

APPROVED:  
with the decision made at the session  
of the Procurement Committee  
of the Latvian Paralympic Committee  
held on 07 August 2019 (Minutes No. 1)

AMENDMENTS  
with the decision made at the session  
of the Procurement Committee  
of the Latvian Paralympic Committee  
held on 19 September 2019

## **The Latvian Paralympic Committee**

### **Sketch Design Competition**

#### *Architectural Vision for the Construction of the Latvian Paralympic Sports Centre*

### **THE BRIEF**

Identification Number of the Sketch Design Procurement: LPK 2019/1

Identification Number of the Negotiation Procedure: LPK 2019/-SP

Riga, 2019

## 1. GENERAL INFORMATION ABOUT THE COMPETITION

- 1.1. **The Commissioner:** the association Latvian Paralympic Committee (“Latvijas Paralimpiskā komiteja”), Reg. No. 40008025464, legal address: Stabu iela 60, Rīga, LV-1011, Telephone: +37167809433, Fax: +37167809433, E-mail: info@lpkomiteja.lv.
- 1.2. **The Competition** means the sketch design competition *Architectural Vision for the Construction of the Latvian Paralympic Centre* 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 *Architectural Vision for the Construction of the Latvian Paralympic Centre*, procurement identification LPK 2019/1–SP. Section 11 of this Competition Brief sets out guidelines for the organisation of the Negotiation Procedure.
- 1.4. **Expected duration of the Competition** from 12 August 2019 till 14 November 2019.
- 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 procurement documentation and organisational information is Līga Muzikante, tel. +371 26491200, please, send the questions to the e-mail: [liga.muzikante@lpkomiteja.lv](mailto:liga.muzikante@lpkomiteja.lv). If the questions are submitted in a foreign language, a translation into Latvian must also be attached.
- 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 **Latvian Paralympic Sports Centre** (hereinafter – the Object of the Competition). The development concept should include the architectural and functional solutions for the construction of the Paralympic Centre and elaboration of the master plan for the territory including improvement and landscaping concepts based on the existing urban planning situation, envisaging the development (construction) of the Competition Object in several stages and demolition of individual buildings or foundations if there are any. 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 *Architectural Vision for the Construction of the Latvian Paralympic Centre* 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. **Buyer’s profile** means a publicly available Commissioner’s website in the National Electronic Information System (EIS) where the Commissioner places information about calls for tenders, contracts entered into, discontinued procedures and other information related to procurements as determined by the laws and regulations.
- 1.12. **The Sketch Design** means the construction idea prepared by the Participant in the volume specified in the Brief and its appendix “Designing Programme”.
- 1.13. **The planned – provisional contract price:**

The planned contract amount assigned by the Commissioner for the development and approval of the construction design of the Competition Object (including all construction stages) is up to EUR 800,000.00, excluding VAT.

**1.14. The evaluation of the Sketch Designs submitted to the Competition.**

1.14.1. The Sketch Designs are evaluated by the Jury appointed by the Commissioner's Order of 06 August 2019 "On the establishment of the Jury for professional evaluation of the Sketch Design competition *Architectural Vision for the Construction of the Latvian Paralympic Centre*". The Jury, approved for the evaluation of the Sketch Designs submitted to the Competition, shall be composed of:

Chairperson of the Jury: Juris Dambis, architect

Members of the Jury:

1. Gvido Princis, architect
2. Viesturs Briedis, architect
3. Guntis Grabovskis, architect
4. Rūta Krūskopa, architect
5. Aldis Grasmanis, structural engineer
6. Valters Celmiņš, structural engineer
7. Normunds Tirāns, structural engineer
8. Aleksandrs Kiršteins, architect

1.14.2. The Technical Committee means invited 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.

1.14.3. The secretary-in-charge 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, i.e. he/she attends Jury's sessions without a right to vote.

1.15. **The winner of the Competition** means the Participant of the Competition who has been awarded first, second and third prize in the Competition by the Jury.

