

APPROVED:

at the session of the Procurement Committee

held on 1 March, 2018

with Minutes No.2018/1-1

COMPETITION BRIEF
OF
THE STATE LIMITED LIABILITY COMPANY "RĪGAS CIRKS"
FOR THE SKETCH DESIGN COMPETITION
**THE RENOVATION OF THE HISTORIC BUILDING OF THE RIGA CIRCUS AND
DEVELOPMENT VISION FOR THE TERRITORY**

ID. No.: 2018/1

Riga, 2018

1. GENERAL INFORMATION ABOUT THE COMPETITION

1.1. **The Commissioner** is the SLLC "Rīgas cirks", registration No. 40003027789, legal address: Merķeļa iela 4, Rīga, LV-1050, telephone: +371 29616900, e-mail: inara.kehre@cirks.lv.

1.2 **The Competition** means a Sketch Design competition "*The renovation of the historic building of the Riga Circus and development vision for the territory*", procurement identification No. 2018/1. The Competition is organised in accordance with Section 8(2) and (3) of the Public Procurement Law (hereinafter – the PPL) and Section 3 of Cabinet Regulation No 107 of 28 February 2017 *Procedure for Organisation of Procurement Procedures and Sketch Design Competitions* (hereinafter – Cabinet Regulation).

The Negotiation Procedure means a negotiation procedure organised in accordance with Section 8(7)(8) of the PPL following the Competition "*The renovation of the historic building of the Riga Circus and development vision for the territory*", procurement identification No.2018/1. Section 11 of this Brief sets out requirements for the organisation of the Negotiation Procedure.

1.3 **The Competition takes places from** 2 March 2018 till 4 June 2018.

1.4. **The Participant of the Competition** means any legal or natural person or an association of such persons in any combination that has submitted a proposal at the Competition complying with the requirements of the Brief for implementation of the Sketch Design.

1.5. **The Commissioner's contact person** in the matters related to the Brief and the Designing Programme is Dace Kalvāne, the Secretary-in-Charge of the Jury, telephone: +371 29480702. Questions should be sent by e-mail to: rigascirks@metukonkurss.lv.

1.6. **CPV classification:** CPV (Common Procurement Vocabulary) nomenclature code: 71000000-8 (architectural, construction, engineering and inspection services).

1.7. **The subject of the Competition** is the construction idea for complex reconstruction and prospective development of the territory of the Riga Circus (hereinafter – the object of the Competition). The construction idea should include architectural and functional solutions for the renovation and expansion of the Riga Circus as well as master plan development proposals and landscaping solutions for the territory.

1.8. As a result of the Competition, 3 (three) prizes and 3 (three) incentive awards will be awarded, and the prize-winners will be invited to the Negotiation Procedure for conclusion of a procurement contract on development of a construction design and its author's supervision.

1.9. **The aim of the Competition** is to obtain a high-quality architectural solution, a functionally well-developed and economically justified Sketch Design that meets the requirements set out in the Brief and the Designing Programme for "*The renovation of the historic building of the Riga Circus and development vision for the territory*".

1.10. **The Brief** means this Competition Brief and all its appendices which are listed in Clause 13 of the Brief and form an integral part thereof. Any reference to the Brief shall be deemed to be a reference to the Competition Brief and all its appendices.

1.11. **The Sketch Design** means the construction idea prepared by the Participant in the amount specified in Appendix 6 "Designing Programme" to the Brief.

1.12. **The funding** means the budget of the SLLC "Rīgas cirks". The total building construction design and supervision contractual price of the procurement for the whole scope of the procurement subject does not exceed 7.5% of the estimated construction costs of the project (without VAT). The Participant shall submit an estimate of the estimated construction costs of the proposal (Appendix 5).

1.13. **The evaluation of the Sketch Designs submitted for the Competition** is organised by Order No.11/R of 1 March, 2018 of the SLLC "Rīgas cirks" "On Establishment of the Jury for Professional Evaluation of the Sketch Design Competition "The renovation of the historic building of the Riga Circus and development vision for the territory". The Jury, which is approved for the evaluation of the Sketch Designs submitted for the Competition, consists of:

