



THE CANADIAN  
GEOTECHNICAL SOCIETY  
LA SOCIÉTÉ CANADIENNE  
DE GÉOTECHNIQUE

### **CFEM Project Coordinator**

The *Canadian Foundation Engineering Manual* (CFEM) was developed by the Canadian Geotechnical Society (CGS) and is a standard reference for the state of practice in foundation engineering in Canada and internationally. Its uses include serving as an undergraduate and graduate teaching aid and as a primary reference for consultants. It is also used in litigation as a benchmark for foundation engineering standard of practice. The 4th Edition was released in English in 2006 and was translated into French and published in 2013. The latest version of the 4th Edition Errata was released in May 2018. The CFEM next update is planned for completion by 2021.

#### **Project Objectives**

In order to produce the CFEM update, the CGS Executive Committee is seeking expressions of interest for an individual, or individuals, to serve as the CFEM Project Coordinator(s) to oversee the technical update of the manual. The updated manual is to be released in digital format. As with previous versions of the manual, each chapter will have a Lead Author, typically assisted by other recognized Canadian experts in the subject area. Some of these Chapter Lead positions have been filled while others remain outstanding.

#### **Responsibilities**

The CFEM Project Coordinator will report to the CGS Vice President Technical (VP Technical) and act upon the CGS's decisions. For each of the following primary responsibilities, the CFEM Project Coordinator will be requested to work in close relationship with the VP Technical:

1. Conduct a review of the status of the updated manual and, with input from the CGS Executive Committee, assess the current approach to determine if there are opportunities for refinement.
2. Work with the CGS Executive Committee and the CFEM Technical Committee to identify potential candidates and select remaining Chapter Leads for the manual.
3. With assistance from the Chapter Leads, compile a team of volunteer reviewers for each chapter of the new manual. It is preferable to have at least one Francophone volunteer on each review team.
4. Liaise with the Chapter Leads to develop a timeline and ensure effective delivery of the chapters.
5. Develop and maintain a detailed schedule for each chapter that includes the proposed scheduled dates of: i) draft chapter completion, ii) review, iii) revision, and iv) completion.
6. Update the above schedule quarterly, and submit with the state of the deliverables to the CGS VP Technical.
7. Report regularly, including minutes/outcomes of the meetings/correspondence related to the above, to the CGS VP Technical, President, and Executive Director.

The details of the digital release, including format and cost, will be undertaken by others in parallel to the technical updating of the manual. The CFEM Project Coordinator will liaise with these individuals to assist and coordinate their efforts for publication of the new manual.

### **Submission Requirements/Guidelines**

Interested parties are to confirm their interest in the CFEM Project Coordinator position and intent to submit an EOI package by sending an email to [CFEM@cgs.ca](mailto:CFEM@cgs.ca) by 5pm (PST) on Monday October 22, 2018.

Interested individual(s) must be CGS Members to submit an Expression of Interest (EOI).

The following items should be included in the EOI submission:

- Cover Letter
- Personal and/or Company background and experience managing projects of this size and scope.
- Statement of qualification and relevant experience
- Proposed strategic approach and development plan
- Conflicts of interest (if applicable)
- References
- Resumé(s)

EOI submissions are to be received by 5pm (PST) on Monday November 12, 2018. EOI's are to be emailed to [CFEM@cgs.ca](mailto:CFEM@cgs.ca).

Candidate selection is to occur by December 1, 2018. Following selection of a candidate, the terms of the agreement (approach, scope, schedule and other necessary items pertaining to the project) will be established with the CGS Executive Committee. The Project Coordinator will be provided compensation. The details of this compensation (amount, payment schedule etc.) will also be established by mutual agreement between the Project Coordinator and the CGS Executive Committee prior to commencement of the position.

The start date for this position is January 1, 2019 for a term of two-years ending on December 31, 2020 (to complete the content of the Manual).