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MAYOR OF SUWAŁKI CITY

RULES AND REGULATIONS OF ARCHITECTURAL COMPETITION

**for development of the public space of
Maria Konopnicka Square
in Suwałki.**

The Competition has been organised in accordance with the Public Procurement Law Act of 29 January 2004, Journal of Laws 2010: No. 113 item 759

Suwałki, 27 August 2010



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| PART I |
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I. GENERAL PROVISIONS

1. AWARDING ENTITY AND ORGANIZER OF THE COMPETITION

Awarding Entity and Organizer of the Competition is the Municipality of Suwałki, 16-400 Suwałki, ul.A.Mickiewicza 1, represented by the acting Mayor of the City of Suwałki - Wiesław Stelmach.

2. LEGAL BASIS

The Competition has been organised in accordance with the Public Procurement Law Act of 29 January 2004, Journal of Laws 2010: No. 113 it. 759 and the secondary legislation for the Public Procurement Law Act, in accordance with the Regulation of the Mayor of Suwałki No. 235/07 concerning implementation of procedures of public procurement in the City Hall of Suwałki and the guidelines for architectonic and urban development competitions of the Polish Architects Association (SARP).

3. FORMULA AND TYPE OF COMPETITION

3.1. This Competition, organized in compliance with Article 117 of the Public Procurement Law Act is an architectural contest, one-stage type, where the participants submit their Requests to Participate in the Competition, and the Awarding Entity qualifies the Competition Participants to submit their Competition Entries.

3.2. This Competition has the form of a public pledge in which the Awarding Entity promises to award the Competition Entry for the architectonic design and data processing selected by the Jury as well as transfer of their property rights.

3.3. Participation in the Competition obliges the Participants to take part in negotiations concerning the later design work.

3.4. The winner of the Competition will be hereinafter referred to as “Designer”.

4. PURPOSE, SUBJECT, AND OBJECTIVES OF THE COMPETITION

4.1. The subject of the Competition is an architectural concept of the development of the public space, Maria Konopnicka Square in Suwałki in accordance with the detailed requirements specified in the Rules and Regulations of the Competition.

4.2. The purpose of this Competition is to select the most interesting concept of development of the public space of Maria Konopnicka Square in Suwałki. The final results of the Competition will become the basis (on the condition of satisfying the requirements of the



Awarding Authority as regards the form, programme and investment costs) for inviting the Contestant winning the 1st Prize to perform the final design, construction design and working plan and specification, feasibility study, procurement documents and, if required, environmental impact assessment. The detailed scope of the contract award is described at p. 2 chapter 9.

4.3. The aim of the competition is creation of a wide offer of concepts and design solutions concerning the object of the competition to be presented in the submitted Competition Entries to be evaluated by the Competition Jury.

5. MAXIMUM PLANNED TOTAL COST

5.1. **The maximum planned cost** of the works implemented based on the Competition Entry, including construction project and working plan, feasibility study, procurement documentation and environmental impact assessment, if such is required, should amount to: **280 000 PLN** (in words: two hundred eighty thousand Polish zlotys)

5.2. The Awarding Authority assumes the **total cost of investment under the Competition** should not exceed the gross amount of **8 000 000 PLN** (in words: eight million zlotys).

5.3. Exceeding the gross amount of the total planned costs of the works implemented based on the Competition Entry mentioned at point 5.1 equals not meeting the requirements of these Competition Rules and Regulations .

6. TIMEFRAME

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| Competition Announcement | 27 August 2010 |
| Submission of the Requests to Participate in the Competition: | until 15.30 hrs, 27 September 2010 |
| Submission of Queries concerning the Competition Rules and Regulations | until 15.30 hrs, 27 October 2010 |
| Submission of the Competition Entries | until 15.30 hrs, 13 December 2010 |
| Announcement of the Competition Results | until 15.30 hrs, 17 December 2010 |

II. A DETAILED DESCRIPTION OF THE OBJECT AND SCOPE OF COMPETITION

1. SUBJECT MATTER OF THE COMPETITION

The Competition concerns the conceptual design of the development of the public space of Maria Konopnicka Square in Suwałki, consisting of:

a) **drawings of:**



- concept of development of the grounds within the limits defined by the Competition task;
- arrangement and design of the Square;
- lighting of the Square, including occasional lighting;
- concept of designing facilities, buildings and other developed objects, including townscape features (the so called small architecture);
- colour scheme of the Square frontages;
- concept of lighting of the ROKIS building from T.Noniewiczza and Chłodna street;
- concept of lighting of the southern front elevation and gable of Suwalszczyzna Hotel building from T.Noniewiczza street;
- visualization or 3D drawings of the concepts of Square development;
- visualizations or 3D drawings of objects to be designed on the Square: a fountain, bus stop with a news-stand, interactive audio bench, landscaping around the monument.

b) description of the concept design containing:

- basic information and rationale concerning accepted functional, material and technical solutions;
- inventory of designed objects and facilities including cost indicators of particular elements of the development;
- preliminary estimates concerning all the design work;
- valuation of the design works under the Contract Award.

2. THE SCOPE OF COMPETITION

2.1. The Competition project concerns the area of the city of Suwałki located in one block enclosed by the frontages of the streets: T.Noniewiczza, Sejneńska, M.Konopickiej and Krótka.

2.2. Included in the area being the subject of development is the real estate of the total area of **ca. 1.82ha**, marked on the maps of land inventory as plots or registered as their parts under the geodetic numbers: **11538, 11584, 11197, 11178, 11130/2, 11176/4, 11177, 11176/3, 11176/1** within the limits of investment as delimited in the inventory map scale 1:1000 attached to the present document in the Graphic Appendix No. 1.

2.3. To the Competition area belong also the elevations of the buildings located in Maria Konopnicka Square frontage.

2.4. The boundaries of the area covered by the commission for elaboration of the construction design and working plans will be wider than those determined by the Competition Rules and Regulations to ensure proper functioning of communication routes, reconstruction of the communication system around the Square and necessity to remove from the Square of transformer station onto the communal plot No. 11190/6, outside the Square, according to the location indicated by the local development plan and as result of new conditions of utility network connections. The detailed boundaries of the construction design, working plans and specifications will become a subject of a separate agreement with the Awarding Authority after



acquisition of all necessary specifications from the administrators of the streets and networks. It is assumed, that borders of the area under the elaboration connected with the reconstruction of Sejneńska and T.Noniewiczza streets will include the latter street up to its northern junction with the plot No. 12224, i.e. ca. 70m, and from south down to the border with the plot no. 11050/2, i.e. ca. 70m; from west along Sejneńska street up to the junction with the plot no. 11578, i.e. ca. 50m.

2.5. A detailed description of the assumed by the Awarding Authority programme of the functional-spatial land development is included in Part II of these Competition Rules and Regulations .

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III. REQUIREMENTS TO BE MET BY COMPETITION PARTICIPANTS

1. Participation in the Competition is open to:

- a) natural persons who have qualifications to execute the type of designs described by the Competition Rules and Regulations and are members of appropriate professional self-governing bodies;
- b) natural persons acting jointly who have qualifications to execute the type of designs described by the Competition Rules and Regulations and are members of appropriate professional self-governing associations, acting on the basis of Article 23 of Public Procurement Law;
- c) entities employing persons mentioned at points *a* and *b* above who have indispensable knowledge and experience, technical capability, and also have at their disposal persons capable of executing the Competition tasks and whose economic and financial situation guarantees due performance of the Competition tasks;

2. Competition Participants acting jointly should establish their plenipotentiary to represent them in the Competition proceedings or to represent them in competitive proceedings and be authorized to sign the Award Contract for further design work. The plenipotence, signed by all the Competition Participants acting jointly ought to be enclosed in the Request to Participate in the Competition.

3. Competition Participants should meet the requirements specified in Article 22 of Public Procurement Law and have authorization or have at their disposal persons possessing the authorization to perform the Competition tasks. The authorization must not be liable to exclusion under the stipulations of Article 24 paragraph 1 of Public Procurement Law.

4. Each Participant of the Competition is obliged to get acquainted with the Rules and Regulations of the Competition.

5. Competition Participant can submit only one Request to Participate in the Competition.

6. Competition Entries can be submitted only by Competition Participants invited by the organizer. If it is discovered that a Competition Entry was submitted by the Participant not



invited for participation in the Competition, the Entry will not qualify for evaluation in the Competition, and the Participant who submitted it will not be eligible for any awards.

7. Excluded from the Competition are person failing to meet the conditions of participation in the Competition defined by the Rules and Regulations .

IV. INFORMATION ABOUT DECLARATIONS AND DOCUMENTS THAT MUST BE SUPPLIED BY COMPETITION PARTICIPANTS AS PREREQUISITE FOR THEIR ELIGIBILITY IN THE COMPETITION AND TO PROVE THAT PARTICIPANTS ARE NOT LIABLE TO EXCLUSION FROM THE PUBLIC PROCUREMENT PROCEDURE UNDER ART. 24.1 OF THE PUBLIC PROCUREMENT LAW ACT.

