

ARCHITECTURAL COMPETITION
for the Conceptual Design of the Second World War Museum
in Gdańsk

Gdańsk – 25 January 2010.

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I. General Provisions Concerning the Competition

1. Subject Matter of the Competition

This Competition concerns the development of the architectural conceptual design of the building to house the Museum of the Second World War in Gdańsk, intended to become a new identity landmark of the City of Gdańsk, and the conceptual site landscape design commensurate with the nature, status, and location of the site.

2. Organiser of the Competition

1.2.1. This Competition is organised by the Awarding Entity, i.e. the Museum of the Second World War in Gdańsk, represented by Paweł Machcewicz, Museum Director.

The Competition Organiser's main offices are at: ul. Długa 81/83, 80-831 Gdańsk

Tel. +48 58 323 75 20, fax +48 58 323 75 30

e-mail: konkurs.arch@muzeum1939.pl

The Awarding Entity shall hereinafter be called the Competition Organiser and/or the Awarding Entity.

1.2.2. The Awarding Entity has entrusted the preparation and holding of the procedure pursuant to Art. 15.2 of the Public Procurement Law Act of 29 January 2004 (consolidated text in Journal of Laws 2007: No. 223, it. 1655), to the following entity hereinafter called the Authorised Agent of the Awarding Entity and/or the Authorised Agent of the Competition Organiser:

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3. Legal Framework of the Competition

This Competition is organised in accordance with the Polish law and its commonly binding regulations, in particular compliance with the Public Procurement Law Act of 29 January 2004 (consolidated text in Journal of Laws 2007: No. 223, it. 1655),

hereinafter referred to as the Act, and the Act on Copyright and Derivative Rights, dated 4 February 1994 (consolidated text in Journal of Laws 2006: No. 90, it. 631, as amended). The Polish and English versions of the Public Procurement Law Act are available at www.uzp.gov.pl.

4. Language of the Competition

- 1.4.1. The Competition shall be held in the Polish language. The Rules of Procedure and the Appendices thereto shall also be available in the English language
- 1.4.2. The Requests to Participate in the Competition and the declarations from the Competition Participants shall be submitted in the Polish language.
- 1.4.3. The documents evidencing satisfaction of the Competition eligibility prerequisites and possession of professional designer's licences to in the special area of architecture, shall be submitted in the language of their issuance together with their translations to the Polish language.
- 1.4.4. The Competition Entries shall be produced in the Polish language, though their submission in the English language shall be permissible.
- 1.4.5. Any correspondence between the Competition Organiser and Competition Participants can be exchanged in the Polish or English languages.

5. Formula of the Competition

This Competition is an architectural contest of the open, international, one-stage type, where the participants submit their Requests to Participate in the Competition, and the Awarding Entity qualifies the Competition Participants who satisfy the eligibility prerequisites for entering in the Competition and invites them to submit their Competition Entries under the rule of anonymity.

6. Purpose, Object, and Objectives of the Competition

- 1.6.1. The purpose of this Competition is to arrive at the architectural concept of the building to house the Museum of the Second World War in Gdańsk, appended with the site landscape design, that will be best in terms of its city-planning, architectural, functional, aesthetic, and operational aspects, and recognise the site's nature, status, and location, and to obtain recommendations from the Competition Jury with respect to awarding the public contract to the winner of the Competition.
- 1.6.2. The object of the Competition study is to create the architectural conceptual design of the Museum of the Second World War in Gdańsk

based on the assumptions of its programme and the functional and spatial guidelines, enclosed within the borderlines of the area the Competition concerns.

- 1.6.3. The objective of the Competition is to identify and select the best study meeting the conditions of the Competition, and to award the prize to the winning author or team of authors who shall then be invited to participate in the single-source procurement procedure aimed at awarding the public contract for the development of the building design documentation appended with the site landscape design and the comprehensive construction design.

7. Timeframe

- 1.7.1. Competition Announcement: 25 January 2010.
- 1.7.2. Submission of the Requests to Participate in the Competition: 26 March 2010.
- 1.7.3. Opening of the Requests to Participate in the Competition: 29 March 2010.
- 1.7.4. Notification of Qualification for Participation in the Competition and Invitation to Submit the Entries: 6 April 2010.
- 1.7.5. Submission of the Competition Entries: 13 August 2010.
- 1.7.6. Resolution of the Competition, publication of the Competition results: 1 September 2010.
- 1.7.7. The Awarding Entity may, in justified cases, move the scheduled dates, and if it does, it shall notify the Competition Participants thereof immediately.
- 1.7.8. Upon resolution of the Competition, the public announcement thereof shall also state the place and date of the Competition exhibition, and the date of the post-Competition discussion.

8. Awards

- 1.8.1. The Awarding Entity shall distribute cash prizes and distinctions out of the aggregate pool of EUR 200,000.-.
- 1.8.2. The Awarding Entity shall award the prize money to maximum three Competition Entries; it can also award pecuniary distinctions. The Awarding Entity shall distribute the prize and distinction money among those Competition Participants whose Entries are evaluated highest whilst meeting the requirements laid down in these Rules of Procedure. The



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type and amount of the prize or distinction shall be the function of the Competition Jury's assessment of the Entry, based on the evaluation criteria listed in these Rules of Procedure.

- 1.8.3. The first prize amounting to EUR 80,000.- shall be awarded to the Competition Participant who, in the opinion of the Competition Jury, meets the evaluation criteria most appropriately. Further prizes shall be awarded to those Competition Participants whose Entries win the subsequent highest scores awarded by the Competition Jury. Distinctions shall be awarded to those Competition Participants, whose Entries are highly appreciated by the Competition Jury.
- 1.8.4. The prize and distinction money awarded in the Competition shall be paid no earlier than 15 days after the date the Competition results are approved.
- 1.8.5. Irrespective of the cash award, the Competition Participant whose Entry is awarded the first prize by the Competition Jury shall further be awarded with the invitation to participate in the public contract award proceedings to be held under the single-source procurement procedure and concern detailed elaboration of the Competition Entry, consisting in the development of the design documentation (i.e. the building design appended with the site landscape design and the comprehensive construction design) for the Museum of the Second World War.
- 1.8.6. The Awarding Entity shall, no earlier than within 30 days after the approval of the Competition results, invite the author of the best Competition Entry winning the first prize to participate in the single-source procurement procedure concerning detailed elaboration of the Competition Entry.
- 1.8.7. If the Competition Participant – author of the Competition Entry winning the first prize fails to meet the conditions precedent for entering into the contract, or the contract is not signed with him/it within 60 days after the public announcement of the Competition results, the Awarding Entity shall have the right to proceed to take up single-source negotiations with another Competition Participant – author of a prize-winning Competition Entry.

II. Prerequisites of Eligibility for the Competition, the Required Documents

1. Prerequisites of Eligibility for the Competition

- 2.1.1. Participation in the Competition is open to all participants who submit their Requests to Participate in the Competition with the Awarding Entity by delivering them to the Organiser's main office by the date specified in point 1.7.2. The Request form is available at the Awarding Entity's main office and on its website.
- 2.1.2. Participation in the Competition is open to natural persons, legal persons, or organisational units with no personality at law, and any of the above persons acting jointly, provided they meet the precedent conditions laid down in the Public Procurement Law Act and these Rules of Procedure.
- 2.1.3. Participation in the Competition is open to those persons/entities which meet all of the following prerequisites:
 - A) hold qualifications or retain the services of individuals holding the licences to practise the profession of an architect, if required in their country of origin or domicile, or hold unrestricted designer's licences in the special area of architecture, as defined in the Polish Building Law,
 - B) have, over the last five years or in their history, if shorter than five years, produced at least one building and construction design of a public edifice no smaller than 2,000 sq.m. in area and its accompanying appurtenances, and the design has been granted the law-defined building permit. The above condition shall be deemed met by the entities which, in the said period, performed the authors' supervision over execution of the designs they had produced at an earlier date,
 - C) are not subject to exclusion under Arts. 24.1 and 24.2 of the Public Procurement Law Act and point 2.1.6 hereof,
 - D) are independent of the Competition Organiser
 - E) are independent of the members of the Competition Jury
 - F) have paid the registration fee of EURO 50.
- 2.1.4. Any one Competition Participant can only submit one Request to Participate in the Competition and one Competition Entry, provided that submission of the Request and Entry shall be construed as including joint submission with another Competition Participant. Any Participant who submits more than one Competition Entry shall be excluded from the

Competition, and all entries submitted with his co-participation shall be rejected.

