



# **Member Firm of the Year Award**

October 2009

TO: Member Firm Representative or Marketing Manager

It's that time of the year! Time to complete your submittal for the ACEC Michigan "Member Firm of the Year" Award. In so doing, you will be participating in the only award program instituted to recognize ACEC Michigan member firms for their leadership in Professional and Community service. Recognition will be based on actions taken by a member firm to improve its management, community outreach and leadership role with ACEC Michigan programs that strengthen the profession for all ACEC members.

And again this year, we will be recognizing both a larger firm and a smaller firm for their outstanding achievements. In order to assist us in developing a (size) profile of your firm, we are asking that in addition to your write up, you complete the enclosed Firm Profile Questionnaire and mail it with your submittal.

All submittals will subsequently be sent for judging to the American Council of Engineering Companies of Wisconsin where the selection of the winning firm(s) will be made. The winning firm(s) will be recognized and given a marble clock with inscription at the ACEC/M Engineering & Surveying Awards Banquet, Saturday, February 20, 2010 at the Grand Rapids Public Museum, Grand Rapids, Michigan.

As we said earlier, the "Member Firm of the Year" Award program has been designed to recognize ACEC firms that have contributed significantly to both the Community and the Design Profession. We hope you will participate in this most worthwhile competition.

**Please note that a firm can only win once every five years. ACEC/M will not present the Firm of the Year Awards if only a single entry is received in either category.**

If you have any questions, please call the ACEC of Michigan office, 517-332-2066.

Submittals are due **Friday, December 18, 2009.**

Thanks for your involvement,

Paul Wade, P.E.  
ACEC/M President

Enclosures: Firm Profile Questionnaire  
Criteria Sheet

# Judging Criteria

## 1

The member firm has contributed to the success and growth of ACEC/M during the past 24 months by one or more representatives from the firm:

- Serving as an ACEC Michigan Director
- Actively participating on committee(s)
- Working with a new member/developing firm as a mentor
- Functioning as a liaison between ACEC Michigan and another organization
- Serving as spokesperson on behalf of ACEC Michigan
- Participating in the state and federal political process in support of ACEC Michigan objectives
- Other related activities

## 2

The member firm has advanced the consulting design profession during the past 24 months by:

- Publishing an article on an issue of importance to ACEC Michigan or speaking to a professional or non-professional group
- Entering the ACEC/MSPE Annual Awards Program for Excellence
- Utilizing the ACEC Peer Review Program
- Achieving an industry quality designation, governmental certification or association certificate
- Actions that have led to improved management of the firm
- Other related activities

## 3

The member firm has been active in community involvement during the past 24 months by:

- Encouraging staff to become active in the local community
- Identifying and promoting opportunities for your people to become acquainted with the engineering profession
- Sponsoring an “Adopt-a-Highway” program or similar activity that benefits a community
- Other related activities

**A maximum of one page may be submitted per criteria. Related materials may be included in an appendix or attachment (articles, etc.). Please do not include your Engineering Excellence submittal.**

**Please include twelve (12) colored copies of your submittal for judging. Thanks.**



# **2010 ACEC/M MEMBER FIRM OF THE YEAR AWARD COMPETITION**

## **FIRM PROFILE QUESTIONNAIRE**

**ACEC/M Member Firm Name:** \_\_\_\_\_

**Member Firm Representative:** \_\_\_\_\_

**Number of employees:** \_\_\_\_\_

**Length of time firm has been in business:** \_\_\_\_\_

**Number of years firm has been an ACEC/M member firm:** \_\_\_\_\_

**Please send your submittal to:** ACEC of Michigan  
215 N. Walnut St., 1<sup>st</sup> Floor  
Lansing, MI 48933-1155