

# PUBLIC WORKS PROJECT OF THE YEAR NOMINATION FORM



**SUBMITTAL DEADLINE: August 15 each year**

## PROJECT INFORMATION

Project Name

Project Completion Date\*

Application Submittal Year

Public Agency

PROJECT CATEGORY (select one):

- Structures
- Transportation
- Environmental (Water, Wastewater, Stormwater)
- Historical Restoration/Preservation
- Disaster or Emergency Construction/Repair

PROJECT DIVISION (select one):

- Less than \$5 million
- \$5 million to less than \$25 million
- \$25 million to \$75 million
- More than \$75 million

\*Must be substantially complete and available for public use within two calendar years prior to nomination.

## MANAGING AGENCY

Name

Title

Agency/Organization

Address (if post office box, include street address)

City

State

Zip

Email

Phone

Fax

## PRIMARY CONTRACTOR

Name

Title

Agency/Organization

Address (if post office box, include street address)

City

State

Zip

Email

Phone

Fax

**PRIMARY CONSULTANT**

Name

Title

Agency/Organization

Address (if post office box, include street address)

City

State

Zip

Email

Phone

Fax

**NOMINATED BY** (only managing public agency or APWA Chapters eligible to nominate)

Name

Title

Agency/Organization

Address (if post office box, include street address)

City

State

Zip

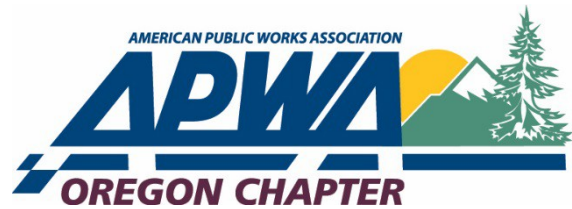
Email

Phone

Fax

**APPLICATION SUBMITTAL:**

Return completed form to the recipient identified on the Oregon Chapter APWA web page at <https://oregon.apwa.org/resources/awards/project-of-the-year-award/> using a method identified in the Submittal Guidelines.



# SUBMITTAL GUIDELINES

## Public Works Project of the Year

**PLEASE ADDRESS EACH OF THE FOLLOWING AREAS IN YOUR SUPPORTING DOCUMENTATION ADHERING TO THE BELOW SEQUENCE WHEN POSSIBLE.**

- General description of the project.
- Completion date contained in contract. Any time extensions granted should be addressed in the submittal.
- Construction schedule, management, and control techniques used.
- Safety performance including number of lost-time injuries per 1,000 man hours worked and overall safety program employed during the construction phase.
- Community need – a summary of how the project met the community needs as related to economic challenges, value engineering, creative use of resources, to the measurable benefit to the community.
- Sustainable practices – use of alternative materials, practices, or funding that demonstrates a commitment to sustainability.
- Environmental considerations including special steps taken to preserve and protect the environment, endangered species, etc., during the construction phase.
- Community relations – a summary of the efforts by the agency, consultant and contractor to protect public lives and property, minimize public inconvenience and improve relations.
- Unusual accomplishments under adverse conditions, including but not limited to, adverse weather, soil or site conditions, or other occurrences over which there was no control.
- Additional considerations you would like to bring to the attention of the project review panel such as innovations in technology and/or management applications during the project. Include a description of special aspects of the project.

### **NOTES:**

- Supporting documentation is limited to twenty (20) pages, exclusive of photographs (10 to 20 photos of the project including before and after photos) and the nomination form.
- Please submit high-resolution project photos along with the application
- Please submit logos for the contributing organizations (i.e., public agencies, consultants, contractors) with the application

Submit your application by the deadline identified at the top of the application by one of the following methods:

- **Dropbox** – Using your own Dropbox account (the application is free to download), email your submittal to the email recipient identified on the webpage <https://oregon.apwa.org/resources/awards/project-of-the-year-award/>. **PLEASE, send a separate email to the recipient advising them that you submitted an application on Dropbox.**
- **Email** – Send by email (to recipient identified on webpage <https://oregon.apwa.org/resources/awards/project-of-the-year-award/>) digital copies of the nomination form and supporting documentation. Send more than one email if necessary.