

2027 Nomination Instructions

Nominations will only be accepted until
Thursday, December 31, 2026 at 11:00pm PST

Purpose

The purpose of the Project Award program is to promote excellence in the management, administration, and implementation of public works projects by recognizing the alliance between the managing public Agency, the consultant/architect/engineer, and the contractor working together to complete public works projects.

Project Eligibility

Public works projects are defined as the physical structures and facilities that are developed, owned, and maintained by public agencies to house governmental functions and provide water, power, waste disposal, transportation, and similar public services in accordance with established public policy.

Public works projects must be developed, owned, and maintained by public agencies. To be eligible for nomination, a project must have been “substantially completed” and available for public and/or Agency *between 12/31/2025 to 12/31/2026*.

If a project has multiple phases or segments, then “substantially completed” will be construed as that point when the final phase or segment is 90% completed and available for public and/or agency use.

To be considered, the nominated project must be located within the geographic footprint of the APWA NorCal Chapter (Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, and San Francisco counties).

Please note that a Public Works Project nomination can only be made by the managing public Agency or APWA chapter. Projects that involve or reside within two or more Chapter locations can be co-nominated. Only ONE project may be submitted per form.

A project may be nominated once for recognition as “Project of the Year” under any category. Simultaneous nomination of the same project both in the Public Works and Small Cities/Rural Communities Project Award categories or in two categories as noted on this nomination form is not permitted.

Nominations not chosen in a specific year for the Public Works Project Award or the Public Works Project-Small Cities/Rural Communities Project Award may not be resubmitted in a subsequent year in the same or another category. The project must not have been submitted to or won in the previous year’s APWA Chapter or National Project Awards competition.

Evaluation Criteria

Nominations will be evaluated on eligibility as previously outlined and, on the criteria noted below, based on the criteria at the National level. The nominated project should demonstrate excellence, and we will take into consideration how well the nomination is communicated, as it relates to the following criteria:

- Use of good construction management techniques and completion of the project on schedule.
 1. Safety performance and demonstrated awareness of the need for a good overall safety program for workers and the public during and after construction, where applicable.
 2. Community relations as evidenced by efforts 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 agency and the public.
 3. Demonstrated 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, as well as climate change and/or resiliency components for long-term community benefit.
- Unusual accomplishments under adverse conditions including but not limited to age or condition of the facility, adverse weather, soil or other site conditions over which there is no control.
 1. Additional conditions deemed of importance to the public works agency, such as exceptional efforts to maintain quality control and, if value engineering is used, construction innovations as evidenced by time and/or money saving techniques developed and/or successfully utilized.
 2. Use of alternative materials, practices or funding demonstrates a commitment to sustainability, climate change resiliency, and/or use of sustainable infrastructure rating system or the equivalent.

PLEASE REFERENCE THE DOCUMENT [“OVERVIEW - 2027 PROJECT AWARDS PROGRAM COMPETITION”](#)

Submission Instructions

1. Save your submittal in **PDF format** and with the following file name parameters:

“2027_ProjectCategory_CostDivision_Project Name_Agency.pdf”

EXAMPLE: **2027_Transportation_Under5M_MarshCreekRoadBridge_CCCounty.pdf.**

2. Complete the Nomination Narrative that follows the form. The **Nomination Narrative is limited to 20 pages**, 10-point type or larger, with minimum 0.5 inch margins.
3. Do not submit letters of recommendation.
4. Do not create your own form.
5. Your project will be evaluated based on the eligibility and criteria as stated in these nomination instructions, as well as the communication skills of the nominator (use of good grammar, follows directions, spelling, etc.)
6. Provide two (2) color photographs in high resolution JPEG or PNG format separate from the nomination package. These will be used for promotional purposes by the APWA. These two photos are not counted as part of the evaluation. Photos need to be included in the same email submission but as separate file(s).