1.	Chairperson of the Jury	Advisor to the Ministry of Culture	Jānis Dripe, architect, member of the LAA
2.	Deputy Chairperson of the Jury	Board Member of the SLLC "Rīgas cirks"	Ināra Kehre
3.	Member of the Jury	Head of the SIHP	Juris Dambis, architect, member of the LAA
4.	Member of the Jury	Representative of the Riga City Construction Board	Agrita Maderniece, architect
5.	Member of the Jury	Representative of the Riga City Architect's Office	Regīna Bula, architect, member of the LAA
6.	Member of the Jury	Representative of the Riga city development department	Aigars Kušķis, architect
7.	Member of the Jury	Representative of the SLLC "Rīgas cirks"	Mārtiņš Ķibers
8.	Member of the Jury	Representative of the LAA	Toms Kokins, architect, member of the LAA
9.	Member of the Jury	Foreign circus expert	Yohann Floch (France)
10.	Member of the Jury	Foreign architect	Professor Jo Coenen, architect, urban planner (Netherlands)
11.	Member of the Jury	Foreign circus specialist, teacher	Lionel Lejeune (Finland)
	Secretary-in-Charge of the Jury	The representative appointed by the Organiser of the Competition the SLLC "Rīgas cirks" (who takes part at the session of the Jury without a right to vote)	Dace Kalvāne, architect, member of the LAA

1.14. **The Secretary-in-Charge of the Jury** is a person appointed by the Commissioner who ensures smooth running of the Competition and is responsible for ensuring the anonymity of the submitted Sketch Designs and the mottoes of the Participants until the end of the evaluation period of the Sketch Designs. The Secretary-in-Charge is not a member of the Jury.

1.15. **The Technical Committee** means experts with advisory rights who examine the compliance of the submitted Sketch Designs with the requirements of the Competition Brief before the Jury commences its work.

1.16. The competition documents are prepared in the Latvian and English languages. In case of conflicts the copy in the Latvian language prevails.

2. COMMUNICATION AND EXCHANGE OF INFORMATION

2.1. The Commissioner shall provide to the interested Participants of the Competition free and direct electronic access to the Competition Brief by publishing them on the website <http://cirks.metukonkurss.lv/>. The Commissioner shall publish the information about the Competition on the websites: <https://www.cirks.lv/> and <https://www.iub.gov.lv/>. Starting from the date of the announcement of the Competition (2 March 2018), each interested Participant of the Competition who is registered on the website <http://cirks.metukonkurss.lv/> will be sent the Competition materials automatically.

2.2. The exchange of information between the Commissioner and the interested Participants of the Competition regarding the Competition Brief and its appendices shall be made in writing via e-mail (rigascirks@metukonkurss.lv).

2.3. If the Interested Participant of the Competition has timely requested additional information about the requirements included in the Competition documents regarding elaboration and submission of the Sketch Design, the Procurement Committee shall provide the requested information within 5 (five) days, but not later than 6 (six) days before the deadline for submission of Sketch Designs.

2.4. Replies will be published on the website <http://cirks.metukonkurss.lv/> which also contains the Competition Brief and other documents of the procurement procedure, indicating also the question that was asked.

2.5. If the Commissioner has made amendments to the Competition Brief, the Commissioner shall post this information on the website <http://cirks.metukonkurss.lv/>, as well as notify the Procurement Monitoring Bureau about the amendments in order to publish this information on the website <https://www.iub.gov.lv/>.

2.6. The interested Participants are obliged to look up regularly the information published on the website of the Competition. The Commissioner shall provide to the interested Participants of the Competition free and direct electronic access to the Competition Brief by publishing it on the website <http://cirks.metukonkurss.lv/>.

3. RUNNING OF THE COMPETITION AND THE PRIZE MONEY

3.1. The Competition is considered to have taken place if, according to the Competition Brief, at least three (3) Sketch Designs have been submitted for evaluation.

3.2. The Commissioner shall organise a visit to the site for all interested Participants of the Competition, and it will take place at Merķeļa iela 4, Riga, 10 April 2018, at 12:00. The interested Participant shall apply for the site visit by sending an e-mail to: rigascirks@metukonkurss.lv not later than by 9 April 2018, 17:00.

Upon the request of the Interested Participant of the Competition, it is also possible to visit the site at a different time on working days until the deadline for submission of proposals.

Participation in the site visit is not mandatory. The Commissioner shall provide the Interested Participants of the Competition with all the information available to him/her.

3.3. The total amount of prize money of the Competition: EUR 35,000.00 (thirty five thousand euros, 00 cents):

3.3.1. First place winner – EUR 15,000.00 (fifteen thousand euros, 00 cents);

3.3.2. Second place winner – EUR 10,000.00 (ten thousand euros, 00 cents);

3.3.3. Third place winner – EUR 7000.00 (seven thousand euros, 00 cents);

3.3.4. Three incentive awards each in the amount of EUR 1000.00 (one thousand euros, 00 cents).

4. CONTENT AND PRESENTATION OF THE SKETCH DESIGN

4.1. The proposal of the Sketch Design must be submitted in a single package, writing on it: "The Sketch Design Competition *"The renovation of the historic building of the Riga Circus and development vision for the territory"*, ID No.: 2018/1 and the motto." The proposal shall consist of 2 (two) parts:

4.1.1. The proposal of the Sketch Design means a Sketch Design corresponding to the requirements of this Competition Brief and its appendices.

