



## DESIGN CONTEST NOTICE

Official Promoting Authority  
**LA CASTELNUOVESE SOC. COOP.**

Postal address

Via Ponte alle Forche 27- 52027 San Giovanni Valdarno (AR), Italy  
Town : San Giovanni Valdarno – Arezzo Postcode: 52027

Country : Italy

Process supervisor

**Giampaolo Papini**

Contact details:

concorso@castelnuovese.it  
segreteria@castelnuovese.it

Telephone numbers

Tel 055/9122718 - Fax 055/9120290

Website:

<http://www.castelnuovese.it>

LA CASTELNUOVESE SOC.COOP.

Sede Legale :

Viale Principe di Piemonte, 23°  
52022 Cavriglia (AR)

Tel : 055.9122718  
Fax : 055.9120290

Sede Amministrativa :

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52027 San Giovanni Valdarno (AR)

segreteria@castelnuovese.it  
[www.castelnuovese.it](http://www.castelnuovese.it)

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## 1) OBJECT OF THE COMPETITION

The company La Castelnuovese, with headquarters in San Giovanni Valdarno, Italy, is pleased to announce an international design competition with pre-qualification stage which will ultimately see the selection of the design of a single bidder for the object in question:

**RECOVERY OF AN INDUSTRIAL BUILDING FORMERLY USED AS A BRIQUETTE FACTORY TO BE DESIGNATED AS OFFICES AND ALLOW THE PROMOTING AUTHORITY TO PROVIDE SERVICES, BASING THE PROJECT ON THE PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY AND HIGH EFFICIENCY ENERGY**

Unless otherwise stated or specifically expressed in this notice, the promoting authority will refer to the rules contained in the Procurement Code and Legislative Decree 163/2006 and amendments.

The competition has been designed to select a preliminary design for the object in question.

The sum of 30,000.00 euro (thirty thousand euro), net of legal expenses, will be paid as a reward to the winning bidder as payment for the preliminary design.

The bidders who, upon submitting an acceptable project and complete documentation as requested in this notice, arrive in second and third place in the Competition Stage will have their expenses refunded as specified in paragraph 10 of this notice.

The promoting authority reserves the right to appoint the successful bidder with additional levels of planning (executive design), with the possibility of negotiating project management and safety coordination both during the planning and execution of the work, without further invitation to tender.

## 2) OBJECTIVES

The proposal for the recovery of the building for offices and the provision of services as specified in the object of the project should be designed taking into account the principles of environmentally sustainable building. Therefore the main objectives of the project are the conscious use of available resources and the overall well-being of the occupants of the building, taking into consideration both human and environmental impacts as a core part of the project planning.

These objectives are to be met through an integrated design process based on meeting required performances.

The project should combine the themes of environmental sustainability and energy conservation with the quality of the project from a strategic prerequisite, explained in the analysis of the current state of the building and the significant historical value of the building and the tools found therein, as well as considering environmental and climatic factors which have led to the objectives of the project.

The proposal will also provide suggestions for the public area on which the building stands, in accordance with the detailed plan which has been approved.

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### 3) TYPE OF COMPETITIVE BID

Selection of a single winning bidder with pre-qualification stage

### 4) EXPECTED NUMBER OF BIDDERS

The PRE-QUALIFICATION Stage will see the selection of 10 (ten) bidders who will then be invited to participate in the Competition Stage.

### 5) AVAILABLE DOCUMENTS

All documents will be published on the website <http://www.castelnuovese.it/concorso> and include:

1. Application form for PRE-QUALIFICATION STAGE
2. Principles of environmental sustainability upon which the design will be evaluated, explaining performance specifications in detail to enable the compilation of self-evaluation forms. The self-evaluation forms will be made available only in the Competition Stage for the ten bidders who are selected and invited in writing to participate in this stage.
3. Relief of the buildings of the ex-briquette factory
4. Aerial photo of the area concerned
5. General plan of the area, identifying the area to be incorporated into the design
6. Extract of the approved detailed plan
7. Urban plan with Local Council Urban Planning Regulations
8. Descriptive report with the needs of the company and indications as to the functions required
9. Photographic documentation
10. Video clip

### 6) COST OF THE WORK

The maximum budget available for the work proposed has been set at 3,500,000.00 euro (three million five hundred thousand euro), to include safety measures and taxes, excluding technical expenses and VAT. The proposed design projects must respect this budget. Any excess must be explained and adequately justified.