2.1.5. The Competition Entries may only be submitted by the Participants the Organiser invites to do so. In the event it is discovered that a Competition entry comes from a participant not invited to take part in the Entry submission phase, such entry shall be pronounced invalid, and the participant who submitted it shall not be eligible for any award.

2.1.6. Excluded from the Competition is anyone (and consequently any Competition entry coming from such person) who:

- A) is an employee of or cooperates with the Competition Organiser,
- B) is a member of the Competition Jury,
- C) was directly involved in any aspect of organising the Competition,
- D) produces his/her Competition Entry by retaining the services of anyone involved in the arrangement of the Competition or determination of the Competition terms.

2. Documents Required to Evidence Meeting the Prerequisites of Eligibility for the Competition

2.2.1. All documents listed below must be submitted in their originals or, if photocopied, must be certified for consistency with their originals by the Competition Participant in person or, in case of legal persons or organisational entities with no personality at law, by the individuals they authorize to make statements of will on their behalf.

2.2.2. To evidence satisfaction of the conditions precedent to participation in the Competition, the Competition Participant is obliged to file the following documents:

- A) the completed form of the 'Request to Participate in the Competition' and the attachments thereto,
- B) currently valid excerpts of the relevant register or valid certificate of registration in the business activity register, if separate regulations require registration in the entrepreneur or business activity registers, issued no earlier than 6 months prior to the deadline for submission of the Request for Participation in the Competition
- C) the power of attorney to represent the Competition Participant, or the agreement between the joint Participants, if the representation rule ensues therefrom. This requirement is binding on all joint



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- Participants, or other Participants in the Competition / teams of authors who appoint a specific person to act on their behalf,
- D) a document evidencing the qualifications or licence to practise the profession of an architect, if required in the Competition Participant's country of origin or country of residence, or the unrestricted designer's licence in the special area of architecture, as defined in the Polish Building Law,
 - E) the declaration from the Participant in the procedure, stating that over the last 5 years (or over the history of his business, if shorter than 5 years) the Participant has produced the building and construction design of an edifice indicated in point 2.1.3.B) hereof; the declaration should provide information on the object ordered, its value, completion date, and the recipient, and/or the issuance of the building permit therefor,
 - F) the declaration of no liability to exclusion under Arts. 24.1 and 24.2. of the Public Procurement Law Act, or point 2.1.6 hereof,
 - G) a document evidencing the payment of the registration fee to the Awarding Entity's bank account with BRE Bank S.A. o/Gdańsk, 80-900 Gdańsk, ul. Wały Jagiellońskie 8, Muzeum II Wojny Światowej; account No. 94 1140 1065 0000 2097 5100 1003; SWIFT CODE: BREXPLPWGDA; in the title rubric please quote the following: 'OPŁATA REJESTRACYJNA W KONKURSIE NA OPRACOWANIE KONCEPCJI ARCHITEKTONICZNEJ MUZEUM II WOJNY ŚWIATOWEJ W GDAŃSKU' *[registration fee in the Competition for the Conceptual Architectural Design of the Second World War Museum in Gdańsk]*

III. Content of the Competition Entries

1. Subject Matter of the Study

- 3.1.1. The subject matter of the Competition Entries is defined as the architectural concept of the Museum building, together with the conceptual site landscape design within the borderlines of the Competition study, presented on the 'Designer's Map' scaled 1:500 – Appendix No. 12
- 3.1.2. The design submitted for the Competition should incorporate the assumptions of the programme and spatial arrangements, contained in these Rules of Procedure and ensuing from:
 - A) the location plan and description extracted from the local spatial environmental plan for the City Centre – Stara Stocznia – in the City

- of Gdańsk, as adopted in Resolution No. XXXIX/1106 of the Gdańsk City Council, dated 27 August 2009 - Appendix No. 13,
- B) the tentative concept of the main exhibition of the Museum of the Second World War, as developed by Tempora S. A. from Belgium – Appendix No. 15
- and recognise the assumptions of:
- C) the 'Area Development Conditions for the Site of the Museum of the Second World War' – Appendix No. 16,
- D) the Museum functional and use programme - Appendix No. 10a and 10b.

2. Area the Competition Concerns

- 3.2.1. The Competition comprises the area located in Gdańsk, on the Radunia Canal, enclosed within the streets of: Stara Stocznia, Sukiennicza, and Wałowa.
- 3.2.2. The area lies in the zone subject to protection by the historic site conservator (listed area – Decision to enter in the list of historic sites, dated 11 October 1947) and the larger territory recognised as a monument of the past (Ordinance of the President of the Republic of Poland, dated 8 September 1994 on recognition of the status of a monument of the past).
- 3.2.3. The investment consisting in the erection of the Museum can be located on the following plots: Nos. 331/5, 331/7, 332/2, 333/3, 335/6, and 334, circuit 090, being the property of the Museum of the Second World War in Gdańsk.
- 3.2.4. The area to be comprised in the study adds up to 17,095 square metres.
- 3.2.5. The city quarters, including the area to be comprised in the Competition study, are publicly accessible. Therefore the Awarding Entity does not envisage any site visits, or reimbursement of the visit expenses.

3. Additional Architectural and City-Planning Requirements

- 3.3.1. The designers should aim at high quality solutions at all levels of execution. The new development should enrich the urban space and create a new element of the location's spatial identity. The Investor expects that the executed building will meet the top spatial and technical

standards.

3.3.2. The designers should seek compositional and city-scape links with the elements of the neighbouring complexes by:

- A) maintaining the appropriate scale of their development while recognising superiority of the dominant landmarks of the church and city hall towers. The building height cannot exceed 25 m measured from the terrain to the uppermost elevation of the roof. It is admissible, though, to introduce an architectural accent of up to no more than 40 m in height.
- B) creating a spatial composition that will demonstrate features of prestige and carry particularly high aesthetic and symbolic values,
- C) providing a link with the pedestrian boulevard along the embankment and retaining an unobstructed view of the site from the Motława River,
- D) developing a meticulous arrangement of the landscape and street/garden architecture,

4. Traffic Requirements

- 3.4.1. It is required that the pedestrian traffic be given predominance within the study area.
- 3.4.2. Convenient walkways to the Museum should be secured from Wałowa and Sukiennicza Streets, and from the Motława embankment – Wapiennicza Street. The main entrances to the building should open onto Wałowa Street and the Motława embankment, with free passage across the ground floor of the building ensured. Moreover, a public pedestrian track should be designed along the Radunia Canal.
- 3.4.3. Private automobile traffic heading to the sites located within the Competition study area should be channelled along Stara Stocznia Street.
- 3.4.4. Public bus transport should be allowed from Wałowa Street. A special expanse of land is reserved at the convergence of Wałowa and Stara Stocznia Streets for the collective transport vehicles to await the passengers and reverse. An entrance yard should be designed, leading to the building from Wałowa Street.
- 3.4.5. Access to the Museum building should be secured for heavy vehicles carrying supplies to the Museum, as well as the emergency rescue services. An ad hoc unloading stand at the terrain level should be provided to deal with special deliveries to the museum.



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- 3.4.6. Within the borderlines shown on the 'Map of the Binding Spatial Arrangements' - Appendix No. 11 – a celebrity approach to the main entrance should be designed to serve special occasions and the VIPs.
- 3.4.8. A footbridge over the Radunia Canal at its outlet into the Mottawa River should be designed, appended with kayak mooring facilities.