4.1.2. The disclosed motto means (Participant's application for participation in the Sketch Design Competition in accordance with Appendix 2 and qualification documents in accordance with Clause 12 of the Brief) put in a separate sealed envelope or in a package in accordance with the requirements specified in Appendix 1 to the Brief.

4.2. To ensure anonymity of the Participants of the Competition, materials of the Sketch Design must be submitted sealed and marked with a motto consisting of four letters and four numbers providing no indication of the author of the Sketch Design. The package of the Sketch Design must be sealed safely, there must be no markings and logotypes on it that could in any way identify the Participant of the Competition. All inscriptions must be made in block letters, avoiding any features that may lead to identification of the Participant.

4.3. The packaging of the Sketch Design shall include the text:

"The Sketch Design Competition

***"The renovation of the historic building of the Riga Circus and
development vision for the territory"***,

ID No.: 2018/1;

_____/the motto/

4.4. The documents of each part of the proposal referred to in Clause 4.1 of the Competition Brief must be put in separate sealed envelopes or packages marking them in accordance with the requirement of Clause 4.3 and adding the words "SKETCH DESIGN" or "DISCLOSED MOTTO" respectively.

4.5. The Sketch Design and the materials attached thereto as well as the explanatory note must have no markings on them that could in any way identify the Participant of the Competition or performer of the particular task. The motto must be indicated instead of the name of the Participant in all references to the copyright. If such markings are seen on the submitted envelope/package, it will be returned unopened to the submitter.

4.6. All the submitted documents must be in Latvian or in 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 economic use of financial resources in the object to be reconstructed;

4.7.3. the proposed Sketch Design solutions are aesthetic and blend well within the existing cityscape of the historic centre of Riga;

4.7.4. the Sketch Design shall be developed respecting the applicable laws and regulations of the Republic of Latvia and the European Union.

4.8. The Sketch Design shall consist of:

4.8.1. A1-size (594 mm x 841 mm) vertically orientated panels with graphical documents fixed to light and stiff backing boards. The motto must be written in the right upper corner of the panel. It is recommended to leave space under the motto for the panel placement scheme. It is not advised to use backing boards of thickness exceeding 5 mm.

Graphical materials should be presented on A1-size sheets with the following information:

- the master plan of the competition study area in scale 1: 500 with:
 - the existing and planned buildings;
 - a concept for improvement and landscaping of the territory;
 - a scheme showing pedestrian, cyclist and vehicle traffic organisation;
 - technical and economic parameters;
- the master plan of the competition study area in scale 1: 2000;
- schemes of characteristic floor plans in scale 1: 200 with names of the rooms; construction axes and dimensions between them;
- a legend showing materials used for facade finish/filling of openings;
- characteristic sections of the competition object in scale 1: 200 with height marks, construction axes and dimensions between them;
- visualisations and/or photomontages showing the vision for future development which characterise the synthesis of the suggested idea within the context of the existing urban environment, taking into account the main perspectives and vantage points, (see Appendix 6_1_0_marked_views_of_photo_fixation_for_photomontage).

4.8.2. The explanatory note with:

- an urban planning description of the proposal paying special attention to the analysis of buildings from the characteristic vantage points;
- the analysis of the existing situation and the description of the proposed conceptual, functional and architectural idea, underlining the benefit for the Commissioner and the city of Riga as a result of reconstruction and expansion of the Riga Circus;
- description of the implementation of the construction design in stages,
- technical and economic indicators (according to RTIAN):
 - * construction area (m²);
 - * the total (gross) area of each floor (m²) (measured along the external perimeter of the buildings);
 - * the total useful area of each floor (m²);
 - * cubic capacity of the buildings (m³);
 - * the number (pcs.) of parking spaces;
 - * the number of bicycle stands (pcs.).

4.8.3. 2 (two) USB memory sticks with:

- pictures of all A1-size panels with 300dpi resolution in A1-size;
- scaled-down all A1-size panels in a PDF file with 300dpi resolution in A3-size;
- pictures of all A1-size panels in a PDF file with 72dpi resolution for publication on the internet (1024 pixels);
- a bound document and all graphical materials required to show the idea of the project in a PDF file with 300 dpi resolution in A3-size.

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

Each document must be given a descriptive name.

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

- a brief summary of the problems solved as part of the project and of the conceptual approach used;
- scaled-down colour reproductions of the panels;
- an explanatory note describing an urban development concept, architecture, landscaping and improvements;
- the explanatory note must indicate the technical and economic parameters of the Competition object.

