



Table of Contents

About the Awards of Excellence	1
Date and Location of the Awards Gala	1
Awards and Award Categories	1-2
Participant Entry Requirements	2
Project Submission Requirements	3
Submission Deadline and Location	3
Specific Submission Package Document Requirements	4-7
Judging	8
Official Entry Form	9-10
Entry Checklist	11
Frequently Asked Questions	12



About the Awards of Excellence

The Manitoba Awards of Excellence in Consulting Engineering serves to foster, recognize, and celebrate exceptional product and service locally, nationally, and internationally.

Please use this opportunity to bring your company's exceptional engineering accomplishments to a public stage for the recognition it deserves amongst your peers and your clients.

Date and Location of the Awards Gala

The 20th Annual Awards of Excellence will take place on: **Tuesday April 9, 2019, at The Metropolitan Entertainment Centre, 281 Donald Street.**

Awards and Award Categories

There are three types of awards presented to participating firms: **Awards of Excellence**, **Awards of Merit** and the **Keystone Award**.

Awards of Excellence and Awards of Merit are presented to participating firms based on the judges' evaluations of the project submission against the Criteria Statement. There may be more than one Award of Excellence or Merit presented in a given category.

There is only one **Keystone Award**, which is presented to the firm that, in the opinion of the judges, has submitted the best overall project. The Keystone Award may be awarded in any category.

Award winning projects will be featured in the upcoming Manitoba Consulting Engineer (Official Publication of ACEC-MB), which is published on an annual basis in both print and electronic format. The magazine is distributed to more than 3,500 industry stakeholders each fall.

2019 Awards Categories

Building Engineering

Includes structural, electrical, communications, life-safety, geotechnical and all other services done for the construction of commercial, institutional, and residential buildings.

Transportation

Includes all engineering projects that involve bridges, roads, airports and transit lines, and other transportation projects.

Infrastructure

Includes all engineering projects that involve the physical components of interrelated and fundamental facilities and systems not covered in other categories.



Environmental

Includes contaminated site-clean-ups, solid-hazardous waste handling and treatment plants, wastewater infrastructure and wastewater treatment plants, environmental assessment studies and other special environmental remediation projects.

Energy Resource Development

Includes dams, and power generation and & transmission, and also includes studies done for these sectors.

Municipal and Water Technology

Includes water supply/treatment plants, erosion control, and storm water management, etc. Also includes studies done for these sectors.

Industrial

Includes plant buildings, facilities and process engineering related to industrial, mining, fuels, metallurgy, and forestry, and also studies done for these sectors.

Small Projects

Includes projects that consist of a design, a planning study, a review of practice/standard or an assessment of conditions. Small projects are defined as projects with an engineering budget that does not exceed \$100,000.

Participant Entry Requirements

General Requirements

- Entries must be approved by the Client/Owner of the project
- Entries must be made by ACEC-MB member companies in good standing
- Entries are for projects that have been substantially completed prior to the project entry submission deadline
- Entries may only compete in a single award category
- Previously entered projects are not eligible for resubmission

To be considered for judging, entrants must have completed the Intent to Submit entry by the deadline of December 7, 2018.



Project Submission - Submission Package Documents

Submit the entry in the form of either a 3-ring binder or bound document. The submission must contain the following:

1. Official Entry Form
2. Project Entry Paper
3. Judges Criteria Statement
4. Digital Submission (USB drive or CD)
5. Display Board – *NOTE: Display board only is Due February 15, 2019. Remainder of the submission package must be submitted by Friday February 8, 2019.*

Digital Submission

Each digital submission must contain each of the following in individual files:

1. Official Entry Form (.pdf), **page 2 also submitted in MS Word Format**
 2. Project Entry Paper (.pdf)
 3. Judges Criteria Statement (.pdf)
 4. Digital Imagery (.jpeg, .tiff, .pdf)
 - Submit 5 to 10 images
- All project entry materials should have an identical project title.
 - All hard copies may be bound together in a 3 ring binder or bound document for submission. *NOTE: The majority of the judging is based on the electronic submissions.*
 - All digital copies must be placed on a CD or USB for submission.
 - Submission packages will not be returned to the entrants and will become the property of ACEC-MB.

Submission Deadline and Location

- Submission Deadline: **February 8, 2019, 4:00 pm**
- Submission Deadline Physical Display Boards: **February 15, 2019**
- Submission Location:

**Attention: Paul Surgeoner, P. Eng. - ACEC-MB Awards Chair
KGS Group, 3 – 865 Waverley Street**



Specific Submission Package Document Requirements

1. Official Entry Form

Please ensure that the Project Title is both distinct/unique and consistent on all the related submission documents, boards, etc.

