

APPROVED

BY THE PROCUREMENT COMMITTEE

WITH MINUTES No. 1

OF THE SESSION HELD ON

11 NOVEMBER 2016

THE BRIEF

OF

THE SKETCH DESIGN COMPETITION

*Establishment of a Culture and Sports Quarter in the
Neighbourhood of Grīziņkalns*

ID No: DS 2016/9/MK/ERAF

Riga, 2016

TERMS USED IN THE COMPETITION BRIEF:

Competition means a Sketch Design competition *Establishment of a Culture and Sports Quarter in the Neighbourhood of Grīziņkalns*.

Negotiation Procedure means a procedure organised in accordance with Section 63(3) of the Public Procurement Law, which is to be organised after completion of the Competition and as a result of which a contract will be concluded with one of the award-winning Participants of the Competition on elaboration of a construction design and author's supervision for the object *A Culture and Sports Quarter in the Neighbourhood of Grīziņkalns* specified in Clause 1.1 of the Brief.

Commissioner means a state limited liability company VSIA "Kultūras un sporta centrs "Daugavas stadions"", hereinafter referred to as **the Organiser of the Competition**.

Jury means the Jury set up by the Commissioner's Order No 1-3/16 on 11 November 2016, the composition of which is specified in Clause 5.3 of this Brief and which carries out professional evaluation of the submitted Sketch Designs, hereinafter referred to as **the Jury**.

Sketch Designs mean materials of a construction idea prepared by Participants of the Competition in the scope specified in the Brief and the Designing Programme.

Interested Participant of the Competition means any legal or natural person or an association of such persons in any combination thereof which is interested in participating at the Competition.

Participant of the Competition means any legal or natural person or an association of such persons thereof that has submitted a Sketch Design proposal.

Winner of the Competition means the Participant of the Competition who has been awarded first place by the Jury.

Procurement Committee means the committee established by Order No 1-3/2 of the Commissioner on 13 April 2016 (amendments by Order No 1-3/3 on 22 April 2016) that approves the Competition Brief, announces the Competition, provides answers to the questions submitted by Interested Participants of the Competition, before the Jury begins its work, reviews the conformity of Sketch Designs to the Brief and the Designing Programme, provides the Jury with a conclusion on them in accordance with Clause 6.3 of the Brief, as well as makes a decision on the payment of prize money and invites the award-winning Participants to the Negotiation Procedure.

Brief means this Competition Brief and all appendices thereto listed in Clause 9.4 of the present Brief.

1. GENERAL INFORMATION ABOUT THE COMPETITION

- 1.1. The aim of the Competition is to obtain a functionally and architecturally well developed sketch design (or a construction idea) for the territory of the culture and sports quarter which is economically substantiated and meets the requirements set out in the Brief and the Designing Programme.
- 1.2. The subject of the Competition is a sketch design (or a construction idea) showing an integrated concept (or a vision) for spatial development of the territory of the culture and sports quarter in the neighbourhood of Grīziņkalns. The concept must

comprise master plan solutions for development of the entire territory, as well as functional and architectural solutions for the objects and territory of the culture and sports quarter. The Sketch Design will be used as a basis for elaboration of the construction design.

- 1.3. Common procurement vocabulary (CPV) code: 71200000-0 (architecture and related services).
- 1.4. Procurement identification number: DS 2016/9/MK/ERAF.
- 1.5. Commissioner's details:
VSIA "Kultūras un sporta centrs "Daugavas stadions"",
Address: Augšielā 1, Rīga, LV-1009,
Reg. No 50003140671
Telephone: +371 67844800
Website: www.daugavasstadions.lv, email: info@daugavasstadions.lv.
- 1.6. The Brief is available to the Interested Participants of the Competition on the Commissioner's website www.daugavasstadions.lv under the section "Procurements" and on the website www.metukonkurss.lv where it is possible to download it. To receive a full set of the Competition documents (including the Designing Programme and appendices thereof), Participants of the Competition shall register on the website www.metukonkurss.lv or daugavasstadions@metukonkurss.lv. A link to the full set of the Competition documents where they can be downloaded will be sent to the Participants of the Competition within 3 (three) business days after the registration.
- 1.7. The Commissioner's contact persons for inquiries regarding the Brief are the secretaries in-charge of the Jury Inga Upenāja, tel.: +371 67844802, e-mail: inga.upenaja@daugavasstadions.lv, and Dace Kalvāne, tel.: +371 29480702, e-mail: dace.kalvane@arconsult.lv.
- 1.8. Each Interested Participant of the Competition is allowed to submit one or several architecturally different Sketch Designs. If several Sketch Designs are submitted, they shall be presented as separate Sketch Designs with different mottos.
- 1.9. The submission of the Sketch Design is an expression of free will of the Interested Participant; therefore, regardless of the Competition results, the Commissioner shall not assume any responsibility for the expenses incurred by the Participants related to preparation and submission of the Sketch Design.
- 1.10. If the Interested Participant of the Competition has timely requested additional information about the requirements included in the Competition documents, the Procurement Committee shall provide the requested information within 5 (five) business days, but not later than 6 (six) days before the deadline for submission of Sketch Designs. The Interested Participant of the Competition shall submit requests of information in writing by sending an e-mail to the address daugavasstadions@metukonkurss.lv or by post to the address: VSIA "Kultūras un sporta centrs "Daugavas stadions"", Augšielā 1, Rīga, LV-1009.
- 1.11. The Procurement Committee shall publish explanations, additional information, information about amendments to the Competition documents, and any other information related to the Competition, on the website www.metukonkurss.lv. The Interested Participants of the Competition shall be obliged to read the Competition-related information published on the website www.metukonkurss.lv. The

Commissioner shall not assume any responsibility for consequences that will arise, if the Interested Participants of the Competition have not read and taken into account the Competition-related information published in accordance with this clause.

- 1.12.** The maximum contract amount the Commissioner has planned for elaboration of the construction design and construction of the *Culture and Sports Quarter in the Neighbourhood of Grīziņkalns* (excluding objects of private investment) (including the costs of designing and author's supervision) is **EUR 29,000,000.00** (twenty-nine million *euros*, 00 cents), without VAT.