5. Technical Infrastructure Requirements

- 3.5.1. The arrangements or requirements relating to the technical infrastructure are not yet final because of the missing connection prerequisites. The following options are permissible within the area the Competition concerns:
 - A) media supply from the existing city networks (connections),
 - B) relaying or replacement of the existing sections of the city networks that collide with the planned land development,
 - C) erection of an integrated transformer station, as needed, with a convenient access.
- 3.5.2. The Museum building shall be equipped with all installations necessary for its operation, including:
 - A) central heating system with a heating station, water supply, sanitary sewers, and storm water drains,
 - B) power and electricity installations,
 - C) mechanical ventilation or air conditioning in all rooms,
 - D) fire-fighting installations and protection systems: hydrants, smoke exhausts, protective earthing, fire alarm signalling system (SAP),
 - E) security systems: burglary and assault alarm, CCTV, access control, CO2 detection and propane-butane (in the basement car park, if included in the programme),
 - F) low-current installations: telecommunication, audio-visual, sound amplification, structural cabling,
 - G) integrated BMS system.
- 3.5.3. The produced designs should reserve appropriate area and space for the above installations and their distribution, as appropriate.
- 3.5.4. As concerns the technical infrastructure aspect, effort should be taken to arrive at environmentally-friendly solutions and employ technologies making use of the renewable energy sources.

6. Geotechnical Requirements

The Competition design should account for the content of the geotechnical documentation which describes the existing soil and water conditions at the site of the planned building (Appendix no. 17).

7. Proposed Functional and Use Programme of the Museum

The material included below provides information intended to assist the designers in grasping the expectations of the Awarding Entity; as such it is not obligatory in nature.

IT.	ROOM / COMPLEX TITLE	No. OF EMPLOYEES	MAX. CAPACITY (PEOPLE)	Usable FLOOR AREA [m2]
1	ENTRANCE ZONE COMPLEX	28	860	2470
	<u>Proposed functions:</u> entrance hall (forum, ca 1000 m2), information stand, ticket stands, museum shop, restaurant and cafe plus their back-up facilities, closed membership club (ca 100m2), cinema and auditorium hall plus projection room (for an audience of ca 100 people), children's play-room, working area for media representatives, public cloakroom, toilets, staff back-up facilities, janitor's rooms.			
2	CONFERENCE HALL COMPLEX	15	300	800
	<u>Proposed functions:</u> a conference hall (auditorium, ca 500 m2), sound and lighting directors' rooms, translators' booths, RTV transmission rooms, changing rooms, store room for accessories, office premises, toilets, staff back-up facilities, technical area.			
3	LIBRARY COMPLEX	23	30	990
	<u>Proposed functions:</u> library reading room + open library (10 work stands, ca 20 m2), multimedia reading room, reading room for the blind and deaf, seminar rooms (ca 80 m2, 150 m2), research section, exhibition section, archives for: research and historic documents, photographic and visual documentation, audio-visual equipment storage, toilets, technical service rooms, janitor's space.			
4	EXHIBITION AREA COMPLEX	2	500	5700
	<u>Proposed functions:</u> permanent exhibitions, temporary displays, resting areas at the exhibition rooms			
5	ADMINISTRATION AND OFFICE COMPLEX	35	30	750
	<u>Proposed functions:</u>			

	directors' studies, secretarial room with a kitchen annexe, conference room, information and promotion section, marketing section, graphic arts section, legal counsels, accounting, administration and investment section, toilets, technical rooms, storage rooms.			
6	EDUCATIONAL COMPLEX	19	100	670
	<u>Proposed functions:</u> education rooms (2 rooms, ca 370 m2), educational section, editors' work area, toilets, staff back-up rooms, storage			
7	TECHNICAL SERVICE COMPLEX	41	-	820
	<u>Proposed functions:</u> conservation workshop, reconstruction workshops, security and monitoring rooms, Internal Security Service, electricity and electro-acoustic rooms, IT and web administrator's room, server room, maintenance workshop, firemen's room, medical aid room, staff back-up facilities, changing rooms, toilets, showers			
8	STORAGE COMPLEX	29	-	2200
	<u>Proposed functions:</u> exhibit storage room (ca 1000 m2), unloading area, storages: handy, tools, exhibition materials and equipment, and packaging; maintenance, display preparation workshops, staff back-up facilities, changing rooms, toilets, showers, waste disposal room			
9	HOTEL COMPLEX	2	14	300
	<u>Proposed functions:</u> suites with a kitchen (2 compounds), guest suites (5 compounds), kitchen, lunch room, TV room			
	TOTAL			14700
10	LANDSCAPE DEVELOPMENT The following space should be ensured within the area comprised in the study: - ca 2700 m2 for open air exhibitions, or historical reconstructions, - parking facilities.			

3.7.1. Entrance Zone Complex

- A) The entrance hall should integrate all of the Museum's reception functions and ensure good access control at the entrance point, plus proper organisation of the traffic flow. Some hall space should be reserved for minor displays, new exhibition announcements, varied forms of audio-visual information. The exhibition rooms and the conference hall are assumed to share a common entrance hall, cloakroom, and toilets. Nevertheless, other solutions are permissible. It should be possible to hold conferences without interrupting the

Museum's regular visiting function. It is recommended to ensure access to the Museum shop, restaurant, cafe, club room, and cinema-auditorium rooms from the entrance hall and from outside the building so that they can be operated independent of the Museum itself.

- B) The closed membership club is intended for holders of the Museum club membership cards, i.e. is closed to the general public. Its location should ensure an attractive view and access irrespective of the Museum opening hours. The club should be fitted with catering back-up facilities and an audio-visual system. The rooms should be fitted with noise insulation to isolate them from all other premises.
- C) The cinema and auditorium hall is intended for various forms of programme-implementing events, to name e.g.: projections, public meetings with artists, etc. The hall should have an additional, independent entrance from outside the building so as to enable its use irrespective of the Museum's opening hours. Multi-level solutions are permissible. The hall should be acoustically insulated from all other premises.
- D) The toilets next to the children's play-room should be fitted for use by the children.
- E) Convenient access should be secured for ambulances heading for the first aid premises.

3.7.2. The Conference Hall Complex

The auditorium conference hall should be designed so as to enable staging chamber orchestra concerts and audio-visual performances. It should be fitted with complete audio-visual installations, translators' booths, RTV transmission studios with mixer back-up equipment, and the sound and light director's rooms. The premises should be acoustically insulated in accordance with the requirements of the Building Law.

3.7.3. The Library Complex

- A) The library reading room should fit in 10 work stands.
- B) The multimedia reading room should have 5 isolated multimedia work stands.

- C) The reading room for the blind and deaf should be fitted with 5 separated multimedia work stands equipped as appropriate so as to serve the blind and deaf (scanners, speech synthesisers).
- D) The seminar rooms should be fitted with audio-visual equipment.

3.7.4. The Exhibition Area Complex

- A) The exhibition area should be construed as the space reserved for expositions, i.e. the core function of the Museum. The way the exhibition space is organised should provide for accommodation of various artistic forms making use of varied media. It should particularly enable implementation of the exposition based on the tentative concept of the main exhibition of the Museum of the Second World War, as developed by Tempora S. A. from Belgium – Appendix No. 15.
- B) The exhibition rooms should be conveniently linked to the workshop floor designated for exhibition preparation.
- C) The structure of the exhibition space should enable introducing large-size exhibits and vary their lighting.
- D) The exhibition rooms should be no lower than 4.80 m net. It is not recommended to include daylight in the exhibition space lighting. The exhibition rooms should be fitted so as to enable installation of the following systems: audio-visual, sound amplification, and structural cabling. Separate rooms should be envisaged to house the technical equipment controlling the systems (computers, video-recorders, etc.). The option of having computer workstations should be provided for.
- E) It should be possible to restrict the visitors' access to specific exhibition rooms.
- F) The exhibition area complex should be appended with rest areas for the visitors, lit with natural light, their view opening onto the outside world, or (optionally) the interior of the exhibition rooms.

3.7.5. The Administration and Office Complex.

- A) The studies of the director and deputy directors, plus the secretarial room and kitchen annex should form a single compound, though linked directly to the other administration and office premises.
- B) The entrance to the administration and office complex should be fitted

with an access control system.

