A valid application package must include:

1) A single, complete nomination form reviewed and signed by both the Contractor and the District Engineer (electronic signatures will be accepted)
2) Three to five project photos displaying different views of the project emailed to ITDCommunication@itd.idaho.gov with contract number and project name in the subject line

Projects will be judged using the following evaluation criteria:

1) Safety First
   • Enhanced Work Zone Safety of the team and raised public awareness
   • Employed effective protection of the public’s safety
   • Effectively used the various safety tools and devices available
   • Effectively measured and responded to accidents occurring on the project, both internally and externally

2) Customer-Focused Results
   • Effectively mitigated impacts to the traveling public, general public, adjacent businesses, and residents
   • Effectively communicated the project and its impacts with stakeholders and customers
   • Established effective means for community recognition of the project, the difficulties the project faced, the team’s efforts, and successes in overcoming challenges

3) Innovative Problem Solving
   • Extraordinary obstacles overcome during the project
   • Extraordinary coordination and/or cooperation with other adjacent work
   • Disputes that were resolved timely to the benefit of all parties and customers
   • A team that focused on outcomes rather than processes and utilized an effective disputes resolution process

4) Overcoming Extraordinary Challenges
   • Emergency contracting
   • Complex, unique, or unexpected features that were encountered
   • Use of unique construction methods
   • The team’s ability to overcome adversity
   • A uniqueness of the project itself or some aspect of implementing or delivering the project

5) Effective Contract Administration
   • Effectively administered change orders
   • Materials documentation tracked, up-to-date, and completed
   • Compliance with all labor requirements (Wages, DBE, MSVWBE, Apprentice)
   • Open and frank contractor/PE communication/evaluation
   • Effectively provided assistance to each other in support of these goals

6) Timely Completion of Project
   • All aspects of the work completed in a timely manner
   • Timely use of project schedule
   • Environmental issues effectively addressed
   • The progress of work was enhanced in some manner
   • Innovative management of traffic in an effort to reduce impacts and expedite project completion