2. SUBMISSION OF SKETCH DESIGNS

- 2.1. The Sketch Design executed in accordance with the requirements of Clause 4 of this Brief shall be submitted in one copy to the secretary in-charge of the Jury until **20 March 2017, 17:00 o'clock**, in Riga, Augšielā 1, to the Administration. The Sketch Designs submitted after the specified deadline will not be accepted for assessment.
- 2.2. The secretary in-charge of the Jury shall register contact persons who submit Sketch Designs and received Sketch Designs in the order of their submission and ensure their storage.
- 2.3. Each Sketch Design shall be marked without opening it, indicating the date and time of receipt, the registration number, and it shall also be noted if the submitted proposal, amendments or withdrawal thereof does not comply with the requirements of Clauses 4.1–4.3 of the Brief. The submitted separate packages (the first part of the Sketch Design, i.e. the Sketch Design itself, and the second part, i.e. a disclosed motto, an application for participation in the Competition, qualification documents and a financial proposal) shall be marked without opening them, indicating the date and time of receipt, and the registration number.
- 2.4. If the Sketch Design is sent by post, then the date and time shown on the postmark or other notification of dispatch will be considered the date of the submission. The Sketch Designs will be opened no earlier than three (3) working days after the deadline specified in Clause 2.1 of this Brief, in order to receive all Sketch Designs sent by post. The Participant of the Competition shall cover all costs related to the delivery of the Sketch Design to the Commissioner.
- 2.5. The Participant of the Competition can make amendments to the submitted Sketch Design, supplement or withdraw it before the deadline for submission of Sketch Designs. Any Sketch Design withdrawn by the Participant of the Competition before the deadline for submission of Sketch Designs, or received by the Commissioner after the specified deadline, will not be assessed and will be returned to the Interested Participant of the Competition without opening the Sketch Design.
- 2.6. Those Sketch Designs, as well as amendments and withdrawals thereof which will not comply with the requirements of Clauses 4.1–4.3 of the Brief, will not be assessed and will be returned to the Interested Participants of the Competition without opening them.

3. QUALIFICATION REQUIREMENTS

3.1. Requirements for the Participant of the Competition and qualification documents to be submitted as part of the Sketch Design	
Requirements	Documents to be submitted / Procedure for verification of compliance with the requirements
3.1.1. Any natural or legal person, and an association of such persons in any combination thereof that has submitted an application to the Sketch Design Competition in accordance with	3.1.1.1. Application letter (written in accordance with Appendix 2 to the Brief).

<p>the requirements of this Brief can be the Participant of the Competition.</p> <p>The Participant's declaration expressing the willingness to take part in the Competition, which must be signed by the Participant's representative who has a right of representation or an authorised person.</p> <p>If the Participant is an association of suppliers and the right of representation has not been stipulated in the partnership agreement or a power of attorney has not been issued, the original of the application must be signed by a representative of each person included in the association of suppliers with the right of representation.</p>	
<p>3.1.2. The Participant shall be registered in the Commercial Register or in an equivalent register in a foreign country. This requirement applies to all members of the partnership (if the proposal is submitted by a partnership) or all members of an association of suppliers (if the proposal is submitted by an association of suppliers), as well as to subcontractors (if the Participant is planning to involve them).</p>	<p>3.1.2.1. The Procurement Committee shall verify on the website of the Enterprise Register whether the Participants that are registered in the Commercial Register of the Republic of Latvia are indeed registered.</p> <p>3.1.2.2. The Participants that are registered in a foreign country must submit a copy of a merchant's certificate of registration, or a document issued by an equivalent authority which complies with the laws and regulations of the relevant country. If such a document does not exist (the regulatory framework of the country of registration does not require issue of a registration), information shall be submitted about the time of registration, the Participant's registration number, and the competent authority in the country of registration which can attest to the fact of registration if necessary.</p>
<p>3.1.3. The Participant shall be registered in the Register of Building Companies or in the respective authority that registers professional activity in a foreign country in accordance with the laws and regulations of the respective country. This requirement also applies to a member of the partnership, a member of an association of suppliers (if the proposal has been submitted by a partnership or an association of suppliers) or a subcontractor (if the Participant is</p>	<p>3.1.3.1. The Procurement Committee shall verify whether the Participants that are registered in the Register of Building Companies are indeed registered, using the Building Information System (www.bis.gov.lv).</p> <p>3.1.3.2. The Participants that are registered in a foreign country must submit a document issued by an</p>

planning to involve it), that will perform designing.	equivalent authority that in accordance with the laws and regulations of the relevant country attests to the Participant's right to perform designing.
3.1.4. If the Participant submits a proposal as an association of persons.	3.1.4.1. An agreement or a letter of intent of the members of the association of persons, acknowledging: <ol style="list-style-type: none"> 1) readiness to cooperate in preparation of a sketch design; 2) readiness to join efforts for execution of the Contract if as a result of the negotiation procedure, the association of suppliers will be awarded the right to conclude the contract.
3.2. Requirements for the Participant's economic and financial situation and qualification documents to be submitted as part of the Sketch Design	
Requirements	Documents to be submitted
<p>3.2.1. In the area of designing, the minimum annual financial turnover of the Participant and/or the person whose resources the Participant relies on over the previous three (3) concluded financial years (2013, 2014, 2015) shall be at least EUR 300,000 per year.</p> <p>The Participants established later shall attest to the financial turnover for the period they have been in operation.</p>	<p>3.2.1.1. A written estimate prepared by the Participant of the financial turnover for the provision of designing services, attaching a profit and loss statement for each specified financial year.</p> <p>3.2.1.2. If the Participant was established later, the financial turnover in the area of designing during the relevant period must meet the aforementioned requirement.</p>
3.3. Requirements for the Participant's technical and professional capacity and qualification documents to be submitted as part of the Sketch Design	
Requirements	Documents to be submitted
<p>3.3.1. During the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the proposal), the Participant and/or the person whose resources the Participant relies on has had experience in development of a construction design for at least 1 (one) publicly accessible city block/territory in the city including:</p> <ol style="list-style-type: none"> 1) the construction design for a city block/territory includes at least 2 public buildings, and the area of each building is at 	<p>3.3.1.1. A list of elaborated construction designs (technical designs) in accordance with Appendix 4 to the Brief.</p> <p>3.3.1.2. One positive reference from the service recipient about the objects used by the Participant to demonstrate his/her compliance with the requirements of Clause 3.3.1 of the Brief. The reference should include the contact details of</p>