### 7) ENTRY PROCEDURE

#### 7.1) PRE-QUALIFICATION

Applications will be accepted from all persons who meet the requirements of paragraph 7.3, except in cases of exclusion as set out in paragraph 7.4. The pre-qualification stage is intended to allow ten bidders to be selected, who will be invited to participate in the Competition Stage, and therefore will not give rise to awards or recognition of prizes or expense refunds. The projects will be evaluated and assessed by the Evaluation Committee nominated by the promoting authority, who will assign points according to the criteria in paragraph 8.2. These points will have no

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bearing in the Competition Stage. If the number of bids selected for the Competition Stage should be less than the ten bidders, the promoting authority will proceed by inviting only the bidders who have passed the Pre-qualification stage. In order to comply with the principles of the competition, invitations to participate in the Final Stage will not be sent should the total number of bidders be less than three.

The promoting authority reserves the right to refrain from selecting any proposal if none of the bids presented are deemed suitable in satisfying the objectives of the competition.

## 7.2) ANONYMOUS COMPETITION STAGE

Presentation of projects which a level of detail suitable for a Preliminary Draft.

The thematic areas which the promoting authority intends to verify are set out briefly in paragraph 9.4 of this notice. The Competition Stage is reserved for bidders who have been invited to participate on the basis of the results of the Pre-qualification stage, in which ten bidders will be selected. The projects will be evaluated and assessed by the Evaluation Committee nominated by the promoting authority, who will assign points according to the criteria in paragraph 9.4 below. The winning proposal will receive a prize, while the bidders who are selected in second and third place will have their expenses refunded as specified in paragraph 10 of this notice.

## 7.3 ELIGIBILITY REQUIREMENTS

The contest is only open to architects and engineers who are as of the date of publication of the call for proposals enrolled in their home country's appropriate professional association, or who are registered and permitted accordingly to practise their profession.

The contest is open to:

- a) freelance professionals (individuals or associates);
- b) practitioner partnerships in accordance with Article 90, paragraph 1, section e) and paragraph 2, section a) of the Code of Contracts Legislative Decree 163/06 and amendments;
- c) engineering partnerships in accordance with Article 90, paragraph 1, section f) and paragraph 2, section b) of the Code of Contracts Legislative Decree 163/06 and amendments;
- d) foreign individuals or entities who are members of their home country's appropriate association which allows them to perform the services covered by the competition;
- e) temporary work groups made up of members referred to in a),b),c),d) above, in accordance with Article 90, paragraph 1, section g) of the Code of Contracts Legislative Decree 163/06 and amendments;
- f) stable consortiums of professionals and engineering companies, in accordance with Article 90, paragraph 1, section h) of the Code of Contracts Legislative Decree 163/06 and amendments;
- g) any other form of grouping, consisting of members referred to in a),b),c) and d) above, if established in Italy in accordance with the conditions of Legislative Decree 240/1991, or, if established in one of the EU Member States in accordance with the conditions of Regulation CEE2137/85.

Each group must appoint one member as Authorized Group Leader who will represent them and act as sole interlocutor with the promoting authority

The appointment of Authorized Group Leader of the temporary work group must be confirmed and duly signed on the application form for the PRE-QUALIFICATION stage.

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All members of the group are recognised as having equal titles and rights to the ownership of the design project proposal being presented for the competition.

In the case of group participation, at least one professional of the group must have obtained a licence to practice within the last five years.

Due to the special requirements of the project concerning the strategic importance of energy efficiency in the design project for the building, it is necessary for the participants to demonstrate the presence of an "Energy Consultant" in their group, who has adequately documented experience (curriculum) which is to be attached to the application form for the PRE-QUALIFICATION stage.

Competitors may not participate in more than one temporary work group, or participate individually and as part of a temporary association. The same is valid for freelance professionals involved in the competition who are in a partnership of professionals or engineers, whether in the role of director, partner, employee or long-term collaborator.

Violation of these rules will result in both bidders being excluded from the competition.

The individual competitor or group competitors may use consultants or collaborators, who may or may not have a degree and/or be registered members of one of the professional associations mentioned above, as long as the Group Leader who is representing the group is a registered professional. The roles and responsibilities of these consultants and collaborators will be defined within the competing group, and this will not be of formal consideration by the promoting authority.

Their qualifications and the nature of their consultancy or collaboration should be declared and the consultant or collaborator must not participate in more than one group.

Compliance with the requirements of participation is also necessary in the case of appointment for further levels of the design project.

#### 7.4) CONDITIONS FOR EXCLUSION

The promoting authority will exclude participants who, at the time of submitting the offer, meet any of the exclusion criteria indicated in Article 38 of Legislative Decree no. 163/06 and amendments, whether as entrants or as consultants, or anyone who has been forbidden from practising the profession.

