

APPROVED BY:
SJSC “Valsts nekustamie īpašumi”

THE SKETCH DESIGN COMPETITION

***THE ARCHITECTURAL VISION FOR COMPLETE DEVELOPMENT OF THE TabFab
CREATIVE QUARTER***

THE BRIEF
ID No VNĪ/2018/7/2-3/MK-1

Rīga, 2018

1. GENERAL INFORMATION ABOUT THE COMPETITION

1.1. Commissioner's details:

Name of the Commissioner:	State Joint Stock Company "Valsts nekustamie īpašumi"
Address:	Valņu street 28, Rīga, LV-1980, Latvia
Registration No:	40003294758
Telephone:	80002000
Fax:	67024909

- 1.2. **The Competition** means the sketch design competition *The Architectural Vision for Complete Development of the TabFab Creative Quarter* organised in accordance with Section 8(2) of the Public Procurement Law (hereinafter – the PPL) and Cabinet Regulation No. 107 of 28 February 2017 "Procedure for Organisation of Procurement Procedures and Sketch Design Competitions" (hereinafter – the Cabinet Regulation).
- 1.3. **The Negotiation Procedure** means a negotiation procedure organised in accordance with Section 8(7)(8) of the Public Procurement Law following the Competition *The Architectural Vision for Complete Development of the TabFab Creative Quarter*, procurement identification No. VNĪ/2018/7/2-3/MK-1. Section 11 of this Competition Brief sets out requirements for the organisation of the Negotiation Procedure.
- 1.4. **The Competition takes places from** 20 August 2018 till 26 November 2018.
- 1.5. **The Participant of the Competition** means any legal or natural person or an association of such persons in any combination thereof which has submitted a proposal to the Competition complying with the requirements of the Brief for implementation of the Sketch Design.
- 1.6. **The Commissioner's contact person** in the matters related to the Brief and the Designing Programme is Dace Kalvāne, Secretary-in-Charge of the Jury, telephone: +371 29480702. Questions must be sent to the e-mail address: tabfab@metukonkurss.lv
- 1.7. **CPV classification:** 71000000-8 (Architectural, construction, engineering and inspection services).
- 1.8. **The Subject of the Competition** is a construction idea for complex improvement, landscaping and prospective development of the territory of the *TabFab* creative quarter (hereinafter – the Object of the Competition). The development concept should include the architectural and functional solutions for the Creative Business Incubator (hereinafter – the CBI) located in the territory of the *TabFab* Quarter, solutions for the entrance to the creative quarter, solutions for prototyping and other workshops as well as solutions for the overall improvement and landscaping of the territory, including solutions for the demolition or conversion of separate buildings. The Sketch Design will be used as a basis for elaboration of the construction design.
- 1.9. **The aim of the Competition** is to obtain a high-quality architectural solution, a functionally well-developed and economically justified Sketch Design *The Architectural Vision for Complete Development of the TabFab Creative Quarter* that meets the requirements set out in the Competition Brief, the Designing Programme and the laws and regulations.
- 1.10. **The Competition Brief** means this Brief and all its appendices which form an integral part thereof. Any reference to the Brief shall be deemed to be a reference to the Competition Brief and all its appendices.

1.11. **The Sketch Design** means the construction idea prepared by the Participant in the volume specified in the Brief and its appendix “Designing Programme”.

1.12. **The expected contract price:**

- the planned contract amount intended by the Commissioner for the elaboration of the construction design for the Competition Object and its author’s supervision is EUR 174 961.00 (one hundred seventy four thousand nine hundred and sixty one euros and 00 cents) without VAT;
- the planned contract amount for the construction of the Competition Object is EUR 4 575 629.00 (four million five hundred seventy five thousand six hundred twenty nine euros and 00 cents) without VAT. The amount of construction works and construction costs will be specified during the Negotiation Procedure. The implementation and commissioning of the competition object is scheduled for the end of 2022.

1.13. **The evaluation of the Sketch Designs submitted to the Competition** is organised by the State Joint Stock Company “Valsts nekustamie īpašumi” by Order No. VNĪ/2018/7/2-3/MK-1 of July 27 2018 “On the establishment of the Jury for professional evaluation of the competition *The Architectural Vision for Complete Development of the TabFab Creative Quarter*”. The Jury, approved for the evaluation of the Sketch Designs submitted to the Competition, shall be composed of:

1.	Chairperson of the Jury	Member of the SJSC “VNĪ” board	Kitija Gruškevica
2.	Deputy Chairperson of the Jury	Expert at the Investment and Project Division of the Ministry of Culture	Jānis Dripe, architect, member of the LAA
3.	Member of the Jury	Head of the Architecture department, the National Heritage Board of Latvia	Jānis Zilgalvis, architect, associated member of the LAA
4.	Member of the Jury	Deputy Head of the Department of Cultural Monuments Protection of the Riga City Building construction board	Agrita Maderniece, architect
5.	Member of the Jury	Riga City Architect’s Office, Riga City Architect	Gvido Princis, architect, member of the LAA
6.	Member of the Jury	Representative of the City Development Department of the Riga City Council	Aigars Kušķis, architect, expert in matters related to management planning of the UNESCO World Heritage of the Historic Centre of Riga of the Urban

			Development Division
7.	Member of the Jury	Associate Professor at the Latvian Academy of Culture	Agnese Hermane
8.	Member of the Jury	Representative of the LAA	Gatis Didrihsons, architect, member of the LAA
9.	Member of the Jury	Representative of the Danish culture institute, Foreign architect	Steen Enrico Andersen, architect (Denmark)
10.	Member of the Jury	Representative of the Danish culture institute, Foreign architect	Tanja Jordan, landscape architect, (Denmark)
	Expert	Secretary General of the Danish culture institute (who takes part at the Jury's session without a right to vote)	Michael Metz Mørch (Denmark)
	Secretary-in-Charge of the Jury	The representative appointed by the Commissioner of the Competition (who takes part at the Jury's session without a right to vote)	Dace Kalvāne, architect, member of the LAA

- 1.14. **The Secretary-in-Charge of the Jury** is a person appointed by the Commissioner who ensures smooth running of the Competition and is responsible for ensuring the anonymity of the submitted Sketch Designs and the mottoes of the Participants until the end of the evaluation period of the Sketch Designs. The Secretary-in-Charge is not a member of the Jury.
- 1.15. **The Technical Committee** means experts with advisory rights, who examine the compliance of the submitted Sketch Designs with the requirements of the Competition Brief before the Jury commences its work.
- 1.16. **The winner of the Competition** means the Participant of the Competition selected by the Competition Jury Commission as the first-prize winner of the Competition.
- 1.17. The competition documents are prepared in the Latvian and English languages. In case of conflicts, the copy in the Latvian language prevails.

2. COMMUNICATION AND EXCHANGE OF INFORMATION

- 2.1. The Commissioner shall provide to the Interested Participants of the Competition free and direct electronic access to the Competition Brief by publishing it on the home page www.vni.lv, under the section "Procurements" and on the website <http://tabfab.metukonkurss.lv/>. The Commissioner shall publish the information about the Competition on the website <https://www.iub.gov.lv/>. Starting from the date of the

announcement of the Competition, each interested Participant of the Competition who is registered on the website <http://tabfab.metukonkurss.lv/> will be automatically sent the Competition materials.

- 2.2. The exchange of information between the Commissioner and the Interested Participants of the Competition regarding the Competition Brief and its appendices shall be made in writing via e-mail: tabfab@metukonkurss.lv, the contact person is Dace Kalvāne, the Secretary-in-Charge of the Jury, tel. +371 29480702.
- 2.3. If the Interested Participant of the Competition has requested additional information about the requirements included in the Competition documents at least 12 days before the deadline for submission of the competition entries, the Commissioner shall provide the requested information within 5 (five) working days, but not later than 6 (six) days before the deadline for submission of Sketch Designs. Each Interested Participant of the Competition may submit one proposal of the Sketch Design.
- 2.4. Replies will be published on the website <http://tabfab.metukonkurss.lv/> which also contains the Competition Brief and other documents of the procurement procedure, indicating also the question that was asked.
- 2.5. If the Commissioner has made amendments to the Competition Brief, the Commissioner shall post this information on the website <http://tabfab.metukonkurss.lv/>, as well as notify the Procurement Monitoring Bureau about the amendments in order to publish this information on the website <https://www.iub.gov.lv/>.
- 2.6. The Interested Participants are obliged to look up regularly the information published on the website of the Competition. The Commissioner shall provide to the Interested Participants of the Competition free and direct electronic access to the Competition Brief by publishing it on the website <http://tabfab.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.

3. RUNNING OF THE COMPETITION AND THE PRIZE MONEY

- 3.1. The Competition is considered to have taken place if, according to the Competition Brief, at least three (3) Sketch Designs have been submitted for evaluation.
- 3.2. Before the submission of the Sketch Designs for the Competition, the Commissioner shall organise a site visit to Miera iela 58a, Riga. The site visit will be organised on 10 September 2018 at 1 p.m. The Interested Participant of the Competition shall apply for the site visit by sending an e-mail to: tabfab@metukonkurss.lv not later than by 6 September 2018, 5 p.m. The Commissioner shall register the Interested Participants of the Competition participating in the site visit on the registration sheet. Upon the request of the Interested Participant of the Competition, it is also possible to visit the site at a different time on working days until the deadline for submission of proposals. Participation in the site visit is not mandatory.
- 3.3. The total amount of prize money of the Competition: EUR 50 000.00 (fifty thousand euros and 00 cents):
 - 3.3.1. First place winner – EUR 18 000.00 (eighteen thousand euros and 00 cents);
 - 3.3.2. Second place winner – EUR 14 000.00 (fourteen thousand euros and 00 cents);
 - 3.3.3. Third place winner – EUR 10 000.00 (ten thousand euros and 00 cents);
 - 3.3.4. Four incentive awards, each in the amount of EUR 2000.00 (two thousand euros and 00 cents).