1. To confirm eligibility of Participants as regards their meeting the requisite conditions and not being liable to exclusion from the public procurement procedure under Art. 24 par.1 of the Public Procurement Law Act, the Awarding Entity requests the Competition Participants to submit the following documents:

- a) declaration of satisfying the prerequisites set forth in Art. 22.1 of the Public Procurement Law Act (sample declaration - Appendix no. 2a);
- b) declaration that Participant is not liable to exclusion from the public procurement procedure under Art. 24.1 of the Public Procurement Law Act (sample declaration - Appendix no. 2b);
- c) in case of physical persons declaration according to Article 24 par.1 p.2 of the Act - (sample declaration - Appendix no. 2c);
- d) valid certificate of registration in the business activity register or certified true copy of the excerpt from the relevant register, confirmed by Participant, if separate regulations require registration confirming that there are no grounds for exclusion of Participant by virtue of Article 24 par.1 p.2 of the Act; the certificate should be issued no earlier than 6 months prior to the deadline for submission of the Request for Participation in the Competition,
- e) information about the composition of the project team including the declaration that persons engaged in developing the object of the Competition have required qualifications and licenses and are members of appropriate self-governing professional associations (sample information – Appendix no.3);

2. The subjects acting jointly (general partnership, consortium, authors' team) ought to submit the following documents:

- a) declaration of satisfying the prerequisites set forth in Art. 22.1 of the Public Procurement Law Act (sample declaration - Appendix no. 2a);
- b) declaration that Participants are not liable to exclusion from the public procurement procedure under Art. 24.1 of the Public Procurement Law Act, (sample declaration - Appendix No. 2b),



- c) in case of physical persons declaration according to Article 24 par.1 p.2 of the Act - (sample declaration - Appendix no. 2c);
- d) valid certificate of registration in the business activity register or certified true copy of the excerpt from the relevant register, confirmed by Participant, if separate regulations require registration confirming that there are no grounds for exclusion of Participant by virtue of Article 24 par.1 p.2 of the Act; the certificate should be issued no earlier than 6 months prior to the deadline for submission of the Request for Participation in the Competition,
- e) information about the composition of the project team including the declaration that persons engaged in developing the object of the Competition have required qualifications and licenses and are members of appropriate self-governing professional associations (sample information – Appendix no.3);

3. Each Competition Participant acting jointly to obtain the Contract Award is obliged to attach to the Request to Participate in the Competition documents mentioned at point 2b and 2c and 2d. Other documents mentioned in this chapter should be signed by Competition Participant or authorized by him plenipotentiary.

4. If the Request to Participate in the Competition and enclosed with it documents are submitted by a person authorized by Competition Participant, it should include a letter of attorney issued by the person authorized to represent Competition Participant. Instead of the letter of attorney included may be a copy of an agreement of subjects acting jointly, on condition such agreement conforms to the principles of representation.

5. If Competition Participant resides or is domiciled abroad instead of the documents mentioned at points 1d and 2d above they should submit documents issued in the country of their current residence or domicile confirming that they are not undergoing liquidation or bankruptcy. The document should be issued no earlier than 6 months before the expiration of the deadline for submitting requests for participation in the Competition.

6. If the Participant's country of origin or the country in which the Participant has his place of residence or domicile does not issue documents of the type described above, they are substituted by documents drawn before a notary public or professional or commercial self-governing authorities of the person's country of origin or in which he has his place of residence or domicile.

7. The documents mentioned above if not prepared in Polish should be submitted with their translations into Polish certified by the Competition Participant.

8. The documents mentioned above if they are not in their original version should be certified by the Participant as true copy or person authorized by him. The document should then have a letter of attorney attached.

V. COMPETITION PROCEDURES



1. COMMUNICATION BETWEEN THE AWARDING ENTITY AND COMPETITION PARTICIPANTS AND TRANSFER OF DECLARATIONS AND DOCUMENTS.

1.1. The contact person appointed to answer queries concerning the Competition is:
architect Małgorzata Włoskowska tel. 087- 562 8 139 fax. 087 – 562 8 098.

1.2. Declarations, entries, queries or other information for Competition Participants should be send by mail or fax with the annotation „**KONKURS** – Plac Marii Konopnickiej w Suwałkach”.

1.3. Awarding Entity reserves the right to confirm the receipt of and sending of declarations, entries, notices by requesting sending their hard copy within three days.

1.4. The address of the organizer for all correspondence concerning the Competition:
Urząd Miejski w Suwałkach, ul. A.Mickiewicza 1, 16-400 Suwałki with the note „**KONKURS** – Plac Marii Konopnickiej w Suwałkach”.

2. TIME LIMITS

2.1. Competition announcement: **27 August 2010 (Friday).**

2.2. Competition Rules and Regulations available from **27 August 2010**

2.3. The Competition Rules and Regulations with appendices are published on the Suwałki City Hall website: <http://bip.um.suwalki.pl/> . It can be mailed to those interested on their written request in paper or digital form (CD): please contact the department of architecture: Wydział Architektury i Gospodarki Przestrzennej Urzędu Miejskiego w Suwałkach pok. [room] 139, or visit it in office business hours.

2.4. Any queries concerning these Rules and Regulations can be directed to Kancelaria Ogólna Urzędu Miejskiego w Suwałkach, ul. A.Mickiewicza 1, pok. no. 5 or can be sent by fax in office business hours, **before 15.30 hrs, 27 October (Monday) 2010.**

2.5. The Requests for Participation in the Competition should be directed to Kancelaria Ogólna Urzędu Miejskiego w Suwałkach, ul. A.Mickiewicza 1, pok. No. 5, in the City Hall business hours **before 15.30 hrs, 27 (Monday) September 2010.**

2.6. Competition Entries prepared by Competition Participants should be submitted to room No. 5 Kancelaria Ogólna Urzędu Miejskiego w Suwałkach, ul. A.Mickiewicza 1, in the City Hall business hours **before 15.30hrs on 13 December 2010 (Monday).**

2.7 In the case of sending messages by mail what counts is the date and time of the message receipt by Kancelaria Ogólna Urzędu Miejskiego in Suwałki.



2.8. The announcement of the resolution of the Competition including presentations of Competition Entries will take place **on 17 December (Friday) 2010 at 15.00hrs**, in the room no. 26 (ground floor) in the City Hall (Urząd Miejski w Suwałkach, ul. A.Mickiewicza 1).

3. DEALING WITH QUERIES

3.1. The Competition Organizer will answer the queries concerning the Competition Rules and Regulations immediately, not later than **2** days before the deadline for submission of the Competition Entries, on the condition the request for explanation of the Rules and Regulation was received by the Awarding Authority **before 27 October 2010**.

3.2. 3.2. Replies to queries will be sent immediately (including the text of the queries) by fax or mail to all Competition Participants who sent their queries without disclosing the sender of the query.

4. LANGUAGE USED DURING THE COMPETITION

4.1. The Competition will be conducted in Polish. All information on the panels and other descriptions should be prepared in Polish.

4.2. Documents, materials and other information submitted in other languages without the translation will not be considered.

5. PROCEDURE OF SUBMITTING REQUESTS TO PARTICIPATE IN THE COMPETITION

5.1. An envelope containing the Request should be delivered in a sealed envelope bearing the inscription: „**WNIOSEK – KONKURS** - Plac Marii Konopnickiej w Suwałkach, nie otwierać przed terminem otwarcia wniosków” [do not open before the date of opening Requests] to room no. 5 of Kancelaria Ogólna Urzędu Miejskiego w Suwałkach, ul. A.Mickiewicza 1, before **15.30 hrs 27 September 2010**.

5.2. The mentioned above Request can be sent by mail or delivered by a courier. What counts for the acceptance of the delivery is the recorded time of the receipt of the Request by the Kancelaria Ogólna before the appointed deadline.

5.3. The mentioned above envelope should contain all documents and declarations required from a Competition Participant, mentioned in Chapter IV, notably:

- 1) „Request for Participation in the Competition” - Appendix No. 1 to these Regulations filled and signed by persons authorised to act on behalf of the Competition Participant,
- 2) declarations of fulfilling the requirements resulting from Article 22 and Article 24 of Public Procurement Law Act - Appendix no. 2a, 2b, 2c,
- 3) documents the confirming fulfilment of requirements, in compliance with p. 2 ch. IV.

5.4. Request submitted after the submission deadline will not be considered and will be returned to the Participants who submitted them.



5.5. Competition Participant may amend or withdraw the Request only before the lapse of the deadline for submission of Requests for Participation in the Competition.

5.6. The notification about the introduced amendments or withdrawal of application must be submitted in the way and form obligatory for submission of Requests with the exception that the envelope will contain additional note: „ **ZMIANA/WYCOFANIE** [amendment/withdrawal] **WNIOSKU - KONKURS** - Plac Marii Konopnickiej w Suwałkach”.

5.7. Participants bear all expenses connected with the preparation and submission of their Entries.

6. OPENING OF THE REQUESTS FOR PARTICIPATION IN THE COMPETITION

6.1. The Secretary of the Competition including minimum 3 members of the Competition Jury will open the envelopes bearing the inscription: „**WNIOSEK - KONKURS** - Plac Marii Konopnickiej w Suwałkach” and on the basis of the submitted documents qualify for further participation in the Competition exclusively those Competition Participants who satisfy the requirements of the Rules and Regulations of the Competition.

6.2. Competition Participants who fail to satisfy the requirements defined in the Rules and Regulations of the Competition will be excluded from it.

6.3 The Organizer of the Competition will notify those Competition Participants who failed to submit declarations and other documents confirming their fulfilment of the conditions of participation in the Competition, or who filed documents containing errors, to supplement them in the appointed period of time, unless in spite of supplementation the Competition would have to be cancelled.

6.4. The Organizer of the competition notifies also, in the appointed time, Participants about the need to submit explanations concerning declarations or other documents confirming their fulfilment of the conditions of participation in the Competition.

