

**The organizer of the contest introduced changes into the Competition Rules on 08.08.2017**

**In this version of the document the changes are included - marked in yellow.**

## **Competition Rules**

**Contest for development of architectural concept**

**for „The scientific and didactic building Ochota Campus (PSYCHOLOGY, COGNITIVE SCIENCE, PSYCHOPHYSIOLOGY)“ in Warsaw**

Unofficial translation. Polish version shall prevail.

The contest's value exceeds the value of 209 000 euro

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## CHAPTER I. GENERAL AGREEMENTS

### 1. The organizer of the contest

- 1.1. The Organizer of the contest (hereinafter referred to as The Ordering Party) is the University of Warsaw, ul Krakowskie Przedmieście 26/28, 00-927 Warszawa.
- 1.2. The activities of the contest organizer concerning the preparation and conduct of proceedings are performed by the proxy - Grupa Doradcza Sienna Sp. z o.o.
- 1.3. The person entitled to contact the contest Participants is the Secretary of the Contest (Contest Jury):  
Kamila Mizeracka,  
Grupa Doradcza Sienna sp. z o.o;  
00 - 585 Warszawa, ul. Bagatela 10/5,  
tel. 22 654 77 41, fax 22 654 31 31,  
e-mail: grupasienna@grupasienna.pl.
- 1.4. Any correspondence concerning the contest shall be directed to the address given in the point 1.3 with the following note:

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- 1.5. The Organizer of the contest shall bear no responsibility for failure on the part of the Participant to abide by the above requirement.

1.6. Association of Polish Architects recommends participation in the contest.

### 2. The kind and the general arrangements of the contest

- 2.1. The contest is carried out in compliance with the act of 29 January 2004 – Public Procurement Law (Journal of Laws of the Republic of Poland, 2015, no. 2164, with further amendments), hereinafter referred to as "the Act".
- 2.2. The contest is a single stage competition, during which the Contest Participants (Participants) submit their applications for the participation in the contest (Applications). The Ordering Party shall allow the Participants take part in the contest as well as shall invite the Participants that have fulfilled the requirements of the participation, to submit the contest designs.
- 2.3. The contest shall be conducted in Polish language. The Competition rules with attachments has been translated into English, however the Polish version shall prevail. The Applications, documents proving that the requirements of the participation has been fulfilled, statements and notifications, as well as contest designs submitted by the Participants shall be in Polish or in English.

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2.4. If the documents mentioned in the point 2.3. are in a language other than Polish or English, they should be submitted together with the translation into Polish or English.

### **3. Deadlines**

- 3.1. Submission questions regarding the submission of Applications - up to 17.08.2017
- 3.2. Publication of answers to questions regarding the Applications - up to 24.08.2017
- 3.3. Submission of Applications - up to 01.09.2017
- 3.4. Notification about the permission to participate in the contest - up to 22.09.2017
- 3.5. Submission of questions relating to the Competition Rules - up to 06.10.2017
- 3.6. Publication of answers for questions about the Competition Rules - up to 17.10.2017
- 3.7. Submission of contest designs - up to 27.11.2017
- 3.8. Resolution of the contest - up to 18.12.2017

The above specified deadlines may be prolonged. The Participants will be instantly informed about any changes by The Ordering Party.

### **4. Contest Jury**

4.1. Composition of the Contest Jury.

The Contest Jury is composed of 10 members including:

- 1. dr.hab.inż. architect Bolesław Stelmach, prof. of the University College of Enterprise and Administration – The Head of the Contest Jury, Judge Contest in the Association of Polish Architects;
- 2. prof.zw.dr.inż.architect Ewa Kuryłowicz, Judge Contest in the Association of Polish Architects;
- 3. arch. Michał Sikorski, Judge Referent, Judge Contest in the Association of Polish Architects
- 4. arch. Marlena Happach, Representative of the City of Warsaw, Judge Contest in the Association of Polish Architects
- 5. Prof. UW dr hab. Anna Giza Poleszczuk, Vice-Rector for Development Scholar
- 6. inż. Jerzy Pieszczyrkow, Chancellor UW
- 7. dr inż. Maciej Mijakowski- Energy Conservation Foundation, Warsaw University of Technology – **advisory function (not voting)**
- 8. arch. Justyna Biernacka- The Warsaw Branch of the Association of Polish Architects, Judge Contest in the Association of Polish Architects

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9. arch. Ewa Rudnicka, the Office of Innovations in the Academic Space UW

10. Maria Cywińska, Administrative Director, Department of Psychology UW

The Secretary of Contest is Kamila Mizeracka, who is not the part of the Contest Jury.

Competent experts may be appointed to work in the Contest Jury, whose opinion will be advisory.

#### 4.2. Tasks of the Contest Jury

The tasks of the Contest Jury include in particular:

- a) assessment of the meeting by the Participants of requirements of the participation determined by the Competition Rules;
- b) assessment the contest designs;
- c) drawing out information about the contest designs;
- d) identification of the best contest designs;
- e) preparing justification for the contest resolution.