- 3.7.6. The Educational Complex,
The educational area should be accessible both in and out of the Museum's opening hours.
- 3.7.7. The Storage Complex.
The exhibit storage room should be designed assuming the high rack storage system serviced with forklifts. The height of the storage rooms should be no less than 6.5 m net. A safe route to load and unload the exhibits, and the possibility to store large-size objects and vehicles should be ensured.
- 3.7.8. The actual realisation of the use programme, the operating method, and the space division arrangement should all take the mobility aspect into account. Flexibility of space arrangement can be attained primarily through installing mobile partitions and easily dismountable partition walls, standardisation of the technical and installation fittings indoors, and by ensuring mobility of the fixtures.
- 3.7.9. It is permissible to append the building use programme with auxiliary functions such as catering, trade, tourist services, and recreation, as well as any others which the authors deem indispensable for the proper functioning of the site. The area occupied by such auxiliary functions should not exceed 5% of the usable floor area of the entire building specified in point III,7.
- A) The standard height of the rooms and functional complexes should be adequate for their functions and the floor areas in the plan drawings; it should also account for the space necessary to accommodate the technical installations.
 - B) About 2700 m² of the area comprised in the study should be reserved for open air expositions or historical reconstructions, or placing other devices and objects connected with the functions included in the programme of the museum. In the area comprised in the study and delimited with the borderlines shown on the 'Map of the Binding Spatial Arrangements' - Appendix No. 11 – a parking facility capable of taking 280 cars, plus a coach parking facility for 5 vehicles



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should be envisaged. The car park can be designed as an open space parking ground or garage. A parking site for delivery vehicles should be designed in the vicinity of the unloading area. A bicycle parking facility should be provided.

- C) The tolerance margin for the proportionate shares of the functions in the aggregate floor area is assumed at $\pm 15\%$. Some zones or functions can link with or merge into others, provided that the requirements of safety and traffic control are met. Moreover, extra space not included in the functional-use programme should be reserved for the internal traffic and devices of the technical infrastructure plus installations such as: the ventilator and air conditioning room, central heating and hot water station, switchboard room, trafostation, power generator, hydrophore room, server room, and other facilities the Competition Participant deems necessary for the correct operation of the site (Appendix No. 10b).
- D) The net area of the building, including the internal traffic routes and space reserved for the technical infrastructure, except for potential car parks within the building, if any, cannot exceed 23.000 m².

8. Additional Requirements

- 3.8.1. The maximum planned total cost of the works implemented based on the Competition Entry must not exceed the net amount of PLN 230,000,000.- (say: two hundred and thirty million zlotys). The said amount includes the cost of any construction works connected with the development of the surrounding land and the erection of any auxiliary buildings, plus the cost of the preliminary land development, except for the preparation of the design documentation.
- 3.8.2. The cost of producing the design documentation itself, and of the works listed in the 'Terms of Reference for Design and Author Supervision Contracts' accounts for 5% of the net cost of carrying out the works based on the Competition Entry and must not exceed 5% of the maximum planned expenditure specified in point 3.8.1.
- 3.8.3. The floor areas and cubic capacities of the auxiliary rooms should be adopted based on the relevant binding Polish Standard PN-ISO 9836: 1997 and the requirements of the Building Law Act of 7 July 1994 (consolidated text in Journal of Laws No. 156/2006, it. 1118, as amended), as well as the Ordinance of the Minister of Infrastructure, dated 12 April 2002 on the technical conditions that should be met by

buildings and their locations (Journal of Laws No. 75/2002, it. 690, as amended).

- 3.8.4. The anticipated cost of completing the site development should be calculated based on the Ordinance of the Minister of Infrastructure, dated 18 May 2004 (Journal of Laws No. 130/2004, it. 1389).

IV. Formal Aspects of the Competition Entries

1. Entry Presentation

- 4.1.1. The Competition Entries shall be presented in the following forms: graphics, mock-up, narrative description, and their digital format.
- 4.1.2. The conceptual design and its details shall be elaborated to the extent that will enable proceeding instantly to the development of the building design appended with the site landscape development design.
- 4.1.3. No materials going beyond the scope of the Competition Entry shall be taken into account.

2. Graphic Component

- 4.2.1. The graphic component shall be made up of:
- A) the site landscape development concept comprising the area within the study borders, presented on:
- a) the base plan showing all entrances, arcades, ramps, open air exhibition area, street/garden architecture, and the green, appended with the legend of the markings and symbols used, produced on the provided location and elevation map, i.e. the 'Designer's Map' scaled 1:500 – included as Appendix No. 12,
 - b) contextual cross-sections necessary to grasp the author's concept, scaled 1:500 (minimum 2 cross-sections, including one running parallel to the Radunia Canal, and one perpendicular to the Radunia Canal),
- B) the architectural concept of the Museum building, presented on panels and made up of the following drawings:
- a) plan drawings of all floors, scaled 1:200, incorporating the requirements laid down in the Museum functional and use programme,
 - b) cross-sections necessary to comprehend the author's concept, scaled 1:200 (minimum 2 cross-sections),

- c) the view of all external walls, scaled 1:200, including a description of the materials used,
 - C) the architectural details of the external wall finish, at a scale no smaller than of 1:50, facilitating the understanding of the materials used and technical solutions adopted,
 - D) minimum 3 visualisations, perspectives, or axonometric views, with the vantage points marked; it is obligatorily to include two views from the point marked on the 'Map of the Binding Spatial Arrangements', scaled 1:1000 – Appendix No. 11,
 - E) perspective views and visualisations of the interior.
- 4.2.2. The designation of the rooms and their areas should be marked on the plan drawings of the building storeys.
- 4.2.3. The graphic component should be presented on light, rigid panels, maximum six in number. The suggested panel layout is: horizontal, panel sizes: w=100 cm, h=70 cm.

<p>1.</p> <p>1:500 Landscape site development 1:500 2 contextual cross-sections</p> <p>[format: 70x100 cm]</p>	<p>2.</p> <p>1:200 Plan drawings</p> <p>[format: 70x100 cm]</p>	<p>3.</p> <p>1:200 Plan drawings</p> <p>[format: 70x100 cm]</p>
<p>4.</p> <p>1:200 Plan drawings 1:200 2 cross-sections</p> <p>[format: 70x100 cm]</p>	<p>5.</p> <p>1:200 External walls 1:50 Architectural detail of the external walls</p> <p>[format: 70x100 cm]</p>	<p>6.</p> <p>Minimum 3 visualisations, perspective or axonometric views. Perspective views or visualisations of the interior.</p> <p>[format: 70x100 cm]</p>

The drawing technique: as desired, provided it enables clear black-and-white reproduction.

- 4.2.4. The graphic component of the study should be appended with a complete set of paper photocopies (or copies produced in another printing technique) of all panels, scaled 1:1.

3. Mock-up

- 4.3.1. A mock-up of the building presenting the 3D architectural concept of the designed building and the site landscape design within the study borderlines marked on the 'Map of the Binding Spatial Arrangements' scaled 1:1000 – Appendix No. 11, produced in the 1:500 scale on a rigid base, sized 60x75 cm.
- 4.3.2. The production technique and the materials used can be selected as desired, provided the mock-up is horizontally rigid. The final finish should be white mat. Transparent materials are permissible.

4. Narrative Component

- 4.4.1. The narrative component should include:
 - A) a description of the idea behind the programme and spatial concept,
 - B) a description of the landscape development of the Museum site within the study borders, and its links to the neighbouring areas and buildings, if envisaged,
 - C) a description of the architectural concept of the building, including the adopted structural solutions and materials,
 - D) the pricing information: the fixed net price for the development of the documentation to the extent determined in the enclosed draft contract, and the authors' supervision; the envisaged maximum net cost of executing the works based on the design documentation contemplated in the contract.
- 4.4.2. The narrative section should be produced in the form of a permanently bound A4 booklet made up of about 5 numbered pages.
- 4.4.3. The narrative component should be appended with the programme table listing the designations of the rooms, their areas, and the summary net areas of individual functional complexes, plus the aggregate net area of the entire building; it should further be enclosed with copies of the panels, produced in any printing technique and reduced to the A3 format size.
- 4.4.4. The narrative component shall be provided in 3 copies.

