



THE INTERNATIONAL PARKING INSTITUTE

2013 Awards of Excellence Competition



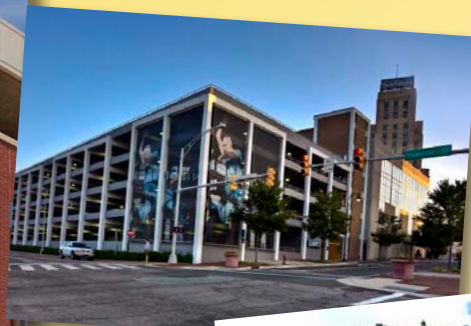
Deadline for submissions is Monday, December 31, 2012

Official Entry Packet

CATEGORY I

Best Design of a Parking Facility with Fewer than 800 Spaces

The City of Hillsboro, Oregon's Intermodal Transit Facility was among the parking projects recognized in 2012.



Winners are featured in *The Parking Professional* magazine and receive valuable, business-building media coverage.

IPI INTERNATIONAL PARKING INSTITUTE™
Advancing the parking profession™

About IPI's 31st Annual Awards of Excellence Competition

The competition was created in 1982 to recognize parking facilities that are aesthetically appealing as well as functional. The program was expanded in 1985 to encourage innovation in parking programs and operations. Today, facilities that contribute to sustainability are also recognized.

Entries are submitted electronically. You do not have to be an IPI member to enter. The competition is restricted to parking facilities or programs completed or renovated since January 1, 2010. **The deadline for submitting is Monday, December 31, 2012.**

Please read the criteria carefully and use the entry checklist before you submit your entry. Regrettably those entries that do not include all the prerequisites will be disqualified and returned to the submitting organization. Winners will be notified in February 2013, and awards will be presented in a ceremony at the 2013 IPI Conference & Expo in Fort Lauderdale, Florida, May 19–22.

Please review this packet thoroughly. It includes everything you need to enter:

Category I: Best Design of a Parking Facility with Fewer than 800 Spaces

- ▶ Entry Rules & Requirements
- ▶ Official Entry form
- ▶ Contact Information form
- ▶ Judging Criteria
- ▶ Credit Card Authorization form
- ▶ Entry Checklist

If you have any questions, please contact Lauri Chudoba at (540) 371-7535 or chudoba@parking.org.

To see a listing of winners and photos from past competitions
visit parking.org/aoe

The IPI Awards of Excellence Competition is a program of the
International Parking Institute

P.O. Box 7167, Fredericksburg, VA 22404-7167

540.371.7535 x124 Phone | 540.371.8022 Fax | chudoba@parking.org | parking.org/aoe

Entry Requirements

To be eligible for the 2013 IPI Awards of Excellence competition, entries (on CD or DVD) must be received via email, United States Postal Service or overnight delivery **no later than Monday, December 31, 2012.**

Although parking consultants, architects, engineers, and others may initiate and/or participate in entry preparation, to be eligible, entries must be submitted by the Owning Agency.

If rules are not adhered to, the entry will automatically be invalid and disqualified from judging. All submitted materials will be returned and the entry fee will be retained by IPI.

An additional entry fee and complete set of entry materials will be required for each submission per category in addition to the original submission.

All entries submitted in Category I, II, III, V and VI will automatically be judged in Category VII.

A full and complete entry consists of the following submitted via email or on CD/DVD:

- ▶ If submitting via email, please include the following in the subject of the email: Category (#) Entry, (name of project), (name of owning agency), Owning Agency

Example: Category II Entry, GEICO Garage, City of Orlando, Owning Agency

- ▶ Individual PDF of official entry form in this packet
- ▶ Excel spreadsheet of contact information form (see page 9 for example and requirements). This form will also include the Award notification information.
- ▶ Entry fees are \$375 for IPI members and \$600 for non-members (non-refundable/non-transferrable) via check or credit card. If paying via credit card, please fully complete the credit card authorization form (page 8) and include your organization's membership number to receive the membership rate.
- ▶ A minimum of eight (8) digital photographs that are a minimum of 300 dpi (high resolution). Please include at least two (2) that are portrait orientation for possible use on the cover of *The Parking Professional* magazine.
- ▶ Executive summary of no more than 250 words and a narrative of no more than 500 words (maximum total of 750 words submitted). This narrative information will be used in project

descriptions on the promotional displays at the conference as well as alongside the project photo in *The Parking Professional*.

