

Ontario Engineering Project Awards 2023 Guidebook



ASSOCIATION OF CONSULTING
ENGINEERING COMPANIES
ONTARIO

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About the OEPA

The OEPA celebrates excellence within the consulting engineering profession by honouring projects submitted to the program by all ACEC-Ontario member companies. It doesn't matter if your company consists of 5, 50, or 500 people, and it doesn't matter whether the project was valued at \$10,000, \$1,000,000 or \$100,000,000. If it's innovative and made an impact as described under the designated award category, you should submit it for consideration.

New for 2023, ACEC-Ontario has changed the delivery of the awards and reformatted the categories to level the competition and encourage a broader range of submissions. Instead of a single winner in each of the Awards of Distinction categories, we will now recognize the top 10 project submissions across all categories. In addition, three new awards have been introduced – Sustainable Development Impact, Small Firm – Big Impact, and Internal Innovation (which focuses on internal corporate programs of philanthropy, community engagement, plus recruitment and retention). We've also simplified the submission process and the time it takes to submit a project. This includes elimination of the Intention to Submit and the requirement for a client letter as a part of the formal submission.

The OEPA categories are designed to recognize consulting engineering excellence, the impact of ACEC-Ontario member companies have on their clients and our society, and to award member companies who have put forth the best efforts over the past two years.

We invite our member companies to showcase their efforts by entering projects they have worked on over the year to the 2023 OEPA program. The winners will be revealed at the OEPA Gala where their projects will be featured in professional videos which will be distributed for the companies' use. Winners will also be publicly announced via press release.

Who We Are

Founded in 1975, ACEC-Ontario (formally known as Consulting Engineers of Ontario) is a not-for-profit association representing approximately 130 consulting engineering companies that collectively employ more than 21,000 individuals across the province of Ontario. Its member companies provide a wide range of engineering services to government and private sector clients. Member companies range in size from sole proprietorships to large multinational engineering companies.

ACEC-Ontario advocates for a business and regulatory climate that allows its members to provide the highest level of services and best possible value to its clients. ACEC-Ontario promotes the important contribution that the consulting engineering sector makes to the social, economic and environmental quality of life in Ontario.

Award Categories

The OEPA aspires to celebrate the consulting engineering profession by honouring all projects submitted to the program by ACEC-Ontario member companies. The OEPA categories were designed to recognize consulting engineering excellence and award ACEC-Ontario member companies who put forth the strongest efforts over the year. The breakdown of the categories are described below.

The Willis Chipman Award

The Willis Chipman award, named after the first engineer in Canada who pioneered the industry in Ontario, grants the highest honour. It is awarded to the project that best demonstrates the value and importance of consulting engineering plays to improve the economic, social and environmental quality of life in Ontario. The Willis Chipman award is the most prestigious award and given independently, with no extra submission required.

Sustainable Development Impact Award (New Award)

This is a new award to the OEPA program, the Sustainable Development Impact Award recognizes the project that best demonstrates the three pillars of sustainable development: society, environment and economy. The project must support the goals of society and incorporate environmental sustainability elements, while strengthening economic development in Ontario or beyond. Like the Willis Chipman, this award is given independently from the category in which it was submitted in, no extra submission is required.

Examples of projects that would be eligible are, EV infrastructure projects, conservation research and initiatives, water/wastewater conservation and innovation, public transport, etc.

Small Firm, Big Impact Award (New Award)

New to the OEPA program, the Small Firm, Big Impact award recognizes the impact and importance of the work our smaller companies do. This award will be presented to up to 3 projects from companies who with 30 or fewer employees in Ontario, and 50 or fewer employees overall.

Awards of Internal Innovation

1) **Philanthropy / community engagement:** includes all charity and community activities with impact at a local level, from fund raising initiatives for any cause impacting Ontarians, to hands-on community involvement with environmental initiatives.

Examples: community games night led by staff for a cancer fighting cause or tree planting along a local watershed.

2) **Innovation in recruitment and retention:** includes all member company programs designed to attract and retain talent.

Examples: Education debt repayment support program, flexible working arrangements dependent on member company staff needs.

Awards of Distinction

NEW THIS YEAR: The Awards of Distinction may be presented to the top 10 projects in any of the categories below:

1) **Industrial, commercial, institutional buildings/building science:** includes all engineering projects related to industrial/commercial/institutional buildings electrical, mechanical, structural, foundations, acoustics, ergonomics, fire protection/prevention, preliminary/final design, repair/restoration, roofing and waterproofing, walls and cladding, and heating systems including transportation terminals and service centres.

2) **Environment:** includes all engineering projects related to, air quality management, environmental assessments, groundwater resources/hydrogeology, noise and vibration, solid/hazardous waste management, and surface water resources.

3) **Municipal Infrastructure:** includes all engineering projects related to the conveyance of drinking water, sanitary and storm sewage, combined sewage, and related infrastructure including stormwater management, Low Impact Development techniques, and CSO storage and treatment.

4) **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.

5) **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.

6) **Studies and research:** includes all engineering projects related to planning and feasibility studies.

7) **Transit / transportation:** includes all traffic engineering and control, transportation planning, urban public transit, active transportation, airports, roads, bridges and highways, rail, pavement design and ports and harbors.