## **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 website [www.lpkomiteja.lv](http://www.lpkomiteja.lv), under the section "Procurements" and on the Buyer's profile on the website of the electronic procurement system <https://www.eis.gov.lv/EIS/>. The Commissioner shall prepare and send to the Procurement Monitoring Bureau a notice about the publication of the competition <https://www.iub.gov.lv/>

2.2. Information exchange between the Procurement Committee and the Interested Participants of the Competition shall be made in writing, i.e. by post or electronically, sending the requests to the Procurement Committee (hereinafter – the Procurement Committee) of the Sketch Design competition *Architectural Vision for the Construction of the Latvian Paralympic Sports Centre* ID No. LPK 2019/1 (hereinafter – the Competition). Answers to the requests for information from the relevant supplier shall be provided by sending a written response electronically without a secure electronic signature, in addition sending information to the postal address indicated by the supplier or electronically to an e-mail address with a secure electronic signature as well as posting them in the Electronic

Procurement System [www.eis.gov.lv](http://www.eis.gov.lv) (hereinafter – the EIS) under the section of the respective Competition of the E-tender subsystem. The Interested Participant of the Competition shall send questions about the Brief by e-mail to [liga.muzikante@lpkomiteja.lv](mailto:liga.muzikante@lpkomiteja.lv) or submit them to the Commissioner via the Electronic Procurement System.

- 2.3. If the Interested Participant of the Competition has requested additional information about the requirements included in the Competition documents at least 30 working days before the deadline for submission of the competition entries.
- 2.4. After the deadline for submission of questions about the Competition Brief, the Commissioner shall prepare a written answer to all questions and forward it to the secretary-in-charge. The secretary-in-charge shall immediately send the answer to all persons who have submitted the questions and also publish this information on the Buyer's profile where the competition documents, namely, the Brief, are available, also publishing the question that was asked on the Buyer's profile on the website of the Electronic Procurement System <https://www.eis.gov.lv/EIS/>.
- 2.5. If the Commissioner has made any amendments to the Competition Brief, the Commissioner shall post this information on the Buyer's profile on the website of the Electronic Procurement System <https://www.eis.gov.lv/EIS/> and notify the Procurement Monitoring Bureau of the amendments for publication on the website <https://www.iub.gov.lv/>.
- 2.6. It is the responsibility of the Interested Participants of the Competition to follow the information published on the Buyer's profile on the website of the Electronic Procurement System <https://www.eis.gov.lv/EIS/>. The Commissioner shall provide the Interested Participants of the Competition free and direct electronic access to the Competition Brief by publishing it on the Buyer's profile on the website of the Electronic Procurement System <https://www.eis.gov.lv/EIS/>. The Commissioner shall assume no responsibility for the consequences that will arise if the Interested Participants of the Competition have not read and taken into account the information published in accordance with this Clause of the Competition Brief.
- 2.7. **Access to the Competition Brief:** in the Buyer's profile on the website of the Electronic Procurement System <https://www.eis.gov.lv/EIS/Procurement/25742> Starting from the date of publication of the respective procurement, the Commissioner shall provide free and direct electronic access in his/her buyer's profile to the documents related to the procurement procedure and any additional documents, as well as allow suppliers to get access on the site to additional procurement documents which, for technical reasons or because of the protection of commercial interests or the information contained therein, cannot be freely and directly electronically accessed.
- 2.8. If the supplier requests hard copies of the documents of the procurement procedure, the Commissioner shall issue them within three working days after the receipt of the request for these documents, provided that the request for documents is submitted in due time before the deadline for submission of proposals. The Commissioner may charge a fee, which shall not exceed the actual cost of copying and sending the documents, for the issue of printed documents of the procurement procedure.

### 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 two (2) Sketch Designs have been submitted for evaluation.
- 3.2. The total amount of prize money of the Competition: EUR 30,000.00 (thirty thousand *euro*, 00 cents):
  - 3.2.1. First-prize winner – EUR 15,000.00 (fifteen thousand *euro*, 00 cents);