NOTE: All submitted materials (including photographs) become the property of the International Parking Institute and, by submission of entry materials, permission is granted for the use of such materials to the International Parking Institute.

Submitting Your Entry

Entries must be submitted on or before Monday, December 31, 2012 to Lauri Chudoba at chudoba@parking.org or by sending all information on a CD via overnight delivery to:

International Parking Institute, c/o Awards of Excellence Committee, 701 Kenmore Avenue, Suite 200, Fredericksburg, VA 22401

Please see Entry Checklist (page 10) or contact Lauri Chudoba at 540.371.7535 or chudoba@parking.org.

Winning Entries

Following is a list of benefits winners of each category receive in the IPI Awards of Excellence competition.

- ▶ Award of Excellence winners will receive a total of four (4) plaques issued to the winning organization (included with the entry fee). One is reserved for the owning agency. The remaining three can be distributed to the entrants' discretion. Additional plaques can be purchased for a fee at a later date.
- ▶ Award of Excellence honorees will be awarded during the 2013 IPI Conference & Expo in Fort Lauderdale, Fla., May 19-22 at the Broward County Convention Center.
- ▶ All winners will be featured in a presentation and on promotional displays in the IPI Awards Recognition area at the 2013 IPI Conference & Expo.
- ▶ A press release will be distributed announcing the Award of Excellence winners to appropriate business journals, newspapers, radio stations, and other media as per the award notification contacts submitted with each entry, and through a national publicity campaign.
- ▶ All winners will be highlighted on IPI's website.
- ▶ All winners will be featured in the July 2013 issue of *The Parking Professional* magazine.

Judging Criteria

As you write the executive summary and narrative portion of your entry, please take into consideration all of the criteria that are applicable to your project.

A complete and thorough description of your entry through your narrative (as well as photos and architectural drawings) will be the basis for determining winners in the competition by the awards panel. Please note that panel members judge entries as “blind” submissions (no reference to corporate names, consultants, engineers, architects or vendors by name and minimal reference to owning agency). While assignment of ratings for each entry is judged on behalf of the panel, the rating values for each criterion are identified. Each criterion is weighed as to comparative importance with the other criteria. Your narrative should consist of no more than 500 words (250 word executive summary and 250 word description, **or**, one descriptive summary of no more than 500 words).

Criteria for Category I: Best Design of a Parking Facility with Fewer than 800 Spaces

Operational Issues ... Rating (Maximum 25 Points)

This criterion measures features that optimize the use, operation and maintenance of the facility including:

Revenue Collection Systems—If a revenue collection system was required for the operation of this facility, describe the system that was installed. If a revenue control system was installed, describe the equipment and procedures used to ensure the integrity of the revenue. If single or multi-space parking meters are used, describe the uses of these meters and how meter revenue is safeguarded. If a permit system is used, describe the permit sales/distribution process and the measures taken to ensure that only permit holders are using the designated spaces.

Maintenance—Describe the environmental conditions of the location in which the facility was built. Given these conditions, provide a description of the features that were included in the architectural design, structural design and the construction of the facility to optimize durability and minimize the long-term maintenance requirements. Describe the features that were included in the design, and construction to facilitate day-to-day maintenance operations. Provide a description of any procedures that have been implemented to enhance the appearance and/or prolong the life of the facility.

Security—Describe the level of security required considering the location of the facility. Given these security considerations, what active and/or passive security measures were incorporated into the operational aspects of the facility procedures to enhance the safety of its patrons?

Usage Flexibility and Optimization—List the various types of parkers (i.e. transient, monthly, special event, long-term, short-term, validation program, etc.) who use the facility. Describe any strategies that were implemented to optimize the use of the facility by attracting or maintaining this customer base and by accommodating any of these groups.

Functional Design Issues ... Rating (Maximum 25 Points)

This criterion measures various aspects of the basic core design/layout of the facility including:

Geometrics—Describe the physical layout of the facility and how it influenced the parking geometrics. Include descriptions of column spacing, parking and driving slopes. What square foot efficiency was achieved if outside the “norm.” What influenced the end result?

Vehicle Flow—Describe the basic parking garage configuration and type (double helical ramp, flat floor with independent ramping, etc.) What factors influenced the decision to use this type of configuration/ramping system? Describe why angle parking with one-way flow or 90° parking with two-way flow was the chosen parking type. Describe any unique traffic flow patterns or design concept that greatly benefits the user. Are there any special design features which you believe allow the driver to “naturally” understand the flow through the garage or the search pattern on a given level?

