



# 2018 Public Works Excellence Awards Program

Maine Chapter of American Public Works Association

## ELIGIBILITY

Any State of Maine Municipality is eligible to enter the contest.

## GENERAL CRITERIA

1. Projects entered in competition may have been built anywhere in the state and must have been substantially performed by, and under the direction of, the municipality. Construction of projects must have been substantially completed and in use between January 1, 2018 and December 31, 2018.
2. Entries may deal with any category for which it is eligible. Municipalities may enter any number of projects in the APWA competition.
3. Category A is for projects from communities with 20 or more public works employees. Category B is for projects from communities with between 5 to 20 public works employees. Category C is reserved for projects from small municipalities with less than 5 employees. Under each of these categories' awards will be made for projects using either in-house personnel or outside personnel (all of the work or part of the work).
4. Each entry must be accompanied by no more than a one-page description of the project, before and after photos, and an explanation of how the work was accomplished, by who, when, and at what cost as indicated under the section on "How to Submit an Entry". Please read the requirements thoroughly.
5. Only one award per municipality per year will be made.

**Typical Projects are:** Municipal Building or Fleet Maintenance, Solid Waste Management, Storm Drainage Control, Water or Sanitary Sewerage, Wastewater Treatment, Water Treatment, Erosion Control, Buildings, Handicap Accessibility, Road Rehabilitation/Construction, Wetlands Impacts, Park and Playground Construction, Sidewalk Rehabilitation, Beautification Project, Traffic Control, Road / Ditch Maintenance, and other Municipal Projects

For further information or an application form and requirements call Chris Branch at 874-8801 or [cbranch@portlandmaine.gov](mailto:cbranch@portlandmaine.gov)

**ALSO, SEE THE WEB SITE [www.maine.apwa.net](http://www.maine.apwa.net) FOR INFORMATION AND FORMS**

# HOW TO SUBMIT AN ENTRY

The following section describes the notebook requirements that must be followed in order to enter the APWA competition. These are guidelines for preparing your materials.

## REQUIREMENTS

Entry material must conform to the entry criteria and must be bound unless submitted electronically. The entries must include:

1. The Official Entry Form (see form included with this information).
2. A narrative with the following information:
  - a. Role of the Public Works Department/Highway Crew in the project.
  - b. Role of any outside organizations participating in the project.
  - c. Brief description of the entrant's project addressing each of the following:
    - Originality/New Application of Existing Techniques
    - Meeting the Public's Expectations/Goals
    - Complexity/Technical Value
    - Quality and Workmanship
3. Four to twelve different, before and after, high quality color photos reflecting unique features of the project. Please identify each photo with the municipality's name and a caption for each picture.
4. Include location map and design drawings (if available).

## PACKAGING ENTRY MATERIALS

**Submittals shall be mailed** or submitted electronically by email to Chris Branch, Portland Public Works, 212 Canco Road Suite B, Portland, Maine, 04103, [cbranch@portlandmaine.gov](mailto:cbranch@portlandmaine.gov) **with a postmark or send date no later than Saturday, May 4, 2019.**

# MCAPWA PUBLIC WORKS EXCELLENCE AWARDS COMPETITION

## OFFICIAL ENTRY FORM

Please furnish all information requested below for each entry. The municipality and the project name should be typed or printed as they are to appear on the award. Please limit the project name to 60 characters. Address, if a post office box, should also include a street address. If two or more municipalities are jointly submitting the same entry, make sure you include information on each community on the form.

The Project is to be judged under which municipal category (please circle one).

Municipality A: Large

Municipality B: Medium

Municipality C: Small

The Project is to be judged in either work completed by in-house personnel or work done by outside personnel or assisted by outside personnel (please circle one).

Category A: Work by in-house personnel

Category B: Work done with or assisted by outside personnel

Entering Municipalities Name(s):

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If a joint entry, involving two or more municipalities, list for award and recognition purposes.

Contact within Public Works Department: Name, Title, Phone Number and Email:

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Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

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Project Street Address: \_\_\_\_\_

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PWD Mailing Address:

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Names of Any Organizations Who Provided Outside Assistance and Their Role in the Project:

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Brief Description of the Project: \_\_\_\_\_

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In-House Personnel Used: \_\_\_\_\_

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Actual Date of Completion/Use: \_\_\_\_\_