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

5. SUBMISSION OF SKETCH DESIGNS

5.1. The proposal of the Sketch Design, prepared and presented in accordance with the requirements of Clause 4 of the Brief, must be submitted in one copy to the Secretary-in-Charge of the Jury by 4 June 2018, 17:00 in Riga, Merķeļa iela 4 (in the guard's cabin accessed from A.Kalniņa iela). The Sketch Designs submitted disregarding the requirements of the Brief and the requirements for ensuring the anonymity of the Participants until the disclosure of the mottoes, or submitted after the specified deadline, will not be accepted for consideration.

5.2. The Secretary-in-Charge of the Jury shall register the contact persons submitting the Sketch Designs, the received proposals in the order of their submission, indicating the date, and time of their receipt, and ensure their storage. On the submitted Sketch Design, without opening it, a mark shall be made, indicating the date of its receipt and the registration number. The submitter can receive a confirmation note attesting the submission of the Sketch Design.

5.3. If the Sketch Design is sent by post, the Participant shall assume the risk and ensure safe receipt of the package with the Sketch Design and the disclosed motto by the Commissioner at the address indicated in Clause 5.1 of the Brief by the deadline for Sketch Design submission. The Participant shall bear all costs related to the delivery of the Sketch Design to the Commissioner.

5.4. 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.

5.5. The Participant of the Competition can make amendments to the submitted Sketch Design, supplement or withdraw it before the deadline for submission of Sketch Designs. Any Sketch Design withdrawn by the Participant 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.

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

6.1. The Participant of the Competition must comply with the following requirements:

6.1.1. the Participant of the Competition has read the Competition Brief and has expressed his/her wish to take part in the Competition, submitting a Sketch Design which complies with the requirements set out in the Competition Brief as regards its composition and procedure of submission;

6.1.2. the Participant is registered in accordance with the procedure prescribed by laws and regulations;

6.1.3. for provision of services the following specialists are available whose education, qualification and work experience meet such requirements:

6.1.3.1. an architect having an academic degree or a second-level professional higher education in architecture and work experience in designing of at least 2 (two) public buildings in the previous 5 (five) years starting from the date of submission of the proposal (a public building means a building where public spaces or spaces for provision of a public function occupy over 50% of its total area, incl. buildings of educational establishments and research institutions; medical, health-care, social care and rehabilitation institutions; tourist and other short-stay accommodation; cultural and entertainment establishments; sports facilities; commercial, catering and consumer services; government institutions, and buildings of communications and transport);

6.1.3.2. a specialist in designing of building structures having an academic degree or a second-level professional higher education in designing of building structures.

6.2. Any natural or legal person, and an association of such persons in any combination thereof which has submitted an application for the participation at the Competition in accordance with the requirements of this Brief, can be a Participant. The declaration expressing the willingness to take part in the Sketch Design Competition signed by the Participant (filled in Appendix 2), which may be signed by the Participant's representative who has a right of representation or an authorised person.

6.3. 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. The Participant must submit the original or a copy certified by the Participant of a document confirming a right of representation of a person who signs the competition documents on the Participant's (legal person's) behalf. 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.

6.4. The Participant of the Competition must be registered in the Commercial Register of Latvia or in an equivalent register in a foreign country if the laws of the country in question so provide. This requirement applies to all members of the partnership (if the proposal is submitted by a partnership) or all members of an association of persons (if the proposal is submitted by an association of persons), as well as to subcontractors (if the Participant is planning to involve them for performance of more than 10% of the planned amount of works).

6.4.1. The Procurement Committee shall verify on the website (www.ur.gov.lv) of the Enterprise Register whether the Participants that are registered in the Commercial Register of the Republic of Latvia are indeed registered.

6.4.2. The Participants that are registered in a foreign country must submit a copy of a merchant's certificate of registration, or a document issued by an equivalent authority which complies with the laws and regulations of the relevant country. If such a document does not exist (the regulatory framework of the country of registration does not require issue of a registration), information shall be submitted about the time of registration, the Participant's registration number, and the competent authority in the country of registration which can attest to the fact of registration if necessary.

6.5. The Participant shall be registered in the Register of Building Companies or in the respective authority that registers professional activity in a foreign country in accordance with the laws and regulations of the respective country. This requirement also applies to a member of the partnership, a member of an association of suppliers (if the proposal has been submitted by a partnership or an association of suppliers) or a subcontractor (if the Participant is planning to involve it for performance of more than 10% of the planned amount of works), which will perform designing.

6.5.1. The Procurement Committee shall verify whether the Participants that are registered in the Register of Building Companies are indeed registered, using the Building Information System (www.bis.gov.lv).

6.5.2. The Participants that are registered in a foreign country must submit a document issued by an equivalent authority that in accordance with the laws and regulations of the relevant country attests to the Participant's right to perform designing.