### **5. Method of communication between the Ordering Party and the Participants and transmission of declarations and documents**

5.1. The Participants may send written or electronic mail to the Ordering Party for clarification of the Competition Rules to the addresses and fax number listed in point 1.3.

5.2. The Ordering Party will respond to inquiries related to the Competition Rules, provided that they receive them no later than the dates indicated in point 3.1.

5.3. The Ordering Party will provide explanations and notifications in writing or electronic mail.

5.4. The explanations provided by the Ordering Party and the changes made to the Completion Rules are binding to the Participants.

5.5. The Participants submit in writing the Application and required by the Competition Rules declarations and documents.

## **CHAPTER II. DESCRIPTION OF THE CONTEST SUBJECT**

### **1. Subject of the contest**

1.1. The subject of the contest is the development of a multi-branch architectural and utility concept of the scientific and didactic building Ochota Campus (PSYCHOLOGY, COGNITIVE SCIENCE, PSYCHOPHYSIOLOGY) University of Warsaw. The building will be located in Ochota Campus, on part of the plot of land no. 18/2 from the area 2-02-09 in the quarter of streets Żwirki and Wigury, Banacha and Pasteur in Warsaw.

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- 1.2. The task of the Participant is to create an architectural and spatial **concept** of the building with installations, road infrastructure, technical and land development.
- 1.3. The contest designs must concern in addition to the architectural concept of the object also sketched concepts of the solution of the building construction and installation (sanitary and electrical).

## **2. Exact description of the contest subject**

2.1. A detailed description of the contest subject matter and the conditions for realization of the works are presented in Annex 11 to the Contest Regulations (Functional-Utility Program, FUP), containing detailed information about:

- a) location and development of the site,
- b) basic functions of the project;
- c) the size of the facility and the scope of the planned work;
- d) planned functions of the facility, number of users,
- e) conditions of execution of the object of the order and functional properties of the object and its individual parts;
- f) the Ordering Party's requirements concerning design documentation prepared by the author of the best contest design;
- g) the Ordering Party's requirements regarding the execution of construction works;
- h) expected investment execution schedule;
- i) a list of documents and information to be used in the design process.

2.2. The Participant are bound by the information contained in the Functional-Utility Program (Attachment 11 to the Contest Regulations), However, the detailed parameters given therein regarding the size of particular zones, segments, parts and spaces may differ from those given in the FUP by +/- 10% but the obligatory are provisions of the local spatial plan, which cannot be exceeded and the minimum usable area (without underground garage), which is 14 080 m<sup>2</sup>.

2.3. In the contest design one should strive for the architectural concept of the facility and the development of the adjacent area taking into account the functionality of the facility while prescribing a high quality internal environment and rational economic cost of implementation and operation. The concept design (and then its development by the author of the best competition design) must provide solutions that cause low energy requirements, in particular:

2.3.1. high standard of thermal protection of buildings and low heat loss through penetration through the outer baffles, also by limiting to the necessary level of glass surfaces in the facades of the office part, reduction of thermal bridges,

2.3.2. low energy losses caused by ventilation by adjusting the external air supply

- depending on the concentration of CO<sub>2</sub> in the air extracted from the rooms,
- 2.3.3. the use of appropriate controls to improve the energy efficiency of the building, eg use of ventilation to night cooling of the building, lighting control, etc.,
- 2.3.4. the use of renewable energy sources, f.e.:
- 2.3.4.1. the ambient energy of the building contained in the ground or air, by the use of heat pumps;
  - 2.3.4.2. waste energy by recuperation of heat from the ventilation and other systems;
  - 2.3.4.3. energy contained in the ground for pre-heating or cooling air in the ground heat exchanger;
  - 2.3.4.4. solar radiation through the use of photovoltaic cells;
- 2.3.5. the use of energy-efficient appliances (at least high-efficiency chillers, LED lighting fixtures, exhaust air heat exchanger, etc.).

### **3. The Budget**

- 3.1. The maximum planned total cost of performing works based on the contest design cannot exceed PLN 116,775,000 gross, without costs covering the design.
- 3.2. The above budget includes the costs of all works linked to the implementation of the chosen contest design, especially the construction works to raise the building, permanent building equipment and the cost of land development works.
- 3.3. Presenting the concept of the arrangement, the implementation of which will cost more than the maximal planned full cost of doing the works, will automatically exclude the contest design from the contest.
- 3.4. The value of the procurement regarding the work on the contest design chosen in the contest (preparing full design documentation, i.e. land development design, full documentation necessary to launch the procurement procedure for construction works (including bill and investor cost estimates) and investment execution (in particular multi-branch construction designs and the execution of multi-disciplinary execution designs) and performing copyright supervision during the implementation of the investment) should not exceed 5.8% of the gross costs of performing works based on the contest design. This size does not, however, have the character of binding and can be changed depending on the solutions adopted in the selected contest design, by no more than 10 %.

## **CHAPTER III. REQUIREMENTS TO FULLFILLED BY THE PARTICIPANTS**

### **1. General Arrangements**

- 1.1. Any natural person, legal person or an organisational entity of no legal entity, called also "A Participant Taking Part in the Contest Independently" or the

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entities applying together, called also "Contest Participants Taking Part in the Contest Together", can participate in the contest, meeting the requirements based in the Competition Rules.

