

APPROVED:
ID NR. PA RPA 2023/16
Riga City State Municipal Agency
"Riga Monument Agency"
December 12, 2023

INTERNATIONAL SKETCH DESIGN COMPETITION

**PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL
"GREAT CEMETERY"**

ID. NR. PA RPA 2023/16

COMPETITION BRIEF

Riga
2023

1. THE TERMS USED IN THIS BRIEF

- 1.1. **Competition** – Sketch Design “Preservation of values and site development of the Memorial “Great Cemetery”” organized by the provisions of Public Procurement Law and Cabinet Regulations No. 107 of 28 February 2017 “Tendering Procedures for Procurement Procedures and Design Contest”.
- 1.2. **The Commissioner**– Riga City State Municipal Agency "Riga Monument Agency".
- 1.3. **The Jury** – the jury panel selected for a professional evaluation of the submitted Sketch Designs. The composition of the Jury is specified in Clause 3 of the Brief.
- 1.4. **The Technical Commission** – several experts with advisory rights appointed by the Commissioner, who examine the submitted Sketch Designs and evaluate their compliance with the requirements of the Competition Brief and Designing Programme before the Jury commences its work.
- 1.5. **The Brief** – the Competition Brief and all its annexes listed in Clause 16 of the Brief. Any reference to the Brief shall be deemed a reference to the Brief and all of its appendices.
- 1.6. **The Sketch Design** – proposals prepared by the Participants of the Competition and submitted for the Competition Object in the amount defined in the Brief.
- 1.7. **The Interested Participant of the Competition** – any natural or legal person, and an association of such persons in any combination interested in participating in the Competition.
- 1.8. **The Participant of the Competition** – any natural or legal person, and an association of such persons in any combination who has submitted a Sketch Design for the Competition. The Participant of the Competition who will be invited to the Negotiation Procedure in line with Section 8(7)(8) of the PPL must meet the requirements referred to in Clause 9 of the Brief.
- 1.9. **The Winner of the Competition** – the Participant of the Competition who has been awarded first place by the Jury.
- 1.10. **The Negotiation Procedure** – a procurement procedure according to Section 8(7)(8) of the PPL as a result of which the Commissioner signs a procurement contract with the Participant of the Competition by the conditions specified in the invitation to the Negotiation Procedure.
- 1.11. **Cabinet Regulations No. 107** – Cabinet Regulations No. 107 of 28 February 2017 “Tendering Procedures for Procurement Procedures and Design Contests”.
- 1.12. **The PPL** – the Public Procurement Law.

2. GENERAL INFORMATION

- 2.1. **Commissioner** – Riga City State Municipal Agency “Riga Monument Agency” (Riga City Council code 233), Registration No. 90011524360, legal address: 1 Rātslaukums, Riga, LV-1050.

The association “The Latvian Association of Architects” provides the Commissioner with the services of the organization of the architectural sketch design competition according to the concluded service agreement no. 11s/2023, dated 26.04.2023.
- 2.2. **Identification number of the Competition:** ID. NR. PA RPA 2023/16
- 2.3. **The title of the Competition:** Preservation of Values and Site Development of the Memorial “Great Cemetery”.
- 2.4. **The subject of the competition:** a creative competition on the concept of preserving the values of the Great Cemetery and developing the infrastructure of the territory.
- 2.5. **The purpose of the Competition** – to get creative ideas and proposals on how to respectfully preserve the burials of the Great Cemetery, its cultural-historical and natural values for future generations, how to ensure the sustainable development of the territory and to use the potential of the existing green infrastructure as a biologically diverse and unique landscape on the European scale, to improve the quality of the urban environment and the availability of the *Great Cemetery* for residents and guests of the city of Riga.