5. Digital Component

- 4.5.1. In order to enable to use of the Entries in accordance with these Rules of Procedure, the Competition Participants are obliged to submit the Organised with the content of their studies recorded in the digital format

on a CD/DVD; the disk should be submitted in a separate, sealed envelope.

- 4.5.2. The digital component of the Competition Entry shall not be assessed. Instead, it will only be opened upon resolution of the Competition. The component shall be resorted to for exhibition and calculation purposes.
- 4.5.3. The digital component should comprise:
 - A) the drawings in the DWG or DXF format,
 - B) the description in the DOC or RTF format,
 - C) the list of area sizes and costs in the XLS format,
 - D) the design panels in the PDF format, reduced to the A3 size,
 - E) the design panels in the PPS format ('Power Point' presentation),
 - F) visualisations in the JPG or TIF format, and the resolution of 600 dpi.

V. Competition Procedure

1. Query Reply Procedure

- 5.1.1. The contact person appointed by the Awarding Entity to communicate with the Competition Participants is:

Ms Anna Kądziela-Grubman

Tel. +48 58 323 75 20, fax +48 58 323 75 30

mailing address: ul. Długa 81/83, 80-831 Gdańsk

e-mail: konkurs.arch@muzeum1939.pl

and

Ms Urszula Kwiatkowska

Tel. +48 58 323 75 20, fax +48 58 323 75 30

mailing address: ul. Długa 81/83, 80-831 Gdańsk

e-mail: konkurs.arch@muzeum1939.pl

- 5.1.2. The Competition Participants can turn to the Awarding Entity in writing (by post, fax, or e-mail) requesting clarification of the terms of these Rules of Procedure. The queries should be sent to the address given in point 1.2.1. with the annotation: „KONKURS NA OPRACOWANIE KONCEPCJI ARCHITEKTONICZNEJ MUZEUM II WOJNY ŚWIATOWEJ W GDAŃSKU [*Competition for the Conceptual Architectural Design of the Second World War Museum in Gdańsk*]”.
- 5.1.3. The Awarding Entity shall answer all queries from the Competition Participants, connected with these Rules of Procedure, provided they are received no later than 14 days before the deadline for submission of the



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Requests to Participate in the Competition and/or 35 days before the lapse of the deadline for the submission of the Competition Entries. Any queries, be it posted, faxed, or e-mailed, shall be deemed submitted in time, if they reach the addressee before the lapse of the above-indicated deadline.

- 5.1.4. The Awarding Entity shall provide the interested party with replies to its queries within 6 days. The Awarding Entity shall also make all questions asked and replies provided at all stages of the Competition available on its website without disclosing the source of the query. The website address is www.muzeum1939.pl. Therefore, the Competition Participants are obliged to keep track of the information provided on the above-indicated website.
- 5.1.5. The Awarding Entity reserves the right to modify the terms of these Rules of Procedure at any time up to the final date falling 30 days ahead of the deadline for submission of the Competition Entries.
- 5.1.6. The replies the Awarding Entity gives and publishes on its website in answer to the queries from the Competition Participants, as well as any modifications of the terms of these Rules of Procedure shall be binding on all Competition Participants.

2. Procedure of Submitting Requests to Participate in the Competition

- 5.2.1 The Participants shall submit their Requests to Participate in the Competition enclosed with the attachments by the date specified in point 1.7.2. hereof. The Requests shall be delivered to the address given in point 1.2.1.
- 5.2.2 The Request produced on the form provided as Appendix No. 1 to the Rules of Procedure and containing the data of the Competition Participant and his declarations, shall be attached with:
 - A) all documents required from the Competition Participants, as listed in point 2.2.2. of these Rules of Procedure,
 - B) a sealed envelope containing the identification card produced on the form enclosed as Appendix No. 8 to these Rules of Procedure, giving the data of the Competition Participant and the freely selected 6-digit identification number identical with the number placed on the Competition Entry. The envelope containing the identification card should be sealed so as to prevent reading it before the entries are



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identified; it should be permanently bound to the form of the Request to Participate in the Competition.

- 5.2.3 The Request, and the attached documents provided by the Participant (including those produced on the forms appended to these Rules) must be signed by the person authorised to represent the Participant consistent with the form of the representation authority defined in the registration certificate or another document relevant for the Participant's organisation. In the event the Participant is represented by the authorised agent, the Request must be appended with the original of the power of attorney specifying the scope of the authority conferred, and signed by the persons competent to represent the Participant.
- 5.2.4 It is recommended to number the pages of the Request and its attachments, and to bind all the Request and attachment pages firmly together.
- 5.2.5 If the information provided in the Request is confidential to the company in the meaning given to the term in the regulations of the act on combating unfair competition, such information must be marked with the following clause: „INFORMACJE STANOWIĄCE TAJEMNICĘ PRZEDSIĘBIORSTWA W ROZUMIENIU ART. 11 UST. 4 USTAWY O ZWALCZANIU NIEUCZLIWEJ KONKURENCJI (tekst jednolity Dz. U. z 2003 r. nr 153 poz. 1503 z późn. zmianami) [Company confidential information as construed in Art. 11.4 of the Act on Combating Unfair Competition (consolidated text in Journal of Laws 2003: No. 153, it. 1503, as amended)]” and enclosed separate from the Request form, although in the same envelope.
- 5.2.6 The Competition Participant can amend or withdraw the Request only before the lapse of the deadline for submitting the Requests.
- 5.2.7 The notification of introducing amendments to or withdrawing the Request must be submitted in the manner and form specified for the submission of the Request itself, except that the packaging (envelopes) shall bear the following additional annotation: „ZMIANA WNIOSKU” / „WYCOFANIE WNIOSKU” [Amendment to the Request / Withdrawal of the Request].

3. Opening of the Requests to Participate in the Competition

- 5.3.1. The Awarding Entity shall open the Requests to Participate in the Competition on the day specified in point 1.7.3. of these Rules of Procedure.
- 5.3.2. Having verified satisfaction of the conditions precedent for participation in the Competition, the Awarding Entity shall admit participation in the



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Competition and extend invitations to submit the Competition Entries to those Participants who meet the prerequisites set forth in point 2.1.3. of these Rules of Procedure. All Participants not meeting the requirements shall be excluded.

- 5.3.3. The Notifications of Qualification for Participation in the Competition shall be delivered by e-mail by the date specified in point 1.7.4. of these Rules of Procedure. Those of the Participants who do not give their e-mail addresses in the Request forms shall only be notified by registered mail. The Participants can also collect their Notifications of Qualification for Participation in the Competition in person. No information shall be provided on the telephone.

4. Procedure of Submitting the Competition Entries

- 5.4.1. The Participants the Awarding Entity invites to participate in the Competition shall submit their Competition Entries by the date specified in point 1.7.5. of these Rules of Procedure, delivering them in person or by courier mail to the address of the Awarding Entity's Authorised Agent as given in point 1.2.2. The Competition Entry shall be deemed submitted on the date it is delivered in person to the offices of the Awarding Entity's Authorised Agent or on the date the Awarding Entity's Authorised Agent receives the registered mail.
- 5.4.2. The Competition Entry should be submitted in a sealed packaging bearing nothing more but the address of the Awarding Entity's Authorised Agent, the inscription: „KONKURS NA OPRACOWANIE KONCEPCJI ARCHITEKTONICZNEJ MUZEUM II WOJNY ŚWIATOWEJ W GDAŃSKU” [*Competition for the Conceptual Architectural Design of the Second World War Museum in Gdańsk*], and the Participant's identification number identical with the ID number quoted on the identification card. The Competition Participant must not be named as the sender either on the packaging, or on the form of the return receipt acknowledgement under the pain of rejection of the Competition Entry.
- 5.4.3. The receipt of the Competition Entry shall be acknowledged on the form enclosed as Appendix No. 9 hereto, which the Competition Participant should mark with his identification number identical with the ID number on the Entry packaging, and the Awarding Entity's Authorised Agent shall supplement it with the date and hour of the receipt, his/her seal and signature.