1.2. Each Participant can submit only one Application. The Participant, who will submit more than one Application, will be automatically excluded from the contest.

1.3. Each Participant can submit only one contest design. The Participant, who will submit more than one contest design, will be automatically excluded from the contest and all submitted by him contest designs will be rejected.

**Attention:** Applying together with the other contest Participant is treated as submitting the Application or the contest design.

1.4. The Application form can be found in Attachment 1 to the Competition Rules.

## **2. Description of requirements concerning the participation in the contest**

2.1. Natural persons legally entitled to create architecture designs with no limitations or entities described in the point 1.1. following Chapter, represented by natural persons having rights (entitled) to create architecture designs with no limitations can become the Participants. They must also meet the following criteria:

2.1.1. they are not excluded on the basis of the Art. 24 paragraph 1 and 5 point 1, 2 and 4 of The Public Procurement Act,

2.1.2. they have at disposal least following people:

a) designer of architectural specialty, having the building rights to create architecture designs with no limitations and experience in at least 1 design of building for the purposes of the office, office and service, public administration, justice, culture, education or science and usable area equal to or greater than 5000 m<sup>2</sup>;

b) designer with a specialization in construction and building, having the building rights to create construction and building designs with no limitations and experience in at least 1 design of building for the purposes of the office, office and service, public administration, justice, culture, education or science and usable area equal to or greater than 5000 m<sup>2</sup>,

c) designer in sanitary installations specialty, having the building rights to create installations designs for network, installations and devices for heat, ventilation. gas, water supply and sewage with no limitations and experience in at least 1 design of heat or ventilation installation for building of usable area equal to or greater than 5 000 m<sup>2</sup>,

d) designer in electrical power engineering installations specialty, having the building rights to create installations designs for electrical and electric power network, installations and devices with no limitations and experience in at least 1 design of electric installation for building of usable area equal to or



greater than 5 000 m<sup>2</sup>

The Ordering Party, when specifying the requirements for persons with regard to their building rights, authorizes the corresponding building rights which have been issued under the previous provisions and the corresponding building rights issued to nationals of countries of the European Economic Area and the Swiss Confederation, subject to Art. 12a and other provisions of the Construction Law and the Act of 22 December 2015 on the principles of recognition of professional qualifications acquired in the Member States of the European Union (Journal of Laws of the Republic of Poland, 2016, no. 65, with further amendments).

### **3. Documents required to prove fulfilling the requirements of participation in the contest**

3.1. In order to fulfil the requirements described in the point 2.1., the Participants submit, together with The Application, a special statement, that they fulfil the selection criteria and that they are not excluded from the public procurement procedure on the basis of the article 24 paragraph 1 and 5 point 1,2 and 4 of the Public Procurement Act (The statement is the part of the Application form in Attachment 1 to the Contest Regulations).

3.2. In order to have their Applications assessed the contest Participants must submit:

3.2.1. a document proving that the person submitting the Application is legally entitled to represent the applying Participant (for instance a copy issued by the Polish Register of Companies, a contract of the partnership, as well as a certificate of the power of attorney, if the application is submitted by a person, whose name is not visible in one of such documents. In the case when the right to representation is based on the document, which is available in a public and freely available database, such as KRS, CEIDG, there is no necessity to submit the document )

3.2.2. a list of persons described in the point 2.1.2. addressed by the Participant to the performance of the procurement, in particular those responsible for the provision of services, together with information on their professional qualifications, entitlements, experience and education necessary for the performance of the procurement, as well as the activities performed by them and information on the basis for disposing of them, in accordance with Attachment 2 to the Competition Rules.

3.3. All statements must be in the original and the documents may be submitted in the form of an original or certified true copy by the Participant.

3.4. Documents prepared in a foreign language (**English is not as a foreign language**)

must be submitted with a translation into Polish or English.

#### **4. The Participants taking part in the contest together**

- 4.1. In the case when the Participants take part in the contest together, the requirements described in the point 2.1.2. are fulfilled if the Participants together fulfil these requirements.
- 4.2. The requirement of not being excluded based on the article 24 paragraph 1 and 5 point 1, 2 and 4 of the Public Procurement Act is fulfilled by each of the Participants taking part together.
- 4.3. The Participants taking part in the contest together shall establish a representative to represent them in this contest. In this case, the power of attorney must be attached to the Application in the original or notarized certified copy. Example of the content of the power of attorney includes a form of power of attorney for Participants participating jointly (Appendix No. 5 to the Contest Regulations). In the event that Participants jointly participating in the contest do not establish a joint proxy, the Application must be signed by all Participants taking part in the contest or their representatives, and the attached documents and statements signed by that Participant (or his / her attorney) they concern.

#### **5. Statement of transfer of copyright ownership**

On entering the contest, each of the Participants, together with the Application submits a statement, that in case their design is awarded in the contest, once the awards have been paid they transfer the copyright ownership of the design to the Ordering Party according to the conditions described in the Contest Regulations – Chapter VIII (pattern statement - Attachment 3 to Competition Rules).