6.6. If the Participant submits a proposal as an association of persons, he/she must enclose an agreement or a letter of intent of the members of the association of persons, confirming:

6.6.1. readiness to collaborate in development of a Sketch Design;

6.6.2. readiness to collaborate in performance of the contract, if the association of suppliers is awarded the right to conclude the contract.

7. RUNNING OF THE COMPETITION AND EVALUATION CRITERIA

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

7.2. At first the submitted Sketch Designs are evaluated by the Technical Committee which includes the invited independent experts. The invited experts shall prepare a conclusion on the conformity of the submitted Sketch Designs to the technical requirements set out in the Competition Brief and the Designing Programme, which shall be submitted to the Jury. This conclusion is analytical and informative, but it does not evaluate sketch designs as regards their architectural vision and solutions for the urban environment.

7.3. The Jury shall evaluate the submitted Sketch Designs in accordance with Section 3 of Cabinet Regulation No. 107 of 28 February 2017, Clause 7 of the Brief and the evaluation criteria set out in Clause 7.5 of the Brief, ensuring anonymity of the Participants during the evaluation of the Sketch Designs until a decision is made on the distribution of awards. The Jury's decision is final.

7.3.1. According to Section 3 of Cabinet Regulation No 107 of 28 February 2017:

- within one month after the deadline for the Sketch Design submission the Secretary-in-Charge shall organise the work of the Jury;

- the Jury shall evaluate the submitted Sketch Designs in accordance with the evaluation criteria set out in Clause 7.5 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 which could in any way identify the Participant, it shall exclude the Sketch Design from further evaluation, making a note of this in the Jury's conclusion;

- the Jury shall summarise the results of the Sketch Design Competition, select the best Sketch Designs, nominate them for awarding, decide on distribution of awards, and prepare recommendations to the Commissioner on the further use of the Sketch Designs;

- the Jury shall make its decision not later than 6 weeks after the submission date for Sketch Designs, i.e. 4 June 2018.

7.3.1. If the Jury does not select any Sketch Design as practicable, then first place is not awarded.

7.3.2. The Jury shall prepare a conclusion containing:

- information about the evaluated Sketch Designs;
- the Jury's evaluation of each Sketch Design;
- a decision on distribution of awards, if it has been provided for in the Competition Brief;
- a recommendation to the Commissioner on the further use of the Sketch Designs.
- the Jury shall hand over the conclusion to the Secretary-in-Charge.

7.4. 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.

7.5. 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 concept of the renovation of the historical building of the Riga Circus, the quality of the new building volume architectural solution, expressiveness of facades, the originality of the idea, the functional and spatial layout, accessibility of the environment, the innovative solutions.	40
1.1.	The concept of the renovation of the historical building volume, the suitability of the architectural vocabulary of the new building volume/-s for the purpose of its use and its representativeness (incl. the choice of finish materials, their aesthetic quality and colours/textures/finishes), maximum – 15 points, minimum – 5 points	
1.2.	The capacity of the functional and spatial layout of the building to provide all spaces required in the Designing Programme, maximum – 15 points, minimum – 5 points	
1.3.	The blending of the new building volume/-s within the surrounding cityscape, taking into account the defined vantage points and perspective views, maximum – 5 points, minimum – 1 point.	
1.4	The originality and novelty of the functional solution and architectural idea, maximum – maximum – 5 points, minimum – 1 point.	
2.	Energy efficiency and sustainable solutions of the Competition	20

No.	Evaluation criteria of Sketch Designs	Maximum numerical value per criterion in an individual assessment, points
	object	
2.1.	Use of renewable, environmentally friendly energy resources for production of heat and/or electricity, maximum – 10 points, minimum – 5 points.	
2.2.	Use of environmentally-friendly, energy-intensive, local and regional building and finish materials. Thermal inertia of structures. Maximum – 10 points, minimum – 5 points.	
3.	Functional zoning of the competition and study site, organisation of transport and pedestrian flows.	20
3.1.	Rational use of the existing infrastructure when planning the competition object and the adjacent territory, maximum – 10 points, minimum – 5 points.	
3.2.	Rational organisation of pedestrian and cyclist flows in the territory of the competition object, parking solutions, maximum – 10 points, minimum – 5 points.	
4.	A landscaping concept for the territory of the Competition object, maximum – 20 points, minimum – 5 points.	20
	Maximum total score:	100

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

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

7.8. 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.

7.9. 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. 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. At the request of the Participants, the Jury shall provide information about the conditions set out in the Competition Brief in accordance with the procedures specified in the laws and regulations.