Additionally, you may use photos within the body of your (20-page maximum) Nomination Narrative, as well, but please **use the verbal descriptions and not the photos to tell your story.**

7. **The nomination form does not count towards the 20-page limit.** Send this completed and renamed Nomination Form AND Nomination Narrative, and the photo files to

<https://www.dropbox.com/request/g8psvulrz7iwpmp9jj89>

Completed submissions are due by 11:00 p.m. PST December 31, 2026



Nomination Form

ABOUT THE NOMINATED PROJECT

Project Name:

Percent Complete by Date of Nomination:

If 100% Complete, Date Project was Made Available for Public or Agency Use

Public Agency:

Project Category (*Check only one*)

☐ **Structures** to include new public structures or the preservation or rehabilitation of existing public structures including municipal buildings and parks.

☐ **Transportation** to include roads, bridges, mass transit that serve any or all modes of travel, including bicycles and foot traffic.

☐ **Environment** to include treatment and recycling facilities, landfill reclamation projects, and sewer projects.

☐ **Historical Restoration/Preservation** to include historical restoration, preservation and adaptive reuse of existing buildings and structures and facilities.

☐ **Disaster or Emergency Construction/Repair** to include the techniques and timing for safety, community relations, environmental protection, adverse conditions and additional considerations.

Cost Division (*Check only one. Based on total project cost, including design and construction*)

☐ Small Cities/Rural Communities (cities/counties with a population of 50,000 or less)

☐ Under \$5M – Total project cost less than \$5 million

☐ \$5-25M – Total project cost of \$5 million, but less than \$25 million

☐ \$25-75M – Total project cost of \$25 million but less than \$75 million

☐ Over \$75M – Total project cost over \$75 million

MANAGING AGENCY

Contact Name:

Title:

Agency:

Address:

City/State/Zip:

Phone/Fax:

Email:

PRIMARY CONTRACTOR	
Contact Name:	
Title:	
Org/Firm:	
Address:	
City/State/Zip:	
Phone/Fax:	Email:
PRIMARY CONSULTANT	
Contact Name:	
Title:	
Org/Firm:	
Address:	
City/State/Zip:	
Phone/Fax:	Email:
NOMINATED BY	
Contact Name:	
Title:	
Managing Public Agency:	
Address:	
City/State/Zip:	
Phone:	Email:
SUBMITTED BY	
Contact Name:	
Title:	
Agency/Firm:	
Address:	
City/State/Zip:	
Phone:	Email:



Project Description for the Award Presentation

Provide a short description of the nominated project for the Award Ceremony to be used by the Chapter President when announcing the nominees. 40-word maximum, please.

Should your nomination receive an Award, please note any particular individuals/consultants/contractors etc. whom you wish to be acknowledged for the Chapter President to read as you approach to receive the trophy.



Nomination Narrative

Please answer questions 1 through 7 below for project, adhering to the sequence below. The form will accommodate any length of text, though one page is provided for each question by way of example. Your total Nomination Narrative should not exceed 20 pages. The Nomination Form and information does not count in the 20-page limit.

EXECUTIVE SUMMARY

[If desired, you may include an Executive Summary here to introduce the judges to your project and its highlights. If not, please delete this section]

- 1. Construction Management** – Use of good construction management techniques - construction schedule, management, and control techniques used, etc.

2. **Project Safety** – Safety performance and demonstrated awareness of the need for a good overall safety program during construction.

3. **Community relations** – Community relations as evidenced by efforts to minimize public inconvenience due to construction; safety precautions to protect public lives and property; and provision of observation areas, guided tours, or other means of improving relations between the Agency and the public.



4. **Environmental protection** – Demonstrated awareness of the need to protect the environment during the project. This includes any special considerations given to environmental concerns raised during the course of the project and considerations accommodating climate change and/or resiliency components for long-term community benefit.

5. **Unusual accomplishments** -- Unusual accomplishments under adverse conditions including but not limited to age or condition of the facility, adverse weather, soil or other site conditions over which there was no control.

6. **Additional considerations** – Additional conditions deemed of importance to the public works Agency, such as exceptional efforts to maintain quality control and, if value engineering was used, **and/or** construction innovations as evidenced by time and/or money-saving techniques developed and/or successfully utilized.



7. **Long-term environmental benefits** – 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.