### **CHAPTER IV. APPLICATIONS FOR A PERMISSION TO PARTICIPATE IN THE CONTEST (THE APPLICATIONS) – THE RULES OF PREPARING AND ASSESING THE APPLICATIONS**

#### **1. Formal requirements**

- 1.1. The Participant submits the Application, which contains:
  - 1.1.1. The Application form prepared in accordance with the specimen in Attachment 1 to Contest Regulations;
  - 1.1.2. Documents indicated in Chapter III point 3.2.;
  - 1.1.3. Statement of transfer of copyright ownership (as in Chapter III point 5) in accordance with the specimen in Attachment 3 to Contest Regulations;
  - 1.1.4. In the case, when the Application is signed by the person legally entitled to represent the Participant (point 2 below) – a power of attorney for the

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person to represent the Participant in the original or a copy certified by the notary as a true copy of the original (model of power of attorney enclosed in Attachment 4 to the Contest Regulations);

1.1.5. In the case, when the Participants taking part in the contest together – a power of attorney, which is mentioned in Chapter III point. 4.3. in the original or a copy certified by the notary as a true copy of the original (model of proxy in Consortium enclosed in Attachment 5 to the Contest Regulations).

1.2. The Application and the statements and documents attached to the Application should be signed by the authorized person or by the attorney.

1.3. In case the information contained in the Application is of a secret character for the company in accordance with the act about unfair business practices, it must be marked with a following note: „*INFORMACJE STANOWIĄCE TAJEMNICĘ PRZEDSIĘBIORSTWA W ROZUMIENIU ART. 11 ust. 4 USTAWY O ZWALCZANIU NIEUCZLIWEJ KONKURENCJI*”. It is also required to provide explanations in which the Participant demonstrates that restricted information is a business secret.

1.4. It is recommended that the pages of the Application together with the attachments should be numbered, and that all the sheets of the Application and the attachments should be permanently joined.

## **2. Persons eligible for representatives and attorneys of Participants**

2.1. The person entitled to represent the Participant is :

2.1.1. a natural person, who is the Participant,

2.1.2. an authorized person, in accordance with the representation rules, to make declarations of will on behalf of a legal person or organizational unit without legal personality, being a Participant.

2.2. Each Participant may appoint an attorney authorized to submit the Application and the statements and documents required by the Contest Regulations.

2.3. In the case that the Participant establishes a proxy, then the power of attorney must be attached to the Application and must be signed by persons authorized to represent the Participant.

2.4. The power of attorney should be attached to the Application in the original or a copy certified by the notary as being true to the original. An example of a proxy in the template enclosed in Attachment 4 to the Contest Regulations.

## **3. The way, the place and the date of submitting the Applications**

3.1. The Applications can be submitted personally, or per mail, or by a courier company in the headquarters of Grupa Doradcza Sienna sp. z o.o. ul. Bagatela 10/5, 00-585 Warszawa.

3.2. In the case of the Application being delivered per mail or by a courier company, Contest for development of architectural concept for „The scientific and didactic building Ochota Campus (PSYCHOLOGY, COGNITIVE SCIENCE, PSYCHOPHYSIOLOGY)” in Warsaw

the package of the delivery should be signed with the following note: "The Application to participate in the contest for development of architectural concept for „The scientific and didactic building Ochota Campus (PSYCHOLOGY, COGNITIVE SCIENCE, PSYCHOPHYSIOLOGY)" in Warsaw" and should have the name and the address of the Participant or the proxy on it.

3.3. The deadline of submitting the Applications is **1 September 2017 at. 11 am** local time.

3.4. The Participants cover all the costs of preparing and delivering the Applications.

3.5. A contest participant can amend or withdraw the application before the deadline of submitting the Applications. The notification of amending or withdrawing the Application must be submitted in the same way and the same form as in the case of submitting the Application, under the provisions that the packages of deliveries (envelopes) will be signed with the following note: "Change/ withdrawal of the Application"

#### **4. Assessment of the Applications**

4.1. The Ordering Party assesses the Applications directly after the deadline for submitting the Applications in accordance with the conditions described in the Competition Rules and the Public Procurement Law.

4.2. After assessment, if the requirements concerning the participation in the contest are met, the Ordering Party shall invite all the Participants fulfilling the requirements described in Competition Rules to submit the contest design.

4.3. The Participants that did not fulfilled requirements are excluded from the contest.

### **CHAPTER V. THE WAY OF PREPARING AND SUBMITTING THE CONTEST DESIGN**

#### **1. Requirements for contest design**

The contest design should include the architectural concept of the scientific and didactic building Ochota Campus (psychology, cognitive science, psychophysiology) University of Warsaw.

The contest design will consist of a graphic part and a descriptive part that also includes a calculation of costs.

The scope and accuracy of the presented concept should make it possible to immediately start creating the multidisciplinary conceptual design.

Materials exceeding the contest scope will not be taken into consideration.