- 5.4.4. The Competition Entries should be submitted in a single packaging containing the graphic component, the narrative, and the digital component, plus the mock-up, all durably marked with the identification number. It is permissible to submit the Competition Entry in two packagings, one containing the mock-up only. In this case both packagings should be marked in accordance with the provisions of point 5.4.2. and permanently bound together in a manner that will prevent their accidental separation.
- 5.4.5. No Competition Entries submitted later than the deadline for submission, as specified in points 5.4.1. and 1.7.5., shall be evaluated by the Competition Jury.

5. Anonymity of the Competition Entries

- 5.5.1. The panels, narrative, CD, mock-up, Competition Entry receipt acknowledgement form, and the packaging must all be marked durably with the identification number unique for the Entry. The identification number made up of digits about 2 cm tall, should be placed in the top right corner of each panel, about 2 cm off the panel edge. All other elements of the Competition Entry should be marked in accordance with the same rule.
- 5.5.2. The identification number made up of six digits should be placed on each element of the Competition Entry, the receipt acknowledgement form, and the packaging.
- 5.5.3. All Competition Entries whose markings or any information given on them violate the anonymity rule prevailing in the Competition shall be disqualified, except that the size of the digits in the identification number and/or its different positioning shall not give grounds for disqualification of the Competition Entry.

6. Resolution of the Competition

- 5.6.1. The Competition Jury shall evaluate the Competition Entries at closed sessions. The evaluation shall be based on the criteria listed in these Rules of Procedure.
- 5.6.2. The Competition Jury shall not evaluate any Entries that fail to meet the formal requirements specified in these Rules of Procedure. All Entries not satisfying the formal requirements specified herein shall be excluded.
- 5.6.3. The Competition Jury shall resolve the Competition by selecting the best Entries. It shall also produce reviews of the prize-winning and



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distinguished Competition Entries, award the prizes and distinctions, compile the substantiation to the Competition resolution, and formulate the Competition-ensuing recommendations.

- 5.6.4. Having reached the resolution, the Competition Jury shall trace back all Entries to their authors based on the identification numbers given on the identification cards.
- 5.6.5. The Awarding Entity shall notify all Competition Participants of the Competition results as soon as the Competition is resolved. The notifications shall state the first name(s) and surname(s) and the residence or registered address(es) of the author(s) of the winning Competition Entries. The results shall be published on the Awarding Entity's website. In the notifications, the Participants will also be advised of the duration and venue of the exhibition to display the Competition Entries and the post-Competition public discussion.
- 5.6.6. The Awarding Entity shall transmit the announcement of the Competition results to the Office for Official Publications of the European Communities and the President of the Public Procurement Office as soon as the Competition is resolved.
- 5.6.7. The Competition Entries which have not been awarded any prize shall be available for collection against return of their receipt acknowledgement forms no earlier than six months after the results are published. The Entries shall remain available for collection for 6 months. In the event the Competition Participant fails to collect the submitted Entry before the lapse of the above term, the Competition Organiser shall have the right to destroy it upon expiration of the mandatory archiving period.
- 5.6.8. The Awarding Entity shall, on the motion from the Competition Jury, cancel the Competition, if:
 - A) not a single Request to Participate in the Competition is filed,
 - B) not a single Competition Entry is submitted,
 - C) none of the submitted Competition Entries meets the requirements laid down in these Rules of Procedure.

VI. Competition Jury

1. Composition of the Competition Jury:

- 1) Wiesław Bielawski- chairman
- 2) Grzegorz Buczek - juror - scrutinizer
- 3) Wiesław Czabański - juror - scrutinizer

- 4) Wojciech Duda
- 5) George Ferguson
- 6) Tomasz Konior
- 7) Daniel Libeskind
- 8) Jack Lohman
- 9) Andrzej Pągowski
- 10) Hans Stimmann
- 11) Krystyna Zachwatowicz.

2. Duties of the Competition Jury

6.2.1. The duties of the Competition Jury include in particular:

- A) verification of the submitted Requests to Participate in the Competition,
- B) check-up of the Participants' satisfaction of the prerequisites of eligibility for participation in the Competition,
- C) rejection of the Competition Entries which do not meet the formal prerequisites,
- D) evaluation of the Competition Entries against the criteria laid down in these Rules of Procedure,
- E) selection of the Competition Entries to be awarded the prizes and the potential distinctions, if any, from among all Entries meeting the formal prerequisites set forth in these Rules of Procedure, and formulation of the selection substantiation,
- F) preparation for resolving the Competition or motioning its cancellation,
- G) compilation of the conclusions, recommendations, and guidance following the Competition,
- H) approval of the Competition Jury meeting minutes,
- I) giving advice with respect to the protests, if any, raised in the course of the Competition and considered by the Awarding Entity,
- J) participation in the public discussion of the Competition Entries, organised upon resolution of the Competition.

6.2.2. The Competition Jury passes its resolutions at a simple majority of votes. In case of a tie the Chairperson's vote prevails.

6.2.3. The meetings of the Competition Jury are minuted.

VII. Entry Evaluation Criteria

- 7.1. The designs shall only be evaluated based on the graphic and narrative components of the Competition Entries.
- 7.2. The Competition Entries shall be evaluated according to the following criteria here listed in the order of priority:
- A) the aesthetic values, attractiveness, and appropriateness of the solutions for the nature and stature of the site,
 - B) the value of the functional and spatial solutions, the values of the building in terms of its use,
 - C) consistency with the guidance given in Chapter III of these Rules of Procedure,
 - D) the quality and attractiveness of the landscape development around the building and its cohesion with the proposed architectural design,
- The criteria listed in points a) to c) account jointly for 90% of the score.
The criterion of point d) is auxiliary in nature, and its share in the total score is 10%.

VIII. Additional Requirements

1. Obligations Assumed by the Authors of the Awarded Entries and the Organiser, Including Areas of Application of the Competition Entries.

- 8.1.1. The Awarding Entity reserves the right to present all or any selected Competition Entries at the post-Competition exhibition, as well as the right to reproduce and publish them under any possible technique without paying the fee to their authors, which does not infringe on the authors' personal copyright.
- 8.1.2. Upon resolution of the Competition and the payment of the awards the Awarding Entity shall become the owner of the awarded Competition Entries and acquire the financial copyright to them in the following areas of application:
- A) presentation of the Competition Entries in their entirety or in part, with no restrictions as to the place, time, or form, as well as their reproduction and publication under any technique, saving them in the computer memory, and transmitting via the multimedia, computer, and teleinformation networks, including the Internet,
 - B) multiplication of the Competition Entries in their entirety or in part under any technique, particularly by photocopying, printing, producing copies on the magnetic media, magnetic and optical

media, video techniques, computer technology, or overhead projector.

The above provisions do not infringe on the personal copyright of the Entries' authors.

8.1.3. The Competition Participant awarded with the invitation to participate in the public procurement proceedings conducted in accordance with the single-source procurement procedure, for detailed elaboration of the Competition Entry shall transfer his/her financial copyright to the awarded Entry onto the Awarding Entity to the extent of the following areas of application:

- A) the right to elaborate on the work, especially to modify and adapt it. Every task of the type shall be entrusted with the author, provided it is performed in accordance with the guidelines from the Awarding Entity and for no extra fee.
- B) the right to process the work, consisting in the development of subordinate studies, especially the architectural, construction, and execution designs, provided that entrusting such processing of the Competition Entry, which constitutes the Competition prize, to any person other than the author of the awarded study, shall only be possible in the event the public contract is not awarded for reasons listed in point 8.1.6.
- C) the right to execute the construction works in accordance with the designs produced based on the Entry, and all other fields of application as listed in the Act on Copyright and Derivative Rights, dated 4 February 1994 (Journal of Laws 2000: No. 80, it. 904, as amended).

8.1.4. The Competition Participant awarded with the invitation to participate in the procedure leading to the award of the contract for detailed elaboration of the Competition Entry shall be obliged to take up the negotiations under the single-source procurement procedure at the venue and time indicated by the Awarding Entity, and to sign the contract on the terms laid down in the 'Terms of Reference for Design Contracts' and those agreed in the course of the negotiations.