<p>least 5,000 sq m;</p> <p>2) the construction design includes solutions for improvement of the territory, transport infrastructure and engineering communications;</p> <p>3) the area of the city block/territory is at least 1 ha.</p> <p>A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.</p>	<p>the service recipient, i.e. the commissioner or its representative.</p>
<p>3.3.2. During the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the Sketch Design), the Participant and/or the person whose resources the Participant relies on has had experience as a general contractor in development of construction designs for at least 3 (three) public buildings where:</p> <p>1) the total area of the building designed as part of at least one construction design is at least 5,000 square metres;</p> <p>2) at least one of the designed buildings is a sports building;</p> <p>3) at least one of the relevant construction designs has been developed for construction of a new building.</p> <p>A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.</p> <p>Sports buildings mean for sports events, including arenas, sports halls, buildings of sports</p>	<p>3.3.2.1. A list of elaborated construction designs (technical designs) in accordance with Appendix 4 to the Brief.</p> <p>3.3.2.2. One positive reference from the service recipient about each object used by the Participant to demonstrate his/her compliance with the requirements of Clause 3.3.2 of the Brief. The reference should include the contact details of the service recipient, i.e. the commissioner or its representative.</p>

hall, covered swimming pools, covered sports grounds, etc.	
3.4. Requirements for personnel who will be involved <u>on the date of the Negotiation Procedure</u> and qualification documents to be submitted as part of the Sketch Design	
<p>3.4.1. Construction project manager:</p> <p>3.4.1.1. shall have a higher professional education¹ in engineering and/or architecture;</p> <p>3.4.1.2. shall have a valid certificate in the regulated area issued in compliance with the laws and regulations on the date of submission of the proposal;</p> <p>3.4.1.3. shall have experience over the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the Sketch Design) in project management and author's supervision of construction of 3 (three) public buildings where:</p> <p>3.4.1.3.1. the area of the building designed as part of at least 1 (one) construction design is at least 5,000 square metres;</p> <p>3.4.1.3.2. at least one of the buildings designed is a sports building;</p> <p>3.4.1.3.3. at least 1 (one) of the relevant construction designs has been developed for construction of a new building.</p> <p>A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.</p> <p>Sports buildings mean for sports events, including arenas, sports halls, buildings of sports hall, covered swimming pools, covered sports grounds, etc.</p>	<p>3.4.1.1.1. The Participant's declaration that on the date of the Negotiation Procedure and during the execution of the contract, if the right to sign it will be awarded to the Participant, he/she will have at his/her disposal the human resources required in Clause 3.4.1 of the Brief (written in accordance with Appendix 3).</p>
<p>3.4.2. Leading architect:</p> <p>3.4.2.1. shall have a higher professional education² in engineering and/or architecture;</p>	<p>3.4.2.1.1. The Participant's declaration that on the date of the</p>

¹ 1st level professional and bachelor's education does not meet this requirement.

<p>3.4.2.2. shall have a valid certificate in the regulated area issued in compliance with the laws and regulations on the date of submission of the proposal;</p> <p>3.4.2.3. shall have experience over the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the Sketch Design) in designing of 3 (three) public buildings where:</p> <p>3.4.2.3.1. the area of the building designed as part of at least 1 (one) construction design is at least 5,000 square metres;</p> <p>3.4.2.3.2. at least one of the buildings designed is a sports building;</p> <p>3.4.2.3.3. at least one of the relevant construction designs has been developed for construction of a new building.</p> <p>A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.</p> <p>Sports buildings mean for sports events, including arenas, sports halls, buildings of sports hall, covered swimming pools, covered sports grounds, etc.</p>	<p>Negotiation Procedure and during the execution of the contract, if the right to sign it will be awarded to the Participant, he/she will have at his/her disposal the human resources required in Clause 3.4.2 of the Brief (written in accordance with Appendix 3).</p>
<p>3.4.3. Architects:</p> <p>3.4.3.1. shall have a higher professional education³ in engineering and/or architecture;</p> <p>3.4.3.2. shall have experience in development of a construction design for at least 1 (one) publicly accessible city block/territory in the city, incl. the construction design for a city block/territory with at least 2 public buildings where the area of each building is at least 5,000 sq m; the construction design includes solutions for improvement of the territory, transport infrastructure and engineering communications; the area of the city</p>	<p>3.4.3.1.1. The Participant's declaration that on the date of the Negotiation Procedure and during the execution of the contract, if the right to sign it will be awarded to the Participant, he/she will have at his/her disposal the human resources required in Clause 3.4.3 of the Brief (written in accordance with Appendix 3).</p> <p>The requirement set out in Clause 3.4.3 of the Brief can be met by</p>

² 1st level professional and bachelor's education does not meet this requirement.

³ 1st level professional and bachelor's education does not meet this requirement.

<p>block/territory is at least 5 ha.</p> <p>3.4.3.3. shall have experience over the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the Sketch Design) in designing of 3 (three) public buildings where:</p> <p>3.4.3.3.1. the area of the building designed as part of at least 1 (one) construction design is at least 5,000 square metres;</p> <p>3.4.3.3.2. at least one of the buildings designed is a sports building;</p> <p>3.4.3.3.3. at least one of the relevant construction designs has been developed for construction of a new building.</p> <p>A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.</p> <p>Sports buildings mean for sports events, including arenas, sports halls, buildings of sports hall, covered swimming pools, covered sports grounds, etc.</p>	<p>involving one or more architects.</p>
<p>3.4.4. Leading structural engineer:</p> <p>3.4.4.1. shall have a higher professional education⁴ in engineering and/or architecture;</p> <p>3.4.4.2. shall have a valid certificate in the regulated area issued in compliance with the regulatory acts on the date of submission of the proposal;</p> <p>3.4.4.3. shall have experience over the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the Sketch Design) in development of the Structural Part of the construction designs of 3 (three) public buildings where:</p> <p>3.4.4.3.1. the area of the building at least 1 (one) construction design is at least 5,000 square</p>	<p>3.4.4.1.1. The Participant's declaration that on the date of the Negotiation Procedure and during the execution of the contract, if the right to sign it will be awarded to the Participant, he/she will have at his/her disposal the human resources required in Clause 3.4.4 of the Brief (written in accordance with Appendix 3).</p>

⁴ 1st level professional and bachelor's education does not meet this requirement.