#### **A. Graphic part**

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1. The graphic part of the contest design should include:

- 1) conceptual diagrams showing the design idea;
  - 2) concept of development of the investment area together with projections of the level of  $\pm 0.00$  of the new scientific and didactic building, with the layout of entry, entrances, arcades, ramps, etc. in a scale of 1: 500, applied to the supplied map at a scale of 1: 500, which is Attachment 13 to the Contest Regulations;
  - 3) projections (plans) of all storeys (floors) on a scale of 1: 250 (space and names of individual rooms should be included on the plans), taking into account functional requirements and concepts of branch solutions included in the Functional-Utility Program (Attachment 11 to the Contest Regulations); The plan of the ground floor shall include also the surroundings of the building and present the concept of activation of the ground floor.
  - 4) color code of the function and description of the rooms on the plans - color casts and numbers according to Attachment 9 to the Competition Rules; at the rooms added by the Participants, their name and destination must be given;
  - 5) distinctive cross-sections (min. 1, max. 2) with reference to existing buildings (eg Department of Biology, Biological and Chemical Center, Environmental Ion Laboratory) on a scale of 1: 250;
  - 6) key elevations on a scale of 1: 250 (min. 2);
  - 7) perspectives (visualizations, collages, photos of the model) necessary to present the concept, including the place of execution, on the development plan:
    - a) external perspective from the entrance to the building of the Biological and Chemical Center at prof. W. Pogorzelskiego street;
    - b) external perspective from the side of the building situated on Żwirki i Wigury Street 93 towards the building of the Faculty of Biology, including demolition of barracks standing opposite the building located on Żwirki i Wigury Street 93,
    - c) perspective from the inside of the building - view of the main hall on the ground floor.
2. Technical drawings (projections, sections, elevations) should be straight line drawings. The boards should always display a graphical scale and indicate the north. Please note the readability of the text information and other characters posted by the Participant on the boards and spreadsheets.
3. Graphic part should be placed on no more than 8 boards. It should be submitted 2 identical sets of boards: the first set of boards should be stuck to a 100x70 cm rigid lightweight backing in a horizontal layout; ~~the second set of sheets should be folded without gluing, printed on plain paper.~~

## **B. Descriptive part**

1. The descriptive part of the contest design should include (maximum 15 pages A4):

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- 1) Description of the concept including material solutions,
- 2) Justification in writing and using illustrations and diagrams:
  - a) solutions that guarantee the flexibility of the function of the building over time;
  - b) solutions that guarantee high environmental values of the building;
  - c) solutions that guarantee the activation of campus space on the ground floor level;
  - d) landscape and garden solutions in the building, on the roof and in the direct neighbourhood,
- 3) Justification for written consideration of sustainability aspects affecting future environmental certification of the facility (indicated in Attachment 14 to the Competition Rules),
- 4) Terrain balance table (Attachment 8 to the Competition Rules),
- 5) Presentation of the cost of the design work (the formula is Attachment 10 to the Competition Rules),
- 6) Presentation of the cost of realization of the investment according to the presented concept drawn up on the basis of the cost estimate (e.g. by the indicator method) (Attachment 10 to the Competition Rules),
- 7) Analysis of the average annual operating costs of a building, presented in descriptive and tabular terms, with details of the individual cost components including the consumption of heat and electricity and their size,
- 8) Analysis of the cost-effectiveness of the selection of the heat source in relation to the building and solutions of the internal systems (installations) and the way of managing the plots proposed in the architectural concept presented in the contest design. The cost calculation must include the cost of individual installation, including their investment and operating costs. The concept must include an analysis of the profitability of particular heat sources or the selection of individual installation variants versus the specific building shape resulting from the concept of the facility together with its energy analysis, including:
  - a) energy simulation of the building taking into account the type of partition walls, the accumulation of walls and ceilings, parts of the world, the type of glass, the heating / ventilation / cooling systems, showing the initial energy balance of the building and the internal temperature (simplified);
  - b) simplified daylighting simulation, which will show sunshades and daylight and visual comfort (for selected room types)
  - c) energy simulation, taking into account the elements of the building, i.e. the underground and building mass, the temperature of the "co-operation" of the building with the ground in the absence or minimization of the insulation between the building and the ground.

In case the descriptive part of the contest design will exceed the maximum number Contest for development of architectural concept for „The scientific and didactic building Ochota Campus (PSYCHOLOGY, COGNITIVE SCIENCE, PSYCHOPHYSIOLOGY)” in Warsaw

of pages, the Jury will assess this part of the contest design taking into account only first 15 pages.

The graphical part and the descriptive part should also be placed on a USB drive with uploaded PDF files. **Note - It is required to maintain anonymity in the metadata of each file.** PDF files are flattened, saved without layers, and without information about the file author (file properties).

#### 4. The way of submitting the contest designs

4.1. Contest designs should be submitted no later than on **27.11.2017 at 11 am** local time (Warsaw) with the confirmation of the receipt Attachment 6 to the Contest Regulations) in the headquarters Grupa Doradcza Sienna sp. z o.o. ul Bagatela 10/5, 00-585 Warszawa.

4.2. The submitted contest design can be withdrawn only before the deadline for submitting the contest designs. The withdrawal of the design is possible after presenting the original confirmation of receipt issued by the contest Organiser.

