



October 2011

TO: ACEC Member Firm Representative or Marketing Manager

It is 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 demonstrated leadership in promoting engineering through their activities with ACEC and their communities. 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 ‘business of engineering’ for all ACEC members.

ACEC/Michigan will recognize both a large firm (>30 employees) and a small firm (<30 employees) 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 attached Firm Profile Questionnaire and include it with your submittal.

All submittals will be sent to a neighboring state ACEC office for judging. The winning firm(s) will be recognized and presented a marble clock with inscription at the ACEC/M Engineering & Surveying Awards Gala, Saturday, February 25, 2012 at the Air Zoo in Kalamazoo.

Winning firms have used this recognition in marketing efforts to promote their firm to current and potential clients. The Member Firm of the Year will be recognized at all major ACEC/M events and will be highlighted on the Council’s website.

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 30, 2011.**

Thanks for your involvement,

Kirk Branson, 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 2 years by one or more representatives from the firm:**
 - Serving as an ACEC/M Director
 - Actively participating on committee(s)
 - Working with a new member/developing firm as a mentor
 - Functioning as a liaison between ACEC/M and another organization
 - Serving as spokesperson on behalf of ACEC/M
 - Participating in the state and federal political process in support of ACEC/M objectives
 - Other related activities

2. **The member firm has advanced the consulting design profession during the past 2 years by:**
 - Publishing an article on an issue of importance to ACEC/M or speaking to a professional or non-professional group
 - Entering a project for the ACEC/M Engineering/Surveying Excellence Program
 - 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 2 years 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. Please do not include your Engineering Excellence submittal.

Please include ten (10) colored copies of your submittal for judging.



2012 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: _____

Contact Person: _____ Email: _____

Please send your submittal to: ACEC of Michigan
Attn: Cindy Schmitz
215 N. Walnut St., 1st Floor
Lansing, MI 48933-1155