



October 01, 2024

To all Inland Empire City/County Public Works Directors and City/County Engineers:

RE: 2024 Project of the Year Awards

Dear Sir/Madam:

On behalf of the American Public Works Association, Inland Empire Branch, I would like to invite you to nominate one or more projects for consideration for the **APWA Inland Empire Branch Project of the Year Awards**. This award has been established to recognize the efforts and contributions made by the public works profession in serving our communities in new and innovative ways.

Project nominations are only accepted from public agencies and recognitions are awarded to the public agencies. The submitted project or program must have been completed or implemented between January 2023 and July 2024 to be considered for this year's award. Projects both large and small are encouraged to be submitted, especially if they include an innovative or unique approach to design or construction or provide exceptional public benefits.

Projects will be presented, and awards will be announced at our branch luncheon in January 2025. A special presentation will also be made for winning project(s) at a regular board or city council meeting following the luncheon.

We are excited to hear about the projects that you and your staff have implemented.

To nominate a project, please complete and submit the attached nomination form and supporting documentation no later than November 29, 2024. If you have any questions, please feel free to contact me at (909) 536-9404 or via email at candice.velasco@mbakerintl.com.

Sincerely,
Inland Empire Branch
American Public Works Association

A handwritten signature in cursive script that reads 'Candice Velasco'.

Candice Velasco, CPSM
Michael Baker International
APWA Inland Empire Board Member

2024 PROJECT OF THE YEAR AWARD
APWA Inland Empire Branch
Nomination Form

1. Public Agency:

Name: _____

Mailing Address: _____

Council or Board Meeting Schedule (e.g., 1st and 3rd Tuesdays, 7:00 p.m.):

Population Served by Agency: _____

2. Contact Person:

Name: _____ Title: _____

Department: _____ Division: _____

Phone Number: _____ Fax Number: _____

3. Name of Project/Program:

4. Project/Program Description:

On a separate sheet of paper, summarize the nature of the project or program and the reason why you consider it to be worthy of an award. Include cost data, start and finish dates (or implementation dates). Include the name of individuals who were responsible for carrying out the project or program. Limit description to two (2) pages.

Attach any supporting documentation that would help the nomination review committee appreciate the worthiness of the application such as photographs, newspaper stories, other awards, etc. Please, no staff reports longer than two (2) pages. Points will be given for clarity and brevity of this presentation.

Projects will be evaluated based on the following criteria:

- Service to the community
- Environmental enhancement
- Sustainability
- Unique design/planning
- Cost effectiveness
- Positive community impact
- Aesthetics
- Improvement of public safety

Nominators of projects that are ultimately selected for an award agree to prepare a 10-minute PowerPoint overview of the project and present it at the Awards Luncheon scheduled for January 2025.

5. Nominations are due no later than November 29, 2024. Please submit via email to:

Candice Velasco
Michael Baker International
candice.velasco@mbakerintl.com

If you have any questions, please contact Candice Velasco at (909)536-9404 or via email.