4.3. Making changes and supplementing the submitted contest design is possible only before the deadline for submitting the contest design. Making changes or supplementing the submitted contest designs must be in accordance with the requirements for the contest design, under the provisions that the packages of the delivery (envelopes) will be signed with the following note: „ZMIANA”/”UZUPEŁNIENIE”.

4.4. The contest designs submitted after the deadline for submitting the contest design will not be taken into consideration and will be returned after the contest is finished.

4.5. The contest design – any of the parts - should have no names on it. The contest design must be marked with a six-digit number called further THE NUMBER chosen freely by the Participant. The Number must be put on all the parts/elements of the contest design (the top right corner is recommended), that is: on the description part and graphic part, on the pages with the price information, the attachments and the confirmation of receipt of the contest design. The Number shall be placed also on the envelope containing identification card to the contest design and on the package of the contest design.

4.6. The contest design should be delivered in the packages, the opening of which makes it impossible to open them with no traces and getting familiar with them. The package of the delivery should have the following note: “Contest for the architectural concept of the scientific and didactic building Ochota Campus (psychology, cognitive science, psychophysiology) in Warsaw” and should be

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marked with the Number given to all the elements of the contest design.

- 4.7. Together with the contest design, an envelope should be attached (inside the package) containing an identification card marked with the Number and information about the team of authors (Attachment 7 to the Contest Regulations).
- 4.8. The package of the contest design cannot be marked with the name of the Participant submitting the design, or any other information enabling identification of the author of the design before the contest is finished by the Contest Jury. In the case, when the contest design is delivered per mail or by a courier company, the address and the name given on the envelope cannot be the address or the name of the Participant.
- 4.9. The contest design will be ciphered by the Contest Jury Secretary, who will mark each contest design with a three-digit code. This activity will be described in the protocol, which will be delivered to the Supervisor of the Ordering Party.

## **CHAPTER VI. ASSESSMENT OF THE CONTEST DESIGNS**

### **1. Procedure of assessment of the contest design**

- 1.1. The contest designs are assessed by the Contest Jury.
- 1.2. The contest designs, which do not meet the requirements specified in the Competition Rules, will not be assessed in accordance with the criteria described in the point 2 of this chapter.
- 1.3. The Contest Jury closes the contest by choosing the best contest designs.

In particular the Jury Contest:

- 1.3.1. indicates the contest designs, which should be awarded together with the kind and the value of the prize or decides to resign from the particular prize or prizes when the submitted contest designs do not meet the requirements specified in the Competition Rules,
  - 1.3.2. prepares the information about the contest designs,
  - 1.3.3. prepares the justification of the contest results,
  - 1.3.4. presents the results of the contest to be accepted by the Supervisor of the Ordering Party.
- 1.4. After making the decision about the best contest designs, the Contest Jury identifies all the works by matching the designs with the particular Participants basing on the Number placed on the identification card.

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- 1.5. The Participants, who submitted the contest designs, will be informed about the contest results by the contest Organiser. They will also be informed about the dates and the place of the exhibition displaying the contest designs and the public discussion following the contest

## **2. Method and criteria of the assessment**

2.1. The assessment of the contest design will base solely on their content: graphic and description parts.

2.2. The contest design will be assessed in accordance with the following principles

### **2.2.1. Attractiveness of proposed architectural solutions and spatial relationship with the environment - 30%**

The highest rating will be given to the contest design which will propose the best fit of architecture and materials used for the historical and landscape-natural environment. In addition, the contest designs, which ensure the solution of the activation of the campus space at the ground floor level of the designed building, will be evaluated higher. Maximum score is 30.

### **2.2.2. Functional and spatial solutions of the building - 35%**

The best functional and spatial solutions for the building will be recognized as solutions that provide the most flexibility of building functions, best comfort and the best in-house communication. Essential will be the appropriate solutions ensuring the implementation of didactic, research and psychological help -centre. Maximum score is 35.

### **2.2.3. Economics of solutions during use of the building – 30 %**

The best solutions in this criterion will be solutions that provide the lowest cost of heat and power consumption in the normal course of building use, requiring the least amount of maintenance and current maintenance of the building, with the minimized necessity of equipment replacement. Maximum score is 30.

### **2.2.4. Design costs - 5%**

Assessment will be made according to the calculation: lowest design cost proposed in contest designs/ design costs of evaluated contest design) x 5 points.

Maximum score is 5.

2.3. The Contest Jury may not award points in the operating costs criteria or reduce the rating in relation to the calculation submitted by the Participant if the calculations are unreliable, underestimated or omit circumstances influencing the costs.

2.4. The points awarded for a contest design in each criteria will be summed up. For

the best will be recognized the contest design, which will receive the highest number of points.

2.5. Contest designs that get points 2 through 5 in the ranking will receive other prizes.

## **CHAPTER VII. PRIZES AND ANNOUNCING THE CONTEST RESULTS**

### **1. Prizes**

1.1. The prizes will be awarded to the Participant who, in the opinion of the Contest Jury, has met criteria of the project assessment in the most appropriate way.

1.2. The first prize is the invitation of the Participant to participate in the public procurement procedure - negotiation without the announcement - for detailed development of the contest design. The Participant who receives the first prize will be paid the amount of: PLN 50 000 gross.