Pedestrian Flow—Describe any special features that help the driver easily and safely find and walk to elevator/stair cores. List steps taken to ensure the safety and security of the pedestrian as they walk through the garage. Explain any design features that call attention to the location of the elevator and stair cores.

Describe any special or unique signing programs employed to identify floors and/or elevator cores.

Entry/Exit Configuration—Describe the entry/exit configuration including number of entry/exit points and lanes as well as what factors influenced their location and number. If appropriate, what degree of flexibility has been incorporated into the design to handle inbound and/or outbound surges? Detail the queuing stacking distance between street and access control and between

egress control and street. How was the distance determined? If appropriate, describe any unique entry/exit conditions faced in the design of the facility and how you resolved those conditions.

Internal Lighting—Describe lighting levels (in foot candles) in the basic parking area. Explain varying lighting levels in the facility. What lighting source was used and why was the source selected? If the project was faced with unusual lighting requirements or conditions, explain how the issue was handled.

Other—If appropriate, describe any functional aspects of this garage that are particularly unique or represent what could be considered as potentially new and innovative in functionality.

Architectural Design Elements ... Rating (Maximum 15 Points)

This criterion evaluates the parking garage as a “building” in its natural context. Because of the physical size of parking structures, it is important to evaluate their architectural design elements including:

Exterior Appearance—Describe the exterior appearance including a description of the “articulation,” as well as the materials used. Explain why these materials were used, what elements were articulated and why. If special features that either call attention to the facility as a parking garage or attempt to “mask” it are present, explain why this approach was chosen. If appropriate, detail how the exterior design was influenced by the site of the structure or adjacent buildings.

Exterior Lighting—If the exterior of the garage is illuminated, explain how and why. Describe any special features or aspects of the garage that are highlighted with external light.

Landscaping—If applicable, describe how the site was landscaped (or the garage itself). If landscaping was part of an overall plan affecting a “campus setting,” explain what objectives were met and how it was accomplished. Describe seasonal variations.

Entrance Identification—Describe what physical features, architectural expressions or signage elements were used to clearly identify and/or differentiate the entrance to the garage—as contrast to the exit—if such features were appropriate. If any unusual street conditions or internal layout created to the need for an entrance/exit area to be “unorthodox” in nature, what measures did you take to ensure vehicles would enter at the proper point?

Graphic and Art Elements—Describe any special graphic or art-related elements added to the garage. Describe their purpose and how they contributed to the operation or aesthetics of the facility.

Other—If applicable, describe any special architectural or related features of the facility that enhance its physical form or appearance to the driver, the pedestrian (within the garage) or the “passer-by.”

User Amenities ... Rating (Maximum 20 Points)

This criterion measures the facility amenities as they relate to the various user groups. Those are identified as the parker, the pedestrian, and the employee. Special features added for comfort and convenience should include:

Security—Identify the type of analysis performed to determine the security measures for the specific facility. Describe the environment as it relates to security—suburban or small village locations would not warrant the level of security necessary for a large downtown location. If active measures such as security patrols and electronic surveillance are used, please detail why these measures were needed and how they are monitored. Give the details of locations and numbers of such equipment. If only passive measures are used, document why only those measures were used.

Public Areas—Describe the various public areas in the facility. Include such areas as the attractiveness of stairways and the aesthetics of lobby areas. Note the convenience of waiting areas (i.e. heated, airconditioned, benches). List any other public convenience such as skywalks, elevators, or escalators directly connected to other buildings or destinations.

Way-finding (Pedestrian/Vehicular)—Explain the convenience of entrances and exits for both pedestrians and vehicles. Explain the use of internal graphics to assist in the directing of both user groups. Describe how any special user group needs were addressed such as directions to hospital patient loading/unloading areas. Note how potential conflict points were minimized.

Staff Amenities—Describe the features incorporated for staff use. These should include such things as convenient location of restrooms, lounge areas, and kitchen facilities. The work environment should be detailed (attendant booths, heated/air-conditioned, carpeted). Note any safety or security measures specific to employees.

Other—Explain any other amenities that add to the safety, convenience or comfort of any user group.

Innovational/Unusual or Distinctive Features ... Rating (Maximum 10 Points)

This criterion addresses innovation and creativity not described or covered in other criteria. It measures the approaches used and

the success realized in overcoming particular problems related to design, operations, usage, and financing. Discuss the following as appropriate to your facility.

