should include:

- completed Nomination Form with a current electronic head and shoulders photo attached (size 4"x6" jpg, 300-600 dpi)
- biography (not to exceed 6 pages) that identifies the accomplishments of the candidate in the areas of industry/ business, profession, community, and involvement with ACEC-SK.

### Selection Criteria:

The candidates will be evaluated in the following areas:

#### Profession (40% weighting)

- How does the candidate show commitment to excellence in his/her professional work?

#### Consulting Industry (40% weighting)

- Does the candidate possess good project management skills and complete work to the satisfaction of clients under approved scope, budget and schedule?
- Is the candidate involved in committees and/or leadership within ACEC-SK?

#### Community Involvement (20% weighting)

- Does the candidate perform any community services such as volunteering?



## ACEC-SK Young Professional Award

### INTENT TO NOMINATE

**Nominee's Full Name:** \_\_\_\_\_

Nominee's Firm: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's Current Position/Occupation: \_\_\_\_\_

Nominee's Professional Designation(s): \_\_\_\_\_

Nominee's Relationship to Nominator: \_\_\_\_\_

Number of years known by Nominator: \_\_\_\_\_

The Nominee:  does know that he/she is nominated for this award  
 does not know that he/she is nominated for this award  
(please check one)

\_\_\_\_\_

**Nominator:**

Nominator's Name: \_\_\_\_\_

Nominator's Firm: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

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

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refer to **Official Nomination Form** (on the next page) and ensure all required documentation accompanies the Official Nomination by the due date.

**Complete and return this Intent to Nominate form by April 15, 2014 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca) Fax: 306.522.5325

or mail to

**2014 ACEC-SK Awards**  
Suite 12, 2010 7th Avenue, Regina SK S4R 1C2

## ACEC-SK Young Professional Award

### 2014 OFFICIAL NOMINATION FORM

**Nominee's Full Name:** \_\_\_\_\_

Nominee's Firm: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's Current Position/Occupation: \_\_\_\_\_

Nominee's Professional Designation(s): \_\_\_\_\_

Nominee's Relationship to Nominator: \_\_\_\_\_

Number of years known by Nominator: \_\_\_\_\_

The Nominee:  does know that he/she is nominated for this award  
 does not know that he/she is nominated for this award

(please check one)

#### Nominator:

Nominator's Name: \_\_\_\_\_

Nominator's Firm: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Attachments:

The appropriate requested documentation, references and photo are required no later than **May 15, 2014**. The final decision as to the recipient of the YP Award will be made by the ACEC-SK Board of Directors.

**References:** *(At least one reference must be from another firm or client organization)*

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return this completed form and all supporting documentation by May 15, 2014 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca) Fax: 306.522.5325

or mail to:

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Suite 12, 2010 7th Avenue, Regina SK S4R 1C2

## ACEC-SK Brian Eckel Awards

### Categories for Submission

#### Buildings

- includes all engineering related to buildings such as electrical, mechanical, structural; engineering and geoscience related to foundations and related systems engineering, including systems to control heating, lighting, and energy management, communications, seismic, life safety, geotechnical and all other services done for the construction of buildings and facilities

#### Environmental

- includes all engineering related to contamination site clean-ups, solid-hazardous waste handling and treatment, environmental assessment and other special projects

#### Municipal Infrastructure & Water Resources

- includes all engineering related to water supply, wastewater, drainage, solid waste; municipal and systems engineering related to municipal infrastructure (but *excludes* transportation related projects); urban land engineering and related services provided during the planning and development of residential, commercial, recreational, major community parks, and revitalization development projects, irrigation and drainage

#### Natural Resources and Energy Production

- includes all engineering related to mining, metallurgy, petrochemical, geoscience, agriculture, forestry, fisheries, power and transmission, industrial and related systems

#### Studies and Soft Engineering

- includes all engineering for non-construction projects such as training projects, computer software, research and development, geomatic, pilot projects, development of emerging technologies (which includes new technology or new applications of existing technologies), studies and reports

#### Transportation

- includes all engineering related to transportation projects including roads, rail, bridges, tunnels, airports, transit systems, ports and marine engineering

## ACEC-SK Brian Eckel Awards

### Rules of Entry

- Open to ACEC-SK Member Firms only
- **Entries must be approved by the owner/client of the project prior to project submission**
- An entry must be of engineering/geoscience work done predominantly in Saskatchewan by Saskatchewan-based engineers/geoscientists
- Projects must have been completed in the period from January 1, 2011 to April 30, 2014
- Entries must not have been submitted previously in this program
- Member firm must indicate the primary category for which the submission is to be judged
- Member firm may indicate one secondary category for which the submission is to be judged
- Projects will only be judged in the categories identified in the submission
- Submissions involving non-ACEC-SK members are acceptable only if ACEC-SK members did more than 50% of the engineering or geoscience work
- No additions or modifications to the entry are allowed after judges begin deliberation
- Entries shall conform to the “Competition Submissions – The Specifications” in this Guide
- A non-refundable fee of \$550 (plus GST) will be charged for each entry upon receipt of the Intent to Submit or Official Entry form to cover Road Show and video costs. ACEC-SK will invoice Member Firm