1.3. The second and third prize is the invitation of the Participants to take part in the public procurement procedure - negotiation without the announcement - for detailed development of the contest designs. The Participant who receives the second prize will be paid the amount of: PLN 35 000 gross. The Participant who receives the 3rd prize will be paid the amount of: PLN 25 000 gross.

1.4. The Participants who submit contest designs classified as IV-V will receive awards in the amount of PLN 20,000 gross each.

1.5. The Ordering Party shall invite the awarded authors (who received 1,2 and 3 awards) to participate in the public procurement procedure in the mode of negotiation without the announcement within the period no longer than 15 days after the Supervisor of the Ordering Party confirms the contest results.

1.6. The financial awards will be paid to the winners within the period not shorter than 15 days after the contest results are confirmed by the Supervisor of the Ordering Party.

1.7. The financial awards prior to their payment will be reduced by the amount of tax, if the separate regulations will result in the obligation to tax them.

1.8. The Contest Jury may award honorable mentions.

**1.9. The total prize pool will be spent if the Contest Jury awards all the prizes.**

### **2. Announcing the results of the contest**

2.1. The announcement of the result will be published on the website [www.grupasiena.pl](http://www.grupasiena.pl) and will be separately made publicly known. The Organizer reserves the right to publish the results at the public session of the opening of the envelopes with the contest identification cards. The Organizer will inform the Participant about the public session date by a separate notice.

- 2.2. After closing the contest, the contest designs will be displayed at the public exhibition. The Organizer will notify separately about the place and time of the exhibition and post-contest discussion.
- 2.3. The contest designs which will be given no award, can be taken back after presenting the confirmation of their receipt, not earlier than two months after announcing the contest results, at the cost of the Participant.

## **CHAPTER VIII. OTHER PROVISIONS**

### **1. The obligations of the Participants, the authors of the awarded contest designs and the Ordering Party**

- 1.1. The Ordering Party reserves the right to present all or selected contest designs at the post-competition exhibition and to distribute them in particular through public exposure, display, and making available in such a way that everyone can access it at the place and time chosen by the Ordering Party, reproduction and publication (multiply) by any technique without compensation to their authors (author make-ups).
- 1.2. The arrangements of the point 1.1. do not violate the personal copyrights of the authors of the contest designs.
- 1.3. The Participants who have received I, II and III awards in the form of an invitation to participate in the procurement procedure in the mode of negotiation without the announcement for detailed development of the contest designs are obliged to transfer to the Ordering Party the copyright ownership of the awarded design, including copyright dependent rights to the awarded design (work), especially in the following spectrum of using it:
  - 1.3.1. right to develop a work, in particular its modification or adaptation. Each such work will be entrusted to the author of the work, as long as it is performed in accordance with the recommendations of the Contest Jury or Ordering Party and without additional remuneration,
  - 1.3.2. rights to develop works on the design which means creating depending works, especially architectural, construction and implementation designs. However, asking a person other than the author to work on the contest design, which will be awarded in the contest, can happen only when a public procurement contract has not been signed due to the causes mentioned in the point 1.8. or for reasons attributable to the contractor,
  - 1.3.3. rights to carry out the construction works led according to the design based on the contest design in all other fields of usage described in the act dating from 4 February 1994 about the copyright and related rights (The Journal of Laws of 2006, no. 90/631, with later changes).
- 1.4. The Participant in the Application submit a statement that the use of the Contest for development of architectural concept for „The scientific and didactic building Ochota Campus (PSYCHOLOGY, COGNITIVE SCIENCE, PSYCHOPHYSIOLOGY)” in Warsaw

Participant's contest design by the Ordering Party in accordance with the terms and conditions set forth in the Contest Regulations does not infringe on the copyrights, copyright dependent rights and other personal copyrights of third parties and undertake not to authorize personal rights to the submitted contest design from the moment of awarding the prize in accordance with the Contest Regulations, which obligation expires at the moment of signing the contract as a result of conducting a procurement procedure in the mode of negotiation without the announcement for detailed development of the contest design.

- 1.5. The Participants invited to participate in the public procurement procedure for a detailed development of the contest design are obliged to take part in negotiations without announcement in the place and on the day given by the Ordering Party and to sign the contract on the conditions contained in "Significant decisions about the contract of the design works" (point 3 of this chapter) and agreed during the negotiations, on the basis of the enclosed draft agreement (Attachment 13 to the Contest Regulations).
- 1.6. The Ordering Part reserves the right to oblige the Participants awarded with the invitation to participate in the procedure of the procurement for a detailed development on the contest design, at the stage of negotiations, to consider the recommendations for the contest design while preparing the offer for a detailed work on the contest design, if the recommendations are outlined by the Contest Jury in the information about the contest design or by the contest Organiser.
- 1.7. The offer that does not take into account the recommendations or take them incorrectly will be evaluated accordingly below in the evaluation criteria for offers submitted after the negotiations.
- 1.8. The Ordering party may not sign a contract with any author of the awarded contest design in the case there is a change of circumstances making the completion of the investment no longer of the public use, if it was impossible to predict such situation before the onset of the public contract awarding procedure. The Ordering Party may not sign a contract also, if as a consequence of negotiations led in the negotiation mode without an announcement there will occur any circumstances resulting in making the procedure invalid in accordance with the article 93 of the Public Procurement Act.
- 1.9. Not signing a contract to execute the design by the Ordering Party with any of the authors (or the member of team) is not a ground for the authors of the awarded designs to lay any claims, also the ones concerning the copyrights.
- 1.10. The Ordering Party reserves the right to limit the implementation of the design by adapting to its resources or dividing the implementation into phases.