<p>metres;</p> <p>3.4.4.3.2. at least 1 (one) object is a sports building;</p> <p>3.4.4.3.3. at least one of the relevant construction designs has been developed for construction of a new building.</p> <p>A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.</p> <p>Sports buildings mean for sports events, including arenas, sports halls, buildings of sports hall, covered swimming pools, covered sports grounds, etc.</p>	
<p>3.4.5. Managers of parts of construction design</p> <p>3.4.5.1. A certified specialist in designing of heating, ventilation and air-conditioning systems.</p> <p>3.4.5.2. A certified specialist in designing of water supply and sewage systems.</p> <p>3.4.5.3. A certified specialist in designing of telecommunications systems and networks.</p> <p>3.4.5.4. A certified specialist in designing of electrical installations.</p> <p>3.4.5.5. A certified specialist in designing of gas supply and distribution systems.</p> <p>3.4.5.6. A certified specialist in building acoustics.</p>	<p>3.4.5.1.1. The Participant's declaration that on the date of the Negotiation Procedure and during the execution of the contract, if the right to sign it will be awarded to the Participant, he/she will have at his/her disposal the human resources required in Clause 3.4.4 of the Brief (written in accordance with Appendix 3).</p> <p>One specialist can perform one or more tasks set out in Clause 3.4.5 of the Brief.</p>
<p>3.4.6. Estimator:</p> <p>3.4.6.1. shall have a university degree;</p> <p>3.4.6.2. shall have a valid certificate in the non-regulated area on the date of submission of the proposal;</p> <p>3.4.6.3. shall have experience over the previous 3 (three) years (2013, 2014, 2015 and 2016 up to the submission of the Sketch Design) in calculation of construction costs of construction designs for at least 3 (three) public buildings</p>	<p>3.4.6.1.1. The Participant's declaration that on the date of the Negotiation Procedure and during the execution of the contract, if the right to sign it will be awarded to the Participant, he/she will have at his/her disposal the human resources required in Clause 3.4.6 of the Brief (written in accordance with Appendix 3).</p>

where:

3.4.6.3.1. the area of the building of at least 1 (one) construction design is at least 5,000 square metres;

3.4.6.3.2. at least 1 (one) object is a sports building;

3.4.6.3.3. at least one of the relevant construction designs has been developed for construction of a new building.

A public building means a building where public spaces or spaces for provision of a public function occupy over 50 % of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport.

Sports buildings mean for sports events, including arenas, sports halls, buildings of sports hall, covered swimming pools, covered sports grounds, etc.

- 3.5.** One specialist may take part in provision of services in no more than 2 (two) roles, except the managers of parts of construction design listed in Clause 3.4.5.
- 3.6.** In case if the contract is signed, the Participant of the Competition must be able to provide professional third party liability insurance to execute the contract for designing and author's supervision meeting the following requirements:
- 3.6.1.** the limit of liability: no less than the price offered for development of the construction design and the deductible for one event no more than EUR 500;
- 3.6.2.** the insurance period: from the beginning of designing till the approval of the construction design and signing of the delivery and acceptance protocol;
- 3.6.3.** risk coverage: professional third party liability insurance.

4. CONTENT AND PRESENTATION OF THE SKETCH DESIGN

- 4.1.** To ensure anonymity of Participants of the Competition, materials of the Sketch Design must be submitted sealed and marked with a motto consisting of four letters and four numbers providing no indication of the author of the Sketch Design. A transcript of the motto shall be submitted together with the Participant's application for participation in the Competition, qualification documents and the financial proposal, submitting each of the aforementioned documents in a separate sealed

package. The Participant shall use the same motto for marking all materials of the Sketch Design.

- 4.2.** The proposal of the Sketch Design shall be submitted in a single package writing on it “Sketch Design” and “Sketch Design Competition “Establishment of a Culture and Sports Quarter in the Neighbourhood of Grīziņkalns”, ID No: DS 2016/9/MK/ERAF” and the motto. Two (2) separate sealed packages shall be put inside the package of the Sketch Design proposal, comprising the following:

4.2.1. Part 1: the Sketch Design in accordance with the requirements set out in the Competition Brief and the Designing Programme. The package of the Sketch Design must be marked “Sketch Design” and “Sketch Design Competition “Establishment of a Culture and Sports Quarter in the Neighbourhood of Grīziņkalns”, ID No: DS 2016/9MK/ERAF” and shall bear the motto; and

4.2.2. Part 2: (1) a transcript of the motto, indicating the motto used for marking the sketch design, and information about the applicant that has submitted the relevant sketch design (in accordance with Appendix 1 to the Brief);

(2) the Participant’s application for participation in the Competition, (written in accordance with Appendix 2 to the Brief);

(3) qualification documents in accordance with the requirements of the Brief (provisions of Section 3 of the Brief).

(4) the financial proposal (prepared according to Appendix 5 to the Competition Brief).

The package of Part 2 must be marked “Transcript of the Motto, Application for Participation in the Competition and Qualification Documents and the Financial Proposal” and “Sketch Design Competition “Establishment of a Culture and Sports Quarter in the Neighbourhood of Grīziņkalns”, ID No: DS 2016/9/MK/ERAF” and shall bear the motto.

- 4.3.** The package of the Sketch Design must be sealed safely, there must be no markings, labels and logotypes on it that could in any way identify the Participant of the Competition.

- 4.4.** The proposal of the Sketch Design must be written and presented in accordance with the requirements of the Brief, it must be clearly legible and without any insertions and corrections to avoid any misunderstanding.

- 4.5.** All the submitted documents must be in Latvian or in English.

- 4.6.** The proposed Sketch Design solutions must meet the following requirements:

4.6.1. the proposed Sketch Design solutions must be developed, taking into account the data provided by the Commissioner as part of this Competition, including the Designing Programme and its appendices;

4.6.2. the proposed Sketch Design solutions must be developed, observing the principle of optimal and economic use of financial resources during the implementation of the potential project, and shall not exceed the maximum amount specified in Clause 1.12 of the Brief which the Commissioner has intended for construction of the object;

4.6.3. the proposed Sketch Design solutions are aesthetic and blend well within the existing urban environment;

- 4.6.4. the Sketch Design shall be developed respecting the applicable laws and regulations of the Republic of Latvia and the European Union.
- 4.7. The Jury may exclude from participation in the Sketch Design Competition those Participants that have submitted Sketch Designs not meeting the requirements of Clause 4.6 of the Brief or including false information.