8.3. To evaluate the Sketch Designs in accordance with the laws and regulations and the Competition Brief, to select a Sketch Design or to decline any or all the Sketch Designs submitted for the Competition if they do not meet the conditions specified in the Competition Brief.

8.4 If the Jury does not select any Sketch Design as practicable, then first place is not awarded.

8.5 The Jury has a right to change the indicated distribution of prize money, while retaining the total amount.

8.6 The Jury has a right not to distribute prize money in the aforementioned amount, if places are not awarded respectively, but to divide the total amount of prize money in equal parts, or otherwise at the discretion of the Jury, to the best proposals (which will be considered award-winning proposals according to this Brief). The Jury shall provide a justification for the changes to the distribution of the prize money deriving from the specific features of the Competition proposals.

8.7 The Jury has a right to make recommendations to the Commissioner on the further use of the award-winning Sketch Designs.

8.8 Expenses related to the organisation and run of the Competition shall be borne by the Commissioner. The Commissioner shall also provide remuneration to the members of the Jury.

9. ANNOUNCEMENT OF RESULTS AND PAYMENT OF PRIZE MONEY

9.1. The Jury shall determine the place, date and time of the meeting for disclosing the mottoes, and the Secretary-in-Charge shall inform electronically all contact persons of the Participants, registered in accordance with Clause 2.2 of the Competition Brief, not later than within 5 (five) working days before the said meeting, and publish this information on the Commissioner's website under the section "Procurements".

9.2. The meeting of disclosure of the mottoes is open.

9.3. The Secretary-in-Charge of the Jury shall call out the mottoes of the winning entries, then open the envelopes with the disclosed mottoes and call out the names of the authors of the winning entries.

9.4. After disclosing the mottoes, the Commissioner shall evaluate the compliance of the authors of the winning entries with the qualification requirements set out in Clause 12 of the Competition Brief.

9.5. The Participant whose Sketch Design has the highest rating but which does not meet the qualification requirements, shall be excluded from further participation in the Competition and it shall not receive any award and prize money. In this case, the Commissioner may declare the Participant whose Sketch Design has received the next the highest rating and which meets the qualification requirements to be the winner of the Competition.

9.6. After the session the Secretary-in-Charge of the Jury shall prepare a Competition report, attaching to it the Jury's conclusion referred to in Clause 7.3.2 of the Brief:

- the identification number;
- a description and the aim of the project;
- the name, address and other details of the Commissioner;
- information about the participants who took part in the Sketch Design Competition;
- information about the composition of the Jury and the Jury's opinion;
- information about the winner and awarded entries, as well as the Jury's decision on the distribution of prizes.

9.7. Within 3 (three) working days after the meeting where the mottoes are disclosed the Commissioner shall inform all the Participants of the Competition about the decision taken regarding the results of the competition in accordance with Section 37 of the PPL.

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 PPL within 30 (thirty) days after receipt of the invoice from the award-winning Participant. The prize money shall be transferred to the bank account indicated by the Participant.

9.9. The prize money shall include all taxes to be paid by the award winners.

9.10. Upon request the Secretary-in-Charge of the Jury shall issue to the Participants of the Competition who are not prize winners the submitted proposals within 10 (ten) days after publication of the Competition results on the website of the Procurement Supervision Bureau. If within 2 (two) months after the publication of the results on the website of the Procurement Monitoring Bureau the Participant of the Competition does not collect the submitted Sketch Design, it will be destroyed.

10. RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS OF THE COMPETITION

10.1. Any natural or legal person, and an association of such persons in any combination thereof may be Participants of a Sketch Design Competition.

10.2. The Participant of the Competition can make amendments to the submitted Sketch Design, supplement or withdraw it before the deadline for submission of Sketch Designs.

10.3. Submitting the Sketch Design, the Participants of the Competition shall agree to all terms and conditions of the Competition and shall be responsible for the accuracy of the information provided in the proposal.

10.4. The Participants shall bear the expenses related to the preparation and submission of the Sketch Design.

10.5. Ownership to the materials of the prize-winning competition entry shall pass in full to the Commissioner without any disclaimer on the date of their receipt.

10.6. The Commissioner acquires non-exclusive, territorially unlimited rights to the use of all the Sketch Designs submitted to the Competition (the "non-exclusive licence") regarding their publicising in an exhibition or as part of public discussion. Participants shall agree to the announcement of the Sketch Designs submitted ("initial publicising"). The non-exclusive licence shall enter into effect from the date of submission of Sketch Designs to the Commissioner, and shall remain in effect until the Sketch Designs are protected by the Copyright Law. The exhibition and public discussion of the Proposals will be held after the announcement of the Jury's decision.