The following may not participate in the Design Competition:

- a. members of the Evaluation Committee and their family members and relatives up to the third degree;
- b. persons employed by La Castelnuovese, their partner companies, associated companies, and long-term consultants for La Castelnuovese;
- c. persons employed by Public Authorities, Institutes or Administrations, unless with specific authorization;
- d. persons who have collaboration or any other continuing and known relations with the members of the Evaluation Committee;
- e. persons who have taken part in any way in the preparation of this call for proposals;

#### 7.5) QUESTIONS

Any questions or requests for information should be made within 10 days from the deadline via email to [concorso@castelnuovese.it](mailto:concorso@castelnuovese.it).

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Replies will be published within 5 days of receiving the request and can be consulted on the website <http://www.castelnuove.se.it/concorso>.

## 8) PROCEDURE OF PRE-QUALIFICATION STAGE

### 8.1) Application for participation

Participation in the PRE-QUALIFICATION stage will take place openly. Candidates who wish to take part in this procedure must transmit, under penalty of exclusion, the following documentation in a sealed envelope signed on the sealing flaps, no later than 4:30pm on 31st MAY 2010, to LA CASTELNUOVESE - VIA PONTE ALLE FORCHE 27 52027 SAN GIOVANNI VALDARNO - AREZZO – ITALY. The envelope should be marked:

"DOMANDA DI PARTECIPAZIONE AL CONCORSO PER IL RECUPERO DI UN EDIFICIO INDUSTRIALE EX BRICCHETTIFICIO DA DESTINARE A UFFICI E SERVIZI DELLA SOCIETA' BANDITRICE BASATO SU PRINCIPI DI SOSTENIBILITA' AMBIENTALE E DI ELEVATA EFFICIENZA ENERGETICA" - PREQUALIFICA

Should the postal or delivery service require the name of the sender, the address of the promoting authority should be used:

LA CASTELNUOVESE - VIA PONTE ALLE FORCHE 27  
 SAN GIOVANNI VALDARNO – AREZZO - ITALY

The envelope should contain, under penalty of exclusion, the following documentation required for participation in the contest, as specified in this notice, presented in Italian:

- 1) Application form for PRE-QUALIFICATION STAGE, available from the website <http://www.castelnuove.se.it/concorso>, drafted in Italian or English, signed by the professional or authorized group leader who is to be the sole interlocutor with the promoting authority, with a certified signature as specified in Article 38 paragraph 3 of the Presidential Decree No. 445/2000, attaching a photocopy of an identity card or document of the applicant. Without this document the application will not be considered.
- 2) Curriculum vitae of professional(s) participating in the contest. Single document with no more than 6 pages of A4 (total 12 sides).
- 3) A plan containing no more than 3 pages of A4 (total 6 sides) and 3 pages of A3 (total 6 sides), with images and texts laying out proposals for the project in terms of energy solutions and environmental sustainability.
- 4) A plan containing no more than 3 pages of A4 (total 6 sides) and 8 pages in A3, with images and texts laying out proposals for the project, illustrating the architectural and functional design solutions.
- 5) Proposed methodology and expertise in the field relative to the objectives of the contest (see paragraph 2 of this notice) presented on no more than 3 pages of A4 format (total 6 sides).
- 6) Curriculum vitae of the professional(s) in the role of "ENERGY CONSULTANT", to be presented as a single document using no more than 3 pages of A4 (total 6 sides).

The above documentation should be presented both in hard copy format and, under penalty of exclusion, in pdf format on CD Rom, which will be included in the envelope. All information and documentation certifying compliance with the requirements and conditions for participation in the PRE-QUALIFICATION stage must be confirmed in the case of admission to the COMPETITION STAGE.

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### 8.2) Selection criteria for passing Pre-qualification Stage

The ten bidders which gain the highest number of points according to the following criteria will be admitted to the Competition Stage:

Parameter	Points	Weighting	Weighted points
Quality of professional skills of the designers in relation to the object of the competition, based on curricula presented.	0-20	30%	
Quality of design solutions in relation to the object of the competition, based on plans presented.	0-20	45%	
Adequacy of the proposed methodology and expertise in relation to the objectives highlighted by the promoting authority.	0-20	25%	
Total points between 0 and 20			

### 8.3) Time available for Evaluation Committee

The Evaluation Committee will have 60 (sixty) days from the deadline for submission of entries to check all documentation presented and to evaluate the projects proposed by the competitors. The Committee will make their selection and invite participants to take part in the Competition Stage, publishing results on the website <http://www.castelnuovese.it/concorso>.