5. THE COMPETITION PROCEDURE

- 5.1. The Competition is open, international and is considered to have taken place if, according to the Competition Brief, at least three (3) Sketch Designs have been submitted for evaluation.
- 5.2. The Commissioner shall ensure that all Interested Participants of the Competition visit the construction site. The visit of the site shall take place on 15 December 2016 at 10:00 a.m. Upon the request of an Interested Participant of the Competition, it is also possible to visit the construction site at a different time on working days until deadline for submission of proposals. The Commissioner shall provide the Interested Participants of the Competition with all the information available to it.
- 5.3. Evaluation of the Sketch Designs submitted for the Competition on the basis of the Commissioners' Order No 1-3/16 of 11 November 2016 *On the Composition of the Jury in the Sketch Design Competition "Establishment of a Culture and Sports Quarter in the Neighbourhood of Grīziņkalns"* shall be performed by the Jury composed of:

Chairperson of the Jury:

Elmārs Martinsons, Board Member of VSIA "Kultūras un sporta centrs "Daugavas stadions""

Deputy Chairperson of the Jury:

Edgars Severs, Deputy State Secretary at the Ministry of Education and Science,
Director of the Sports Department

Members of the Jury:

Māris Liepiņš, Executive Director of the Latvian Sports Federation Council

Maruta Alpa, Expert on Dance Art at the Latvian National Centre for Culture

Agrita Maderniece, Deputy Head of the Division of Architects and Spatial Planners
of the Architecture Department at the Riga City Construction Board

Rudīte Reveliņa, Head of the Interagency Project Division of the Traffic Department
of the Riga City Council

Huub Juurlink, Architect (NL)

Jaakko van't Spijker, Architect (NL)

Daiga Dzedone, Architect (LV)

Vita Balode, Architect (LV)

Johannes Lettenmayer, Architect (DE)

Saulius Mikštas, Architect (LT)

- 5.4. Secretaries in-charge of the Jury are the lawyer Inga Upenāja, VSIA “Kultūras un sporta centrs “Daugavas stadions””, and the architect Dace Kalvāne.
- 5.5. Prize winners will be invited to participate in the Negotiation Procedure for development of the construction design and author’s supervision for the object *Establishment of a Culture and Sports Quarter in the Neighbourhood of Grīziņkalns*.
- 5.6. The total amount of prize money of the Competition is 15,000.00 EUR (fifteen thousand euros, 00 cents):
 - 5.6.1. first place winner – EUR 7,000.00 (seven thousand euros, 00 cents);
 - 5.6.2. second place winner – EUR 5,000.00 (five thousand euros, 00 cents);
 - 5.6.3. third place winner – EUR 3,000.00 (three thousand euro, 00 cents).
- 5.7. If the Jury does not select any Sketch Design as realisable, then first place is not awarded.
- 5.8. The Jury has a right to change the indicated distribution of prize money, while retaining the total amount.
- 5.9. The Jury has a right not to distribute prize money in the aforementioned amount, if places are not awarded respectively, but to divide the total amount of prize money in equal parts, or otherwise at the discretion of the Jury, to the best proposals (which will be considered award-winning proposals according to this Brief). The Jury shall provide a justification for the changes in the distribution of the prize money deriving from the specific features of the Competition proposals.
- 5.10. The Jury has a right to make recommendations to the Commissioner on the further use of the award-winning Sketch Designs.
- 5.11. Expenses related to the organisation and run of the Competition shall be borne by the Commissioner. The Commissioner shall also provide remuneration to the members of the Jury.
- 5.12. The Participant shall bear the expenses related to the preparation and submission of the Sketch Design. Regardless of the run and result of the Competition, the Commissioner shall not be responsible for these expenses, and shall not cover and reimburse them.
- 5.13. The Jury has a right to reject any or all Sketch Designs submitted to the Competition, if they do not meet the requirements of the Brief.

6. EVALUATION OF THE SKETCH DESIGNS

- 6.1. In a closed meeting, the Procurement Committee and the secretary in-charge of the Jury shall open the packages of the submitted proposals marked “Sketch Design”, opening them in the order of submission.
- 6.2. The evaluation of the submitted Sketch Designs shall take place in two stages: 1) evaluation of their conformity to the laws and regulations, the Competition Brief and the Designing Programme, and 2) evaluation of the award-winning Sketch

Designs against the qualification requirements set out in Clauses 3.1 to 3.4 of the Competition Brief.

- 6.3.** At first the Procurement Committee consisting of independent members of the Procurement Committee and formed by the Commissioner's Order shall evaluate the Sketch Designs. The Procurement Committee shall prepare a conclusion on the conformity of the submitted Sketch Designs to the technical requirements set out in the Competition Brief and the Designing Programme, which shall be submitted to the Jury. This conclusion is analytical and informative, but it does not evaluate sketch designs as regards their architectural vision and solutions for the urban environment.
- 6.4.** The Jury shall evaluate the submitted Sketch Designs in accordance with Section 78 of the Public Procurement Law, Clause 4.6 of the Brief and the evaluation criteria set out in Clause 6.6 of the Brief, ensuring anonymity of the Participants during the evaluation of the Sketch Designs until a decision is made on the distribution of awards. The Jury's decision is final.
 - 6.4.1.** In accordance with Section 78 of the Public Procurement Law:
 - 6.4.1.1.** after the deadline for the sketch design submission the secretary in-charge shall organise the work of the Jury;
 - 6.4.1.2.** the Jury shall evaluate the submitted Sketch Designs in accordance with the evaluation criteria set out in the Competition Brief and shall maintain anonymity until the decision is made. If the Jury finds markings on the Sketch Design or the materials attached to it that could in any way identify the Participant, it shall exclude the Sketch Design from further evaluation, making a note of this in the Jury's conclusion;
 - 6.4.1.3.** the Jury shall summarise the results of the Sketch Design Competition, select the best Sketch Designs, nominate them for awarding, decide on distribution of awards, and prepare recommendations for the further use of the Sketch Designs;
 - 6.4.1.4.** if the Jury regards all Sketch Designs as impracticable, it does not award first place.
 - 6.4.1.5.** The Jury shall prepare a conclusion containing:
 - 6.4.1.5.1.** information about the Sketch Designs evaluated;
 - 6.4.1.5.2.** Jury's assessment of each Sketch Design;
 - 6.4.1.5.3.** a decision on distribution of awards, if it has been provided for in the Competition Brief;
 - 6.4.1.5.4.** a recommendation to the Commissioner on the further use of the Sketch Designs; and
 - 6.4.1.5.5.** the Jury shall hand over the conclusion to the secretary in-charge.
- 6.5.** The Jury may invite an expert or experts as advisors for evaluation of the Sketch Designs. The experts and the secretary in-charge shall not participate in decision-making on distribution of the awards.
- 6.6.** Evaluation criteria of the Sketch Designs:

No	Evaluation criteria of the Sketch Designs	Maximum score for a single criterion
1.	The compliance of the architectural solution with the aim and designing programme of the Competition, i.e. novelty of the idea, functionality of placement and layout of objects, accessibility of the environment, a level of detail when showing placement and functionality of the spaces inside the objects.	50
2.	Zoning and landscaping of the territory of the Culture and Sports Quarter, organisation of transport and pedestrian traffic and arrangement of parking spaces within the quarter and the adjacent territory.	30
3.	Principles of novelty and sustainability incorporated in the solution.	20
Maximum total score:		100

