

# PUBLIC WORKS PROJECT OF THE YEAR NOMINATION FORM



**SUBMITTAL DEADLINE: July 31<sup>st</sup> each year**

## PROJECT INFORMATION

Project Name

Project Completion Date

Application Submittal Year

Public Agency

### PROJECT CATEGORY (select all that apply):

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

### PROJECT DIVISION (select one \$ range, additionally Small City/Rural Community may be selected if public agency serves population less than 50,000):

- Less than \$5 million
- \$5 million to less than \$25 million
- \$25 million to less than \$75 million
- More than \$75 million
- Small City/Rural Community serving <50,000 people

## 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

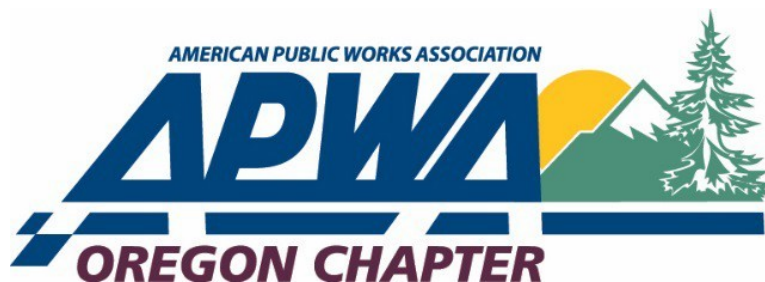
Phone

Fax

**APPLICATION SUBMITTAL:**

Return completed form and supporting documentation to the recipient identified on the Oregon Chapter APWA web page at <https://oregon.apwa.org/resources/awards/project-of-the-year-award/> using one of the following methods:

- **Dropbox** – Using your own Dropbox account (the application is free to download), upload completed form and supporting documentation, share folder in drop box with recipient identified on webpage. **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) digital copies of the nomination form and supporting documentation. Send more than one email if necessary.



# 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 and final project cost. Any time extensions granted should be addressed in the submittal.
- Construction Management – Construction schedule, management, and control techniques used. Examples of processes used to minimize the impact to the community during construction.
- Safety – Safety performance, including number of lost-time injuries per 1,000 man hours worked, and awareness of the need for a good overall safety program employed for workers and public during and after construction, where applicable.
- Community relations – Evidence of the efforts by the agency, consultant, and contractor to minimize public inconvenience due to construction, safety precautions to protect public lives and property, provision of observation areas, guided tours, or other means of improving relations between public agency and the public.
- Community need – A summary of how the project met the community needs, including discussion of any economic challenges faced, value engineering used, and the creative use of resources (equipment, labor, or funds) that produced measurable benefits to the community.
- Environmental – Demonstration of the awareness for the need to protect the environment. This includes any special considerations given to particular environmental concerns raised during the course of the project during design and construction, as well as climate change and/or resiliency components for long term community benefit.
- Sustainable practices – Use of alternative materials, practices, or funding that demonstrates a commitment to sustainability, climate change resiliency, and/or use of sustainable infrastructure rating system or the equivalent.
- Unusual accomplishments – Accomplishments completed during the project under adverse conditions, including but not limited to, age or condition of the facility, 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, exceptional efforts to maintain quality control, or other money or time saving techniques developed and successfully utilized. Include a description of special aspects of the project.

**NOTES:**

- Supporting documentation is limited to twenty (20) pages.
- 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.
- Please include in your email submission an executive summary of the project (300 words or less).