## 9) COMPETITION STAGE PROCEDURE

Candidates selected according to the criteria as described in paragraph 8.2 will be contacted in writing using registered delivery, sent by the promoting authority to the address provided on the application form for PRE-QUALIFICATION, inviting them to participate in the Competition Stage.

Any additional information will be sent to all selected competitors via fax or email, using the contact details provided on the application form for PRE-QUALIFICATION.

### 9.1) Documentation provided by the promoting authority for the COMPETITION STAGE

With reference to the objectives of the project, the promoting authority will provide bidders who are invited to participate in the COMPETITION STAGE with a number of principles which have been established to feature in the design project and upon which the project will be evaluated in terms of environmental sustainability and performance specifications. These include:

- principle of environmental sustainability: saving resources performance specifications for the reduction of energy consumption of the building for heating during winter months; reduction of energy consumption for air conditioning during summer months; reduction of

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- energy consumption for heating water for sanitary use; reduction of electrical energy consumption using non-renewable resources; reduction of potable water consumption
- principle of environmental sustainability: quality of indoor environments  
 performance specifications: implementation of thermo hygrometric conditions, visual, acoustic, respiratory, olfactory and air quality of indoor environments
  - principle of environmental sustainability: environmental burden  
 performance specifications: rationalization of water resources by harvesting rainwater; reduction of solid urban waste from the building; reduction of the impact of air conditioning systems of the building on the external air quality
  - principle of environmental sustainability: quality of management  
 performance specifications: management of building and systems

All material relating to the principles of environmental sustainability upon which the design will be evaluated and upon which self-evaluation forms should be compiled will be available on the website <http://www.castelnuovese.it/concorso>. Bidders who are invited to participate in the competition stage will be sent a password with which they will be able to access this material.

### 9.2) Inspection

Bidders will be advised of the dates on which they can visit and inspect the buildings when they are invited in writing to take part in the COMPETITION STAGE.

The visits will be organized within 15 days from the date of dispatch of the letter inviting the bidder to participate in the COMPETITION STAGE.

A separate report will be drafted to be countersigned by the parties.

### 9.3) Participation in the Competition Stage

Participation in the COMPETITION STAGE will be anonymous and therefore any indication which might compromise the anonymity of the bidder should be removed, under penalty of exclusion.

Bidders should present the planning documentation, respecting the terms and conditions set out in the letter of invitation, as follows:

SEALED ENVELOPE "A" containing a preliminary draft which will be evaluated by the Evaluation Committee, which must not contain any information which could allow recognition of the bidder(s), and to this end must contain a code consisting of 4 numerals. The plans must conform to the principles of environmental sustainability, defining the characteristic qualities and functions of the project in order for the project to be evaluated.

The proposal, which will meet all needs and performance specifications, will be presented in an illustrative report, detailing reasons for the solution proposed based on the assessment of possible solutions, its administrative and technical feasibility using estimates to provide an approximation of the costs involved and expected benefits. Drawings should be present dimensions and volume as well as typological, functional and technological characteristics the project will achieve.

Non transparent SEALED ENVELOPE "B", containing details of the bidder and the numerical code indicated in the preliminary draft presented in ENVELOPE "A"

BOTH ENVELOPES "A" and "B" must be placed in a single envelope, without identifying the sender, with no identifying signs, and which must bear nothing but the words:

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**" CONTIENE OFFERTA PER CONCORSO PER IL RECUPERO DI UN EDIFICIO INDUSTRIALE EX BRICCHETTIFICIO DA DESTINARE A UFFICI E SERVIZI DELLA SOCIETA' BANDITRICE BASATO SU PRINCIPI DI SOSTENIBILITA' AMBIENTALE E DI ELEVATA EFFICIENZA ENERGETICA"**

Should the postal or delivery service require the name of the sender, the address of the promoting authority should be used:

La Castelnuovese - Via Ponte alle Forche 27 - 52027 San Giovanni Valdarno – Arezzo - Italy

Further details may be provided with the letter of invitation.

**9.4) Assessment criteria and conclusion of the procedure**

The proposals will be submitted for evaluation by the Evaluation Committee, nominated by the promoting authority and made up as follows:

The President of the promoting authority or his delegate

Two members, qualified for selecting the project which will then be developed, to be appointed by the Administrative Board of the promoting authority

The Evaluation Committee will be nominated after the deadline for submissions.