- 3.2.2. Second-prize winner – EUR 8000.00 (eight thousand *euro*, 00 cents);
- 3.2.3. Third-prize winner – EUR 4000.00 (four thousand *euro*, 00 cents);
- 3.2.4. Three incentive awards each in the amount of EUR 1000.00 (one thousand *euro*, 00 cents), EUR 3000 (three thousand *euro*) in total.
- 3.3. If the Jury does not select any Sketch Design as practicable, prizes shall not be awarded.
- 3.4. The Jury has a right to change the indicated distribution of prize money, while retaining the total amount of prize money. If the Jury recognises several entries to be of equal value, the total amount of the prize money may be divided equally among the authors of these entries according to the Jury's decision.
- 3.5. The prize money shall be paid out in full amount to legal persons, while the prize money paid out to natural persons shall be subject to withholding taxes.
- 3.6. The Jury shall have a right to reject any or all the Sketch Designs submitted to the Competition if there are less than two Sketch Designs submitted or if the submitted Sketch Designs do not meet the criteria set out in the Brief.
- 3.7. The prize-winners of the Competition shall transfer the ownership to the prize-winning Sketch Designs to the Commissioner in full without any conditions. The copyright shall be retained in accordance with the laws and regulations in force in Latvia.
- 3.8. The Commissioner shall have a right to use the prize-winning Sketch Designs as necessary, to amend and supplement them, and to publish the prize-winning Sketch Designs.

#### **4. CONTENT AND PRESENTATION OF THE SKETCH DESIGN**

- 4.1. The Sketch Design must be submitted in **one package** with the following indication:

Biedrība "Latvijas Paralimpiskā komiteja" (Latvian Paralympic Committee),  
Reg. No. 40008025464,  
address: Stabu iela 60, Rīga, LV-1011

**Motto:** *A motto is a string of letters and numbers chosen by the Participant which does not identify the Participant and which is used to ensure anonymity.* (The motto consists of a combination of four capital letters and four Arabic numerals without spaces (*e.g.* ABCD1234).

**To the Sketch Design Competition *Architectural Vision for the Construction of the Latvian Paralympic Sports Centre* (procurement ID No. LPK 2019/1)**

**Do not open until 14 November 2019, 5 p.m.!**

- 4.2. **The Sketch Design package shall include 2 (two) separate sealed packages:**
  - 4.2.1. **One package marked "Sketch Design"** containing:
    - a) the Sketch Design prepared in accordance with Clause 4.9 of the Brief;
    - b) the Explanatory Note prepared in accordance with Clause 4.10 of the Brief;
    - c) two USB data carriers according to Clause 4.11 of the Brief;
    - d) the bound document in A3-size according to Clause Article 4.12 of the Brief.
  - 4.2.2. **The second package marked with the text "Disclosed motto, application for participation in the Competition, qualification documents"** containing:
    - a) the disclosed motto, indicating the motto used for marking the Sketch Design, and information about the applicant who has submitted the particular Sketch Design (in accordance with Appendix 1 to the Brief);

- b) the Participant's application for participation in the Competition (according to the form enclosed in Appendix 2 to the Brief and attaching the necessary documents);
  - c) documentation according to the requirements set out in Section 6 of the Brief.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.
- 4.6. All the submitted documents must be in Latvian. The explanatory note – in English or in Latvian and English.
- 4.7. The proposed Sketch Design solutions must meet the following requirements:
  - 4.7.1. 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.
  - 4.7.2. The proposed Sketch Design solutions must be developed, observing the principle of optimal and economical use of financial resources in the object to be implemented.
  - 4.7.3. The proposed Sketch Design solutions must be aesthetic and blend well within the cityscape of Riga.
  - 4.7.4. 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.
- 4.8. 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.
- 4.9. **The Sketch Design consists of:**
  - 4.9.1. A0-size (841 mm x 1189 mm) vertically orientated panels with graphical documents fixed to firm, lightweight and durable foamboards. 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 exceeding 5 mm.
  - 4.9.2. The master plan of the competition project area in scale 1: 500 with the planned buildings; a concept for improvement and landscaping of the territory; a scheme showing pedestrian, cyclist and vehicle traffic organisation; technical and economic parameters.
  - 4.9.3. The master plan of the competition study area in scale 1:2000.
  - 4.9.4. Schemes of characteristic floor plans in scale 1: 200, incl. parking spaces, names of the rooms and their area, construction axes and dimensions between them.
  - 4.9.5. Conceptual use of finish materials.
  - 4.9.6. Characteristic sections of the competition object in scale 1: 200 with height marks, construction axes and dimensions between them.
  - 4.9.7. An analysis of the new development considering the prevailing winds and insolation.

