

Small Municipality Public Works Project of the Year Award Criteria Form

Purpose The OPWA Small Municipality Public Works Project of the Year Award was established (2010) to promote excellence in the management and administration of public works projects by recognizing the alliance between the managing agency, the consultant/architect/engineer and the contractor who, working together, complete public works projects for municipalities with populations of 25,000 or less.

Eligibility For the purpose of this award, public works are defined as the physical structures and facilities that are developed, owned and maintained by public agencies to house governmental functions and/or to provide water, waste water, waste disposal, transportation and similar public services.

To be eligible for nomination, a project must have been “substantially completed” and available for public and/or agency use no more than two calendar years prior to nomination. A project may only be nominated once for recognition as “Project of the Year”.

Nomination Process One digital copy (file) is required. Include the completed nomination form, or the following at the beginning of the file:

1. Project name, completion date and the current year
2. A summary for the OPWA Awards Program (if the submission is a winning entry)
3. Submitting agency name and contact, address, telephone and email
4. Consultant name and contact, address, telephone and email
5. Contractor name and contact, address, telephone and email
6. Number of Award Certificates required (if the submission is a winning entry)

For 2021 submissions, Award Winners will be asked to present their project at OPWA’s Annual Conference and Awards Ceremony. A digital presentation submission will be requested prior to the conference with a suggested length for each presentation of a maximum 3 minutes.

Awards will be presented during the OPWA Annual Conference and Awards Ceremony taking place on January 20, 2022.

Nominations shall be submitted directly to:

Adam Lachhman – Awards Committee Chair
Adam.Lachhman@york.ca

Selection The following criteria will be used in the selection process and should be addressed in the submission with a maximum of one page each:

1. Project description (pictures are welcome and will add to the score in this category)
2. Construction schedule, cost, and management control
3. Safety program during construction and safety performance
4. Community relations and steps taken to minimize public inconvenience
5. Environmental awareness and protection
6. Unusual or adverse conditions
7. Additional conditions of importance

Deadline November 30, 2021

Presentation Award Winners will be asked to present their project via the digital submission, at OPWA’s Annual Conference and Awards Ceremony to be held on January 20, 2022. In addition, designated



Small Municipality Public Works Project of the Year Award Criteria Form

representatives from the public agency, contractor and consultant (one each) will be sent a framed certificate of the Award.