4. CONTENT AND PRESENTATION OF THE SKETCH DESIGN

- 4.1. The proposal of the Sketch Design must be submitted in a single package, writing on it: “Sketch Design Competition “The Architectural Vision for Complete Development of the TabFab Creative Quarter””, ID No. VNĪ/2018/7/2-3/MK-1 and the motto. Two (2) separate sealed packages shall be put inside the package of the Sketch Design proposal:
- 4.1.1. the package of the first part marked with the words “Sketch Design” and the motto, containing:
- a) the Sketch Design prepared in accordance with the requirements of the Competition Brief section No.4.8. “The Sketch Design consists of” as a hard copy, on A0-size panels and electronically (in .pdf format) in the USB flash drive;
 - b) the explanatory note must be computer-typed, clearly legible, without insertions or corrections and drawn up in accordance with the requirements of the section No.4.8.2. “The explanatory note” of the Competition Brief.
- 4.1.2. the package of the second part marked with the text “Disclosed motto, application for participation in the Competition, qualification documents” and the motto, containing:
- a) the disclosed motto, indicating the motto used for marking the Sketch Design, and information about the applicant who has submitted the relevant Sketch Design (in accordance with Appendix 1 to the Brief);
 - b) the Participant’s application for participation in the Competition, (written in accordance with Appendix 2 to the Brief);
 - c) documentation according to the requirements set out in Section 6 of the Brief.
- 4.2. To ensure anonymity of Participants of the Competition, materials of the Sketch Design must be submitted sealed and marked with the motto consisting of four letters and four digits (without spaces) providing no indication of the author of the Sketch Design. The Participant shall use the same motto for marking all materials of the Sketch Design.
- 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. The explanatory note – in English or in Latvian and 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 in the object to be reconstructed;
 - 4.6.3. the proposed Sketch Design solutions are aesthetic and blend well within the existing cityscape of the historic centre of Riga;
 - 4.6.4. the Sketch Design has been developed taking into account the data provided by the Commissioner as part of the Competition, including the Designing Programme and its

appendices, and in accordance with 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 who have submitted Sketch Designs not meeting the requirements of the Brief or including false information.

4.8. The Sketch Design consists of:

4.8.1. A0-size (841 mm x 1189 mm) vertically orientated panels with graphical documents fixed to light and stiff backing foam boards. The motto must be written in the right upper corner of the panel. It is recommended to leave space under the motto for the panel placement scheme. It is advised to use backing boards of thickness not less than 5 mm.

Graphical materials should be presented on A0-size sheets with the following information:

- the master plan of the competition project area in scale 1:200 with:

- the ground floor plan of the existing and planned buildings;
- a concept for improvement and landscaping of the territory, including the section of the territory in scale 1:200;
- a scheme showing pedestrian, cyclist and vehicle traffic organisation, the organization of the parking;
- technical and economic parameters;

- the master plan of the competition study area in scale 1:2000;

- schemes of characteristic floor plans in scale 1:200 with names of the rooms, construction axes and dimensions between them;

- a legend showing materials used for facade finish/filling of openings;

- characteristic sections of the competition object in scale 1:200 with height marks, construction axes and dimensions between them; an insulation scheme and calculations;

- visualisations and/or photomontages showing the vision for future development which characterise the synthesis of the suggested idea within the context of the existing urban environment, taking into account the main perspectives and vantage points, (see Appendix 7_1_0_marked_views_of_photo_fixation_for_photomontage_in_the_competition_territory).

4.8.2. The explanatory note with:

- a description of an urban planning concept of the proposal, focusing on the analysis of the buildings from the main perspectives;

- an analysis of the existing situation and a description of the suggested conceptual, functional and architectural idea, indicating the benefits to the city of Riga that the reconstruction of the former tobacco factory would bring;

- the concept of the improvement of the territory and the greenery, including the use of small architectural forms and environmental objects;

- technical and economic indicators (according to RTIAN):

* construction area (m²);

* the total (gross) area of each floor (m²) (measured along the external perimeter of the buildings);

* the total useful area of each floor (m²);

* cubic capacity of the buildings (m³);

* the number (pcs.) of parking spaces;

* the number of bicycle stands (pcs.).