10.7. The Participant of the Competition shall be responsible for any third party claims related to the copyright to the documentation and/or parts of the proposal. The Participant of the Competition shall be liable for any damages resulting from any third party claims related to the copyright to the documentation and/or its parts of the proposal and/or authors' works and/or their parts used in the documentation of the proposal. The Participant of the Competition shall compensate the Commissioner for any damages resulting from copyright infringement which are incurred by the Commissioner due to the Participant's of the Competition actions or failure to act in regard to the documentation of the proposal submitted to the Commissioner for use.

10.8. The Participant of the Competition shall also be liable for all damages incurred by the Commissioner if the author of the proposal documentation and/or of the work used in the proposal documentation withdraws his/her work.

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 to the award-winning Sketch Design in full and free of charge without any terms and conditions. The authors of the award-winning Sketch Design shall undertake not to use their author's rights in a way that prevents or is likely to prevent the project implementation.

10.11. The issues that are not covered in these regulations and the agreement on participation in the Competition shall be resolved in accordance with the laws and regulations of the Republic of Latvia.

10.12. The authors of the prize-winning entries shall be entitled to undertake the further development and implementation of the project sketch. The interested parties shall agree in writing on the form of author's participation in further development and implementation of the project.

11. NEGOTIATION PROCEDURE

11.1. After announcing the winners of the Competition, the Procurement Committee of the Commissioner shall invite the award-winning Participants to the Negotiation Procedure in accordance with Section 8(7)(8) of the PPL on conclusion of a public service contract for development of a construction design for the Competition object "*The renovation of the historic building of the Riga Circus and development vision for the territory*" 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 10 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 Competition Brief, the invited award-winners of the Competition shall submit to the Commissioner their proposals that are prepared in accordance with the requirements specified in the Invitation to the Negotiation Procedure and in the Brief, and which include the documents required for verification of the qualification requirements specified in Clause 12 of the Brief.

11.5. At first the winner of the Competition will be invited to the negotiations. If during the negotiation the Commissioner fails to reach an agreement with the winner about the terms and conditions of the contract, the next highest-ranking winner will be invited to the negotiations.

11.6. 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. If none of the winners of the Competition is granted a right to conclude a contract as a result of the negotiations, the Procurement Committee shall have a right to invite also the next 2 (two) highest-ranking participants to submit their proposals according to the assessment made by the Jury of the Sketch Design Competition.

11.8. If the Commissioner and the winners of the Competition cannot agree on the terms and conditions of the contract:

11.8.1. the winners of the Competition unilaterally refuse to conclude the contract (a possible period – 10 (ten) business days from sending an invitation to conclude the contract);

11.8.2. the costs of designing and author's supervision offered by the winners of the Competition in the proposal of the Sketch Design exceed the financial means available to the

Commissioner, and the winners of the Competition refuse to lower them to the level of the Commissioner's financial capability;

11.8.3. the winners of the Competition do not have sufficient resources for development of the design within the deadline and scope specified by the Commissioner in the draft contract, and/or they are unable to involve subcontractors necessary for development of the design;

11.8.4. the winners of the Competition fail to comply with the requirements of the laws and regulations or do not comply with the criteria set out in them;

11.8.5. the winners of the Competition have not submitted the documents indicated in the invitation to take part in the negotiations within the set deadline or they do not arrive at the negotiations;

11.8.6. the winner of the Competition fails to ensure that the foreign specialist he/she plans to involve has obtained a certificate recognized in Latvia in the respective regulated area;

11.8.7. in other cases stipulated in the laws and regulations on public procurement.

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

12.1. The Participants of the Competition who will receive awards and will be invited to the negotiation procedure in order to develop the construction design and perform the author's supervision, need to comply with the following qualification requirements and have the following previous experience which will be specified in the invitation to the negotiation procedure:

12.1.1. The Participant has experience in developing of construction designs of at least 2 (two) public buildings for which references can be obtained in the last 5 (five) years from the date of submission of the proposal, or insofar as the information about the experience is available taking into account the Participant's establishment date, including:

- at least one Sketch Design or construction design including landscaping and engineering communications solutions in the UNESCO site;
- at least one Sketch Design or construction design for renovation and extension of a building whose area is no less than 3000 m².

A list of the developed sketch designs and/or construction designs shall be submitted in the template provided in Appendix 4 to the Brief.