- 4.9.8 A 3D model of the development of the territory.
- 4.9.9 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 from the main perspectives and vantage points.
- 4.9.10 At least one 3D visualisation from the “bird’s eye” view.
- 4.10. **The explanatory note with:**
- 4.10.1. A description of an urban planning concept of the proposal, focusing on the analysis of the buildings from the main perspectives.
- 4.10.2. An analysis of the existing situation and the description of the proposed conceptual, functional and architectural idea.
- 4.10.3. A concept of landscaping and greening of the territory respecting the requirements of the Designing Programme.
- 4.10.4. Technical and economic indicators (according to RTIAN):
- construction area (m<sup>2</sup>);
  - the total (gross) area of each floor (m<sup>2</sup>) (measured along the external perimeter of the buildings);
  - the total useful (carpet) area of each floor (m<sup>2</sup>);
  - cubic capacity of the buildings (m<sup>3</sup>);
  - the number of parking spaces (pcs.);
  - the number of bicycle stands (pcs.).
- 4.10.5. **Estimated costs of development of the construction design, author’s supervision and provisional costs of construction works** in accordance with Appendix 3.
- 4.11. **2 (two) USB memory sticks 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;
  - images 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.
- 4.11.1. Each document must be in two versions – PDF file and JPG file.
- 4.11.2. Each document must be given a descriptive name.
- 4.12. **The bound document in A3-size** (420 mm x 297 mm) in 3 (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 Latvian and in English or in English) with the description of the urban planning concept, architectural idea and landscaping and greening concept with economic parameters.
- 4.13. 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 by **14 November 2019, 5 p.m.** or 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 a.m. till 1 p.m.) at the association Latvian Paralympic Committee (“Latvijas Paralimpiskā komiteja”), Stabu iela 60, Rīga, LV-1011 by submitting them in person (please, contact Līga Muzikante, the

secretary-in-charge, in advance, phone: +371 26491200, e-mail: liga.muzikante@lpkomiteja.lv) or by sending them by post.

- 5.2. The Participant shall bear all costs related to the delivery of the Sketch Design to the Commissioner.
- 5.3. The secretary-in-charge shall register the received Sketch Designs in the order of their submission, indicating the date, time, motto, Participant's contact person and means of communication and shall ensure the storage of the Sketch Designs. If necessary, the secretary-in-charge shall issue a confirmation of receipt of the Sketch Design to the contact persons.
- 5.4. The Sketch Designs submitted (delivered) after the date indicated in Clause 5.1 of the Brief or which have not been presented in a manner as to preclude the disclosure of the information contained inside until the opening of the Sketch Designs, will not be evaluated and will be returned unopened or 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 5.4 of Section 4 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 for 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. The Participant must submit the original or a copy certified by the Participant of a document confirming a right of representation of the person signing the documents on behalf of the Participant – a legal entity (if the information differs from the one available in the Register of Enterprises of the Republic of Latvia or if the information is not available at all). 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).

- 6.4.1. The Procurement Committee shall verify on the website ([www.ur.gov.lv](http://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 certificate of registration), information is 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. 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 which confirms:
  - 6.5.1. readiness to collaborate in development of a Sketch Design;
  - 6.5.2. readiness to cooperate, i.e. take part in the negotiation procedure, including in execution of the contract if as a result of the negotiation procedure, the association of suppliers is awarded the right to conclude the contract.
- 6.6. At least one **architect** who has a document certifying his/her right to practise architecture independently issued by a competent authority in the Republic of Latvia or another country if the laws of the country in question so provide, shall be involved in the development of the Sketch Design, and **he/she shall have the following experience in designing:** he/she has managed the development of at least one construction design that encompassed:
  - 6.6.1. a publicly accessible space (a non-residential space open to the public where people (e.g. spectators, patients, customers, buyers, passengers, students, pupils) can temporarily stay and receive various services);
  - 6.6.2. designing, i.e., construction or rebuilding of at least one public building (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;
  - 6.6.3. improvement and landscaping of the territory with an area no less than 5000m<sup>2</sup>;
  - 6.6.4. construction of the main engineering networks;
  - 6.6.5. the construction design has been approved by the Construction Board.
- 6.7. At least one certified building specialist – a **certified structural engineer** who has a document certifying his/her right to practise independently issued by a competent authority in the Republic of Latvia or another country if the laws of the country in question so provide, shall be involved in the development of the Sketch Design, and he/she shall have the following experience in designing: he/she has participated as a structural engineer in the development of a construction design that encompassed:
  - 6.7.1. a publicly accessible space (a non-residential space open to the public where people (e.g. spectators, patients, customers, buyers, passengers, students, pupils) can temporarily stay and receive various services);
  - 6.7.2. participated as a structural engineer in designing, i.e. construction or rebuilding of at least one public building (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;