### Other Notes

- Award(s) of Excellence in any category may be given at the discretion of the Judges
- Award(s) of Merit in any category may be given at the discretion of the Judges
- There will not necessarily be an Award given in each category
- All judging results are confidential until the Awards presentation
- Participants are strongly encouraged to submit their entries to the National Canadian Consulting Engineering Awards
- ACEC-SK reserves the right, at the discretion of the judges and with the Member Firm’s approval, to nominate up to three recipients of an Award of Excellence to the Canadian Consulting Engineering Awards based on the highest scores according to the Judges’ criteria
- Judges reserve the right to disqualify any entry
- All member firm submissions will be displayed on the ACEC-SK Road Show. The Road Show is a traveling display that showcases the engineering and geoscience projects of ACEC-SK member firms. The Show travels to key locations throughout the province and increases awareness of the work being done by member firms
- ACEC-SK will create a short video summarizing the merits of each project submission to be used at the Awards Ceremony. A copy will be provided to the submitting company following the Awards Ceremony. Additional copies will be made available for an additional fee
- ACEC-SK retains the right to use all promotional materials, including but not limited to the videos, posters and photos, to elevate the profile of the Saskatchewan consulting engineering/geoscience industry

## ACEC-SK Brian Eckel Awards

### Competition Submissions

#### The Specifications

Each submission shall consist of two separate items: an Exhibition Poster and a coil bound project presentation folder. It is important that you adhere to the specifications as indicated below.

#### Exhibition Poster

The engineering/geoscience component of the project submitted must be clearly identified on the panel. Someone unfamiliar with the project should be able to understand the essential nature of the project through text, graphics, and photos. The title of the project should be understandable by non-engineers/geoscientists.

**Poster Dimensions** (must be adhered to as outlined below)

Size: 27 inches wide x 30 inches high in vertical (portrait) format.

Paper: Satin premium coated paper designed for a large format printer

Finish: Matte laminate on both sides to protect the poster and accommodate Velcro strips to hang the poster on the Road Show Display

#### Presentation Folder Specifications

Each submission shall include **10 coil bound** project presentation folders with no more than 10 single sided pages of 8.5" x 11" (**12pt font**) size as follows:

##### a) Title Page

A Project Title / Data Page (Official Entry Form) as per the sample page (see page 17) signed by the Authorized representative giving ACEC-SK permission to use the project submission materials, including the poster and photos for promotional purposes including, but not limited to, the Road Show, video production, website promotion, annual report etc.).

##### b) Tab I

i) **Owner's Letter** – A one page letter from the owner of the project giving permission to enter the project into the competition and certifying the design and construction (or the assignment) was completed within the specified time frame of the competition period.

ii) **Prime/Main Consultant's Letter** – A one page letter from the prime consultant, giving permission to enter the project into the competition and verifying the role played by the submitting firm (not required if either the owner or the submitting firm is the prime/main consultant).

iii) **Executive Summary** – One page summary of the project in no more than 250 words specifying the role of the submitter(s) in the project; what was expected; and what was achieved. Please note that the Executive Summary is used for promotional purposes (ie video production, project descriptions).

...cont'd

## ACEC-SK Brian Eckel Awards

### Competition Submissions (continued)

#### c) Tab II

A maximum of four (4) – six (6) pages (8 x11 inch), covering:

- i) Project objectives, solutions and achievements
- ii) Technical excellence and innovation
- iii) Environmental, economic, and social sustainability and aesthetic aspects

*Refer to the Judging Criteria for additional details.*

Please note that the writing in this section should be concise and clearly indicate what the role of the submitter was in the overall project. It may include photos of the project.

#### d) Tab III

i) One pouch containing:

– one CD/DVD or flash drive (ONE ONLY for ACEC-SK purposes) including:

- **minimum of 12 photo images** included in the description of the project - high resolution photos (300-600 dpi, 4" x 6" minimum)
- an electronic copy of the Executive Summary and a 100 word abstract that may be used by ACEC-SK for promotional purposes along with photos supplied.

#### Other

The **authorized representative's signature** on the **2014 Official Entry Form** permits ACEC-SK to use all images provided for the purpose of promoting the Association, its Members and the consulting engineering/geoscience industry in Saskatchewan.