8.1.5. The Awarding Entity reserves the right to oblige the Competition Participant awarded with the invitation to participate in the procedure leading to the award of the contract for detailed elaboration of the Competition Entry to account for the recommendations applicable to the



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Competition Entry, if any are formulated by the Competition Jury in the review of the produced designs or by the Competition Organiser while developing the design elaborating on the Competition Entry.

- 8.1.6. The Awarding Entity may withdraw from signing a contract for the design works with the author of the awarded Entry in the event a significant change in the circumstances occurs causing that pursuance of the investment ceases to lie in the public interest, provided however that the cause was unforeseeable before the commencement of the procurement procedure. The Awarding Entity may also withhold the signing of the contract, if the negotiations held under the single-source procurement procedure trigger the occurrence of any circumstance that will result in the obligation to invalidate the procedure in accordance with Art. 93.1 of the Act.
- 8.1.7. The Awarding Entity's failure to enter into the design documentation development contract with the author (team of authors) shall give the author of the awarded Competition Entry no grounds to raise any claims, including copyright claims.
- 8.1.8. The Awarding Entity cannot demand that the contract be signed on any terms inconsistent with the 'Essential Terms of the Contract' specified in these Rules of Procedure.
- 8.1.9. The Awarding Entity does not envisage reimbursement of the costs of participation in the Competition or preparation of the Competition Entries in this procedure.

2. Scope of the Design Documentation to Be Produced by the Author of the Best Competition Entry Following the Contract Award.

- 8.2.1. The contract with the author shall concern:
 - A) development of the building design appended with the site landscape design,
 - B) obtaining of the building permit,
 - C) development of the comprehensive construction design,
 - D) development of the tender documentation together with the investor's cost calculation,
 - E) development of the technical specification for the execution and acceptance of the works,
 - F) developing the suggestions or obtaining approvals of any substitute solutions of the design or material nature to those envisaged in the

design set,

- G) performing the author's supervision over the investment under construction by the author of the documentation,
 - H) participating in the acceptance procedures and any guarantee and complaint procedures,
 - I) transferring the financial copyright to the produced documentation onto the Awarding Entity,
 - J) producing other studies specified in the contract between the Awarding Entity and the Author-Producer of the documentation, as required for project implementation.
- 8.2.2. The design documentation should incorporate the programme and spatial assumptions formulated by the Awarding Entity and contained in these Rules of Procedure, and the recommendations of the Competition Jury or/and the Awarding Entity.
- 8.2.3. The design documentation should comply with the mandatory Polish standards and the regulations of the Building Law.

3. Formal Requirements to Be Met by the Author of the Selected Competition Entry.

- 8.3.1. In order that the conclusion of the contract commissioning the development of the design documentation for the Museum of the Second World War from the author of the selected Entry can be possible, the entity concerned will have to meet the requirements of Art. 22 of the Public Procurement Law Act and must not be liable to exclusion from the procedure under the stipulations of Art. 24 of the same Act. To that aim, the entity will be obliged to warrant its meeting of the requirements laid down in these Rules of Procedure by submitting the following valid declarations and documents:
- A) currently valid excerpts of the relevant register or valid certificate of registration in the business activity register, if separate regulations require registration in the entrepreneur or business activity registers; the excerpts or certificate must be issued no earlier than 6 months prior to the deadline for submission of the Competition Entries,
 - B) valid certificate from the head of the relevant tax office and the relevant branch of the Social Security or Farmers' Social Security confirming, as appropriate, that the Competition Participant is not in



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arrears with the payment of taxes, charges, health insurance or social security insurance premiums, or a certificate stating that he has obtained the law-envisaged exemption, deferment, or division of the outstanding payments into instalments, or that the execution of the relevant authority's decision has been stopped in its entirety; the certificate must be issued no earlier than 3 months prior to the deadline for submission of the Competition Entries,

- C) valid information from the National Register of Criminal Records covering the scope specified in Article 24.1.4-8 of the Public Procurement Law Act, issued no earlier than 6 months prior to the deadline for submission of the Competition Entries,
- D) valid information from the National Register of Criminal Records covering the scope specified in Article 24.1.9 of the Public Procurement Law Act, issued no earlier than 6 months prior to the deadline for submission of the Competition Entries,
- E) a third party liability insurance policy covering civil liability that might arise in connection with the conducted business activities,
- F) an evidence of establishing the contract performance security amounting to 6% of the price quoted in the tender for the development of the design documentation, in the form compliant with the requirements set forth in the Public Procurement Law Act.
- G) a document certifying the holding of the licence to practise the profession of an architect, if required in the Competition Participant's country of origin or residence, or confirming that the Participant holds an unrestricted designer's licence in the special area of architecture, as defined in the Polish Building Law,
- H) a document evidencing that the Participant has, over the last five years or in his history, if shorter than five years, produced a design of an edifice as indicated in point 2.1.3.B) of these Rules of Procedure, and containing information on the object of the service provided, its value, completion date, and the recipient.

8.3.2. The Competition Participants residing or domiciled abroad shall, instead of the above documents, be required to submit:

- A) currently valid excerpts of the relevant register or valid certificate of registration in the business activity register, if separate regulations require registration in the entrepreneur or business activity registers,



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issued no earlier than 6 months prior to the deadline for submission of the Competition Entries,

- B) a document or documents issued no earlier than 6 months prior to the deadline for submission of the Competition Entries, in the country where the Competition Participant (Contractor) resides or is domiciled, to certify, respectively, that:
 - a) he is not undergoing the liquidation procedure, nor/or has he been declared bankrupt,
 - b) he has not been forbidden to compete for the contract,
- C) a document or documents stating that the Competition Participant is not in arrears with the payment of taxes, charges, or social insurance or health insurance premiums, or that he has obtained the law-envisaged exemption, deferment, or division of any outstanding payments into instalments, or that the execution of the decision by the competent authority has been stopped in its entirety; the certificates must be issued no earlier than 3 months prior to the deadline for submission of the Competition Entries,
- D) a certificate of the competent court or administrative agency in the country of origin or residence of the person the documents concern, covering the scope specified in Article 24.1.4-8 of the Public Procurement Law Act, issued no earlier than 6 months prior to the deadline for submission of the Competition Entries.
- E) a third party liability insurance policy covering civil liability that might arise in connection with the conducted business activities,
- F) an evidence of establishing the contract performance security amounting to 6% of the price quoted in the tender for the development of the design documentation, in the form compliant with the requirements set forth in the Public Procurement Law Act.
- G) a document evidencing the licence to practise the profession of an architect, if required in the Competition Participant's country of origin or domicile, or an unrestricted designer's licence in the special area of architecture, as defined in the Polish Building Law
- H) a document proving that over the last 5 years (or in its history, if shorter than 5 years) the Participant has produced a design of an edifice as specified in point 2.1.3.B) hereof, and providing information on the subject matter of the service rendered, its value, completion date, and the recipient,

- 8.3.3. If no documents as those referred to above are issued in the country of origin or residence / domicile of the Competition Participant, the documents shall be substituted for with a document containing a deed of declaration drawn before a notary public, relevant court or administrative agency, or a body of the professional or commercial self-governing authorities in the country of origin or residence / domicile of the Competition Participant, as appropriate. The declaration shall be issued no earlier than 6 months prior to the deadline for submission of the Competition Entries, provided however, that the declaration to the effect as ensuing from point 8.2.3.C) should be issued no earlier than 3 months prior to the deadline for submission of the Competition Entries.