Special Operations or Functions—Describe special plans or programs required in order to address the needs of customers utilizing the facility. If special equipment for operations, revenue control, wayfinding, security, etc. was employed, describe how applicable each was to the various users in terms of the problems overcome and the success realized.

Creative Financing—Describe measures employed beyond the use of normal financing methods such as general obligation bonds or parking revenue bond requirements to provide for the design, construction, and operation of the facility. Special arrangements such as land swaps or exchanges, transfer of development rights, tax incentives, and packaging of financial arrangements should be detailed in discussing the economics of the project.

Future Provisions—Describe any special features or operational provisions incorporated in the original design that would permit expansion of the facility (horizontally or vertically) or allow use by a different set of customers than originally intended (i.e. change from long-term permit parking to short-term cashier control.)

Multi-Modal Linkage—The objective of this item is to assess the impact of combining a parking facility with other transportation modes at bus terminals, rail stations, and other linkages. Describe the interactions between the various linkages and the need for combining the facilities in order to resolve special issues such as road capacity, trip reduction, and auto occupancy.

Mixed-Use Potential—Describe the ability or potential of the facility to incorporate mixed-use development. What special features were utilized in the initial planning and design phases

to accommodate mixed-use and provide for the interactions between the customers and patrons of the facility?

Unique Construction/Design Features—This element considers unique design or construction constraints, particular requirements dictated by site configurations, user needs, or owner demands. Provide a description of features (if appropriate) included to address such items as well as steps taken to offset regional variations including earthquakes, temperature extremes, atmospheric conditions and the like.

Other—This item covers any other operational, planning or design elements not previously addressed that deals specifically with state-of-the-art or leading edge measures employed to resolve special problems or requirements.

Costs ... Rating (Maximum 5 Points)

Explain, in narrative format, the costs associated with the facility construction and address the differences, if any, between the established budget, the actual bid/award cost, and the final project cost. Costs should be for construction only and should not include soft costs or costs for land, design, demolition, or utility relocation. If comparative analysis were undertaken for different types of construction, explain why and how the final method was selected, noting specifically the degree of importance cost played in the selection.

Given that facilities of the same size may vary in cost (i.e. underground vs. above-ground, stand-alone vs. mixed-use, urban location vs. rural, etc.), explain the particular design components, the construction problems and the amenities included in the facility that resulted in the final overall construction cost. State the actual per space cost.



Deadline: Monday, December 31, 2012

This entry is submitted for consideration in Category I: Best Design of a Parking Facility with Fewer than 800 Spaces. Download entry packet for other categories at parking.org/aoe

Entry Fee: \$375 IPI Member (ID # _____) \$600 Non-Member
 (please choose one)

NOTE: The person listed below will be contacted by IPI for any further needs beyond the submittal. If you would like others to be notified (who are not listed in the Contact Information spreadsheet), please include their name, email and phone here.

Facility/Program/Operations Official Name _____

Owning Agency, Jurisdiction, Institution, Organization or Corporation _____

Submitted by (name of point of contact) _____

Title _____ Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

 Date structure or rehabilitation was completed
 (MUST be January 1, 2010 or later)

In the event this entry is selected for an award, four (4) total plaques will be issued, which includes one (1) to be issued to the owning agency, jurisdiction, institution, or corporation. Please identify the remaining three (3) plaque recipients from the list below by marking an "x" in the appropriate box(es). Those checked on this form should correlate with the list of contacts in the Contact Information spreadsheet (see page 9 for details).

Additional plaques may be purchased at a later date. The order form will be sent with the notification letter in February 2013.

- Owning Agency Architect* Vendor* Design Consultant*
 Engineer* Parking Consultant* Architect-of-Record* Other*



CREDIT CARD AUTHORIZATION FORM

Please complete this form if you would like to pay the entry fee for your submitted entry via credit card. PLEASE COMPLETE ONE CREDIT CARD AUTHORIZATION FORM FOR EACH SUBMITTAL WITH THE APPROPRIATE FACILITY/PROGRAM/OPERATION OFFICIAL NAME. **Note:** Entries made in Categories I, II, III, V and VI will automatically be considered in Category VII and no additional entry fee is required. All entry fees are non-refundable and non-transferrable.

Submittal Information

Facility/Program/Operations Official Name: _____

Submitted by (name of point of contact): _____

Title: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

2013 Awards of Excellence Entry Fee to be charged: \$375 IPI member \$600 non-member
(please choose one)

Credit Card Information

Please sign below to authorize the charges to be processed on your credit card and return this form with each submitted entry.