4.8.3. 2 (two) USB flash drives with:

- pictures of all A0-size panels with 300dpi resolution in A0-size;

- scaled-down all A0-size panels in a .pdf file with 300dpi resolution;

in A3-size;

- pictures of all A0-size panels in a .pdf file with 72dpi resolution for publication on the internet (1024 pixels);

- a bound document and all graphical materials required to show the idea of the project in a .pdf file with 300 dpi resolution in A3-size.

Each document must be in two versions – .pdf file and .jpg file.

Each document must be given a descriptive name.

4.8.4. The bound document in A3-size (420 mm x 297 mm) in three copies which includes:

- a brief summary of the problems solved as part of the project and of the conceptual approach used;

- scaled-down colour reproductions of the panels;

- an explanatory note (in English or in Latvian and English) with the description of the urban concept, architectural idea, landscaping/greenery and improvement concept;

- the explanatory note must indicate the technical and economic parameters of the Competition Object.

4.9. The proposed solutions of the Sketch Design must be developed in accordance with the Brief and its appendices and they must be sufficiently detailed to allow the Jury to have a complete idea of the offered solutions.

5. SUBMISSION OF SKETCH DESIGNS

5.1. The Sketch Designs presented in accordance with the requirements of Section 4 of the Brief shall be submitted in one copy until 26 November 2018, 5 p.m., every working day on Mondays from 9 a.m. till 6 p.m., on Tuesdays, Wednesdays, Thursdays from 9 a.m. till 5 p.m., on Fridays from 9 a.m. till 4 p.m. (a lunch break from 12:30 till 1 p.m.) at the Customer Service Centre of Riga Region of the State Joint Stock Company “Valsts nekustamie īpašumi”, hereinafter – VNĪ, at Vaļņu iela 28, Rīga, (2nd floor), by submitting them in person or sending by post.

5.2. If the Sketch Design is sent by post, the date and time indicated on the postmark or other notice of dispatch will be considered to be the moment of submission. The Sketch Designs will be opened no sooner than 3 (three) working days after the date indicated in Clause 1.4 of the Brief in order to receive the proposals sent by post. The Participant shall bear all costs related to the delivery of the Sketch Design to the Commissioner.

5.3. The received Sketch Designs will be registered in the order of their submission, indicating the date and time of their receipt and the motto, and if necessary, acknowledgments of receipt of the Sketch Designs will be issued to the contact persons, and their storage will be ensured.

5.4. The Sketch Designs submitted (delivered) after the date indicated in Clause 1.4 of the Brief or which have not been presented in a manner as to preclude the disclosure the information

contained inside until the opening of the Sketch Designs, will not be evaluated and will be returned unopened (sent to the postal address indicated by the Participant) to the Interested Participant of the Competition.

- 5.5. The submitted Sketch Design shall be marked, without opening it, indicating the date, time and serial number of its receipt, and a note if the submitted Sketch Design does not comply with the requirements of Clauses 5.1 to 5.3 of this Brief.
- 5.6. 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 before the deadline for Sketch Design submission or received by the Commissioner after the deadline for Sketch Design submission will not be considered and will be returned or sent back unopened to the Interested Participant of the Competition.
- 5.7. 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.

6. REQUIREMENTS FOR THE PARTICIPANT OF THE COMPETITION AND DOCUMENTS TO BE SUBMITTED AS PART OF THE SKETCH DESIGN

- 6.1. The Participant of the Competition has read the Competition Brief and has expressed his/her wish to take part in the Competition, submitting a Sketch Design which complies with the requirements set out in the Competition Brief as regards its composition and procedure of submission.
- 6.2. The declaration expressing the willingness to take part in the Sketch Design Competition signed by the Participant (filled in Appendix 2 to the Brief), which may be signed by the Participant's representative who has a right of representation or an authorised person.
- 6.3. A document confirming a right of representation of a person who signs the competition documents on the Participant's behalf, (e.g. a valid statement issued by the Enterprise Register of the Republic of Latvia indicating the Participant's persons with a right of representation and a scope of representation) – the original or a copy certified by the Participant. If the application has been signed by a person authorised by the Participant's representative with a right of representation, an appropriate power of attorney (the original or a copy certified by the Participant) should also be enclosed to the application. If the Participant is an association of persons 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 persons with the right of representation.
- 6.4. The Participant of the Competition must be registered in the Commercial Register of Latvia or in an equivalent register in a foreign country if the laws of the country in question so provide. This requirement applies to all members of the partnership (if the proposal is submitted by a partnership) or all members of an association of persons (if the proposal is submitted by an association of persons), as well as to subcontractors (if the Participant is planning to involve them).
 - 6.4.1. The Procurement Committee shall verify on the website (www.ur.gov.lv) of the Enterprise Register whether the Participants that are registered in the Commercial Register of the Republic of Latvia are indeed registered.