6.7. Guidelines for evaluation of the Sketch Designs:

Guidelines for Evaluation of the Sketch Designs
<p>Criterion 1:</p> <p>The Jury shall evaluate the architectural solution proposed by the Participants (novelty of the idea, functionality of placement and layout of objects, accessibility of the environment, placement and functionality of the required spaces inside the objects, and a level of detail), which has been prepared in accordance with the Designing Programme.</p>
1.1 The architectural spatial composition and its novelty.
1.2 The functionality of placement and layout of objects.
1.3 The accessibility of the environment of the Culture and Sports Quarter.
1.4 Size and functions of the spaces inside the objects, their suitability for ensuring all the functions of the quarter and for meeting management needs. Conformity of the areas of the required spaces and/or their functions to the requirements of the Designing Programme and laws and regulations of the Republic of Latvia. The score shall be reduced if the Sketch Design does not show the layout of spaces and their functions.
<p>Criterion 2:</p> <p>The Jury shall evaluate the zoning of the territory and landscaping solutions proposed by the Participants, as well as organisation of the movement of vehicles, bicycles and pedestrians and arrangement of parking spaces in the Culture and Sports Quarter and the adjacent territory, developed according to the Designing Programme.</p>
2.1 The Jury shall assess the compliance of the master plan of the territory of the Culture and Sports Quarter with all functional zones specified in the Designing Programme and the required landscaping solutions. If there are no solutions for placement of all functional zones or their functions, the score shall be reduced.
2.2 The Jury shall assess the conformity of solutions for roads and squares in the Culture and Sports Quarter to the requirements of the Designing Programme. If there are no solutions for roads and squares or if their graphical illustration is vague and badly explained in the description, the score shall be reduced.

Guidelines for Evaluation of the Sketch Designs

2.3 The Jury shall assess the conformity of the greenery and landscaping elements in the Culture and Sports Quarter to the requirements of the Designing Programme. If no greenery or landscaping elements are planned in the territory or if their solutions are insufficient and functionally inadequate, the score shall be reduced.

2.4 The Jury shall assess whether the organisation of the movement of vehicles, bicycles and pedestrians and the provision of bicycle stands and parking spaces have been planned in the Culture and Sports Quarter during day-to-day sports and culture events. If the above-mentioned solutions have not been included, the score shall be reduced.

2.5 The Jury shall assess whether the organisation of the movement of vehicles, bicycles and pedestrians and the provision of bicycle stands and parking spaces for cars and buses have been planned in the Culture and Sports Quarter during mass events. If the above-mentioned solutions have not been included, the score shall be reduced.

Criterion 3:

The Jury shall assess novelty and sustainability of the solutions proposed by the Participants.

3.1 The Jury shall assess the compliance of the proposed solution with modern requirements and best practices to ensure sustainability of the solution and a life cycle that meets modern requirements. The score shall be reduced if the proposed solution fails to conform to modern requirements for ensuring sustainability of the objects.

3.2 The Jury shall assess if during the elaboration of the master plan the solutions for sustainable management of the territory were included e.g. the ones listed in the Designing Programme, and if landscaping solutions envisaged for the territory are multifunctional i.e. accessible to various groups of visitors of the Quarter. If the above-mentioned solutions have not been included, the score shall be reduced.

- 6.8. The members of the Jury shall evaluate each Sketch Design individually.
- 6.9. After summing up the individual scores given by the members of the Jury, the Jury shall give the total score for each Sketch Design.
- 6.10. If several Sketch Designs have an identical score, the Jury shall decide on the Competition results in an open voting by a simple majority. Each member of the Jury has one vote. If the decisive vote of the members of the Jury on the distribution of awards is split evenly, the decision made by the Chairperson of the Jury shall prevail.
- 6.11. After completion of evaluation, the Jury shall prepare a conclusion about the results of the evaluation of the Sketch Designs in accordance with Section 78 of the Public Procurement Law. If any member of the Jury does not agree with the conclusion of the Jury, it shall be recorded in the conclusion, indicating the opinion of the respective member of the Jury.

7. ANNOUNCEMENT OF RESULTS AND PAYMENT OF PRIZE MONEY

- 7.1. The Jury shall determine the place, date and time of the meeting for disclosing the mottos, and the secretary in-charge shall inform electronically all contact persons of the Participants, registered in accordance with Clause 2.2 of the Competition Brief, no later than within 5 (five) working days before the said meeting, and publish this information on the Commissioner's website under the section "Procurements".

- 7.2. The meeting of disclosure of the mottos is open.
- 7.3. The secretary in-charge of the Jury shall call out the mottos of the winning entries, then open the envelopes with the disclosed mottos and call out the names of the authors of the winning entries.
- 7.4. After disclosing the mottos, the Procurement Committee shall evaluate the compliance of the authors of the three winning entries to the qualification requirements set out in Clauses 3.1.-3.4 of the Competition Brief.
- 7.5. The Procurement Committee shall have a right to ask the Participant to give explanations as regards his/her compliance with to the qualification requirements set out in Clauses 3.1.-3.4 of the Competition Brief. If any of the authors of the winning entries does not comply with the qualification requirements set out in Clauses 3.1.-3.4 of the Brief, the Procurement Committee shall reject this entry, and the rejected Participant of the Competition shall not receive the prize money.
- 7.6. The secretary in-charge of the Jury shall prepare a Competition report in accordance with the requirements of Section 79(4) of the Public Procurement Law, attaching to it the conclusion of the Jury referred to in Clause 6.11 of the Competition Brief.
- 7.7. The Procurement Committee shall decide on the payment of prize money after the assessment of compliance with the qualification requirements of Clause 3 has been performed in accordance with Clause 7.4 of the Brief. The prize money shall be paid within one (1) month after the decision on the payment of prize money comes into force. The prize money shall be transferred to the bank accounts indicated by the Participants. The amount of the prize money paid to the Participant with whom the contract for elaboration of the construction design will be concluded as a result of the Negotiation Procedure will be considered as a part of remuneration for designing services in the context of Article 37.2.1 of Cabinet of Ministers Regulation No. 188 (29.03.2016).
- 7.8. The prize money shall include all taxes to be paid by the award winners.
- 7.9. Within three working days after the meeting where the mottos are disclosed the Commissioner shall inform all Participants about the decision made about the Competition results and state the deadline according to Section 83 (2) (1) or (2) of the Public Procurement Law by which an application can be submitted to the Procurement Supervision Bureau reporting violations of procurement procedures. Informing the Participants of the Competition, the Commissioner shall observe the requirements of Section 32, Parts 4, 5 and 6 of the Public Procurement Law.
- 7.10. Upon request the secretary in-charge of the Competition shall issue to the Participants of the Competition who are not prize winners the submitted proposals within 30 (thirty) days after publication of the Competition results on the website of the Procurement Supervision Bureau.

