



THE INTERNATIONAL PARKING INSTITUTE

2013 Awards of Excellence Competition

Deadline for submissions is Monday, December 31, 2012

Official Entry Packet

CATEGORY V

Best Parking Facility
Rehabilitation or Restoration



Durham, North Carolina's Corcoran Parking Garage Restoration 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 V: Best Parking Facility Rehabilitation or Restoration

- ▶ 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 Owing 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), Owing Agency

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

- ▶ Individual PDF of official entry form in this packet
- ▶ Excel spreadsheet of contact information form (see page 8 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 7) 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 9) 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 V: Best Parking Facility Rehabilitation or Restoration

Category V competition is for parking facility rehabilitation/restoration. The Awards of Excellence Committee’s rating of each entry will be based on predetermined selection criteria including planning, operational/architectural improvements, technical innovation, and costs. Photos and architectural drawings will be requested as described in the Official Entry Packet.

Planning/Phasing Design Issues/Administration ... Rating (Maximum 30 Points)

Scheduling—Describe project schedule in terms of: night (or day) work to minimize noise intrusion on neighbors; working around the facility’s peak operational periods; climatic considerations (severity of the winter/summer, periods of frequent rain, etc.); mitigating the impact on adjoining/ adjacent facilities.

Environmental Controls—Describe methods of dust, water (hydro-demolition), fumes, and noise control.

Communication—Describe methods of communicating project information, such as the schedule and the availability of parking to the facility users. Also describe communication with neighbors regarding the project, schedule, environment controls, etc.

Phasing—Describe how the work for the project was phased to optimize parking availability and traffic flow. Describe how

parking revenues were maximized during construction. Describe construction staging and storage of construction materials. If the project completely closed the facility, describe how existing parkers were accommodated (i.e. shuttles, other parking facilities, left to fend for themselves, etc.) Describe any unique aspects of phasing the project.

Administration—Describe any unique aspects of administrating the project, such as the type of contract; quantity measurements procedures; payment procedures; how escalation was handled if a multiyear project; design then build; design-build; and construction management.

Quality Control—Describe quality control procedures, including testing, inspection, construction observations, warranties, guarantees, enforcing warranties and guarantees, etc.

General Design Issues—Describe any unique features in the design of the project.

Operational/Architectural Improvements ... Rating (Maximum 15 Points)

This section evaluates improvements incorporated into the project to address existing shortcomings or to increase the efficiency and ease of facility operations. The criterion used to evaluate this section is the appropriateness of the methods used in solving the problems and the success achieved after implementation. Discuss the following as appropriate to your facility.

Operational Improvements—Explain any original problems, the solution developed to solve the problems and how the implemented solutions increased efficiency, improved ease of use, or relieved congestion.

Revenue Control Systems—Describe any deficiencies with the existing revenue control equipment and what changes in equipment, equipment location/layout, or control system were implemented to improve revenue control.

Entry/Exit Configuration—Describe any deficiencies with the existing layout of entry/exit locations and lanes in the facility, including location of control equipment and attendant booths, and how those conditions were resolved. Explain how the developed solutions were implemented and the success in reducing stacking, reducing congestion, and handling inbound/outbound surges.

Vehicle and Pedestrian Flow—Describe any modifications made to improve vehicular or pedestrian flow through the facility and the success achieved in meeting the objectives.

Signage and Graphics—Describe any deficiencies with the existing way-findings systems or if a new system was developed. Describe how the modified/new internal signage improved way-finding for both groups. Note any special user groups, how they were accommodated, and/or any special graphics or art elements added to the facility.

Architectural Improvements—Describe any modifications/upgrades implemented to improve the appearance of the façade (exterior) and/or the vehicular and pedestrian entrances.

Internal Lighting—Describe any improvements made to the internal lighting system to improve general lighting levels, eliminate dark areas, enhance safety, or increase energy efficiency. If the lighting source was changed, explain what source was chosen and why it was selected.

ADA Compliance—List ADA deficiencies identified during the survey phase. Explain what action was necessary to bring the facility into compliance and how compliance was achieved.

Technical Innovation ... Rating (Maximum 40 Points)

This section evaluates the parking consultant's restoration design and the contractor's implementation of that design. Contractor implementation of restoration project components is an indication of effective quality control and contractor pre-qualifications requirements, and/or realistic project specifications. Contractor implementation is also an indication of the successful construction administration and coordination by the design professional, and in some instances, the material or systems manufacturers. Therefore, technical innovations should not be documented if the contractor's implementation of those project components was flawed or incomplete. Based on these considerations, document any innovations incorporated into the parking facility restoration project including the following:

- ▶ Traffic control*
- ▶ Work area isolation or occupied area protection

- ▶ Accelerated restoration techniques*
- ▶ Logistical issues for demolition, shoring, debris removal, concrete delivery, etc.
- ▶ Complex structural repairs
- ▶ Corrosion control measure, including cathodic protection systems
- ▶ Waterproofing systems, including fume and odor controls
- ▶ Performance monitoring of follow-up maintenance systems
- ▶ Substantial cost savings or cost effectiveness*
- ▶ Other program specifics
- ▶ Site materials or system suppliers of products instrumental in the success of the project, especially if they collaborated in the development of non-typical or unique restoration measures.

*Although these project components may have been addressed in the Phasing/Design/Administration or costs sections, they will also be considered in Technical Innovations if especially pertinent to the overall success of the project.

Costs ... Rating (Maximum 15 Points)

Explain, in narrative format, the costs associated with the project and address the differences, if any, between the established budget, the actual bid/award cost, and the final project cost. Costs should not include costs for project design, land or utility relocation. Describe any conditions unique to the parking facility and how these conditions impacted the final overall cost of the renovation/restoration project. Indicate the impact that the operational improvements incorporated into the renovated/restored parking facility had on the cost of this project. Explain the cost implications of the aforementioned phasing design issues and technical innovations.



Deadline: Monday, December 31, 2012

This entry is submitted for consideration in Category V: Best Parking Facility Rehabilitation or Restoration. 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 8 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 or below as stated:

Submitted by (name of point of contact): _____

Phone: _____ Fax: _____

Email: _____



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



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 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 e-mail 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.