The official entry form contains a section for a project description. This project description, prepared by the submitting firm, will be used as the basis for the project introduction during the Awards of Excellence Showcase. The description is to be organized as follows:

- A brief project background
- The scope of work for which the project was submitted
- The project's innovative engineering solution
- The overall project results

2. Project Entry Paper

A Project Entry Paper describes all of the attributes (technical, managerial or otherwise) of your project that the judges may refer to for more detailed background information as necessary. While the content of the paper is the entrant's choice, it should be noted that this paper is the entrant's opportunity to further promote the particulars of their project relative to the judging criteria. Papers should be organized, concise and easy to read.

Project Entry Papers are to be a maximum of ten (10) typewritten pages (minimum 10 point Arial font, 1.5 spaced). The 10 pages may include images, charts, graphs and tables. Additional content beyond the 10-page limit will be truncated from the submission and the remaining text will be evaluated alone.

3. Judges Criteria Statement

This is the most important document to the judges. The Judges Criteria Statement is intended to respond directly to the Judging Criteria and shall be organized as follows:

A. Application of Technology (35%)

In this section, the entrant shall explain how the project applies engineering technique, materials, equipment or technology in a unique or meaningful way.

Sample questions that the judges may ask themselves related to Application of Technology could include:

- Did the entry apply multiple engineering disciplines?
- Is the scope of application of the engineering discipline(s) broad or narrow?
- Did the entry apply a unique or innovative mix of technology, materials and/or equipment?
- Does the entry blend the engineer's expertise with aesthetics?
- Does the entry advance the state of the engineer's art and skills in the application of technology?



B. Social/Economic/Environmental Impact (25%)

In this section, the entrant shall explain the positive impacts of the project or how negative impacts were mitigated in a unique or meaningful way.

Sample questions that the judges may ask themselves related to Social/Economic/Environmental Impact could include:

- Does the entry provide notable social benefit? If so, what is the nature and magnitude of the benefit?
- Does the entry provide notable environmental benefit? If so, what is the nature and magnitude of the benefit?
- Does the entry provide notable economic benefit? If so, what is the nature and magnitude of the benefit?
- Were negative social, economic or environmental impacts (if any) mitigated in a meaningful way?
- Does the entry represent a notable overall benefit to society?

C. Complexity (25%)

In this section, the entrant shall explain the overall complexity of the project and how extraordinary problems, constraints or conditions were handled.

Sample questions that the judges may ask themselves related to Complexity may include:

- Does the entry involve very complex criteria and constraints or is the project of a routine nature?
- Does the entry integrate multiple engineering disciplines? If so, how and what is the interaction between them?
- Does the entry accommodate/balance multiple or competing stakeholder interests?
- Were extraordinary circumstances of site, location, or hazardous conditions present?
- Does the entry represent a notable degree of overall difficulty?

D. Management and Owner's/Client's Needs (15%)

In this section, the entrant shall explain the management principles that were applied as well as the client's objectives/needs and how they were met.

Sample questions that the judges may ask themselves related to Management and Owner/Client's Needs may include:



- Is the solution presented to the client economical and cost effective?
- Were the principles of project management used in a meaningful way? Was it a unique application or advancement to the state of practice of project management?
- Were quality management principles applied in a meaningful way? Was it a unique application or advancement to the state of practice of quality management?
- Were risk management principles applied in a meaningful way? Was it a unique application or advancement to the state of practice of risk management?
- How closely did the project solution meet the overall requirements of the Owner/Client?

The Judges Criteria Statement should be two (2) pages maximum (minimum 10 point Arial font, 1.5 spaced). Additional content beyond the 2-page limit will be truncated from the submission and the remaining text will be evaluated alone.

4. Client's Testimonial Letter

The Client's Testimonial Letter is no longer required for the submission. By completing this submission package, you are verifying your client's approval.

5. Display Board

The project Display Board should illustrate the project or program graphically and the content is prepared as the entrant sees fit.

The Display Board shall measure **1.0m x 1.0m (39.4" x 39.4")** and shall be mounted on foam core board or similar construction. **Please do not deviate from these dimensions as it causes difficulty during transport and display at the venue.**

The project board shall only contain the main submitting firm's name, the sub-consultant (if any) and client name. **Non-ACEC-MB member firms should not be included.**



6. Additional Digital Imagery

ACEC-MB creates a PowerPoint presentation showcasing all projects for display on the evening of the awards. ACEC-MB conducts all scripting and design for this presentation. The description of your project will be formed from your Project Description (Part 2 of the Official Entry Form).

In order for your project to be showcased graphically as a part of this presentation, you must submit a selection of 5 – 10 project photos/images and appropriate corporate logos in digital format according to the following specifications:

Photos/Images: **RGB JPEG files only**
Minimum size: 8" x 10" @ 96 dpi

Corporate Logos: **RGB JPEG files only**
Minimum size: 4" x 4" @ 96 dpi

You must rank the visual importance of your Photos/Images (i.e. 1 being most important and 10 least important) so that event staff can accurately portray your project during the events PowerPoint presentation. The labeling of the image rank should be included in the image file name (i.e. 1-Siteplan.jpg, etc.). **Please note that line diagrams and AutoCAD images do not typically present well in the evening's PowerPoint presentation. As a result, these are often unusable.**

This additional imagery should be included in a separate folder as a part of your digital submission (on CD or USB). All files are uploaded to a FTP site for judging purposes.