6.5 Participants who will not supplement in the appointed time their documents or explanations mentioned at point 6.3 and 6.4, will not be qualified for participation in the Competition.

6.6. The Awarding Entity immediately informs Participants about the results of qualification extending its invitation to those qualified to submit their Competition Entries.

7. CONFIDENTIALITY PROCEDURES

7.1. No information that is classified as company confidential as defined by Act on Combating Unfair Competition will be disclosed if Participant in his Request for participation in the Competition makes such a reservation.



7.2. If Participant makes such reservation he has to select from the documents he filed the confidential material and mark it with the clause: “Nie udostępniać. Informacje stanowią tajemnicę przedsiębiorstwa w rozumieniu art.11 ust. 4 ustawy o zwalczaniu nieuczciwej konkurencji (Dz. U. z 2003 r. Nr153, poz. 1503 z późniejszymi zmianami) [Company confidential information as defined by Art. 11.4 of the Act on Combating Unfair Competition (consolidated text in Journal of Laws 2003: no. 153, item 1503, with later amendments)]”

7.3. Company confidentiality is defined by Art. 11 par. 4 of the Act on Combating Unfair Competition as preventing disclosure of entrepreneur’s technical, technological organisational or other information having commercial value, which is not disclosed to the public and to which the entrepreneur has taken the necessary steps to maintain confidentiality, e.g. made reservations while submitting the Competition Entry not to disclose it to other Participants of the Competition.

7.4 In the event a Competition Participant will reserve information that is not company confidential or is open by virtues of the provisions of the Public Procurement Law Act or other separate regulations, such information will be made available on the same principles as other unreserved documents.

8. SUBMISSION OF COMPETITION ENTRIES

8.1. Competition Entry or any of its elements can not be signed or contain the name of a Competition Participant.

8.2. All the documents of Competition Entry, i.e.: acknowledgement of the receipt of Competition Entry (Appendix no. 4), wrapping, file covers, illustrations, appendixes, concept description, sealed envelope containing Identification Card (Appendix no. 3) should be marked with a randomly selected six-digital identification number written in black ink.

8.3. Competition Participants submit Competition Entries before **15.30hrs on 13 December 2010.**

8.4. Competition Entries should be delivered to room 5 of Kancelaria Ogólna Urzędu Miejskiego w Suwałkach. Acknowledgment of the receipt of a Competition Entry is the form enclosed as Appendix No. 4 labelled by Competition Participant with a six-digital identification number, the same number as on the wrapping of the Entry plus the date and hour of its receipt. The Acknowledgment of the Receipt is the only document authorizing Competition Participant to take back the Entry that did not win any awards or distinctions.

8.5. Competition Entry can be mailed or delivered by courier. Acceptance of such Entry depends on the date of receipt to Kancelaria Ogólna. For that purpose, the package should be accompanied by an open envelope with a return address and a post stamp of registered letter value, containing the Acknowledgment of the Receipt card and a sealed envelope with an Identification Card as described at p. 8.2.



8.6. Together with the Competition Entry it is necessary to include an envelope marked only with a six-digit identification number inside which should be placed the Identification Card prepared according to Appendix No. 3, containing the data of Competition Participant and the list of the authors team together with the random six-digit identification number which must be identical with the number on the Competition Entry and Acknowledgment of Receipt Card. The envelope should be sealed preventing any unauthorized access to its contents. Openings of the envelopes will be performed by the Competition Jury after reaching the verdict.

8.7. Entries submitted after the deadline indicated at p. 8.3 will be returned immediately.

8.8. The Awarding Entity will guarantee that until the final the decision of the Competition Jury it will be impossible to identify the authors of Competition Entries.

8.9. Competition Entries submitted by a Participant can be withdrawn exclusively before the lapse of the deadline for submission of Competition Entries. The withdrawal of Entries can take place only against the presentation of the original Acknowledgment of Receipt of Competition Entry.

8.10. Introduction of amendments or supplements is possible only before the lapse of the deadline for submission of Competition Entries. Amendments and supplements of Competition Entries must observe the requirements determined for Competition Entries and that the envelopes containing them will be marked with an additional note „ZMIANA/UZUPEŁNIENIE [amendment/supplement]KONKURS Plac Marii Konopnickiej w Suwałkach”.

8.11. Competition Organizer does not provide any reimbursement of the costs of preparation of the Competition Entries or to return the awarded Entries.

9. RESOLUTION OF THE COMPETITION

9.1. The Competition Jury evaluates Competition Entries in closed sessions, in compliance with the criteria defined in the announcement of the Competition and these Competition Rules and Regulations .

9.2. The Jury adjudicates the Competition selecting the best Competition Entry and awarding it 1st Prize.

9.3. The decisions of the Competition Jury are not binding to the Awarding Entity. The president of the City of Suwałki approves the results of the Competition. In the event the Jury awards the 1st Prize and Awarding Entity will not approve this decision, the Prize will take the form of a financial award and no contract award or commission for further design work will be signed.

9.4. Awarding Entity reserves the right to organize presentations of all Competition Entries.



9.5. Awarding Entity may cancel the Competition, if:

- a) none of the submitted Request to Participate in the Competition met the requirements of these Rules and Regulations ;
- b) no Competition Entries meeting the requirements of these Rules and Regulations were submitted;
- c) there occurred an unexpected change of circumstances causing either the carrying out of the competition or realization of the commission is against public interest, providing the occurrence was impossible to predict earlier;
- d) the Competition turned out to be encumbered with a defect making it impossible to sign a valid contract under public procurement procedures;
- e) the Competition was not resolved;
- f) Competition Entries do not fulfil expectations of the Awarding Entity regarding proposed architectural solutions or investment costs, or they score below 50% of the maximum points available for Entry assessment.

10. ANNOUNCEMENT OF COMPETITION RESULTS, RETURN OF COMPETITION ENTRIES

10.1. Announcement of the results of Competition including the presentation of Competition Entries and discussion will take place **at 15.00hrs on 17 December 2010 (Friday)** in room no. 26 situated in the ground floor of the City Hall of Suwałki, ul. A. Mickiewicza 1.

10.2. Announcement of the results will become public and published on the Awarding Entity website at: <http://bip.um.suwalki.pl/>

10.3. Immediately following the announcement of the results, Awarding Entity will notify Competition Participants about the results and received scores, specifying full names or company names and address and domiciles of the winning Competition Entry.

11. COPYRIGHTS AND PROPERTY RIGHTS

11.1. All Competition Participants preserve their copyrights for the prepared by them Competition Entries in compliance with Act on Copyright and Derivative Rights of 04.02.1994 (Journal of Laws 2000: No. 80, item 904 with later amendments).

11.2. The Awarding Entity becomes an owner of the prize-winning and awarded Entries. The remaining Entries can be collected by their authors after presentation of the Receipt card, within two months from the date of the announcement of the results of the Competition. Entries not collected within 6 months from the date of the announcement of the results of the Competition will become property of the Awarding Entity.

11.3 Competition participants transfer upon the conclusion of the Competition, free of charge, author's property laws onto the Awarding Entity in the following areas:

- multiplication and presentation of the Competition Entries in their entirety or in part, during exhibitions and meetings organized by the Awarding Entity and in the media
- publication of the Competition Entries work en bloc or in parts.



VI. COMPETITION JURY AND ITS TASKS, ENTRY EVALUATION CRITERIA

1. COMPOSITION OF COMPETITION JURY.

1.1. The Competition Jury appointed for the task of evaluating of the Competition Entries includes the following persons:

1. Deputy Major of Suwałki Czesław Renkiewicz Małgorzata Włoskowska MA, Eng. Architect – City Architect – chairman of the Jury,
2. Jerzy Uścińowicz PhD, Eng. Architect – judge, SARP, Białystok,
3. Mirosław Siemionow MA, Eng. Architect - judge, SARP, Białystok,
4. Barbara Camocini PhD, Architect – judge,
5. Adam Szczepan Żywiczyński MA, Suwałki Conservation Officer – judge,
6. Maciej Sieniawski MA, Eng. Architect – Main Specialist at the Department of Architecture and Spatial Planning of Suwałki City Hall.

1.2. To the participation in the Competition Jury debates can be invited as additional experts, however they will have no right to take part in voting over the winning Entry, their role being purely consultative.

1.3. Experts on behalf of the Awarding Entity will be:

2. Zygmunt Szutkiewicz MA, Eng. - Head of Investment Preparation and Realization Team of Suwałki City Investment Management Department (MDI).
3. Agnieszka Wojtych Kowalewska MA, Eng. Architect – author of the local development plan, Main Specialist at the Department of Architecture and Spatial Planning of Suwałki City Hall.

1.4. Competition Secretary will be Izabela Skorupska MA – Inspector at the Organizational Department of Suwałki City Hall.

1.5. The Secretary has no right to evaluate Competition Entries or to take part in voting.

1.6. No member of the Competition Jury nor management of the Awarding Entity, experts or persons participating in the procedures of preparation and analysis of the Competition Entries or deciding about the choice of the winning Entry or their families can participate in any form in preparation and elaboration of a Competition Entry.

2. DUTIES OF THE COMPETITION JURY

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

- assessment of the Participants' satisfying of the prerequisites stipulated in the Rules and Regulations ,
- evaluation of the Competition Entries,
- elaboration of reviews of Competition Entries,
- selection of the best Competition Entries,
- motioning for cancelling of the Competition,



- preparation of justification of the final decisions of the Competition,
- elaboration of post-Competition recommendations for the highest evaluated Entry,
- conducting post-Competition debates.