The decisions of the Committee are binding for the promoting authority, and minutes will be written for each session held. The Committee will evaluate the projects on the basis of the thematic areas, to be weighted as follows:

**a) analysis of the building (strategic prerequisite) - weighting 5%**

The analysis of the building, achieved through critical reading of the characteristic features, will provide useful guidance for the rational implementation of the resources which are to be incorporated in the project, which aims to safeguard the architectural quality in the light of the new role of the building.

**b) principles of environmental sustainability – weighting 35%**

This thematic area will estimate the level of quality in terms of environment and energy, evaluating the proposal on the four principles of environmental sustainability as set out in paragraph 9.1: saving resources, quality of indoor environments, environmental burden and quality of management. These principles are explained in the form of performance specifications and performance indicators, each of which must be explained in the proposal using a precise method of verification in order to satisfy the predetermined performance scale.

**c) quality of the project – weighting 60%**

The proposal must give adequate consideration as to how to integrate the intervention into the local landscape, defining innovative solutions in the spatial dimensions, connected spaces and the characterization of technology and materials, privileging where possible the re-use and recycling of materials which should in any case be easily maintainable, as well as envisaging building techniques which will contribute to optimizing the organization of the site, reducing the costs of construction, management and maintenance of the intervention.

The proposal should also include indications on how the building will interact with the rest of the site (the plan includes a square), enhancing green spaces and the environmental quality of the spaces for common use.

A private meeting will be held in which a written notice will be prepared for the winning bidder, which will be sent by registered mail and published on the website <http://www.castelnuovesi.it/concorso>. Envelopes "B" will then be opened, in order to reunite the projects with the names of the bidders.

A single proposal will be declared as winning bidder and there will be no tiebreak situation.

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### 9.5) Time available for Evaluation Committee

The Evaluation Committee will have 30 (thirty) days from the deadline for submission of design projects (the terms of which will be communicated with the letter of invitation sent to the ten candidates admitted to the Competition Stage) to check all documentation presented and to evaluate and grade the projects according to the thematic areas which will lead to the final decision.

### 10) PRIZES

The sum of 30,000.00 euro (thirty thousand euro), net of legal expenses, will be paid as a reward to the winning bidder as payment for the preliminary design.

The bidders who upon submitting acceptable projects and complete documentation as requested in this notice arrive in second and third place in the Competition Stage will receive the sum of 3,000 euro (three thousand euro) as an expense refund.

The promoting authority reserves the right not to continue or conclude the procedure, and should this occur, will not be held liable for refunding any expenses to bidders, who will not be able to make any claims.

### 11) PLANNING APPOINTMENT – INSURANCE POLICY

The promoting authority reserves the right to appoint the successful bidder with providing the final detailed and/or executive design, with the possibility of negotiating project management and safety coordination both during the design and execution of the project, without further invitation to tender.

The promoting authority reserves the right to make non-substantive changes and adjustments to the winning design, which may also be done to obtain required authorizations.

The bidder who is appointed with the planning of the project is prohibited from subcontracting the work, with the exception of the necessary provision of specialist technical documentation and references, and the project remains without dispute the responsibility of the project designer.

Upon being appointed the contract, the project designer will provide a declaration from an insurance company authorized to issue general liability insurance policies in the territory of the European Union, and who is prepared to issue a professional liability insurance policy covering the risks for which the contractor is to be held responsible when performing his work, with specific reference to the project in question. The policy will take effect from the date of appointment and will end on the date on which the Certificate of Provisional Approval is issued.

### 12) PROPERTY OF DESIGN PROJECTS

The promoting authority becomes the owner of the winning design project upon paying the winning bidder the prize money.

The promoting authority reserves the right to display, publish or allow the publication of the projects presented in the contest, in whole or in part, without involvement of the bidders.

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The promoting authority also has the power to make public the proposals and projects presented in the Competition Stage by holding an exhibition, which may have an exhibition catalogue, within 12 months of proclaiming the winner.

### **13) ACCEPTANCE OF CONTEST REGULATIONS AND COMPETENT COURT**

Participation in the contest implies the bidder unconditionally accepts all the regulations set out in this notice. Any disputes which arise which are not settled amicably should be referred to the competent Court of Arezzo, which will have exclusive jurisdiction.

### **14) PRIVACY**

In accordance with Legislative Decree 196/2003 participants are informed that personal data will be acquired by the promoting authority and processed by electronic means only in order to carry out obligations under existing legislation. Please note that personal data will be handled with confidentiality as to respect the rights of the competitors in accordance with the purposes set out in this notice, which may include future publication of the designs.

### **15) RESPONSIBILITY FOR THE PROCEEDINGS**

The process supervisor is Mr Giampaolo Papini, who represents the promoting authority.

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