



*September 2018*

TO: ACEC Member Firm Representative or Marketing Manager

ACEC/Michigan's (ACEC/M) "Member Firm of the Year" is the only award program instituted to recognize ACEC/M member firms for their demonstrated leadership in promoting engineering through their activities with ACEC and in their communities. Winning this competition will greatly enhance your firm's marketing efforts to both current and potential clients.

Each year, ACEC/M honors both a large firm (>30 employees) and a small firm (<30 employees) for their outstanding achievements. Recognition will be based on actions taken by a member firm to improve its management, community outreach and leadership role with ACEC/M programs that strengthen the 'business of engineering' for all ACEC members.

The winning firms will be presented with a crystal award with inscription at the ACEC/M Engineering & Surveying Awards Gala on Saturday, March 2, 2019 at the Sound Board at MotorCity Casino in Detroit. In addition, the Member Firms of the Year will be acknowledged at all major ACEC/M events, included in the Engineering & Surveying Excellence Awards program brochure, and highlighted on the ACEC/M website.

See the attached Firm Profile Questionnaire for detailed entry criteria. All submittals will be sent to a neighboring state ACEC office for judging. Please note that a firm can only win once every five years.

The deadline to enter is **Wednesday, November 21, 2018**. Submittals must be in PDF format and include the attached Firm Profile Questionnaire. Entry submittals should be emailed to: [kvanzee@acecmi.org](mailto:kvanzee@acecmi.org). If you have any questions, please call ACEC/M at 517.332.2066.

Thanks for your involvement,

Sincerely,

Sean J. Kelley, PE, MBA  
ACEC/M President

Enclosure: Firm Profile Questionnaire/Criteria Sheet

# 2019 ACEC/MICHIGAN MEMBER FIRM OF THE YEAR AWARD

## *Firm Profile Questionnaire*

ACEC/M Member Firm Name: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Year firm joined ACEC/M: \_\_\_\_\_ Length of time firm has been in business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Please return this questionnaire with your PDF award submittal by 11/21/18 to: [kvanzee@acecmi.org](mailto:kvanzee@acecmi.org).

## *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 a 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 through:**
  - 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
  - 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 staff to assist people (young and old) in becoming acquainted with the engineering profession
  - Sponsoring a program such as Adopt-A-Highway, Habitat for Humanity, Toys for Tots, United Way, etc., or similar activity that benefits a community
  - Other related activities

***\*Please limit your submittal to a maximum of one page per criterion.***



*Fishbeck, Thompson, Carr & Huber, Inc. - 2018 Firm of the Year*