2.2. The meetings of the Competition Jury are minuted.

2.3. The Competition Jury is a body independent in its decisions as regards the tasks described at p. 2.1.

2.4. The Mayor of the City of Suwałki exercises control over the Competition Jury as regards conformity of the Competition with the content of the Public Procurement Law Act and the Rules and Regulations of the Competition. In particular, he may cancel the Competition and approves its final decisions.

2.5. On the resolution of the Competition, the Jury assigns names of the authors to all Entries based on the identification numbers given on the identification cards.

3. COMPETITION ENTRY EVALUATION CRITERIA

3.1. The Competition Entries shall be evaluated based on their graphic and descriptive part only.

3.2. In Entry evaluation the following criteria will be used:

a) **obligatory criteria:** conformity of Competition Entry with requirements of these Rules and Regulations, programmatic requirements and assumed costs

b) **Competition Entry evaluation criteria:**

| | weight | criteria |
|---|----------------------------------|----------|
| 1. quality of functional-programmatic solutions | 40 % i.e. up to 40 points | |
| 2. quality of architectural solutions | 40% i.e. up to 40 points | |
| 3. cost of the design documentation | 20 % i.e. up to 20 points | |

3.3. Entries which do not meet the obligatory criteria are rejected.

3.4. For criterion No. 3, “cost of the design documentation” the offer with the lowest price will obtain the maximum number of points and other offers will receive proportionally lower number of points with their calculation according to the formula below and rounding up of the points:



price of lowest offer / price of evaluated offer x maximum number of points for given criterion of evaluation = awarded points

3.5. The remaining criteria will be evaluated individually by the Judges.

3.6. The maximum number of points awarded by one Judge at the evaluation of one Entry is 100.

3.7. The number of points awarded by the Judges is added up . The Entry scoring maximum number of points wins the 1st Prize, other Entries win distinction proportionally to the scored points.

3.8. Entries that receive below 50 % the maximum number of points will not be awarded.

3.9. As equivalent Entries are regarded those Entries that score identical number of points.

VII. THE SCOPE OF METHOD OF ELABORATION OF A COMPETITION ENTRY

1. COMPETITION ENTRY CONTENT:

1.1. A Competition Entry should contain a descriptive and graphic part presented in panels illustrating the adopted design solutions.

1.2. For the Entries to be properly examined under the terms of these Rules and Regulations , the Participants should transfer to the Organizer the content of their Entry in a digital form on CDs in the following formats:

- for drawings: (*.jpg), (*.tif) in the resolution of at least 300 dpi.
- drawings in the (*.pdf) format allowing their printout in the scale 1:250
- for text: (*.doc), (*.odt) or (*.pdf)

1.3. Competition Entry cannot infringe on the copyrights of third persons, both in content and tools used for its elaboration.

2. PRINCIPLES OF ELABORATION AND PRESENTATION OF COMPETITION ENTRIES

2.1. Descriptive part:

2.1.1. The description of the concept should be prepared in 4 copies of A4 format. It should include all forms not presented in the panels i.e. the description of the relation of the Square with the neighbouring grounds, a detailed description of Square development and facilities, justification for adopted solutions, description of selected building materials and solutions, utility installations and adopted for them technological solutions, technical data and indicators, and also additional diagrams, drawings, etc. supplementing the content of the Competition Entry.



2.1.2. Competition Participant's identification number should be included only on the first page of the description.

2.1.3. The description should be appended with:

- on a separate A4 sheet: indispensable price information according to Appendices no. 6 and 7, i.e. the definition lump sum gross price for elaboration of the complete, complex multi-sector documentation including estimated gross amount of the maximum cost of the execution of the works based on the project being the subject of the contract;
- a general concept of land development in the scale 1:500;
- visualizations or 3D view of the Square, at least 4 copies;
- visualizations or 3D views of select objects, e.g.: fountain, bus stop with a news-stand, interactive bench, arrangement of the space around the monument;
- conception of the lighting of the façades of the buildings of ROKiS and Suwalszczyzna Hotel.

2.1.4. Visualizations or 3D views should be prepared on A4 sheet, one per each form.

2.2. Graphic part:

2.2.1. The graphic elements of the elaboration should be prepared as large-scale 100 x 70 cm panels in the horizontal arrangement, not thicker than 8 mm, supplied with apertures making possible to hang them. There should be maximum 8 panels. The used technique should be durable, legibly illustrating the design, with distinct line contrasting with the background.

2.2.2. The graphic part to be included obligatorily:

- concept of land development as defined in Appendix No. 1, in the scale 1 :250.
- drawing of the pavement of the Square - materials used, colouring, arrangement of the pavement and its height diversification, in the scale 1:250
- all-year and occasional lighting of the Square, in the scale 1:250
- arrangement and furniture of the Square, in the scale 1:250
- concept of designed objects, buildings and facilities including elements of the so called small architecture, in the scale not smaller than 1:100
- characteristic vertical sections - at least 2 (longitudinal and transverse), in the scale 1:250
- colouring of the Square façade - 4 copies, in the scale 1:250;
- the three-dimensional presentation of the concept of the Square in the form of a computer visualizations or 3D drawings, from the vantage of at least 4 corners of the square illustrating adopted solutions from the pedestrian level
- 3D visualizations or drawings of the fountain, bus stop with a news-stand, arrangement of the space around the monument, and the "interactive audio bench"
- concept of lighting for ROKiS and Suwalszczyzna Hotel frontages.

2.2.3. Allowed is combination of particular drawings and visualizations on the panels.



2.2.4. The graphic part may contain diagrams, details – elements indispensable in the Competition Participant's opinion for an unambiguous presentation of the assumed functional-spatial concept.

2.2.5. The panels should be equipped with a legend and necessary descriptive data presenting information regarding the designed elements indicating their characteristics, parameters, height co-ordinates and site summary, including: green areas, communication paths with the break into sidewalks, bicycle paths, roadways, car parks, hardened pavements and applied materials.

2.3. The digital version of the Competition Entry should be delivered including the Entry in a separate marked envelope provided with an identification number. This part is not subject to evaluation.

VIII. AWARDS

1. The Awarding Entity will grant awards to the Competition Participants who obtain highest scores for the Competition Entries meeting the conditions of the Rules and Regulations of the competition, subject to p. 3.8 ch. VI.

2. The type and amount of awards are dependent on the evaluation of Entry carried out by the Jury based on the evaluation criteria specified in these Rules and Regulations. The First prize will be conferred to the Competition Participant who according to the Jury, satisfied best the Entry evaluation criteria and scored the highest amount of points. Other awards will be granted according to the sequence established by the Competition Jury. There is a possibility of granting distinctions.

3. Competition Participant whose Entry is acknowledged by the Jury to be the best will receive the Prize in the form of invitation to participate in the public Contract Award proceedings (1st Prize), conducted as a sole-source contract whose object will be elaboration of the final concept of the subject of the Competition, based on which developed will be the design documentation (construction design and working plans) of Maria Konopnicka Square and construction of a new transformer station with a power supply connection, the feasibility study of the investment and environmental impact assessment, if is necessary. The detailed scope of the documentation is described at p. 4 Chapter IX.

4. Prizes:

- **I Prize – 10 000 PLN (gross)**

and invitation to participate in the public contract award proceedings, conducted as a sole-source contract, (1st Prize) for elaboration of the final concept of the subject of the Competition with its documentation, referred to as Stage I, and after its acceptance confirmed in writing by Awarding Entity, elaboration of documents referred to as Stage II and III, i.e. preparation of construction design satisfying the legal requirements to obtain a building license and environmental impact assessment, if is necessary, as well as investment feasibility study and other necessary documents concerning the construction design with necessary approvals, as well as working plan and procurement documentation.



- **II Prize – 5 000 PLN (gross)**
- **III Prize – 4 000 PLN (gross)**
- **Distinction Awards – 1 000 PLN (gross)**

5. The Competition Jury resolving competition may not grant the specified by the Rules and Regulations award, if in its estimation the submitted Entries do not meet the criteria of evaluation in the degree justifying their granting.

6. It is possible, in the event of identical evaluation score, to grant the same award to a number of Entries. In this situation, Awarding Entity allows the possibility of changing by the Jury of the number and financial amount of the granted awards, with the reservation that the total of awarded prizes and distinctions will not exceed 40 000 PLN.

7. The Organizer of the Competition, not earlier than after 15 days and not later than 30 days from the date of issuing of the decision concerning the granted awards will invite the author of the best Competition Entry to participate in the public contract award proceedings conducted as a sole-source contract whose object will be further elaboration of the Competition Entry.

8. The financial awards will be paid within not earlier than after 15 days and not later than 30 days from the date of issuing by Awarding Entity of the decision concerning the granted awards.

IX. ESSENTIAL TERMS OF THE CONTRACT AWARD

1. PROVISIONS BINDING DESIGNER AND AWARDING ENTITY

1.1. Awarding Entity declares that it is bound by the provisions of the Competition Rules and Regulations during the time of the Competition and realization of the agreement for elaboration of the final concept of the construction design satisfying the legal requirements to obtain the building permit, feasibility study, complete set of working plans, procurement documentation and environmental impact assessment, if is necessary, and other documents described by the terms of the Contract.

1.2. The Contract Award for carrying out of the final concept of the construction design satisfying the legal requirements to obtain the building permit, license and environmental impact assessment, if is necessary, as well as investment feasibility study and a complete set of working project documents as well as procurement documentation will be granted to the Designer in compliance with Article 67 par. 1 p.2 of Public Procurement Law Act, i.e. in the mode of sole-source contract.