## ACEC-SK Brian Eckel Awards

### Judging Criteria

This section is a guide to the kinds of things that the judges will be looking for, but is **not a definitive list**. There are five components to the judging process as follows:

1. Application of Technology
  - How does the entry demonstrate rigorous application of engineering principles?
  - Does the entry reflect a thorough search for and evaluation of options?
  - Does the entry represent some kind of advancement in technology or science?
  - Does the entry represent any innovation in application, technology or science?
  - Does the entry represent a unique mix of different techniques, materials or equipment?
2. Social / Economic / Environmental Impact
  - How does the entry provide for advancement of social, economic or environmental benefits?
  - Does this entry include an assessment of the triple (social/economic/environmental) bottom line impact?
  - Did the project involve innovative construction techniques or procurement methods?
  - Does the entry represent a notable benefit to society?
  - How did the entry contribute to the development of highly qualified people in Saskatchewan?
3. Complexity
  - Does the entry involve very complex criteria or types of problems?
  - Does the entry represent a notable degree of difficulty?
  - Did the project involve coordination of multiple disciplines?
  - How did the project involve the use of advanced modelling, analysis and design software programs?
  - Were there site problems, regulatory constraints, scheduling difficulties or other elements to be overcome?
4. Owner's / Client's Needs
  - Is the project an economical and cost effective solution?
  - How did the final cost relate to the original / contracted budget?
  - How closely did the project meet the overall requirements of the Owner/Client?
  - Did the project meet the contract schedule?
  - Were quality management principles and risk analysis applied?
  - What role did project management play in successfully completing the project?
5. Quality of Submission
  - Attention will be given to adherence to the panel and binder specifications
  - Attention will be given to adherence to submission deadlines
  - Attention will be given to the quality of the narrative and relevance of photographs and illustrations

## ACEC-SK Brian Eckel Awards

### Judging Process

- Judges are chosen from professional associations, universities and/or eminent professional engineers not primarily engaged in consulting practice in order to avoid conflicts of interest. There is also movement towards involving individuals in the judging process representing related sectors.
- Judging results are compiled by an independent third party.
- Winners are kept confidential until announced at the Awards Banquet. There will be a confidential notification to entrants that their submission will be recognized without defining the extent of recognition.
- Judges reserve the right to disqualify any entry. Award(s) of Excellence and Award(s) of Merit are given to deserving entries, according to the judges' discretion.



## ACEC-SK Brian Eckel Awards

### INTENT TO SUBMIT

This form must be completed and submitted to ACEC-SK on or before **April 15, 2014** to indicate your intention to submit a project.

---

NAME OF MEMBER FIRM SUBMITTING

---

ADDRESS

---

TEL

FAX

EMAIL

---

CONTACT NAME

---

PROJECT TITLE

---

LOCATION OF PROJECT

---

CATEGORY OF ENTRY (Must be specified)

---

SECONDARY CATEGORY OF ENTRY (If applicable)

---

JOINT SUBMITTERS (IF ANY) OPTIONAL

---

PROJECT OWNER

---

PROJECT CLIENT

---

SUBCONSULTANTS INVOLVED

**Return this completed form and all supporting documentation by April 15, 2014 to:**

Email: [events@acec-sk.ca](mailto:events@acec-sk.ca) Fax: 306.522.5325

or mail to:

Suite 12, 2010 7th Avenue, Regina SK S4R 1C2

## ACEC-SK Brian Eckel Awards

### 2014 OFFICIAL ENTRY (Project Title Page)

The information on this page must appear on the title page of your submission. Information may be formatted to match the page style of your entry submission and must be signed. Mail Official Entry with all supporting materials to the ACEC-SK office - Suite 12, 2010 7th Avenue, Regina SK S4R 1C2 on or before **June 30, 2014**.

---

NAME OF MEMBER FIRM SUBMITTING

---

ADDRESS

---

TEL

FAX

EMAIL

---

CONTACT NAME

---

PROJECT TITLE

---

LOCATION OF PROJECT

---

CATEGORY OF ENTRY (Must be specified)

---

SECONDARY CATEGORY OF ENTRY (If applicable)

---

JOINT SUBMITTERS (IF ANY) OPTIONAL

---

PROJECT OWNER

---

PROJECT CLIENT

---

SUBCONSULTANTS INVOLVED

---

SUMMARY DESCRIPTION OF PROJECT

---

Authorized representative signature

*This project involved non-ACEC-SK members but I certify that ACEC-SK member firms did more than 50% of the engineering or geoscience work required. Permission is given to ACEC-SK to use the project submission materials, (including the poster and photos) for promotional purposes including, but not limited to the Road Show, video production, website promotion, annual report etc.).*