Credit Card Type: Visa MasterCard American Express Discover

Cardholder Signature: _____ Date: _____

Card Number: _____ Expiration Date: _____ CCV Code: _____

Name on Card: _____

Billing Address: _____

Same as above

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please send a credit card receipt to the contact above.



CONTACT INFORMATION (Excel Spreadsheet)

In an effort to streamline the completion of the entries, please click this [Contact Information Form](#) to automatically download the pre-formatted Excel spreadsheet for inclusion with your entry packet. You will need to complete the form, save it and then send via email or place it on the CD/DVD with your other entry materials.

Contact Information & Project Teams

Please provide the requested contact information for each of the applicable entities that participated in your project.

- ▶ Contact Name
- ▶ Title
- ▶ Organization
- ▶ Address
- ▶ City, State, Zip
- ▶ Phone
- ▶ Email Address
- ▶ Role on project team (i.e. Parking Consultant, Architect, Architect-of-Record, Engineer, Structural Engineer, Landscaping, Design Consultant, Parking Vendor, Construction Manager, Other)
- ▶ Please provide city and state for each member of the project team

Those participating categories that you have chosen to receive an applicable Award of Excellence plaque (at the bottom of the Official Entry Form) need to correlate with this list of contacts as they will receive the same notification as the owning agency regarding the status of the entry.

For Media Notification

Following the 2013 IPI Conference & Expo, a press release will be sent out by IPI to appropriate media contacts informing them of the Awards of Excellence competition award winners. If you have specific media or internal newsletter editors that should receive a news release, please complete all the requested information on the downloadable [Contact Information Form](#).

For proper notification distribution, please provide the following information for the specific newspaper, radio, television or website that you would like to be notified of your entry:

- ▶ Contact Name
- ▶ Title
- ▶ Organization
- ▶ Address
- ▶ City, State, Zip
- ▶ Phone
- ▶ Email Address
- ▶ Website, if applicable



ENTRY CHECKLIST

To be considered for the 2013 IPI Awards of Excellence competition, entries (on CD or DVD) must be received via email, United States Postal Service or overnight delivery **no later than Monday, December 31, 2012**, to be eligible.

Please ensure that you have read and understand the Entry Rules & Requirements on page 3 before submitting your entry for consideration.

A full and complete entry consists of the following submitted via email or on CD/DVD:

Preparation of Entry

- When submitting via email, please include the following in the subject of the email: Category (x) Entry, (name of project), (name of owning agency), Owning Agency

Example: Category II Entry, GEICO Garage, City of Orlando, Owning Agency

Requirements of Submittal

- A two-page PDF of fully completed **official entry form** and **credit card authorization form**. Please name the file "Official Entry Form and Payment." Entry fees are \$375 for IPI members and \$600 for non-members and is non-refundable/non-transferrable.
- Excel spreadsheet of [Contact Information Form](#). Please name the file "Contact Information.xls" This form includes contact information for:
 - Project Organizations
 - Media Notifications
- In a folder named "Photos" please include a minimum of eight digital photographs that are a minimum of 300 dpi (high resolution). Please include at least two that are portrait orientation for possible use on the cover of *The Parking Professional* magazine.

- In a Word document, include an executive summary of no more than 250 words and a narrative of no more than 500 words (maximum total of 750 words submitted). This can be saved as one document. Please name the file "Narrative."
- Include orientation map and circulation map and name the files accordingly.

Regretably, if these documents are not included with the electronic entry, the entry will be automatically disqualified. All submitted materials will be returned to the owning agency, jurisdiction, institution or corporation and the entry fee will not be refunded.

Entries must be submitted no later than December 31, 2012.

Please submit via email or by sending all information on a CD or DVD and addressed to:

Regular Mail Delivery:

International Parking Institute
Awards of Excellence Committee
P.O. Box 7167
Fredericksburg, VA 22404-7167

Overnight Delivery:

International Parking Institute
Awards of Excellence Committee
701 Kenmore Avenue, Suite 200
Fredericksburg, VA 22401

Emailed entries should be sent to Lauri Chudoba at chudoba@parking.org. Please call her at 540.371.7535 x124 if you have any questions.

If Your Entry is Chosen For an Award

- ▶ All entrants will be notified in February 2013 of the status of their entry and next steps.
- ▶ If you are chosen as an Award of Excellence winner, a total of four plaques are included with your entry fee. Additional/duplicate plaques are available for purchase at a later date.