1.3. **The total cost of reconstruction** of Maria Konopnicka Square together with the reconstruction of adjacent streets, its rearrangement, landscaping, new facilities and devices



necessary for proper functioning of the place as well as with demolition of certain structures and cutting of the trees colliding with the new design, and construction of a new transformer station including its supply connection in a new location indicated by the local development plan - is assumed **not to exceed the gross value of 8 000 000 PLN** , in words: eight million zlotys.

1.4. Awarding Entity makes this reservation that **the total remuneration** for elaboration of the final concept of the construction design satisfying the legal requirements to obtain the building permit and environmental impact assessment, if is necessary, and other documents described by the terms of the contract **cannot exceed the gross value of 280 000 PLN**, in words: two hundred and eighty thousand zlotys (PLN).

1.5. Awarding Entity reserves the right of cancellation of the Stage II and III of the execution of the project, if:

- the submitted final concept will not obtain acceptance of the Awarding Authority;
- in the event a significant change in the circumstances occurs causing that investment cease to lie in the public interest, provided the cause was unforeseeable before the signing of the contract

1.6. In the event described at p.1.5. the Designer may demand only the due remuneration for the executed part of the contract.

1.7. In the event of withdrawal of one of the parties from contract without any fault on the side of the other party, subject to circumstances described in p.1.5, the party that withdrew from the contract will pay the other party conventional penalty in the amount of 10% of the contractual remuneration. Moreover, the Party withdrawing from the contract will reimburse the other party expenditures it incurred on account of realization of the contract until the moment of the withdrawal.

1.8. The Awarding Entity shall be entitled to charge contractual penalties for delays in the performance of the contract in the amount of:

- 0,5 % of the value of the subject of the contract for each day of delay in delivery of the design work,
- 0,10 % of contractual remuneration for the each day of the delay as regards removal of defects discovered in the elaboration counting from the day appointed by the Awarding Entity for removal of the defects

1.9. In the event, the value of penalty does not cover the actually incurred damages, the Awarding Entity has the right to claim damages in excess of contractual penalties.



1.10. The Designer will be answerable to the Awarding Entity for non-fulfilment or faulty performance of his work by virtue of the rules set forth by the general provisions of the Civil Code.

1.11. The Designer will be answerable to the Awarding Entity for the elaborated documentation and will be accountable for any damages resultant from the defects of the said documents and will be responsible for the warranty of the faulty documents. If the elaborated design documentation has defects reducing its value and utility, the Designer is accountable for any damages resultant therefrom. The Designer is liable for solutions incompatible with the parameters established by official technical and building industry norms.

1.12. On receiving a faulty design and financial documentation, the Awarding Entity has the right to demand:

- removal of all defects and errors in the appointed by the Awarding Entity timeframe, free of charge, regardless of amount of the related with it costs,
- decrease of the Designer's remuneration on account of occurrence of defects.

1.13. Regardless of the warranty for defects, the Awarding Entity has the right to demand the Designer repair the damage resultant from not meeting the parameters conforming with the norms and technical and construction regulations.

1.14. The Designer may free themselves from the responsibility under the warranty for defects of the design work, if they prove that the defect arose in consequence of the execution of the design documentation indicated by the Awarding Entity which the Designer questioned and forewarned the Awarding Entity in writing about the results of compliance with the above mentioned indications.

1.15. The period of warranty for carrying out the design work under the present agreement is 36 months counting from the day of signing the acceptance report, subject to p 1.16.

1.16. The warranty-related rights of the Awarding Entity towards the Designer connected with the design documents and solutions they proposed expire with the expiration of the responsibility under the warranty and the warranty of the Contractor for the work performed basing on the construction design.

1.17. The costs incurred as a result of preparation of the map necessary for design, as well as costs of geological research and preparation and acquisition of materials, specifications and approvals necessary for execution of the object of the Contract Award will be incurred by the Designer.

1.18. On the day of signing the contract the Designer will be obliged to present a valid insurance policy for the minimum insured sum equal at least the value of the design remuneration under the present Contract.

1.19. The Designer will transfer onto the Awarding Entity the copyrights of the elaborated final design concept and its documentation.



1.20. The Designer is obliged to perform the authorial supervision of the realization of the investment and to participate, on demand, in meetings concerning the subject of the contract under the rigour of reduction of remuneration for each unjustified absence in the amount of 0,5% of the contract value.

2. SUBJECT OF CONTRACT AWARD.

The Designer will be obliged to perform, in three stages, the following design tasks:

2.1. **Stage I** - the final concept of the development of Maria Konopnicka Square including the concept of designing new objects and facilities on the Square **within one month from the date of signing the contract for performance of Stage I.**

2.1.1. Stage I - the final concept of the development of Maria Konopnicka Square including the concept of designing new objects and facilities on the Square should be prepared in 4 copies with an electronic version updated with the post-competition recommendations of the Competition Jury and Awarding Entity.

2.1.2. Awarding Entity reserves the right to establish in agreement with the Designer the final solutions concerning town planning, architecture, other sectors, functional solutions, choice of the used technology, manner of space arrangement, townscaping and utilized materials.

2.1.3. The final architectural concept underlying of the execution of construction design will require the full acceptance and written confirmation of the Awarding Entity.

2.1.4. Every modification of the final concept of development of the area and designed objects and other elements will require a written agreement of the Awarding Entity.

2.1.5. Under Stage I, apart from execution of the final concept it is necessary to define necessary utilities and prepare applications for connections to the municipal networks and execute visualizations or 3D drawings of the Square from at least 4 perspectives at the level of the pedestrian's eyes according to the final, accepted by the Awarding Entity concept of development of Maria Konopnicka Square.

2.2. Stage II – The construction design satisfying the requirements to obtain the building licence/permit together with the environmental impact report, if such is required, and other indispensable documents and approvals concerning the construction design, **within 3 months from the date of signing the Contract.**

2.2.1. The construction design will be delivered in 6 copies including a digital version. The design should take into account all necessary sectors and approvals necessary to obtain the building permit.

2.2.2. Construction designs of:

- a new transformer station including its power supply connection,



- reconstruction of the transport communication system around the Square,
- a fountain including connections to the networks,
- an audio interactive bench including connection to the networks,
- a bus stop of the municipal transport services with a news-stand together with a power supply connection and installations,
- lighting of the facade of ROKIS from ul.T.Noniewiczza and Chłodna streets
- lighting of the facade and south gable of Suwalszczyzna Hotel, and the design of colouring of the facades of the municipal or state-owned buildings located in the frontage of Maria Konopnicka Square should constitute separate volumes of documentation to allow gradual and independently realization of the investment, and the colour design of the front elevations of the structures situated in the Maria Konopnicka Square frontage owned by the city or state treasury,

they should constitute separate files of documentation to enable the realization of the investment in particular stages and by particular executors.

2.2.3. The environmental impact report of the investment, if required, will be delivered in 4 copies with its digital version.

2.2.4. Other indispensable documents and the agreements embraced by Stage II will include:

- map/topographic surveys for design purposes of proprietary character covering the Competition area and the grounds necessary for realization of the tasks resulting from the necessity of connecting to municipal networks, including the area of the designed transformer station with its utility connection;
- duplicates of the survey maps for design purposes that will become property of the Awarding Entity;
- geotechnical research of the ground;
- inventory of objects colliding with the investment - subject to demolition which require permits to carry it out;
- inventory of green in the area embraced by the investment;

2.2.6. Under Stage II, apart from the mentioned above documents the Designer will elaborate:

- application for obtaining decision concerning environmental conditions plus appendices;
- environmental impact assessment, if required;
- application for demolition of objects colliding with the investment plus appendices;
- application for cutting of the trees colliding with the investment plus appendices;
- statement of estimated investment expenses with a break into individual items mentioned at p. 2.2.2.

2.3. Stage III - A complete set of working plans and specifications, procurement documents, feasibility study of the investment including the figures from the investor estimate, **within 4 months from the date of signing the contract.**



2.3.1. Working plans and specifications will be delivered in 6 copies and a digital version. The set of working plans and specifications should contain all relevant sectors, i.e.: land development, building industry, architecture, landscaping and arrangement of the square, road construction, green, infrastructure and utilities: water-supply, sanitary, electric, communications technology, sound system, multimedia, monitoring, technological and other indispensable for appropriate functioning of the designed facilities and devices as well as specifications of detailed design solutions.

2.3.2. Procurement documents will be delivered in 2 sets with a digital version and will include:

- bills of quantity with specification for each task;
- detailed technical specifications;
- investor estimates (prepared based on design deliverables for cost accounting agreed-upon with the Awarding Entity) broken into individual objects and sectors;
- a summary list of investor estimates.

2.3.3. The feasibility study of the investment taking into account the figures from the investor estimates will be delivered in 4 copies with an electronic version.

2.3.4. Plans: both construction and working plans should be prepared in compliance with the orders of the Ministry of Infrastructure:

- of 3 July 2003 on Detailed Range and Form of Building Design (Journal of Laws no. 120, item 1133);
- of 23 June 2003 on Information Concerning Health Safety and Protection and Health Safety and Protection Plan (Journal of Laws No. 120 item 1126),

2.3.5. The bill of quantity will be prepared in compliance with the Order of the Minister of Infrastructure of 2 September 2004 on Detailed Scope and Form of Design Documentation, Technical Specification of Completing and Contract awarding Construction Work, and the Functional and Services Programme (Journal of Laws No. 202 item 2072).