- 6.7.3. the construction design has been approved by the Construction Board.
- 6.8. In order to prove the fulfilment of the requirements set out in Clauses 6.19 and 6.20 of the Brief, the Participant must provide the information about the specialists involved, indicating the numbers of the architect's independent practice certificate and the structural engineer's certificate.
- 6.9. If the specialists have acquired the right of an independent practice abroad, a copy of the certificate or other proof of education/profession must be attached to the Sketch Design proposal.
- 6.10. In order to prove the fulfilment of the requirements set out in Clauses 6.19 and 6.20 of the Brief, the Participant must submit the sheets of the construction design showing the approval received from the Construction Board and the information requested in Clauses 6.19.1 – 6.19.5 and 6.20.1 – 6.20.3 of the Brief.
- 6.11. The Participant must have an average financial turnover of at least EUR 200,000.00 in the area of designing in the previous three years (2016, 2017, 2018). If the Participant submits a proposal as an association of persons, then at least one of the members must have the required average financial turnover in the area of designing.

## **7. RUNNING OF THE COMPETITION AND EVALUATION CRITERIA**

- 7.1. In a closed meeting, the secretary-in-charge 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 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. The Sketch Designs 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 taking into account 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 Cabinet Regulation No. 107 of 28 February 2017 *Procedure for Organisation of Procurement Procedures and Sketch Design Competitions* and the evaluation criteria set out in Clause 7.9 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:
- 7.5.1. within one month after the deadline for the Sketch Design submission the secretary-in-charge shall organise the work of the Jury;
- 7.5.2. 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;
- 7.5.3. the Jury shall summarise the results of the 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;
- 7.5.4. the Jury shall make its decision no later than 3 weeks after the submission date of the Sketch Designs.
- 7.6. If the Jury does not select any Sketch Design as practicable, prizes shall not be awarded.
- 7.7. The Jury shall prepare a conclusion containing:
- 7.7.1. information about the evaluated Sketch Designs;
- 7.7.2. the Jury's evaluation of each Sketch Design;
- 7.7.3. a decision on distribution of awards, if it has been provided for in the Competition Brief;
- 7.7.4. a recommendation to the Commissioner on further use of the Sketch Designs.
- 7.7.5. 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 compliance of the architectural solution with the aim and Designing Programme of the Competition, i.e. novelty of the idea, functionality of placement and layout of objects, accessibility of the environment	35
2.	Organisation of vehicle, pedestrian and cyclist flows and provision of parking spaces in the territory of the Paralympic Sports Centre	20
3.	Zoning and landscaping of the territory of the Paralympic Sports Centre	15
4.	The level of detailing of the layout and functionality of the spaces located in the objects	30
	<b>Maximum total score:</b>	<b>100</b>

Description of the procedure for awarding points:

Description of the procedure for awarding points:	Points
Criterion 1: The Committee shall evaluate the submitted architectural solution (novelty of the idea, functionality of placement and layout of objects, accessibility of the environment) which has been developed	The maximum possible score – <b>35 points</b>