8) **Housing, community and sustainability:** includes all refurbishment of older housing and community buildings/structures. Evidence to exist on advantages of refurbishments over demolition proving reduce carbon footprint, providing a social benefit to reducing energy use in the built environment exists.

OEPA Judges and Judging Process

The panel of judges is comprised of seasoned qualified professionals representing leading associations, client groups and academia in the industry who are not currently engaged in the consulting practice. The judges volunteer their time and expertise to examine each project and determine the winners of each award category. Projects are reviewed independently and deliberated upon collectively.

Projects are evaluated based on the four criteria listed below. Details are provided under the Executive Summary of the Specifications section of this document.

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

Judges maintain the right to:

- Award projects outside of the described criteria, if suitable and approved by ACEC-Ontario
- Move a project into a different Awards of Distinction category if deemed appropriate
- Seek clarification from the entrant, facilitated through ACEC-Ontario

The OEPA Judges are an independent group. They participate in the OEPA by lending their skills and knowledge to select the award winners playing an important role in recognizing the significance of the consulting engineering profession.

Rules of Eligibility

The OEPA has implemented rules of eligibility in order to create a fair and orderly program for its participants. Please ensure your entry meets the following requirements:

- 1) Only ACEC-Ontario member companies are eligible to enter the OEPA program by entering a project submission their company has worked on.
 - Joint submissions between ACEC-Ontario member companies are acceptable.
 - Joint submissions involving non-ACEC-Ontario members are acceptable only if the ACEC-Ontario member companies(s) did more than 50 per cent of the work and submit it in their name.
 - Company size will be based on the combined number of employees for joint submissions.
- 2) Company size is based on the number of employees in Ontario that was provided on the 2022 ACEC-Ontario membership renewal or application form.
- 3) A member company may submit a maximum of five entries per year, including joint submissions.
- 4) Project completion:
 - Projects entered must have been completed to the owner/client's satisfaction in the period from September 30, 2020 to September 30, 2022.
 - Completed design portions may be submitted, even if the project's still undergoing construction, if the owner/client of the project approves its submission.
 - Project was completed within budget.
- 5) Projects outside of Ontario are eligible for the Awards of Distinction provided that they have been managed out of an office in Ontario.
- 6) Only Ontario-based projects are eligible for the Willis Chipman Award.
- 7) No additions or modifications to the entry are allowed after submission deadline.
- 8) ACEC-ONTARIO maintains the right to reject submissions that are incomplete or do not meet the outlined specifications.

Checklist

January 27, 2023

Please package your files and send via WeTransfer to Lauryn Weinberger
lweinberger@acecontario.ca.

A digital copy of the project report containing:

- Project sheet
- Letter of acknowledgement
- Executive Summary
- A PDF file of the project
- Project images (minimum 3, no maximum)

Please have your submission package delivered via WeTransfer no later than January 27, 2023, by 4pm.



Specifications

Project Sheet (1 page)

Project name, location, year completed, entering company (or companies), contact names, and 130-word summary. Use plain language and avoid technical jargon where possible. The summary may be used for publication and/or video production purposes. The summary should include:

- The owner/client and the owner/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.

Letter of Acknowledgement (1 page)

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

- The submission accurately reflects the role of the submitting company (or companies) in the project.
- Your client is aware the project is being submitted and does not object.
- 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).

Executive Summary (up to 4 pages)

The Executive Summary should be a detailed report of the 130-word summary submitted in the Project Sheet and include the bolded headings below. Judges will be scoring projects based on the detailed items below. Each criterion may not be applicable to every project and is a guideline for information that should be included where possible.

- **Project objectives, solutions and achievements**
 - Owner/Client's objectives for the project
 - Solutions that were applied to meet the objectives
 - Project management used to complete the project
 - Project impact on the community
 - Outstanding engineering achievements
- **Level of complexity and project challenges**
 - Site problems
 - Scheduling difficulties



- Obstacles to be overcome
- **Technical excellence and innovation**
 - Innovative approach to design
 - Unique use of materials or combination and/or equipment
 - Internal resources, experience and expertise
- **Contribution to economic, social and/or environmental quality of life**
 - Beneficial effects the project had on the community
 - Promotes sustainability
 - Illustrates the engineer's role in society

Project Images/Video

All images must be provided in a separate folder entitled "Images" in dropbox. A minimum of three (3) images must be submitted but there is no maximum to how many images a company may submit.

Electronic images/video must comply with the following specifications:

- Only JPEG images will be accepted.
- 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 e.g. "01title.jpg", "02title.jpg", "03title.jpg". Do not use punctuation or symbols.
- Compressed archive files will not be accepted.
- Action shots are encouraged.
- Videos of under 3 minutes are also encourage in mp4 format.

Documents

Guidelines and Project Sheet can be found online at
<https://acecontario.ca/about/ontario-engineering-project-awards/>

Disclaimer

ACEC-Ontario 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 ACEC-Ontario members and the consulting engineering sector as whole; and otherwise advocating on behalf of ACEC-Ontario and its members. By submitting required materials, you agree to these conditions.

**Thank you for participating in
OEPA 2023!**

**Social Media
#OEPA2023**



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