12.1.2. The Participant can provide at least the following specialists for provision of designing services:

12.1.2.1. a manager of construction design (a certified construction specialist who meets the requirements of Paragraphs 31, 32, 33 of the General Building Regulations), who has worked as a manager of construction design of at least 1 (one) equivalent object indicated in Clause 12.1.1 of the Brief in the last 5 (five) years;

12.1.2.2. a certified architect having experience in designing of at least one object that meets the requirements of Clause 6.1.3.1 of the Brief;

12.1.2.3. a certified specialist in designing of structural parts of buildings having experience in designing of at least one object that meets the requirements of Clause 6.1.3.2 of the Brief;

12.1.2.4. a certified specialist in designing of heating, ventilation and air-conditioning systems having experience in designing of at least one object that meets the requirements of Clause 6.1 of the Brief;

12.1.2.5. a certified specialist in designing of water supply and sewage systems having experience in designing of at least one object that meets the requirements of Clause 6.1 of the Brief;

- 12.1.2.6. a certified specialist in designing of fire-fighting systems having experience in designing of at least one object that meets the requirements of Clause 6.1 of the Brief;
- 12.1.2.7. a certified specialist in designing of electronic communications systems and networks having experience in designing of at least one object that meets the requirements of Clause 6.1 of the Brief;
- 12.1.2.8. a certified specialist in designing of electrical installations;
- 12.1.2.9. a certified estimator having experience in designing of at least one object that meets the requirements of Clause 6.1 of the Brief;
- 12.1.2.10. a specialist in energy efficiency of buildings.
- 12.2. So that the Participants of the Competition could prove their compliance with the requirements of Clause 6.1 of the Brief, they must submit the following evidence of their qualification and the information together with the disclosed motto:
- 12.2.1. a document confirming a right of an independent practice for all specialists mentioned in Clauses 12.1.2 of the Brief, issued by a competent authority in the Republic of Latvia or in a foreign country, if the laws and regulations of the respective country so provide. The Commissioner can verify the validity of such documents in publicly available sources.
- 12.2.2. a list of the developed sketch designs and/or construction designs in accordance with Appendix 4 to the Brief, adding 1 (one) positive reference from the recipient of the service about the objects used by the Participants to prove their compliance with Clause 12.1.1 of the Brief. The reference should include the contact details of the service recipient, i.e. the commissioner or its representative.
- 12.3. If the proposal is submitted by an association of natural or legal persons in any combination thereof, the person must be indicated in the proposal who represents the association of suppliers in the competition as well as the scope of liability of each person, by filling in the application form included in Appendix 2 to the Competition Brief.
- 12.4 If the Participant involves a subcontractor who provides the services the value of which is at least 10% of the total value of the procurement contract, or if the Participant, irrespective of the value of the services to be provided by the subcontractor, relies on his/her skills in order to prove that the Participant's qualification complies with the qualification requirements, when completing an application form enclosed in Appendix 3 to the Competition Brief, the Participant shall indicate the amount of services (%) to be provided by the subcontractor, stating exactly which parts of the contract will be subcontracted, and enclosing a description of these parts of the contract and/or indicating which qualification requirement is met.
- 12.5 In case if the contract is signed, the Participant of the Competition must be able to provide professional third party liability insurance to execute the contract for designing and author's supervision (according to Cabinet Regulation No. 502 of 19 August 2014 *Regulation on Compulsory Civil Liability Insurance for Construction Specialists and Construction Workers*) meeting the following requirements:
- 12.5.1. the limit of liability: no less than the price offered for development of the construction design and the deductible for one event no less than EUR 500;
- 12.5.2. the insurance period: from the beginning of designing till the approval of the construction design and signing of the delivery and acceptance protocol, as well as during the supervision;
- 12.5.3. risk coverage: professional third party liability insurance against losses to other parties involved in construction or to a third party because of the damage to their health, life and property, and to the environment caused by the construction specialist's actions or failure to act'
- 12.5.4. the time period for claims (the extended reporting period) shall be 60 months after the policy expires;
- 12.5.5. the insured is a developer of a construction design (a building company, including building specialists with whom he/she has concluded an employment contract);

12.5.6. the responsibility of a designer, a manager of the construction design, a manager of parts of the construction design and an author's supervisor shall be insured.

12.6. So that the Participant, who has become the winner of the Competition, could demonstrate his/her compliance with the Commissioner's qualification requirements, he/she will have to submit the qualification documents by the deadline and in the amount specified in the Invitation to the Negotiation Procedure (which will be organised regarding development of the construction design and author's supervision).

13. APPENDICES TO THE COMPETITION BRIEF

The Brief has the following appendices:

- 13.1. Appendix 1. A form for disclosure of the motto.
- 13.2. Appendix 2. Participant's application for participation in the Competition.
- 13.3. Appendix 3. Participant's declaration of having the required human resources on the date of the Negotiation Procedure.
- 13.4. Appendix 4. A form for description of Applicant's experience in provision of equivalent services.
- 13.5. Appendix 5. A form of estimated costs of development of the construction design, author's supervision and provisional costs of construction works.
- 13.6. Appendix 6. Designing Programme.
- 13.7. Appendix 7. A list of competition source materials.