4. Essential Terms of the Contract to Be Awarded to the Author of the Best Competition Entry.

- 8.4.1. The complete Museum design documentation shall be produced within 12 months following the contract signing date.
- 8.4.2. The Awarding Entity shall pay the fixed fee agreed during the negotiations for the development of the design documentation. The said fixed fee shall include the fee for the performance of the subject matter of the contract, as defined in detail in point 8.2.1. The fixed fee shall also include the costs of: the travels, transport, per diem, participation in the technical meetings, supervision, accommodation, obtaining design approvals, surveys, design maps, etc.
- 8.4.3. The fee shall be paid to the Contractor no later than within 30 days following the design completion and its acceptance by the Awarding Entity.
- 8.4.4. In case any of the parties withdraws from the contract for causes resting on the Contractor's side, the Contractor shall pay the Awarding Entity the contractual penalty of 20% of the gross total fee.
- 8.4.5. The Awarding Entity shall be entitled to charge contractual penalties for each day of delay in the performance of the contract beyond the dates specified therein, at 0.3% of the value of the delay-affected part of the contract.
- 8.4.6. The claimed contractual penalties shall be paid: first from the fee due to the Contractor, then from the performance bond.
- 8.4.7. The Contractor shall transfer its financial copyright to all designs and all copies of the designs produced under the contract onto the Awarding

Entity to the extent of the following fields of application:

- A) project execution,
- B) recording,
- C) multiplication under any conceivable technique, particularly by printing and producing copies on the magnetic media, magnetic and optical media, digital media, video techniques, computer technology, or overhead projector,
- D) introduction to trading,
- E) exercising or commissioning the exercising of the derivative copyright from other entities,
- F) ensuring public availability, particularly at a public exhibition or exposition, saving in the computer memory, and transmitting via the multimedia, computer, and teleinformation networks, including the Internet,
- G) introduction of adjustments in the course of the construction works, provided the spatial assumptions of the design are not materially violated,
- H) introduction of changes to the interior design.

The above rights shall be transferred onto the Awarding Entity at the time and each time the Awarding Entity accepts the specific design.

- 8.4.8. The Contractor cannot assign his rights or duties arising from the contract onto any other parties, unless on prior written consent of the Awarding Entity.
- 8.4.9. The designer shall be secured the perpetual right to use the designs subject to the copyright in the areas of application referred to in points 8.4.7.B), 8.4.7.C), 8.4.7.F), and 8.4.7.G), though exclusively for documenting (archiving), referential, and promotional purposes without the right to charge a fee or obtain other direct benefits therefrom by either the Designer himself, or any third party.
- 8.4.10. The Participant in the procedure whose Competition Entry is selected, shall be obliged to present a valid policy of insurance against civil liability for any damages related to the conducted business activities, for the minimum insured sum of PLN 1,500,000 (one million five hundred thousand zlotys), and covering the period from the commencement of the project execution to the date of expiration of the defect warranty period.
- 8.4.11. The Designer shall, under the warranty, be liable for any physical and legal defects in his work. On the other hand, his liability for the damages

caused by any defects in the building erected based on his design shall be determined by the rules set forth in Article 471 of the Civil Code.

8.4.12. The scope of duties of the Participant whose Competition Entry has been selected (the selected Participant) shall include in particular:

- A) dispelling any doubts about the design and the solutions it proposes to the persons appointed by the Competition Organiser to manage the project,
- B) appending the design documentation or any part thereof with the declaration stating that the documentation has been produced in accordance with the contract, in compliance with the binding law, including technical and building regulations, and that it is issued complete from the point of view of the purpose it is supposed to serve,
- C) submitting the Competition Organiser with five copies of the produced documentation, including one on the electronic medium, in the DWG, DXF, or DGN format (drawings), and in the DOC, PDF, or RTV format (texts),
- D) establishing the contract performance security amounting to 6% of the price quoted in the tender for the development of the design documentation, in the form compliant with the requirements set forth in the Public Procurement Law Act.

IX. Instruction on the Instruments of Legal Protection Available to the Competition Participants.

9.1. The Competition Participants whose legal interest in obtaining the contract award has sustained or may suffer damage as the result of an infringement on the regulations of the Act by the Awarding Entity, have the right to avail themselves to the measures of legal protection stipulated in the Public Procurement Law Act (protest, appeal, complaint), provided however that no legal protection measure is available in response to the resolution of the Competition Jury with respect to the evaluation of the Competition Entries or selection of the best Competition Entries.

9.2. The Competition Participant can lodge a written protest within 10 days following the day on which he actually became or might have become aware of the circumstances constituting the basis thereof. The protest shall be deemed lodged when received by the Awarding Entity in a way allowing it to become familiar with its contents.

- 9.3. The protest should identify the Awarding Entity's act or omission to act being the object of the protest, and state the claim, a brief resume of the charges raised, and the factual and legal circumstances giving grounds to the protest. The protest shall be dismissed, if lodged later than the permitted deadline or by an incompetent entity.
- 9.4. The Awarding Entity shall consider the protest within no more than 5 days after the date the protest was filed. No resolution in the matter of the protest pronounced within the said term shall be deemed tantamount with its rejection.
- 9.5. The decision to dismiss or reject the protest can be appealed from to the President of the Public Procurement Office within 5 days from the delivery of the protest resolution or upon the expiry of the final date for considering the protest; a copy of the appeal shall be given to the Awarding Entity.
- 9.6. The award issued by the National Chamber of Appeal can be complained against by the parties to the appeal procedure; the complaint shall be lodged with the Regional Court competent for the registered address of the Awarding Entity.
- 9.7. The complaint shall be lodged via the President of the Public Procurement Office within 7 days after the date the award of the National Chamber of Appeal was delivered; a copy of the complaint shall be sent to the adversary.

X. Appendices to the Competition Rules of Procedure.

1. Printed Materials.

The Competition Participant may provide all the information and declarations required in any other form (though in writing), provided the content is consistent with the requirements of the Public Procurement Law Act, the secondary legislation to the same law, and other regulations.

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| Appendix 1 | Sample form of the Request to Participate in the Competition. |
| Appendix 2 | Sample declaration from the Competition Participant on meeting the prerequisites set forth in Art. 22.1 of the Public Procurement Law Act (consolidated text in Journal of Laws 2007: No. 223, it. 1655). |
| Appendix 3 | Sample declaration from the Competition Participant on submission, at the stage of awarding the public contract and before signing the contract, of the documents proving the |

	Participant is not liable to exclusion from the public procurement procedure under Art. 24.1 and 24.2 of the Public Procurement Law Act.
Appendix 4	Sample declaration from the Competition Participant domiciled or residing outside the Republic of Poland, on submission, at the stage of awarding the public contract and before signing the contract, of the documents proving the Participant is not liable to exclusion from the public procurement procedure under Art. 24.1 or 24.2 of the Public Procurement Law Act.
Appendix 5	List of names and information on the persons that will be engaged in developing the object of the Competition.
Appendix 6	Sample declaration on the Competition Participant's professional experience.
Appendix 7	Sample power of attorney given in connection with joint participation in the Competition.
Appendix 8	Competition Participant's identification card.
Appendix 9	Acknowledgement of the receipt of the submitted Competition Entry.

2. Textual and Graphic Appendices, Auxiliary Materials.

Appendix10a	Proposed functional and use programme for the museum, expanded to include the list of rooms.
Appendix10b	Proposed programme for the technical infrastructure complex.
Appendix 11	Map of the binding spatial arrangements, scale 1:1000.
Appendix 12	Designer's map, scale 1:500.
Appendix 13	Location plan and description extracted from the local spatial environmental plan for the City Centre – Stara Stocznia – in the City of Gdańsk, as adopted in Resolution No. XXXIX/1106 of the Gdańsk City Council, dated 27 August 2009.
Appendix 14	The conceptual assumptions and rationale of the Museum of the Second World War.
Appendix 15	Tentative concept of the main exhibition of the Museum of the Second World War, as developed by Tempora S. A. from Belgium.
Appendix 16	'Area Development Conditions for the Site of the Museum of the Second World War'.

- Appendix 17 Geotechnical documentation.
- Appendix 18 Photos of the area, aerial photographs, panoramas.
- Appendix 19 Assumed location of the footbridge over the Motława River to link the embankment (Wapiennicza Street) with the Ołowianka Island.

3. Auxiliary Materials:

- A. historic and city-planning study of the plot designated for the Museum of the Second World War.
- B. architectural concept of the development of the neighbouring plot No. 344/2 – the Invest Komfort residential estate.
- C. historic study: 'Poland During World War II'.
- D. historic study: 'Gdańsk and Pomerania During World War II'.
- E. historic study: 'Westerplatte'.
- F. historic study: 'The Polish Post in the Free City of Gdańsk'.

These Rules of Procedure were approved by the Awarding Entity on 25.01.2010.

Awarding Entity

Paweł Machcewicz

Director, Museum of the Second World War