- 6.4.2. 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.
- 6.5. In the event of concluding a procurement contract, the applicant will have to be registered in the Register of Building Companies of the Republic of Latvia in accordance with the provisions of the Construction Law and Cabinet Regulation No.116 of 25 February 2014 "Regulations Regarding the Registration of Construction Merchants". 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 planning to involve it), which will perform designing.
- 6.5.1. 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).
- 6.5.2. The Participants that are registered in a foreign country must submit a document issued by an equivalent authority that in accordance with the laws and regulations of the relevant country attests to the Participant's right to perform designing.
- 6.5.3. The Participants who are not registered in the Register of Building Companies of the Republic of Latvia shall submit a declaration that in the event of them winning the negotiation procedure, they will register in the Register of Building Companies of the Republic of Latvia within 10 (ten) working days from the date when the decision on the award of the contract has come into force.
- 6.6. If the Participant submits a proposal as an association of persons, he/she must enclose an agreement or a letter of intent of the members of the association of persons, confirming:
 - 6.6.1. readiness to collaborate in development of a Sketch Design;
 - 6.6.2. readiness to collaborate in performance of the contract, if the association of suppliers is awarded the right to conclude the contract.
- 6.7. At the time of the preparation of the Competition entry, the Participant shall have at least one architect who has:
 - 6.7.1. a document confirming a right of an architect's independent practice, issued by a competent authority in the Republic of Latvia or in a foreign country, if the laws and regulations of the respective country so provide.
- 6.8. In order to confirm the fulfilment of the requirement set out in Clause 6.7 of the Brief, the Participant of the Competition must submit the information about the architect involved, indicating the number of the certificate of the architect's independent practice.
- 6.9. If the architect has acquired the right of an architect's independent practice abroad, a copy of the certificate or other proof of education must be attached to Sketch Design proposal.

7. RUNNING OF THE COMPETITION AND EVALUATION CRITERIA

- 7.1. In a closed meeting, the Secretary in-Charge of the Jury shall open the packages of the submitted proposals marked "Sketch Design", opening them in the order of their submission.

- 7.2. At first the submitted Sketch Designs are evaluated by the Technical Committee which includes the invited independent experts. The invited experts 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.
- 7.3. Competition Proposals will be submitted for consideration to the Jury who will provide a comprehensive comparison of the submitted entries and determine the optimal urban planning, architectural and functional solutions for the Competition Object which respect the Competition site and the conditions set out in the Competition Brief and the Designing Programme.
- 7.4. The Jury shall evaluate the submitted Sketch Designs in accordance with Section 3 of the Cabinet Regulation No. 107 of 28 February 2017, Clause 7 of the Brief and the evaluation criteria set out in Clause 7.5 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.
- 7.5. According to Section 3 of Cabinet Regulation No. 107 of 28 February 2017:
- within one month after the deadline for the Sketch Design submission the Secretary in-Charge shall organise the work of the Jury;
 - the Jury shall evaluate the submitted Sketch Designs in accordance with the evaluation criteria set out in Clause 7.9. of 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;
 - 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 to the Commissioner on the further use of the Sketch Designs;
 - the Jury shall make its decision not later than 6 weeks after the submission date of Sketch Designs.
- 7.6. If the Jury does not select any Sketch Design as practicable, then first place is not awarded.
- 7.7. The Jury shall prepare a conclusion containing:
- information about the Sketch Designs evaluated;
 - Jury's assessment of each Sketch Design;
 - a decision on distribution of awards, if it has been provided for in the Competition Brief;
 - a recommendation to the Commissioner on the further use of the Sketch Designs; and
 - the Jury shall hand over the conclusion to the Secretary in-Charge.
- 7.8. 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.
- 7.9. The Jury shall evaluate the submitted Proposals that comply with the Competition Brief and Designing Programme in accordance with the following criteria:

No.	Evaluation criteria of Sketch Designs	Maximum numerical value per criterion in an individual assessment, points
1.	The quality of the architectural solution, expressiveness, originality of the idea, the functional and spatial layout, accessibility of the environment.	40
2.	Suitability of the buildings to the scale of the Riga historical cityscape according to the established vantage points and perspectives of views.	15
3.	The ability of the layout to accommodate all the required spaces as defined in the Designing Programme.	20
4.	The energy efficiency and sustainable solutions of the Competition Object. Use of environmentally-friendly, energy-intensive, local and regional building and finish materials.	20
5.	A landscaping/greenery concept for the territory of the Competition Object organisation of pedestrian and cyclist flows, a parking solution. Public space functionality and attractiveness.	20
	Maximum total score:	115

7.10. The members of the Jury shall evaluate each Sketch Design individually.

7.11. After summing up the individual scores given by the members of the Jury, the Jury shall give the total score for each Sketch Design.