2.3.6. The investor breakdown of costs will be prepared in compliance with the Ordinance of Ministry of Infrastructure of 18 May 2004 on determination of cost estimate methods and basic information for elaborating investor cost estimates, calculation of planned costs of designing work and planned costs of construction work as defined in the functional and services programme (Journal of Laws No.130 item 1389).

2.3.7. Working plans and specifications including procurement documents of the construction:

- of the new transformer station including supply connection,
- reconstructions of the communication system around the Square,
- a fountains with installations,
- an audio interactive bench including connection to the networks,
- a bus stop of the municipal transport services with a news-stand together with the power supply connection and installations,



- lighting of the facade of ROKIS from ul.T.Noniewiczza and ul. Chłodna streets
- lighting of the facade and south gable of Suwalszczyzna Hotel, should constitute separate files of the documentation.

3. PAYMENTS

3.1. The payment for the performance of the subject of the contract will take place:

- with a partial invoice in the amount of **10 %** of the value of remuneration after delivering the final concept of the development of Maria Konopnicka Square including the design of objects and facilities in the Square including the specifications concerning the utilities and preparation of applications for connecting to the networks and 4 visualizations of the development concept - **Stage I**;
- with a partial invoice in the amount of **50 %** value of the remuneration after delivering the construction design satisfying the requirements of obtaining building permits and other indispensable documents, design approvals and the environmental impact report, if required - **Stage II**;
- the final invoice in the amount of **40 %** of the value of the remuneration after delivering of a complete set of working plans and specifications, procurement documents and a feasibility study of the investment taking into account the investor cost estimates - **Stage III**.

3.2. Invoices will be payable within 30 days from the date of their submission with the Awarding Entity together with the acceptance report of the submitted documentation signed by the Awarding Entity.

X. INFORMATION ABOUT INSTRUMENTS OF LEGAL PROTECTION AVAILABLE TO THE COMPETITION PARTICIPANTS

The Competition Participants and other persons whose legal interest in obtaining the Contract Award has sustained any damages as a result of an infringement by the Awarding Entity on the regulations of the Public Procurement Law Act have the right to legal protection guaranteed by the provisions of the said Act.

PART II – FUNCTIONAL-UTILITY PROGRAM

1. BACKGROUND AND DESCRIPTION OF THE SURROUNDINGS

1. The City of Suwałki

The city of Suwalki lies in the north-east of Poland, in the northern part of Podlaskie province, in the border region and near the main road connecting Baltic states with the Western Europe, in the future part of the route VIA BALTICA and RAIL BALTICA. The city is located on the Czarna Hancza river, near Wigry National Park and Suwałki Landscape Park, in the land of dazzling landscapes luring tourists with their beauty. The city itself has a population of 70



thousand. The placement of the city was instrumental in its former development, since Suwałki was founded in the second half of 18th century as a border trade centre.

The downtown is the heart of the city, whose spatial arrangement, fashioned in early 18th century and the first part of 19th century, has remained intact until today. The historic buildings are situated along the main street, T. Kosciuszki street and around the Old Market Square and the New one, now called Maria Konopnicka Square, used today also as a small park. The parks are linked by Chłodna street. The Old Market Square called 3rd May Constitution Park is the main recreational centre. The downtown is at the same time the main service hub, in which restaurants, cultural centres, secondary and tertiary educational institutions, health services, the seat of local authorities, banks, offices, hotels and travel agents are gathered. Parking spaces are scarce. All the buildings, many of them enlisted in the national heritage register, are under Conservation Office's protection. The most extensive residential districts where 2/3 of Suwalki population live lie north of the city centre. The south of the city is an industrial area.

For the last few years, a substantial increase in investment has been noticed. The city has undertaken the project of renovation of the downtown, the effects of which can be seen in 3rd May Constitution Park or the renovated buildings nearby. New, grand investments are conducted in the downtown area, including 'The Heart of Suwalki', a multi-storey building serving as both hall of residence and trade centre situated in the immediate vicinity of M. Konopnicka Square.

The city is the main investor of the new Aquapark, a performance hall near Jana Pawła II street, and reconstruction of the city stadium near Zarzecze street. Each of the projects has been financed with tens of millions zlotys by both the local authorities and European funds. The city is also the organizer of numerous cultural events, the biggest of which is the international Suwalki Blues Festival taking place annually in summer.

2. Maria Konopnicka Square

Maria Konopnicka Square is located near the cultural heart of the city. It is surrounded by historic buildings of the classical era. Six of them are the property of the city. Two of them, are property of the State Treasury: Hotel Suwalszczyzna and the Regional Centre of Culture and Art (ROKiS.) The frontages of the buildings lining the square have up to three storeys and with high roofs and entrance gates leading to their courtyards. There are empty spaces in the southern frontage which has yet to be filled by its private owners. The northern frontage serves as a trading place for miscellaneous offices, shops and stores, groceries and boutiques. There are few catering places around, a single café and a restaurant in the hotel in the western frontage being the only exceptions. Living quarters are usually in the upper floors of the buildings of the eastern frontage.

Until the 1960s, the square had been laid with cobblestone and served as a flea market. It was then that it was converted into a green square. Greenery was planted, park lanes were marked out, a fountain was built, and a monument to Maria Konopnicka was erected (she was a poet born in Suwałki, best known for her fairy-tales about Orphan Mary and the Dwarfs, and the Rote: a Polish patriotic song.) A one-storey trade hall is also located there. The square is located at the junction of the main pedestrian walkways connecting the bus station, an open-air market, the abovementioned park, cultural centres, educational and



administrative institutions with residential districts. It is also the main interchange of public transport and a bus terminus is situated nearby along T. Noniewiczza street.

T. Noniewiczza street is one of the most important municipal roads, which at times gets too congested for the traffic to run smoothly, especially in the rush hour. The situation is similar in Sejnenska street which is an eastern branch of T. Noniewiczza street leading to the city's boundaries. Krótka Street and M. Konopnickiej street, being one-way roads leading south serve primarily local communication needs, closely connected with the residential quarters and servicing trade facilities in the vicinity of the square.

To be capable of serving both citizens and tourists as a public square the Square is in dire need of renovation. The modest size of the Square makes it a suitable place for relaxation and a stroll. The luxuriant green of the trees, the historical buildings with their stores and bars provide the city dwellers with improvised venues for both standing and sitting meetings.

The goal of the reconstruction is to entice more people to partake in formal and informal outdoor projects in and around the square.

The key tasks to be achieved by the renovation of the square are:

- enhancement of the attractiveness of the Square,
- improvement of communication links in this part of the city,
- renovation and utilization of the buildings around the Square,
- integration of the existing and planned elements of the Square,
- preservation of the cultural heritage
- availability of seats to spend leisure time and places to eat out in the Square,
- replanting of the Square green,
- provision of good lightning and elements of townscaping,
- sectioning off parts of the Square as venue for mass events, exhibitions, open-air markets etc.
- relocating of Maria Konopnicka monument.

Finding proper solutions for the aforementioned problems will ensure better functioning of the place as a cultural centre of the local community.

2. SPECIFICATION OF THE SITE UNDER COMPETITION

2.1. Purpose of the place described in the local land development plan:

The use of the place is defined by the local plan of development, approved with the Resolution of the City Council No. XXVIII/269/08 of 29th October 2008, published in the Official Journal of Podlaskie Province of 3rd December 2008, No. 301 item 3086.

According to the local plan, the site under Competition is situated in the area marked by the outlines: **8ZP/KDpl**, **6aKD**, **2 KD** and **1KD**.

The area **8ZP/KDpl** is earmarked for being a public square. The monument of Maria Konopnicka falls within the scope of the basic plan, making allowances for its replacement within the square's borders. The buildings which are situated there now (2 kiosks, service building, transformer station) and the fountain are to go into liquidation. There is a possibility of building a fountain in a different place and form. There is also a possibility of removing greenery after taking its inventory and estimating its natural value providing it is essential for the new design. Krótka street is to be included into the Square area and be



closed for traffic. Its surface is to be identical with the rest of the square. It is established that the area of the Square including the adjacent M. Konopnickiej street and Krótka street may be used for organising mass events, a temporary placement of outdoor stalls for exhibitions, trade and other structures essential for the maintenance of mass events, such as outdoor art galleries, occasional exhibitions, etc. The local plan allows for the construction of an underground parking lot and a transformer station.

The area **6aKD** is a section of M. Konopnickiej street which is planned for reconstruction enabling it to be included into the area of the square **8 ZP/KDpl** by laying a uniform pavement at the same level. Within **6aKD** there should be reserved space for a dual bicycle lane, 5 meter wide parking bays adjacent to the road and allowing for diagonal parking along the road axis, and townscaping elements including those serving maintenance of the public order and other utilities.

The area **1 KD** is a section of T.Noniewiczza street which is a local distributor road. The plan foresees additional traffic lanes for left or right turn, islands between pedestrian crossings, a bus bay, a one-lane two-direction bicycle path, townscaping elements including those serving maintenance of the public order and utilities. The existing crossing with Sejneńska street is to remain unaltered in the present form as a crossing with traffic lights.

The area **2 KD** is a section of Sejneńska street with a local road status. It should fit additional traffic lanes for left or right turn, townscaping elements including those serving maintenance of the public order and utilities. The existing crossing with M. Konopnickiej street is to remain unaltered in the present form of a simple crossing.

