

2019 OCEA GUIDEBOOK



**ONTARIO
CONSULTING
ENGINEERING
AWARDS**

2019 OCEA

INDEX

About the OCEA..... pg | 1

Who We Are..... pg | 1

Award Categories..... pg | 2

OCEA Judges & Judging Process..... pg | 4

Eligibility..... pg | 5

Checklist..... pg | 6

Specifications..... pg | 7

Forms..... pg | 9



ABOUT THE OCEA

The Ontario Consulting Engineering Awards (OCEA) were formed in 2003, by Consulting Engineers of Ontario (CEO), to recognize and honour the dedicated professionals in the consulting engineering industry. The key focus for consulting engineering firms is the projects their clients entrust them to undertake.

The OCEA program highlights the importance of the consulting engineering profession by awarding the most outstanding projects submitted by CEO member firms the distinguished Willis Chipman Award, Awards of Merit and Awards of Excellence. The recipients of these awards have demonstrated the impact their knowledge, skill and expertise have made provincially, nationally and internationally.

We invite our member firms to showcase their achievements by entering projects that stand out to the 2019 OCEA program. The winners will be announced at the OCEA Gala where projects will be featured in professional videos. Videos will be distributed for the firms' use. Winners will also be publicly revealed via press release. All project submissions will be on digital display at the event, published in our annual Accolades magazine – available in digital and printed formats, and promoted through a variety of CEO's communication channels.

WHO WE ARE

Founded in 1975, Consulting Engineers of Ontario (CEO) is a not-for-profit association representing approximately 170 consulting engineering firms that collectively employ more than 19,000 people across the province of Ontario. Our member firms provide a wide range of engineering services to government and private sector clients. Member firms range in size from sole proprietorships to large multinational engineering firms.

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



AWARD CATEGORIES

The OCEA aspires to celebrate the consulting engineering profession by honouring all projects submitted to the program by CEO member firms. The OCEA categories are designed to recognize consulting engineering excellence and award CEO member firms who have made significant industry contributions 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 the role consulting engineering plays to improve the economic, social and environmental quality of life in Ontario. The award is given independently from the category in which it was submitted.

AWARDS OF MERIT

The Awards of Merit may be presented to the member firm with the most outstanding project in the following seven areas of practice:

- 1) **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 including transportation terminals and service centres.
- 2) **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.
- 3) **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.
- 4) **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.
- 5) **Studies and research:** includes all engineering projects related to planning and feasibility studies.



- 6) **Transit:** includes all traffic engineering and control, transportation planning and urban public transit.
- 7) **Transportation structural:** includes all engineering projects related to airports, roads, bridges and highways, rail, pavement design, and ports and harbors.

AWARDS OF EXCELLENCE

The Awards of Excellence may be presented to the member firm with the most outstanding project in each of four categories. Categories are based on the number of employees per firm.

- 1) Firms with 1 to 50 employees
- 2) Firms with 51 to 100 employees
- 3) Firms with 101 to 350 employees
- 4) Firms with 351+ employees



OCEA JUDGES & JUDGING PROCESS

The panel of judges is comprised of 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 key components listed below. Details can be found under the Executive Summary section, under Specifications.

- 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 CEO
- Move a project into a different category if deemed appropriate
- Seek clarification from the entrant

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



ELIGIBILITY

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

- 1) Only CEO member firms are eligible to enter the OCEA program by entering a project submission their firm has worked on.
 - Joint submissions between CEO member firms are acceptable.
 - 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 it in their name.
 - Firm size will be based on the combined number of employees for joint submissions.
- 2) Member firm size is based on the number of employees in Ontario that was provided on the 2018 CEO membership renewal form.
- 3) A member firm may submit a maximum of five entries per year, including joint submissions, but only two projects within a Merit Award category.
- 4) Project completion:
 - Projects entered must have been completed to the client's satisfaction in the period from September 30, 2017 to September 30, 2018.
 - Completed design portions may be submitted, even if the project is still undergoing construction, if the owner of the project approves.
 - Project was completed within budget.
- 5) Projects outside of Ontario are eligible for the Awards of Excellence and Awards of Merit provided that they have been managed by an Ontario office.
- 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) Projects that have won a Canadian Consulting Engineering Award (CCEA) are not eligible for the Ontario Consulting Engineering Awards (OCEA).



CHECKLIST

Notice of Intent to Submit – October 12th, 2018

Please email the completed form to Shelley Bahorie at sbahorie@ceo.on.ca by the deadline.

Project Submission Package – November 30, 2018

Please have your Project Submission Package delivered by the deadline to the address below.

Note: projects delivered after 4:00 pm on Friday November 30, 2018 will not be accepted.

1) One project report containing:

- Copy of the Notice of Intent to Submit
- Project Submission Sheet
- Letter of Acknowledgment
- Owner's Letter
- Executive Summary

Details can be found under Specifications in the following section.

2) A USB Stick containing:

- A PDF file of the project report
- Project Images (at least 4 images)

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

Electronic images 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.

Delivery address:

Consulting Engineers of Ontario (CEO)

Attention: Shelley Bahorie

10 Four Seasons Place, Suite 405

Toronto, On M9B 6H7



SPECIFICATIONS

Notice of Intent to Submit

Email the completed form with project name, entering firms, contact information, project category and firm size. You may download the fillable PDF form located at the end of this document or click [here](#).

Final Submission

Project Submission Sheet (1 page)

Include the completed form with firm name, project manager contact information, project title, project location, and 75-word summary. Use plain language and avoid technical jargon where possible. The summary may be used for publication and/or video production purposes. You may download the fillable PDF form located at the end of this document or click [here](#). The summary should include:

- The client and the client's objective
- Your firm's 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 Acknowledgment (1 page)

Letter of Acknowledgment 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 Submission Sheet and that they are aware of the submission (no consent required).

Owner's Letter (1-2 pages)

The Owner's Letter should include the following:

- Permission to enter the project into the program.
- 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 (2-4 pages)

The Executive Summary should be a detailed report of the project. Judges will be scoring projects based on the lists 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

- 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



FORMS

Please click on the form title below to download:

[Notice of Intent to Submit - Download form](#)

[Project Submission Sheet - Download form](#)

These forms are also available on our [website](#).

RELEASE

CEO may utilize any and all submitted materials for the purposes of promoting the award program; publicizing winning entries and other participants; promoting and elevate the reputation of CEO member firms and the consulting engineering sector as whole; and otherwise advocating on behalf of CEO and its members. By submitting requested materials, you agree to these conditions.

THANK YOU FOR PARTICIPATING IN THE 2019 OCEA!





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