Description of the procedure for awarding points:	Points
according to the Designing Programme.	
1.1. The architectural and spatial composition and its novelty.	1-15 points
1.2. The functionality of placement and spatial layout of objects.	1-10 points
1.3. Accessibility of the environment in the objects and territory of the Paralympic Sports Centre.	1-10 points
<p>Criterion 2:</p> <p>The Committee shall evaluate the solutions for organisation of vehicle, cyclist and pedestrian flows and provision of parking spaces submitted by the Participants in the territory of the Paralympic Sports Centre and the Study Area, prepared in accordance with the Designing Programme and the Prospective Development Concept of the City of Riga.</p>	The maximum possible score – <b>20 points</b>
2.1. Organisation of vehicle, cyclist and pedestrian flows and provision of bicycle stands and parking spaces in the territory of the Paralympic Sports Centre.	1-10 points
2.2. Organisation of vehicle, cyclist and pedestrian flows and provision of bicycle stands and parking spaces in the Study Area of the Paralympic Sports Centre (connections to the city infrastructure).	1-10 points
<p>Criterion 3:</p> <p>The Committee shall evaluate the solutions for zoning and landscaping of the territory prepared by the Participants in accordance with the Designing Programme and the Prospective Spatial Development Concept of the City of Riga.</p>	The maximum possible score – <b>15 points</b>
3.1. The master plan for the territory of the Paralympic Sports Centre includes all functional zones and improvement and landscaping solutions listed in the Designing Programme. When maximum requirements are met, 5 points are awarded. If there are no solutions for placement of all functional zones in the territory or their functions, the score shall be reduced accordingly.	0-5 points
3.2. Requirements for the solutions of roads and squares in the territory of the Paralympic Sports Centre are included in the Designing Programme. When maximum requirements are met, 5 points are awarded. If there are no solutions of roads and squares or if their graphical illustration is vague and badly explained in the description, the score shall be reduced accordingly.	0-5 points
3.3. Requirements for greenery and landscaping elements in the territory of the Paralympic Sports Centre are included in the Designing Programme. When maximum requirements are met, 5 points are awarded. If no greenery or landscaping elements are planned in the territory or if their solutions are insufficient and functionally inadequate, the score shall be reduced accordingly.	0-5 points
<p>Criterion 4:</p> <p>The Committee shall evaluate the information mentioned in the Sketch Design about the layout and functionality of the spaces located in the objects as well as the level of detailing of this information which is provided according to the Designing Programme.</p>	The maximum possible score – <b>30 points</b>

Description of the procedure for awarding points:	Points
4.1. If the size and functionality of each space is not specified or cannot be verified, and also in the event if all spaces required for the functioning and management of the territory have not been planned or if it is concluded that the indicated size and/or function of the spaces contradict the sizes or functions listed in the Designing Programme or the laws and regulations in force in the Republic of Latvia.	1-15 points
4.2. The layout of the spaces is developed in the Sketch Design, and their functions are indicated. Points shall be awarded depending on the level of detailing of the proposed solution.	1-15 points

- 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 evaluation, the Jury shall prepare a conclusion about the results of the evaluation of the Sketch Designs in accordance with Section 3 of 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 make recommendations to the Commissioner on the further use of the award-winning Sketch Designs.
- 8.3. 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.

## **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 5.3 of the Competition Brief, no later than within 5 (five) working days before the said meeting.
- 9.2. The meeting of disclosure of the mottoes shall be open.
- 9.3. The secretary-in-charge 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 to the qualification requirements set out in Clause 6 of the Competition Brief.
- 9.5. The Participant whose Sketch Design has been awarded first, second or third prize but which does not meet the qualification requirements, shall be excluded from further participation in the Competition and he/she shall not receive any award and prize money. In this case, the Participant whose Sketch Design has received the next highest rating and which meets the qualification requirements may be awarded a prize.

- 9.6. The secretary-in-charge shall draw up a report on the Sketch Design competition which shall include at least the following information:
  - 9.6.1. the identification number;
  - 9.6.2. the 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 winners and awarded entries, as well as the Jury's decision on the distribution of prizes.
- 9.7. Within 3 (three) business 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 Sketch Designs within 10 (ten) days after the competition results have become indisputable according to the procedures specified in the Public Procurement Law. If within 2 (two) months after this date the Participant of the Competition has not collected 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 the exhibition or public discussion. The Participants of the Competition shall agree to the announcement (the first publication) of the Sketch Designs. A 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 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.

