

Project of the Year Award: Small Communities - Submission Form

Submissions must be received no later than March 6, 2026 to be eligible. NO EXCEPTIONS.

* Indicates required question

1. Email *

Award Submissions [Click here to see the complete award details, criteria for submission and eligibility requirements.](#)

Project of the Year - Small Communities

As a Project of the Year Award, this recognition entails excellence in projects completed by small communities (populations of 50,000 or less) in any of the previous categories or for any other project completed that positively impacts the small community. Projects may be completed in partnership with entities such as small community volunteer groups, schools and non profit organizations.

Project Information

NOTE: This Submission Form cannot be submitted until all information requested below has been completed.

Sections 3 to 11 have required field entries - If a field is not applicable, enter "n/a".

Sections 12 to 14 are optional.

2. Project Name *

3. **Completion Date (substantial) ***

Example: January 7, 2019

Project Cost (PC) = Design Cost + Construction Cost

4. **Cost Range ***

Mark only one oval.

- ☐ Less than \$2M
- ☐ \$2M - \$10M
- ☐ \$10M - \$50M
- ☐ Greater than \$50M

Small Communities Award Criteria

This information will be used by the Awards Committee judging panel to assess the content of the submission and ultimately to determine the winner for this award. Please ensure to address all applicable criteria in your responses.

Word Counts. Where a maximum word count is specified, the following character limits apply as a general guide:

250 words $\approx$ 1,600 characters

300 words $\approx$ 2,000 characters

500 words $\approx$ 3,300 characters

5. **Utilization of good construction management techniques to ensure completion of the project on schedule. (max. 250 words) ***

6. Safety performance and demonstrated awareness of the need for a good overall safety program during construction. (*max. 250 words*) *

7. Community relations as evidenced by efforts to minimize public inconvenience due to construction, safety precaution to protect public lives and property, provision of observation areas, guided tours, or other means of improving relations between the agency and the public. (*max. 250 words*) *

8. Demonstrated awareness for the need to protect the environment during the project. This includes any special considerations given to particular environmental concerns raised during the course of the project. (*max. 250 words*) *

9. 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. (*max. 250 words*) *

10. 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. (*max. 250 words*) *

11. Please describe how your project promotes 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. (*max. 250 words*) *

12. Please describe the impact your project had on the community. (*max. 250 words*) *

Project Summary

Please provide a summary of the nomination.

13. Keep summary brief. (*max. 300 words*) *

Nominating Representative

The nominating representative can include any of the project partners involved in the project.

14. **Contact Person** *

15. **Title** *

16. **Agency/ Organization** *

17. **Phone Number ***

18. **Email ***

Project Owner/ Proponent

19. **Contact Person ***

20. **Title ***

21. **Agency/ Organization ***

22. **Phone ***

23. **Email ***

Primary Consultant

This is a required section for entry. If no consultant was involved, then enter "n/a" into fields.

24. **Contact Person ***

25. **Title ***

26. **Agency/ Organization ***

27. **Phone ***

28. **Email ***

Primary Contractor

This is a required section for entry. If no contractor was involved, then enter "n/a" into fields.

29. **Contact Person ***

30. **Title ***

31. **Agency/ Organization ***

32. **Phone ***

33. **Email ***

Certificate Requirements

OPWA will provide three (3) framed certificates for this award to the following:

Owner/Proponent; Primary Consultant; Primary Contractor.

34. Please provide the number of extra certificates needed for the additional contributors as noted below (*max. 3*) *

Mark only one oval.

☐ 0

☐ 1

☐ 2

☐ 3

Additional Contributor 1 (if applicable)

There may be an additional group/agency who played a critical role in the project design, construction and/or implementation, who should be recognized for their contributions. If not, proceed to Section 15 below.

35. **Expertise or Discipline & Contribution?**

36. **Contact Person**

37. **Title**

38. **Agency/ Organization**

39. **Phone**

40. **Email**

Additional Contributor 2 (if applicable)

There may be an additional group/agency who played a critical role in the project design, construction and/or implementation, who should be recognized for their contributions.

If not, proceed to Section 15 below.

41. **Expertise or Discipline & Contribution.**

42. **Contact Person**

43. **Title**

44. **Agency/ Organization**

45. **Phone**

46. **Email**

Additional Contributor 3 (if applicable)

There may be an additional group/agency who played a critical role in the project design, construction and/or implementation, who should be recognized for their contributions.

If not, proceed to Section 15 below.

47. **Expertise or Discipline & Contribution**

48. **Contact Person**

49. **Title**

50. **Agency/ Organization**

51. **Phone**

52. **Email**

Digital Media Upload

Each award submission is permitted a maximum of five (5) digital uploads (photos and/or video total)

53. **photo format:** (.jpg or .png, no larger than 10 MB)

photo file naming: *award name(in 2wrds)_project name(in 4wrds)_photo#*

video format: (.mp4 or .mov format, no larger than 250 MB)

video file naming: *award name(in 2wrds)_project name(in 4wrds)_video#*

Files submitted:

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