The original text with the technical drawing of the local development plan is available at the website of the City Hall in Suwałki: www.um.suwalki.pl or for personal inspection at the Department of Architecture and Spatial Development of the City Hall in Suwałki.

2.2. The existing buildings, facilities and utilities.

The area planned for the realisation of the Competition task is invested and built-up. It falls within the conservatorial urban layout protection zone, as defined by the Conservation Office's decision KL. WKZ 534/31/d/79 of 15th May 1979.

Maria Konopnicka Square is surrounded from all four sides by asphalt roads. It is a place comprising mostly greenery with a few park lanes, benches and park lightning. It is the location of Maria Konopnicka monument, a fountain (because of its poor condition fell into disuse), a bus stop, kiosk with local communication tickets, a newsagent, one-storey trade hall, a transformer station, temporary public toilets, a taxi rank, lay-bys, and a bus terminus adjacent to the surrounding streets. There are also underground utilities and technical infrastructure.

The investment plans for the area under Competition and the adjoining areas are shown by the general map - **the Graphic Annex No. 1**. The inventory of the Square green is shown in **the graphic Annex No. 2**. The inventory of the Square green presents the **Graphic Annex No. 3**. The frontages of the streets are shown in **the Graphic Annex No. 5**. The current state of development of the Square buildings can be seen on the photos presented in **the Graphic Annexe No. 6**.



2.3. Physiographic, ground and hydrological conditions:

The terrain is flat with some small declivity. It is assumed that the ground is suitable for building development and there is no groundwater occurring at the level of the planned foundations.

3. PROGRAMME AND SPATIAL DEVELOPMENT PRINCIPLES.

3.1. Basic obligatory principles.

The aim of the Maria Konopnicka Square project is the creation of a place offering recreation for the inhabitants of Suwałki and visitors to our city as well as a venue for organization of mass cultural and commercial plain-air events. This would include, in particular, organization of plain-air theatrical performances, music performances, exhibitions and presentations of organizations under the organized by the city fairs or other occasional events.

The fundamental function of the Square is to be a place of meetings and recreation of the citizens.

Assumed is liquidation of all existing objects and structures located in the Square, removed should be also the bus terminus in M. Konopnickiej St. and the taxi rank at Krótka St..

The valuable **green** as indicated in the graphic Appendix No.3 shall be preserved. The trees co-create the climate of the place, supply green, shadow and oxygen. Approximately 50% trees should be removed. The remaining trees should stand in groups or as isolated stands.

Assumed is construction of a **fountain** as the main visual attraction of the Square. The fountain should be designed as an element belonging to the pavement of the Square or a reservoir with shallow water, so that people can dip into it and so that it could be emptied and used to hold audience during events organized in the Square. The fountain jets of water should be of varying strength, height and variable makeup in combination with multicoloured lighting. The devices connected with the fountain should be designed as constructions under the pavement of the Square or under the lawn.

It is assumed, that the stone **monument** of Maria Konopnicka will be replaced by a bronze one with new arrangement of the space around it. The monument should be lighted from below. Near the monument, whose exact location is left to the author of the design, will be placed the so called "**interactive audio bench**" - a spatial installation whose form is open to designer. It is to be a place where one can listen to poetry or fables by Maria Konopnicka in different languages and to obtain information about the writer and the city.

The Square should have a marked off zone for **catering facilities** (pavement café) and a zone for **occasional trade** and exhibitions. The catering facilities and commercial stalls should be designed as light structures, easy to dismantle. The Square should have a space that can be used for arrangement of a **temporary stage** and a large outdoor screen during occasional mass events. The stage and the large outdoor screen are not subject of a Competition assignment. It should be assumed that the Square would hold an audience of three thousand people. In the frontage of the Square, in the building situated at 57 T. Noniewicz St. is situated a public convenience. One ought therefore not to design such an object inside the Square. Indicated might be only the place for portable toilets during events.



Foreseen should be cable connections to feed power to temporary devices and the stage. The utility connections should be integrated and built around in such a manner so as to not to be conspicuous elements of Square nor present obstacle for the pedestrian traffic in the Square.

Designed should be attractive **lighting** of the Square and surrounding it streets including occasional installations, especially those concerning Christmas.

The Square should have a reserved place for installing a lighted **Christmas tree**.

On selected light poles designed should be place for security cameras. The street and Square lighting should be coherent and provide correct lighting according to norms and particular regulations.

The Square will be a zone of **free access to the Internet**.

Small architecture (townscape features) – seats, trash-cans, pedestrian protection structures, cycle racks, plain-air sculptures, low walls etc. all should have a coherent attractive architectural form. Within the designed Square, in front of the stage one should foresee solutions making it possible to disassembly the elements of townscape furniture and remove them outside the Square.

The traffic around the Square should be rearranged.

And so, assumed is extension of the sidewalks along the frontages, reconstruction of the crossing of Sejneńska St. with T.Noniewiczza St. allowing a normative right turn. Krótka Street is meant to be closed for vehicle traffic.

There should be one common homogeneous in terms of the material used **pavement of the Square**, including the surface of Krótka St. and a section of M. Konopnickiej St. adjacent to the Square. The pavement should be made of high quality material e.g. sett or stone slabs. Excluded shall be the use of asphalt or pavers.

Detailed conditions of reconstruction of the communication system will be specified by the City Investment Management in Suwałki - the administrator of city roads - at the stage of elaboration of the final concept of the development of Maria Konopnicka Square performed by the winner of the Competition.

Building of an underground car park below the surface of the Square is not allowed.

The existing location of the **bus stop** of the municipal transport services in ul. Noniewiczza should be preserved. The stop should have an individual form, and be related in appearance to the **kiosk** with newspapers, tickets and small goods.

3.2. Allowed will be:

- differentiation of the heights of the Square pavements and other changes of the lay of the ground,
- tracing bicycle paths through the Square and integrating pedestrian and bicycle traffic,
- cutting of the trees and bushes indicated by the graphic Appendix No. 3 following the sanitary indications or for reasons dictated by the design solutions ,
- preserving the remaining trees as indicated by the inventory,
- planting of new trees,
- closing for the traffic of the adjacent to the Square section of Sejneńska Street,
- construction of other than indicated by the Awarding Entity accompanying objects, as a consequence of the adopted design concept on the condition it can be accommodated within the maximum investment budget,



- the use of publicly available, catalogue solutions, as regards designed structures and buildings in the Square, including lighting and small architecture,
- change of the location of the monument,
- lighting of the pavement of the Square, supplementing the lighting of the Square,
- installing of a screen for outdoor shows and for artistic lighting,
- admissible is organization of exhibitions of art, antique vehicles, collectables, crafts and regional products fairs.

3.3. The space of the square and pedestrian passage should be adapted for use by the disabled persons.

3.4 It is possible to assume for the indicated site that:

- grounds are suitable for direct foundation of designed objects;
- there is a possibility of connection to: urban heat network, sewage sanitary system, water-supply, power engineering, telephone, drainage and urban monitoring utilizing the existing or planned infrastructure networks; (lack of gas supply network in the city)
- installations and underground devices whose location will collide with the designed investment will have to be relocated;
- it will be possible to alter the function of the ground floors and transform the objects adjacent to the Square; there is a possibility to install pavement cafés;
- on account of location in the old city centre, the ground under the Square surface may hide remnants of old buildings and other objects under the protection of the Conservation Office connected with man's activity in the area.

3.5. The Competition Participants are obliged to present a solution for the functional arrangement of the Square based on the proposed utility program and connect the Square with the neighbouring grounds. It is Competition Participant's task to present an attractive functional and utility programme for this public space including the concept of the arrangement and townscaping of the Square and its particular elements: objects, square furniture and facilities connected with its functioning.

3.6. Design solutions proposed for the Competition site should be characterized by high architectural value and good functional standards and used materials.

3.7. Conservatorial guidelines.

3.7.1. In compliance with the historical traditions of Konopnicka Maria Square, originally a market place, the public space should be attractive to both the citizens and visitors to the city.

3.7.2. On account of the decision to preserve high green, at present reintroduced to the Square, as a precious asset of the historic old town, it is necessary to carry out evaluation of the state of particular trees indicating which of the trees should be preserved.

3.7.3. Designing the public space, located in the area of the urban architectural complex registered at the historic monuments inventory, designer should refer to the original function of



the place by introducing fragments of cobblestone paving and structures invoking historical designs. Among the elements of the so called small architecture should be used, first of all, appropriately selected stylized lanterns, pumps, drinking fountains, benches, seats etc. The development will harmonize with the historic surroundings and despite the passage of years preserve its value and attractiveness.

3.7.4. An essential task is to include in the design the surrounding the Square building facades which should be defined colouristically taking into consideration the lighting and location of the billboards, while setting off the historic elements which deserve restoration based on the preserved archival materials (woodwork, gates, architectural detail etc.).

3.7.5. Moreover, regardless of the proprietary issues it seems justified for the design to take into consideration infill buildings to complement the frontages.

4. ADDITIONAL REMARKS AND OTHER ARRANGEMENTS

4.1. The basic programmatic principles listed at point 3.1 should be obligatorily followed in the design, other points should be treated as optional.