## **11. NEGOTIATION PROCEDURE**

- 11.1. After announcing the winners of the Competition, the Commissioner shall invite the award-winning Participants (first-, second- and third-prize winners) 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 *Architectural Vision for the Construction of the Latvian Paralympic Sports Centre* 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 proposals prepared in accordance with the requirements set out in the invitation and Regulation of the Negotiation Procedure.
- 11.5. In order to ensure the continuity of the Competition Jury's work, the Procurement Committee will invite the members of the Jury to the Negotiation Procedure as independent experts with no right to vote.
- 11.6. All winners of the Competition will be provided equal opportunities for becoming a winner of the Negotiation Procedure and obtaining a right to conclude the contract on development of the construction design and author's supervision.

- 11.7. The Procurement Committee shall have a right to ask the Participants to re-submit proposals in the event of failure to agree on the terms of the contract on designing and author's supervision or if the invited Participants fail to attend the negotiations or if they do not submit a proposal.

## **12. PLANNED QUALIFICATION REQUIREMENTS 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:
- 12.1.1. It will be necessary to have an **architect** who has a document certifying his/her right to practise architecture independently issued by a competent authority in the Republic of Latvia or another country if the laws of the country in question so provide and **he/she has the following experience in designing**: he/she has managed the development of at least one construction design that encompassed:
- 12.1.1.1. a publicly accessible space (a non-residential space open to the public where people (e.g. spectators, patients, customers, buyers, passengers, students, pupils) can temporarily stay and receive various services);
  - 12.1.1.2. designing i.e. construction or rebuilding of at least one public building (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;
  - 12.1.1.3. improvement and landscaping of the territory with an area no less than 5000m<sup>2</sup>;
  - 12.1.1.4. construction of the main engineering networks;
  - 12.1.1.5. the construction design has been approved by the Construction Board.
- 12.1.2. It will be necessary to have at least one certified building specialist – a **certified structural engineer** who has a document certifying his/her right to practise independently issued by a competent authority in the Republic of Latvia or another country if the laws of the country in question so provide, is involved in the development of the Sketch Design, and he/she has the following experience in designing: he/she has participated as a structural engineer in the development of a construction design that encompassed:
- 12.1.2.1. a publicly accessible space (a non-residential space open to the public where people (e.g. spectators, patients, customers, buyers, passengers, students, pupils) can temporarily stay and receive various services);
  - 12.1.2.2. who participated as a structural engineer in designing - construction or rebuilding of at least one public building (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;
  - 12.1.2.3. the construction design has been approved by the Construction Board.

- 12.1.3. The Participant must have an average financial turnover of at least EUR 200,000.00 in the area of designing in the previous three years (2016, 2017, 2018). If the Participant submits a proposal as an association of persons, then at least one of the members must have the required average financial turnover in the area of designing.
- 12.1.4. It will be necessary to involve developers of parts/sections of a construction design who have a right to carry out the following designing works:
  - 12.1.4.1. designing of water supply and sewage systems, including fire-fighting systems;
  - 12.1.4.2. designing of heating, ventilation and air-conditioning systems;
  - 12.1.4.3. designing of gas distribution and supply systems to end-users;
  - 12.1.4.4. designing of gas transmission and oil supply systems;
  - 12.1.4.5. designing of electrical installations;
  - 12.1.4.6. designing of electronic communications systems and networks;
  - 12.1.4.7. designing of drainage systems;
  - 12.1.4.8. designing of hydrotechnical structures;
  - 12.1.4.9. designing of roads.
- 12.1.5. The requirements for qualification and experience set out in the Regulation of the Negotiation Procedure may be clarified and supplemented.

### **13. OTHER PROVISIONS**

- 13.1. The proprietary rights to the materials included in the awarded-winning Competition Proposals shall pass in full to the Commissioner without any disclaimer at the moment of their receipt.
- 13.2. The Commissioner shall reserve a right to present to the public the Sketch Designs submitted to the Competition, to publish them and, if necessary, to organise an exhibition or public discussion.
- 13.3. The copyright of the Participants of the Competition to the publications in the press, participation in exhibitions and involvement in the further development of the project shall be respected in accordance with the applicable laws and regulations.