Judging

Selection of Judges

Judges will be chosen from esteemed members of client groups, professional associations and universities.

Assignment of Awards

Each project entered in the Awards of Excellence Program is reviewed and scored by a panel of impartial judges. The judging panel is comprised of individuals with technical and engineering expertise that are not associated with ACEC-MB firms, but are representatives of the engineering community in Manitoba. Where there is possibility of conflict for a particular project, judges are recused. Award recipients are kept confidential until the evening of the event. The judging process is adapted from elements of judging processes used by the Association of Consulting Engineers of Canada (ACEC) and other awards programs from across the country and the United States.

The projects are rated in four key areas based on a weighted judging criteria for each entry submission:

- Application of Technology
- Social, Economic or Environmental Impact
- Complexity
- Meeting Owner's and Client's Needs

The judging panel may present Award(s) of Excellence and Award(s) of Merit in each category. In keeping with the Program's mandate of honoring excellence in engineering, projects must meet a minimum standard to be selected for an award. Depending on the number and quality of entries, on occasion awards are not presented for every category. Projects are rated against only those in their same category, with exception to the Keystone Award. The Keystone Award is presented to the highest overall scoring project.

All entries will be represented and prominently displayed at the **Manitoba Awards of Excellence Gala Dinner**. Award winning entries may be featured in a special awards showcase on the ACEC-MB website and in the annual Manitoba Consulting Engineer magazine, the Official Publication of ACEC-MB. Local media will also be informed of winning entries, and a newspaper ad may be placed.

GOOD LUCK TO ALL ENTRANTS!



Official Entry Form – 2019 Awards of Excellence in Consulting Engineering (Part 1 of 2)

<u>Project Name:</u>	
<u>Client Name:</u>	
<u>Project Cost:</u>	<u>Project Completion Date:</u>
<u>Project Category:</u> <input type="checkbox"/> Building Engineering <input type="checkbox"/> Infrastructure <input type="checkbox"/> Transportation <input type="checkbox"/> Environmental <input type="checkbox"/> Energy Resource Development <input type="checkbox"/> Municipal & Water Technology <input type="checkbox"/> Industrial <input type="checkbox"/> Small Projects	
<u>Firm:</u>	
<u>Address:</u>	
<u>Contact Person:</u>	<u>Contact Person Title:</u>
<u>Contact Person Phone:</u>	<u>Contact Person Email:</u>
<u>Second Contact Person Phone:</u>	<u>Second Contact Person Email:</u>
<u>Sub Consultants:</u>	
<u>Signature of Authorized Representative:</u>	<u>Title of Entrant's Authorized Representative:</u>

By signing above, the submitting Firm has obtained permission from their client to use photos and any written information in ALL of the ACEC-MB published information including but not limited to: Gala Awards Materials, Website, annual ACEC- MB Publication and any ACEC-MB Board display opportunities.



ENTRY CHECKLIST:

- Completed Entry Form Part 1 & Part 2**
- Project Entry Paper (max. 10 pages)**
- Judges Criteria Statement (max. 2 pages)**
- Display Board 1.0m x 1.0m**
- Digital image of Display Board on CD or USB**
- Digital images for Slide Show Presentation (maximum 10 image files)**
- Digital images of Corporate Logos for Slide Show (consultant and client)**

Thank you for participating in the ACEC-MB Awards of Excellence in Consulting Engineering and continuing to make it such a successful event!



Frequently Asked Questions:

I work in a small firm; can I compete equally against the larger firms?

There is absolutely no distinction made by the Judging Panel regarding the size of the firm, only the quality of engineering in the project.

Do the Judges consider the sophistication of the graphic layout in a storyboard in the judging process?

The choice to create a highly polished looking storyboard is left to the discretion of each firm. The quality of your storyboard is **NOT** considered in the judging process. The content of your submission is the material being judged. Convey the level of sophistication in your storyboard that you are comfortable with for your firm's image.

Are there any deadline extensions?

No deadline extensions will be provided. Email reminders will be sent out as the deadline draws near.

Who conducts the ACEC-MB Awards?

The Awards are planned, organized and executed by ACEC-MB volunteer members of the ACEC-MB Awards Committee. Several member firms are represented on this committee. We are always looking for volunteers, please contact Kerri Hiebert, ACEC-MB Executive Director at ed@acec-mb.ca if you are interested in volunteer opportunities.

Please contact Paul Surgeoner, Awards Chair with any questions:

Phone: (204) 896-1209

Email: psurgeoner@ksgsgroup.com