4.2. The Program may be supplemented with authorial suggestions.

4.3. The authors of the Competition Entries are obliged to observe the formal requirements ensuing from particular detailed legal regulations, e.g.:

- Construction Law /Journal of Laws 2003, No. 207 item 2016 with later amendments/
- Ordinance of the Ministry of Infrastructure of 3 July 2003 on Detailed Range and Form of Building Design /Journal of Laws no. 120, item 1133/;
- Ordinance of the Ministry of Infrastructure of 12.04.2002 on Technical Conditions Buildings should fulfil and their Location /Journal of Laws 2002, No. 75, item 690 with later amendments /
- Law on Public Roads (Journal of Laws 2000, No. 71 item 838 with later amendments)
- Ordinance of the Ministry of Transport and Marine Economy on Technical Conditions the Public Roads should Fulfil and their Location (Journal of Laws 1999, No. 43 item 430)
- Polish Norms, technical approvals and technical specifications

PART III - APPENDICES TO COMPETITION RULES AND REGULATIONS

A. APENDICES

1. Sample form of the Request to Participate in the Competition.
- 2a. Sample Declaration under Art. 22 paragraph 1 of Public Procurement Law Act
- 2b. Sample Declaration under Art. 24 par. 1 of Public Procurement Law Act.
- 2c. Sample declaration under Art. 24 par. 1 p.2 of Public Procurement Law Act.



3. Sample List of the Authors' Team Member and Declaration of Possessing Appropriate Qualifications by Persons Participating.
4. Sample Identification Card.
5. Sample Competition Entry Submission Receipt.
6. Sample Table of Gross Estimated Costs of Realization of Works Planned under the Award Contract
7. Sample Table of Gross Lump Sum Price of Elaboration of Complete Documentation

B. GRAPHIC APENDICES

1. Information Map with the Competition demarcation area and marked frontage buildings belonging to the city or state treasury.
2. A copy of the Basic Map, Local Land and Property Register.
3. Inventory of green indicating the valuable green recommended to be preserved.
4. Extract from the drawing of the local development plan.
5. Street frontages.
6. Photos of the area under development.

These Rules and Regulations were approved by the Awarding Entity on:

..... 2010

Awarding Entity

.....



Part-financed by the European Union (European Regional Development Fund and European Neighbourhood and Partnership Instrument) and the Kingdom of Norway



Appendix 1 of the Maria Konopnicka Square Competition Rules and Regulations

REQUEST TO PARTICIPATE IN THE COMPETITION

Acting on behalf of:

Participant's Name*

Address:.....

TEL:..... e-mail.....

REGON/PESEL:.....NIP.....

FAX number to which Awarding Entity can send correspondence
.....

I hereby request to participate in the public space development Competition titled "Maria Konopnicka Square in Suwałki"

I declare that:

- a). I/we got acquainted with the Competition Rules and Regulations and raise no objections to its provisions
- b). I/we declare myself bound by the Competition Rules and Regulations,
- c). I/we commit ourselves to observe the guidelines and indications of the Competition Organizers.

I/we declare that I do not reserve the right to hold confidential information enclosed in this request to participate in the Competition **.

I/we declare that I reserve the right not to disclose information enclosed in this request to participate in the Competition as regards: ****:

.....



Part-financed by the European Union (European Regional Development Fund and European Neighbourhood and Partnership Instrument) and the Kingdom of Norway



locality and date

.....
signature/s of authorised representatives of the Competition Participant

* If Participants take part in the Competition jointly, each of the Participants should enter his/her data separately

** delete as applicable



Appendix No. 2a of the Maria Konopnicka Square Competition Rules and Regulations

DECLARATION*
under Art. 22 par. 1 of Public Procurement Law

On behalf of:

.....
.....

Competition Participant.

I/we hereby declare, in compliance with Article 22 par. 1 of Public Procurement Law Act of 29 January 2004 (Journal of Laws 2010, No. 113 item 759) that I/we meet the requirements concerning**:

- 1) *possession of authorizations to exercise the required activity or tasks, as far as it is required by the regulations of the obligatory law;*
- 2) *possession of knowledge and experience;*
- 3) *possession of suitable technical potential and persons capable to perform the activities described in the contract award;*
- 4) *suitable economic and financial position.*

.....
locality and date

.....
signature/s of authorized representative/s of Competition Participant

* If Participants take part in the Competition jointly, each of the Participants should enter his/her data separately



Appendix 2b Maria Konopnicka Square Competition Rules and Regulations

Declaration*

On behalf of:

.....

.....

Competition Participant

I/we hereby declare, in compliance with Art. 24 par. 1 of Public Procurement Law Act of 29 January 2004 r.(Journal of Laws 2010, No. 113 item 759):

I am not liable to exclusion from the public contract award procedures under Art. 24 par. 1 of Public Procurement Law Act.

.....

locality and date

.....

signature/s of authorized representative/s of Competition Participant

- * signed by each of the contractors submitting their offer
- * If Participants take part in the Competition jointly, each of the Participants should enter his/her data separately on behalf of his/her company



Appendix No. 2c Maria Konopnicka Square Competition Rules and Regulations

Declaration*

On behalf of:

.....

.....

Competition Participant

I/we hereby declare, in compliance with Art. 24 par. 1 Public Procurement Law Act of 29 January 2004 (Journal of Laws 2010, No. 113 item 759):

I am not liable to exclusion from the public contract award procedures under Art. 24 par. 1 of Public Procurement Law Act.

.....

locality and date

.....

signature/s of authorized representative/s of Competition Participant

Art. 24 par. 1 p. 2.

Excluded from contract award procedures shall be:

“economic operators against whom the winding up procedure has been started or whose bankruptcy has been declared, except for economic operators who, upon bankruptcy declaration, entered into a composition approved by a valid court decision, unless such a composition provides for payment to the creditors by a liquidation of the assets of the bankrupt entity;”

*Declaration made only by physical persons.



Appendix No. 3 Maria Konopnicka Square Competition Rules and Regulations.

Declaration*

On behalf of:

.....

Competition Participant

I/We hereby declare that the following persons participating in the carrying out of the project possess required licences and are members of suitable organizations of professional self-governing bodies.

LIST OF AUTHORS TEAM MEMBERS

| No. | Name and Surname | Licence number and role played in the team work | signature |
|-----|------------------|---|-----------|
| | | | |
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| | | | |

.....
 locality and date

.....
 signature/s of authorized representative/s of Competition Participant



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Appendix No. 4 Maria Konopnicka Square Competition Rules and Regulations.

IDENTIFICATION CARD

Acting on behalf of: _____

Participant's Name *

Address:

TEL:..... FAX:

REGON/PESEL:..... NIP:

We declare that the Competition Entry

has been ascribed the following Identification Number

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|



Appendix No. 5 Maria Konopnicka Square Competition Rules and Regulations

Competition Participant's copy

ACKNOWLEDGMENT OF RECEIPT OF COMPETITION ENTRY

Competition Entry Identification Number

| | | | | | |
|--|--|--|--|--|--|
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Received on.....2010 at

.....
signature of the person receiving the Entry and stamp of the City Hall of Suwałki

Appendix No. 5 Maria Konopnicka Square Competition Rules and Regulations.

Organizer's copy

ACKNOWLEDGMENT OF RECEIPT OF COMPETITION ENTRY

Competition Entry Identification Number

| | | | | | |
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Received on2010 at

.....
signature of the person receiving the Entry and stamp of the City Hall of Suwałki



Appendix No. 6 Maria Konopnicka Square Competition Rules and Regulations

COSTS

GROSS ESTIMATED COSTS OF REALIZATION OF WORKS PLANNED UNDER THE CONTRACT.

| No. | Specification of works and outlays | Unit | Unit Price | Gross Total |
|-----|---|------|------------|-------------|
| 1. | Work documentation | | | |
| 2. | Preparation of the site (demolition, cutting trees etc.) | | | |
| 3. | Square appearance and furniture (small architecture) | | | |
| 4. | Site development including utilities and connections to outside networks | | | |
| 5. | Reconstruction of the communication layout | | | |
| 6. | Construction of the fountain | | | |
| 7. | Construction of the interactive audio bench | | | |
| 8. | Construction of the transformer station in new localisation together with supply cables | | | |
| 9. | Construction of the bus stop with a news stand | | | |
| 10. | Lighting of 2 building facades of ROKIS | | | |
| 11. | Lighting of the façade and side elevation of Suwalszczyzna Hotel | | | |
| 12. | | | | |
| 13. | other | | | |
| | TOTAL | | | |

.....
locality and date

.....
signature/s of authorized representative/s of Competition Participant/s



Appendix No. 7 Maria Konopnicka Square Competition Rules and Regulations.

COSTS

GROSS LUMP SUM PRICE OF ELABORATION OF COMPLETE DOCUMENTATION

| | | |
|-----|--|--|
| 1. | Final, post-competition concept | |
| 2. | Construction design | |
| 3. | Working plans | |
| 4. | Procurement documentation | |
| 5. | Environmental impact report | |
| 6. | Investment feasibility study | |
| 7. | Construction design with working plans, specifications, procurement documentation of building the fountain with utilities | |
| 8. | Construction design with working plans, specifications, procurement documentation of the interactive audio bench | |
| 9. | Construction design with working plans, specifications, procurement documentation of building a bus stop with a news-stand | |
| 10. | Construction design with working plans, specifications, procurement documentation of building transformer station with supply connections | |
| 11. | Construction design with working plans, specifications, procurement documentation of reconstruction of the communication system | |
| 12. | Construction design with working plans, specifications, procurement documentation of lighting 2 façades of ROKIS building | |
| 13. | Construction design with working plans, specifications, procurement documentation of lighting the front and side façade of Suwalszczyzna Hotel | |
| | TOTAL | |

.....
locality and date

.....
signature/s of authorized representative/s of Competition Participant/s