### **14. APPENDICES TO THE COMPETITION BRIEF**

- 14.1. The Brief has the following appendices:
  - Appendix. 1. A form for disclosure of the motto.
  - Appendix. 2. Participant's application for participation in the Competition.
  - Appendix. 3. A form of estimated costs of development of the construction design, author's supervision and provisional costs of construction works
  - Appendix. 4. Designing Programme of the Competition.
  - Appendix. 5. List of competition materials.

**A FORM FOR DISCLOSURE OF THE MOTTO**

Motto: \_\_\_\_\_

Participant: \_\_\_\_\_

Registration number or personal identity number: \_\_\_\_\_

Tax payer's registration number (if assigned): \_\_\_\_\_

Address: \_\_\_\_\_

Contact details: \_\_\_\_\_

Signature: \_\_\_\_\_

*(full name and surname)*

## **APPLICATION FOR PARTICIPATION IN THE COMPETITION**

### ***Architectural Vision for the Construction of the Latvian Paralympic Sports Centre***

Identification Number of the Sketch Design Procurement: LPK 2019/1

In accordance with the Competition Brief, we confirm that:

1. *(the name of the Participant)* agrees with the provisions set out in the Brief of the Sketch Design Competition and guarantees fulfilment of the requirements thereof. The provisions of the Sketch Design Competition are clear and understandable.
2. No objects of copyright of third persons have been used in the submitted Sketch Design, otherwise the Participant shall cover any losses incurred by the Commissioner related to potential violation of the author's personal and material rights.
3. By participating in the Competition, we give the Commissioner the right to announce and publish the Sketch Design submitted for the Competition and to use it as necessary in accordance with Section 14(1)(5) of the Copyright Law, also to make any modifications, amendments and additions thereto, and not to create any conditions that may prevent the Commissioner from exercising his/her rights.
4. Authors and subjects of related rights have transferred to the Participant all property rights of authors and subjects of related rights to the works created as part of the Competition and protected by copyright and to the objects of related rights.
5. All information provided by the Participant is true and genuine.
6. Information about the Participant's financial turnover:

	<b>Net financial turnover in EUR, in designing</b>
2018	
2017	
2016	
<b>Average per year:</b>	

7. Appendices enclosed to the application:

- 7.1. Information about the architect involved and information or documents confirming his/her qualification.
- 7.2. Documents certifying the architect's experience.
- 7.3. Information about the structural engineer and designer involved and information or documents confirming his/her qualification.
- 7.4. Documents certifying the structural engineer's experience.

<Participant's name and surname>:

Tax payer's registration No.

Legal address:

Office address:

Bank details:

Contact person:

Telephone:

E-mail address:

Date:

Signature: \_\_\_\_\_

*(Participant's or authorised person's signature and full name and surname<sup>1</sup>)*

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<sup>1</sup> The application is signed by a person having a right to represent the Participant or an authorised person (in such a case it is mandatory to attach a power of attorney).

**Motto:**

**A FORM OF ESTIMATED COSTS OF DEVELOPMENT OF THE  
CONSTRUCTION DESIGN, AUTHOR'S SUPERVISION AND PROVISIONAL  
COSTS OF CONSTRUCTION WORKS**

No	Item	Amount, <i>euro</i> (w/t VAT)
1.	Estimated costs of development of the construction design:	
	for the 1 <sup>st</sup> construction stage	
	for the 2 <sup>nd</sup> construction stage	
	for the 3 <sup>rd</sup> construction stage (if the Participant intends to have it)	
2.	Estimated costs of author's supervision:	
	for the 1 <sup>st</sup> construction stage	
	for the 2 <sup>nd</sup> construction stage	
	for the 3 <sup>rd</sup> construction stage (if the Participant intends to have it)	
3.	Provisional costs of construction works:	
	for the 1 <sup>st</sup> construction stage	
	for the 2 <sup>nd</sup> construction stage	
	for the 3 <sup>rd</sup> construction stage (if the Participant intends to have it)	
<b>Total amount:</b>		

**List of materials**

1. Explanatory note
2. Graphical material
3. Land registry certificates
4. Border adjustment plan
5. Technical Provisions for Electrical Installations
6. Technical Provisions for Heating supply
7. Technical Provision for Water supply