



THE INTERNATIONAL PARKING INSTITUTE

# 2013 Awards of Excellence Competition

**Deadline for submissions is  
Monday, December 31, 2012**

***Official Entry Packet***

## **CATEGORY III**

Best Design/Implementation  
of a Surface Parking Lot



Toronto's Zhong Hua Men Archway  
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 31<sup>st</sup> 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 III: Best Design/Implementation of a Surface Parking Lot

- ▶ 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](mailto:chudoba@parking.org).

To see a listing of winners and photos from past competitions  
visit [parking.org/aoe](http://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](mailto:chudoba@parking.org) | [parking.org/aoe](http://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](mailto: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](mailto: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 III: Best Design/ Implementation of Surface Parking Lot

#### Operational Issues ... Rating (Maximum 15 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, grading and drainage 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 surface carpark.

**Safety**—Identify measures put in place to minimize vehicle accidents and heighten the safety of pedestrians (i.e. protective fencing, pedestrian pathways, curbs, etc.).

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

#### Functional Design Issues ... Rating (Maximum 15 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. What square foot efficiency was achieved and if outside the “norm.” What influenced the end result?

**Vehicle Flow**—Describe the basic parking configuration and type. What factors influenced the decision to use this type of configuration? 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 considered to benefit the user. Are there any special design features which you believe allow the driver to “naturally” understand the flow through the lot?

**Pedestrian Flow**—Describe any special features that help the driver easily and safely find and walk on the lot (i.e. getting from vehicle to the sidewalk). List steps taken to ensure the safety and security of the pedestrian as they walk through the lot. Identify how pedestrians have a more pleasant experience (i.e. shaded tree along one or both sides of the pathway, pedestrian scale lighting, clear division from vehicular areas).

**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.

**Lighting**—Describe and 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 dealt with.

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

### Architectural Design Elements ... Rating (Maximum 30 Points)

This criterion evaluates the parking surface carpark and how it compliments the surrounding area. Because of the break in streetscape that surface carparks introduce to the community it is important to evaluate their architectural design and surface 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 surface carpark or attempt to “mask” it are present, explain why this approach was chosen. If appropriate, detail how the streetscape design was influenced by adjacent buildings.

**Lighting**—Indicate how the site is illuminated. Describe any special features or aspects of the site that are highlighted with additional lights.

**Landscaping**—Describe how the site is landscaped. For surface carparks, landscaping is an important part of an overall plan affecting the surrounding area, explain what objectives were met and how it was accomplished. Identify landscaping techniques used to soften and screen parking lot edges, and to create pleasant pedestrian conditions. Describe seasonal variations to create an all season appearance.

**Entrance Identification**—Describe what physical features, architectural expressions or signage elements were used to clearly identify and/or differentiate the entrance to the facility—as contrast to the exit—if such features were appropriate. If any unusual street conditions or layout created to the need for an

entrance/ exit to be “unorthodox” in nature, what measures were taken to ensure vehicles would enter at the proper point?

**Graphic and Art Elements**—Describe any special graphic or art-related elements added to the facility (i.e. enhancing the street edge, screening, incorporating an entrance/exit marker, etc.) Describe their purpose and how they contributed to the operation or aesthetics of the facility.

**Other Site Elements**—Identify and explain how site elements (i.e. bicycle parking, ticket or payment kiosks, signage, etc.) were integrated into the layout and design of the surface carpark.

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

### Greening and Sustainability .....Rating (Maximum 35 Points)

This criterion measures greening and sustainability aspects of the facility including:

**Lighting**—Creating balance between safety and security is key to reducing energy consumption and light pollution. How has this balance been achieved? Are lights appropriately scaled to their purpose (i.e. coordinate location of lighting with pedestrian clearways, tree plantings and other landscaping)? Is there the use of energy efficient fixtures and bulbs or the opportunity to incorporate off-grid power?

**Landscaping**—Specify how landscaping was utilized to maximize shade and stormwater management benefits. Be sure to depict the types of vegetation used in the facility, if planting already present on the site was utilized/incorporated and the purpose for the plantings used (i.e. native, drought resistant, robust in harsh conditions, provide shade, etc.).

**Surfaces**—Describe the type of surface used for the carpark and explain how it is sustainable. For example is the surface permeable/porous, light in color, constructed out of a recycled or sustainable material? Identify if there was any unique method used to mark parking stall locations or other components of the surface carpark.

**Stormwater Management**—Identify how water run-off on the site is directed. Is water managed on-site with designs that encourage evapotranspiration, infiltration and water re-use or is the water

directed off site? Describe any challenges and unique features related to stormwater management on the surface parking facility.

**Heat Island Effect**—Minimizing the heat island effect resulting from large expanses of asphalt is essential in lowering local air temperature and reducing smog. Specify if and how the surface parking facility assists in reducing this result.

**Encouragement of Alternative Fuel Vehicles**—Describe measures put in place to promote the use of alternative fuel vehicles whether it be through current practices (i.e. electric charge stations) or provisions for the future (i.e. conduits for future installations for electric charge stations.)

**Site Elements**—Discuss whether site structures/elements were constructed out of sustainable technologies and materials.

**Other**—If appropriate, describe any other sustainable/greening aspects of the facility.

#### 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 III: Best Design/Implementation of a Surface Parking Lot. Download entry packet for other categories at [parking.org/aoe](http://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 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



## 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 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](mailto: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.