## **2. The scope of activities to which the author of the work will be obliged after the award of a public contract**

- 2.1. The contractor's performance as a result of awarding the contract will include the

full design documentation which means the documentation necessary to launch the contract award procedure for construction works (including bill and investor cost estimates) and investment execution (in particular multi-concept, construction and execution designs), especially:

2.1.1. obtaining a map for design/project purposes,

2.1.2. execution of an initial multi-branch design,

2.1.3. execution of a construction design in the scope in accordance with article 34 paragraph 3 Act of 07.07.1994r. Construction Law (Journal of Laws of 2016, no. 290, with later changes) and the Regulation of the Minister of Infrastructure of 25 April 2012 on detailed scope and form of construction design (Journal of Laws, no. 462, with later changes),

2.1.4. execution of an executive design and technical specifications of execution and acceptance of works in accordance with the Ordinance of the Minister of Infrastructure of 2 September 2004 on detailed scope and form of design documentation, technical specifications of execution and acceptance of construction works and functional and utility program (Journal of Laws 2004, no. 202/2072, with later changes),

2.1.5. execution of bill of quantities containing the description of construction works with the indication of the units of measure and the basis for determining unit prices of works or outlays in kind,

2.1.6. execution of investor cost estimates in accordance with the Ordinance of the Minister of Infrastructure of 18 May 2004r. on the methods and bases for drawing up the investor's cost estimate, calculating the planned costs of the design work and the planned costs of the works specified in the functional and utility program (Journal of Laws 2004, No. 130/1389)

2.2. The contractor is responsible for obtaining the required opinions, arrangements and decisions of the competent authorities. The Ordering Party will give the contractor a power of attorney to represent.

2.3. In addition, the contractor will be obliged to:

2.3.1. supporting the Ordering Party in the course of public procurement procedures for the selection of the contractor for the construction works (answering the questions to the design documentation),

2.3.2. performing author's supervision during implementation.

2.4. Immediately after the negotiations conducted by Warsaw University will be finished, the contract shall be concluded.

2.5. Full scope of activities and duties of the designer is included in the draft contract.

### **3. Important provisions of the project implementation agreement - contained in result of the negotiation procedure without announcement with selected**

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### **authors of awarded contest designs**

- 3.1. Attachment 12 shows the draft of the contract with the Designer, which will be part of the documentation in the negotiated procedure without announcement with the Participants of the 1st, 2nd and 3rd prizes.
- 3.2. The Ordering Party determines as important provisions concerning the scope of preparation of the contest design, copyrights, payments, contractual penalties and withdrawal. Changes will only be made in justified cases.
- 3.3. The draft contract specifies the scope of detailed elaboration of the contest design being the subject of the contract awarded.

### **4. Notification of legal protection measures to Participants**

- 4.1. The Participants are entitled to legal protection measures provided for under the Public Procurement Law.
- 4.2. The representatives of University of Warsaw, the members of the Contest Jury, including the President, the Judge, and other persons designated by the Supervisor of the Ordering Party, will be members of the tender commission appointed to prepare and conduct the public procurement procedure negotiated without the announcement. The tender commission will consist of at least 4 members – representatives of the contest jury (not employed by the Warsaw University) and representatives of the Warsaw University (50%/50%). When the votes for and against will spread evenly – the vote of the Head of the contest jury will prevail.
- 4.3. In the schedule of the public procurement negotiations without the announcement, the Ordering Party will foresee a two-week period for adapting the awarded contest designs to the requirements and recommendations of the Contest Jury. The offers will be presented as A4 print outs accompanied by the description part. The quality of prepared designs after adaptation of the contest designs to the requirements and recommendations of the Contest Jury will be the criterion for evaluating tenders in the negotiated procedure with a 95% value, while the price criterion will be 5%.

### **CHAPTER IX. ATTACHMENTS TO THE CONTEST REGULATIONS**

Attachment 1	Application form (draft)
Attachment 2	List of persons (draft)
Attachment 3	Copyright transfer statement (draft)
Attachment 4	Power of attorney (draft)
Attachment 5	Proxy in Consortium (draft)
Attachment 6	Certificate of receipt the contest design
Attachment 7	Identity card of the contest design

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Attachment 8	Tarrain Balance Table
Attachment 9	Color code
Attachment 10	Table of costs of design work and investment execution costs
Attachment 11	Functional-Utility Program with attachments
Attachment 12	Draft of the contract
Attachment 13 -	Map for the design purposes at a scale of 1: 500 (base map with license scan)
Attachment 14	Description of the aspects to be described in the framework of the sustainability aspects of the object