8. NEGOTIATION PROCEDURE

- 8.1. After announcing the winners of the Competition, the Procurement Committee shall invite the award-winning Participants to the Negotiation Procedure in accordance with Section 63(3) of the Public Procurement Law on conclusion of the contract for development of a construction design and author's supervision for the object "Culture and Sports Quarter in the Neighbourhood of Grīziņkalns".

- 8.2.** The Procurement Committee shall send invitations to the winners of the Competition to submit their proposals for participation in the Negotiation Procedure. The invitations shall be accompanied by the Regulation of the Negotiation Procedure. The place, deadline and time for submission of proposals shall be indicated in the invitation.
- 8.3.** The deadline for development of the construction design (a mark on the building permit verifying compliance with designing conditions) will be determined based on the time period offered by the Participants of the Competition. The maximum period for development of the construction design – until 1 November 2018, including 60 calendar days required for expert-examination of the construction design, ensured by the Commissioner.
- 8.4.** After receiving the invitation to the Negotiation Procedure and the Regulation thereof, the award-winners shall submit to the Commissioner proposals prepared in accordance with the Regulation of the Negotiation Procedure. The deadline for submission of proposals will be 10 (ten) business days from the date of sending the invitation.
- 8.5.** At first the winner of the Competition will be invited to the negotiations. If the Commissioner fails to reach an agreement with the winner about the terms and conditions of the contract, the next highest-ranking winner will be invited to the negotiations.
- 8.6.** All winners of the Competition will be provided equal opportunities for becoming a winner of the Negotiation Procedure and obtaining a right to conclude the contract on development of the construction design and author's supervision.
- 8.7.** If none of the winners of the Competition is granted a right to conclude a contract as a result of the negotiations, the Procurement Committee shall have a right to invite also the next 2 (two) highest-ranking participants to submit their proposals according to the assessment made by the Jury of the Sketch Design Competition.
- 8.8.** The Commissioner may not conclude a contract on development of the construction design and author's supervision, if:
 - 8.8.1.** the Commissioner and the winners of the Competition cannot agree on the terms and conditions of the contract;
 - 8.8.2.** the winners of the Competition unilaterally refuse to conclude the contract (a possible period – 5 (five) business days from sending an invitation to conclude the contract);
 - 8.8.3.** the winners of the Competition unilaterally refuse to perform designing works within the time period indicated in the proposal of the Sketch Design;
 - 8.8.4.** the costs of designing and author's supervision offered by the winners of the Competition in the proposal of the Sketch Design exceed the financial means available to the Commissioner, and the winners of the Competition refuse to lower them to the level of the Commissioner's financial capability;
 - 8.8.5.** the winners of the Competition do not have sufficient resources for development of the design within the deadline and scope specified by the Commissioner in the draft contract, and/or they are unable to involve subcontractors necessary for development of the design;
 - 8.8.6.** the winners of the Competition fail to comply with the requirements of the laws and regulations or do not comply with the criteria set out in them;

- 8.8.7.** the winners of the Competition have not submitted the documents indicated in the invitation to take part in the negotiations within the set deadline or they do not arrive at the negotiations;
- 8.8.8.** the winner of the Competition fails to ensure that the foreign specialist he/she plans to involve has obtained a certificate recognized in Latvia in the respective regulated area;
- 8.8.9.** in other cases stipulated in the laws and regulations on public procurement.

9. OTHER PROVISIONS

- 9.1.** At the moment when the Sketch Design is submitted to the Commissioner, the prize winners at the Competition shall transfer to the Commissioner the property rights and material rights to the award-winning Sketch Design in full and free of charge without any terms and conditions. The author's moral rights shall be retained in accordance with the applicable laws and regulations of the Republic of Latvia.
- 9.2.** In case if a third party raises any claims and/or complaints about the copyright to the Sketch Design, the entire responsibility for infringement or violation of such copyright, including litigation costs and attorneys' fees, shall be undertaken and paid by the Participant who has submitted the Sketch Design in question.
- 9.3.** The Commissioner has a right to use the award-winning Sketch Designs as he/she deems appropriate (inter alia to use only certain objects of one or several award-winning Sketch Designs as defined in Clause 6 of the Designing Programme). Prior to making any amendments or additions to the Sketch Design, the Commissioner must receive a written approval from the author of the respective Sketch Design in accordance with the following conditions:
 - 9.3.1.** the author of the Sketch Design is not entitled to and he/she may not require remuneration for provision of such an approval;
 - 9.3.2.** the author of the Sketch Design may not unreasonably refuse to approve amendments or additions to the Sketch Design;
 - 9.3.3.** the author of the Sketch Design must issue a written approval of amendments or additions as quickly as possible, but not later than within 2 (two) weeks after receiving a request to provide such an approval.
- 9.4.** The Brief has the following attachments:
 - 9.4.1.** Appendix 1. A form for disclosure of the Sketch Design motto.
 - 9.4.2.** Appendix 2. Participant's application for participation in the Competition.
 - 9.4.3.** Appendix 3. Participant's declaration of having the required human resources on the date of the Negotiation Procedure.
 - 9.4.4.** Appendix 4. A form for description of Applicant's experience in provision of equivalent services.
 - 9.4.5.** Appendix 5. A form of the Financial Proposal.
 - 9.4.6.** A list of source materials of the Competition.

A FORM FOR DISCLOSURE OF THE SKETCH DESIGN MOTTO

/the name of the Commissioner/

/registration number/

/address/

“_____” (ID No of the Sketch Design Competition)

“_____” (the name of the Sketch Design Competition)

/venue/, /year/, /date/, /month/

**We hereby declare that the author of the Sketch Design proposal with the motto
<motto> is:**

*/The name of the Participant of the Competition, or the name of a member of an association
of persons (if the Participant is an association of persons), or the name and surname (if the
relevant member of an association of persons is a natural person)/*

/Registration number or personal identity number/

/Address/

All the information in the Proposal is genuine and true.