7.12. 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.

7.13. After completion of the evaluation, the Jury shall prepare a conclusion about the results of the evaluation of the Sketch Designs in accordance with Section 3 of the Cabinet Regulation No.107. 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.

8. RIGHTS AND OBLIGATIONS OF THE JURY

8.1. To ensure free competition and equal and fair treatment of the Participants of the Competition.

8.2. The Jury has a right to change the distribution of the awards, while retaining the total amount of the prize money and awarding several second or third places. There can be only one first-place winner.

8.3. 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 to the distribution of the prize money deriving from the specific features of the Competition proposals.

- 8.4. The Jury has a right to make recommendations to the Commissioner on the further use of the award-winning Sketch Designs.
- 8.5. 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.
- 8.6. 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.
- 8.7. The Jury has a right to reject any or all of the Sketch Designs submitted to the Competition if they do not comply with the Brief, the Designing Programme and/or the laws and regulations in force, including Binding Regulation No. 38 of the Riga City Council of 7 February 2006 “Regulations on the use and construction in the territory of the Historic Centre of Riga and its Protection Zone”.
- 8.8. 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. ANNOUNCEMENT OF RESULTS AND PAYMENT OF PRIZE MONEY

- 9.1. The Jury shall determine the place, date and time of the meeting for disclosing the mottoes, and the Secretary-in-Charge shall inform electronically all contact persons of the Participants, registered in accordance with Clause 2.1 of the Competition Brief, not later than within 5 (five) working days before the said meeting, and publish this information on the Commissioner’s website under the section “Procurements”.
- 9.2. The meeting of disclosure of the mottoes is open.
- 9.3. The Secretary in-Charge of the Jury shall call out the mottoes of the winning entries, then open the envelopes with the disclosed mottoes and call out the names of the authors of the winning entries.
- 9.4. After disclosing the mottoes, the Commissioner shall evaluate the compliance of the authors of the winning entries with the qualification requirements set out in Clause No.6 of the Competition Brief.
- 9.5. The Participant whose Sketch Design has the highest rating but which does not meet the qualification requirements, shall be excluded from further participation in the Competition and it shall not receive any award and prize money. In this case, the Commissioner may declare the Participant whose Sketch Design has received the next highest rating and which meets the qualification requirements to be the winner of the Competition.
- 9.6. After the session the Secretary-in-Charge of the Jury shall prepare a Competition report, attaching to it the conclusion of the Jury referred to in Clause 7.7 of the Competition Brief which contains:
 - 9.6.1. the identification number;
 - 9.6.2. a description and the aim of the project;
 - 9.6.3. the name, address and other details of the Commissioner;
 - 9.6.4. information about the participants who took part in the Sketch Design Competition;
 - 9.6.5. information about the composition of the Jury and the Jury’s opinion;

- 9.6.6. information about the winner and awarded entries, as well as the Jury's decision on the distribution of prizes.
- 9.7 Within 5 (five) working days after the meeting where the mottoes are disclosed, the Commissioner shall inform all the Participants of the Competition about the decision taken regarding the results of the competition in accordance with Section 37 of the Public Procurement Law.
- 9.8 The Commissioner shall pay the prize money after the results of the Competition have become indisputable in accordance with the procedures specified in the Public Procurement Law within 30 (thirty) days after receipt of the invoice from the award-winning Participant. The prize money shall be transferred to the bank account indicated by the Participant.
- 9.9 The prize money shall include all taxes to be paid by the award winners.
- 9.10 Upon request the Secretary-in-Charge of the Jury shall issue to the Participants of the Competition who are not prize winners the submitted proposals within 10 (ten) days after publication of the Competition results on the website of the Procurement Supervision Bureau. If within 2 (two) months after the publication of the results on the website of the Procurement Monitoring Bureau the Participant of the Competition does not collect the submitted Sketch Design, it will be destroyed.

10. RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS OF THE COMPETITION

- 10.1. Any natural or legal person, and an association of such persons in any combination thereof may be Participants of a Sketch Design Competition.
- 10.2. 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.
- 10.3. Submitting the Sketch Design, the Participants of the Competition shall agree to all terms and conditions of the Competition and shall be responsible for the accuracy of the information provided in the proposal.
- 10.4. The Participants shall bear the expenses related to the preparation and submission of the Sketch Design.
- 10.5. Ownership to the materials of the prize-winning competition entry shall pass in full to the Commissioner without any disclaimer on the date of their receipt. Copyright shall be retained and protected in accordance with the laws and regulations of the Republic of Latvia.
- 10.6. The Commissioner shall acquire non-exclusive, territorially unrestricted rights to use the Sketch Design submitted to the Competition (a non-exclusive licence) in regard to its presentation to the public, display at an exhibition or public discussion. The Participants of the Competition shall agree to the announcement (the first publication) of the Sketch Designs. The non-exclusive licence shall be valid from the date of the Sketch Design submission to the Commissioner and remain valid as long as the Sketch Designs are protected by the Copyright Law. The exhibition and public discussion of the proposals will be held after the announcement of the Jury's decision.
- 10.7 The Participant of the Competition shall be responsible for any third party claims related to the copyright to the documentation and/or parts of the proposal. The Participant of the Competition shall be liable for any damages resulting from any third party claims related to the copyright to the documentation and/or its parts of the proposal and/or authors' works and/or their parts used in the documentation of the proposal. The Participant of the Competition shall compensate the Commissioner for any damages resulting from copyright

infringement which are incurred by the Commissioner due to the Participant's of the Competition actions or failure to act in regard to the documentation of the proposal submitted to the Commissioner for use.

- 10.8 The Participant of the Competition shall also be liable for all damages incurred by the Commissioner if the author of the proposal documentation and/or of the work used in the proposal documentation withdraws his/her work and/or exercises his/her right to counteract.
- 10.9 The Participant of the Competition shall undertake to resolve at his/her own expense any disputes with third parties in court in regard to the ownership and/or violations of the author's personal rights and/or author's property rights stipulated in the Copyright Law, without involving the Commissioner in any of these disputes.
- 10.10. At the moment when the Sketch Design is submitted to the Commissioner, the prize winners of the Competition shall transfer to the Commissioner the property rights (except the rights referred to in Section 15(1)(11) of the Copyright Law) 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.
- 10.11. The issues that are not covered in these regulations and the agreement on participation in the Competition shall be resolved in accordance with the laws and regulations of the Republic of Latvia.
- 10.12. The author of the prize-winning proposal shall be entitled to undertake the further development and implementation of the project sketch. The interested parties shall agree in writing on the form of author's participation in further development and implementation of the project.

11. NEGOTIATION PROCEDURE

- 11.1. After announcing the winners of the Competition, the Commissioner shall invite the award-winning Participants to the Negotiation Procedure in accordance with Section 8(7)(8) of the Public Procurement Law on conclusion of a public service contract for development of a construction design for the Competition Object "The Architectural Vision for Complete Development of the TabFab Creative Quarter" and its author's supervision.
- 11.2 The Commissioner's 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.
- 11.3. The deadline for development of the construction design will be determined based on the deadline proposed by the Participants. The preferable time period allocated for development of the construction design is 14 calendar months, excluding 60 calendar days required for the experts' examination of the construction design which is organised by the Commissioner.
- 11.4. After receiving the invitation to the Negotiation Procedure and the Regulation thereof, the award-winners shall submit to the Commissioner the proposals prepared in accordance with the requirements set out in the invitation and Regulation of the Negotiation Procedure.
- 11.5. 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.

- 11.6. If as a result of the Sketch Design Competition no first prize is awarded, the Commissioner shall invite the other award-winners of the Competition to the Negotiation Procedure in accordance with Section 8(7)(8) of the Public Procurement Law on the conclusion of a public service contract for the development of a construction design and author's supervision of the Competition Object The Architectural Vision for Complete Development of the TabFab Creative Quarter, requesting to submit a proposal with a specified sketch design as part of the Negotiation Procedure according to the evaluation of the Competition Jury.
- 11.7. In order to ensure the continuity of the Jury's work, the Procurement Commission will invite members of the Jury as independent experts without a right to work to take part in the Negotiation Procedure.
- 11.8. After the evaluation of the proposals, the entrant who, according to the experts' opinion has eliminated the deficiencies in the Sketch Design according to the Jury's evaluation and who, according to the experts' opinion, should be recognized as the winner of the Negotiation Procedure, will be invited to the negotiations. 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.
- 11.9. 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 if none of the winners of the Competition is granted a right to conclude a contract as a result of the negotiations, on the basis that:
 - 11.10.1. the Commissioner and the winners of the Competition cannot agree on the terms and conditions of the contract;
 - 11.10.2. the winners of the Competition unilaterally refuse to conclude the contract (a possible period – 10 (ten) working days from sending an invitation to conclude the contract);
 - 11.10.3. 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;
 - 11.10.4. 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 the development of the design;
 - 11.10.5. 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;
 - 11.10.6. 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;
 - 11.10.7. 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;
 - 11.10.8. in other cases stipulated in the laws and regulations on public procurement.

12. REQUIREMENTS FOR THE PARTICIPANT'S QUALIFICATION AND DOCUMENTS TO BE SUBMITTED FOR THE NEGOTIATION PROCEDURE

- 12.1. The Participants of the Competition who will receive awards and will be invited to the negotiation procedure in order to develop the construction design and perform the author's supervision, need to comply with the following qualification requirements and have the following previous experience which will be specified in the invitation to the negotiation procedure:
- 12.1.1. over the last 3 (three) years (2015, 2016, 2017 and 2018 until the submission of the proposal) experience in developing of at least 1 (one) construction design with urban landscaping solutions the area of which is not less than 1000 m². The construction design must be approved by the respective Construction Board;
- 12.1.2. over the last 3 (three) years (2015, 2016, 2017 and 2018 until the submission of the proposal) experience in developing of at least 1 (one) reconstruction design for a public 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) the area of which is not less than 1000 m². The construction design must be approved by the respective Construction Board;
- 12.1.3. the minimum annual financial turnover of the Participant and/or the person whose resources the Participant relies on, shall be at least EUR 150 000.00 per year over the previous three (3) (2015, 2016, 2017) years.
- 12.1.4. The Participant can provide at least the following specialists for provision of designing services:
- 12.1.4.1. a certified architect having experience in designing of at least one object that meets the requirements of Clauses 12.1.1 and 12.1.2 of the Brief;
- 12.1.4.2. a certified specialist in designing of structural parts of buildings having experience in designing of at least one object that meets the requirements of Clause 12.1.2 of the Brief;
- 12.1.4.3. a specialist in energy efficiency of buildings;
- 12.1.4.4. a certified specialist in designing of heating, ventilation and air-conditioning systems;
- 12.1.4.5. a certified specialist in designing of electrical installations;
- 12.1.4.6. a certified specialist in designing of electronic communications systems and networks;
- 12.1.4.7. a certified specialist in designing of water supply and sewage systems;
- 12.1.4.8. a certified specialist in drawing up of economic parts, volumes and cost estimates of construction designs.

13. OTHER PROVISIONS

- 13.1. Ownership to the materials of the prize-winning competition entry shall pass in full to the Commissioner without any disclaimer on the date of their receipt. Copyright shall be retained and protected in accordance with the laws and regulations of the Republic of Latvia.
- 13.2. The Commissioner shall reserve a right to publicise the materials submitted for the Competition and, if necessary, to hold an exhibition or a public discussion. 13.3. The Participants' copyright to publications in the press, participation in exhibitions and

involvement in further elaboration of the project shall be respected in accordance with the laws and regulations in force.

- 13.4. If the Participant involves a subcontractor who provides the services the value of which is at least 10% of the total value of the procurement contract, or if the Participant, irrespective of the value of the services to be provided by the subcontractor, relies on his/her skills in order to prove that the Participant's qualification complies with the qualification requirements, when completing an application form enclosed in Appendix 3 to the Competition Brief, the Participant shall indicate the volume of services (%) to be provided by the subcontractor, stating exactly which parts of the contract will be subcontracted, and enclosing a description of these parts of the contract and/or indicating which qualification requirement is met.
- 13.5. In the event of signing the contract, 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 (according to Cabinet Regulation No. 502 of 19 August 2014 "Regulation on Compulsory Civil Liability Insurance for Construction Specialists and Construction Workers") meeting the following requirements:
 - 13.5.1. the limit of liability: in the amount of the proposed cost for elaboration of the construction design, but not less than EUR 150 000.00 and the deductible for one event is not less than EUR 500.00;
 - 13.5.2. the insurance period: from the beginning of designing till the approval of the construction design and signing of the delivery and acceptance protocol as well as during the author's supervision;
 - 13.5.3. risk coverage: professional third party liability insurance against losses to other parties involved in construction or to a third party because of the damage to their health, life and property, and to the environment caused by the construction specialist's actions or failure to act;
 - 13.5.4. the period of prescription (the extended period of notification): 60 months after the expiry of the policy;
 - 13.5.5. the insured person is a developer of a construction design (construction merchant, including construction specialists in employment relations);
 - 13.5.6. the liability of a designer, a manager of the construction design, a manager of parts of the construction design and a person carrying out author's supervision is insured.

14. APPENDICES TO THE COMPETITION BRIEF

The Brief has the following appendices:

- 14.1. Appendix. 1. A form for disclosure of the motto.
- 14.2. Appendix. 2. Participant's application for participation in the Competition.
- 14.3. Appendix. 3. A form of estimated costs of development of the construction design, author's supervision and provisional costs of construction works
- 14.4. Appendix. 4. Designing Programme of the Competition.
- 14.5. Appendix. 5. A list of competition source materials.