Signature of the authorised person: _____

Name, surname: _____

Position: _____

Date _____

/stamp/

**PARTICIPANT'S APPLICATION
FOR PARTICIPATION IN THE COMPETITION**

“ _____ ”
(*Name of the Sketch Design
Competition*)

Name of the Participant: _____
Registration number and date: _____
Legal address: _____
Mailing address: _____
Phone: _____ Fax: _____
E-mail address: _____

“ _____ ” (*ID No of the Sketch Design Competition*)

We hereby certify that

1. _____ (*the name of the Participant*) agrees with the provisions set out in the Brief of the Sketch Design Competition and guarantees fulfilment of the requirements thereof. The provisions of the Sketch Design Competition are clear and understandable.
2. No objects of copyright of third persons have been used in the submitted Sketch Design. In case if the submitted Sketch Design includes objects of copyright of third persons, _____ (*the name of the Participant*) has agreed in writing with these third persons on the use of their works in the submitted Sketch Design, and has agreed that all author's property rights to such works can be transferred without limitation to VSIA "Kultūras un sporta centrs "Daugavas stadions"" and that these third persons will not raise material or any other claims against VSIA "Kultūras un sporta centrs "Daugavas stadions"" on violation of copyright. Otherwise _____ (*the name of the Participant*) shall cover any losses incurred by the Commissioner related to potential violation of the author's personal and material rights.
3. In case if third persons raise any claims concerning copyright or violation thereof against VSIA "Kultūras un sporta centrs "Daugavas stadions"" in relation to the submitted Sketch Design, _____ (*the name of the Participant*) shall act immediately and without extra remuneration to protect VSIA "Kultūras un sporta centrs "Daugavas stadions"" from any such claims.
4. By signing this application, the author/authors of the Sketch Design transfers to VSIA "Kultūras un sporta centrs "Daugavas stadions"" the author's material rights referred to in Section 14(1) of the Copyright Law of the Republic of Latvia, including, but not limited to the right to announce and publish the Sketch Design submitted for the Competition and to use the award-winning Sketch Design as necessary in accordance with Section 14(1)(5) of the Copyright Law, also to use only certain objects of one or

several award-winning Sketch Designs as defined in Clause 6 of the Designing Programme, and the author/authors will not create any conditions that may prevent the Commissioner from using his/her rights. This declaration is valid, if the respective Sketch Design receives an award in the Competition.

5. The requirements of laws and regulations and standards have been observed in the development of the Sketch Design.
6. Our qualification complies with the requirements of Chapter 3 of the Competition Brief, and all qualification documents required in the Regulation of the Negotiation Procedure will be submitted during the Negotiation Procedure.
7. In case of granting a right to conclude the contract, _____ (*the name of the Participant*) will have professional third party liability insurance which will meet the requirements of Section 3 of the Competition Brief.
8. All information provided in the proposal are true and genuine.
9. We will be represented in the Negotiation Procedure and, if a decision is made to conclude the contract with us, the procurement contract will be signed on our behalf by:

/the name of the Participant of the Competition, or the name of a member of an association of persons (if the Participant is an association of persons), or the name and surname (if the relevant member of an association of persons is a natural person)/

/Registration number or personal identity number/

/Address/

Details of the bank where the prize money shall be transferred, if the submitted Sketch Design receives an award, and the account number:

Signature: _____

(full name and surname)

**PARTICIPANT'S DECLARATION OF HAVING THE REQUIRED HUMAN
RESOURCES ON THE DATE OF THE NEGOTIATION PROCEDURE**

/MOTTO/

“_____” (*ID No of the Sketch Design Competition*)

“_____” (*the name of the Sketch Design Competition*)

We hereby confirm that

_____ (*the name of the Participant*) on the date of the Negotiation Procedure and during the execution of the contract, if a right to conclude it will be awarded to the Participant, will have at his/her disposal the human resources required in Clauses 3.4.1-3.4.6 of the Competition Brief.

Signature: _____

(full name and surname)

Applicant's experience in provision of equivalent services

No	Date (day, month, year), when the construction design was developed	Description of provided services	Phone number of the service recipient and its contact person in-charge
1.		Name of the object	
		Area of the city block/territory in the city (ha)	
		The construction design for the city block/territory included at least 2 public buildings where the area of each building was at least 5,000 sq m) (indicate: yes/no, list the public buildings/structures constituting the complex of the city block and state their area)	
2.		The construction design included solutions for improvement of the territory, transport infrastructure and engineering communications (indicate: yes/no)	
		Name of the object	
		Size of the designed building (sq m)	
3.		The building, for which the construction design was developed, is a public building (indicate: yes/no)	
		Name of the object	
		Size of the designed building (sq m)	
		The building, for which the construction design was developed, is a public building (indicate: yes/no)	
		The building, for which the construction design was developed, is a sports building (indicate: yes/no)	
		Name of the object	
		Size of the designed building (sq m)	
		The building, for which the construction design was developed, is a public building (indicate: yes/no)	
		The building, for which the construction design was developed, is a building under construction (indicate: yes/no)	

* A positive feedback from the receiver of the service shall be attached for an object of each category listed by the Participant to prove his/her compliance with the requirements of the Brief.

** If the Participant has worked as a subcontractor in the indicated project, the amount of works performed by the Participant shall be indicated.

*** The list shall be supplemented as necessary, if the Participant wants to indicate additional information to prove his/her experience.

**** If the form listing the works performed by the Participant contradicts the provisions of the Competition Brief, the provisions of the Brief shall prevail, and the Participant shall indicate information in accordance with the Competition Brief.

(position of the manager or authorised person) (signature) _____ (full name and surname)
_____ (date) /stamp/

A FORM OF THE FINANCIAL PROPOSAL

/MOTTO/

“ _____ ” (ID No of the Sketch Design Competition)

“ _____ ” (the name of the Sketch Design Competition)

Name	TOTAL IN EUR w/o VAT
<p>The contract price for elaboration of the construction design of the object "Culture and Sports Quarter in the Neighbourhood of Grīziņkalns" according to the Sketch Design <i>/MOTTO/</i> submitted by the author.</p> <p>The suggested deadline for elaboration of the construction design, including 60 calendar days required for expert examination of the construction design - ____ (_____) calendar months after signing the designing contract.</p>	
<p>The total contract price for author's supervision of the construction of the object "Culture and Sports Quarter in the Neighbourhood of Grīziņkalns" including any conditions and risks that may arise during the provision of the service, e.g. extension of the deadline of completion of the object "Culture and Sports Quarter in the Neighbourhood of Grīziņkalns", seasonal stoppage, etc.</p>	
<p>Total without VAT:</p> <p>VAT:</p> <p>Total with VAT:</p>	