- 2.6. **The competition tasks** are given in clause 1 of Appendix 1 "Competition designing program".
- 2.7. **Object of the competition:** the territory of the Great Cemetery in Riga, including the Jacob's cemetery sector.
- 2.8. **Additional information:** additional information is provided in Appendix 7 to the Brief, which the interested participants of the Competition can download from websites indicated in Clause 5(1)(2) of the Brief.
- 2.9. Methods of procurement:
 - 2.9.1. **The Sketch Design Competition** is organized according to Clause 8(2) of the PPL and Cabinet Regulations No 107.
 - 2.9.2. **The Negotiation Procedure** means a procurement procedure under Section 8(7)(8) of the PPL as a result of which the Commissioner signs a procurement contract with the Participant of the Competition by the conditions specified in the invitation to the Negotiation Procedure. The Participant of the Competition who will be invited to the Negotiation Procedure must comply with the requirements specified in Clause 9 of the Brief.
- 2.10. The participant(s) of the competition are invited to the Negotiation procedure for the development of the construction project and author's supervision for the Competition object by the procedures specified in Clause 13 of the Brief.
- 2.11. CPV nomenclature codes:
 - 71200000-0 (Architectural and related services).
 - 71400000-2 (Urban planning and landscape architecture services).
- 2.12. The process of the competition in stages:
 - 2.12.1. Preparation and submission of sketch designs – 15 (fifteen) calendar weeks;
 - 2.12.2. Evaluation of submitted sketch designs – 4 (four) calendar weeks.
- 2.13. **The language of the Competition** – Latvian and English. In case of discrepancies, the Latvian language shall prevail.
- 2.14. The Commissioner offers the interested participants of the competition before the preparation of the sketch design and its submission to the Competition, site visit of the Competition object on January 25, 2024, at noon.

The interested participants of the competition must apply to take part in the Competition object site visit by sending an application to the e-mail address: lieliekapi@metukonkurss.lv no later than January 23, 2024, at 5:00 p.m.
- 2.15. **The maximum amount** of the contract that the Commissioner has allocated for the development of the first stage of the construction project of the Memorial "Great Cemetery" in 2024 is EUR 100,000.00 (one hundred thousand euros, 00 euro cents) without VAT.

3. THE JURY

- 3.1. The jury – panel of jury members approved by the Order Nr. RPA-23-40-rs of 12 December 2023 of Riga City State Monument Agency consisting of:
 - 3.1.1. Chairperson of the Jury – Mr. **Gunārs Nāgels**, Director of Riga City State Municipal Agency "Riga Monument Agency";
 - 3.1.2. Member of the Jury – **Mr. Juris Dambis**, architect, Head of National Cultural Heritage Administration;
 - 3.1.3. Member of the Jury – **Mr. Viesturs Brūzis**, architect, acting manager of the Cultural and Historical Heritage Preservation Office of the Development Department of Riga City State Council;
 - 3.1.4. Member of the Jury – **Ms. Arnita Verza**, landscape architect, landscape architect of the Architect's Office of the Development Department of Riga City State Council;

- 3.1.5. Member of the Jury – **Mr. Aigars Kušķis**, architect, expert in the management of planning issues of the UNESCO World Heritage of the Riga Historical Centre of the Development Department of Riga City Council; Head of Monument Council of Riga City State Council;
 - 3.1.6. Member of the Jury – **Ms. Ilze Rukšāne**, landscape architect, representative of the Latvian Association of Landscape Architects;
 - 3.1.7. Member of the Jury – **Mr. Artūrs Lapiņš**, architect, representative of the Latvian Association of Architects;
 - 3.1.8. Member of the Jury – **Ms. Ligita Tomiņa**, landscape architect, Ltd. „Rīgas meži”;
 - 3.1.9. International member of the Jury – **Ms. Tiina Saby**, architect, planner, and community specialist (Denmark);
 - 3.1.10. The Coordinator of the Jury with no right to vote – Ms. Dace Kalvāne, architect, Board Member of the Latvian Association of Architects (representative appointed by the Commissioner of the Competition).
- 3.2. The member of the Jury and the Coordinator of the Jury do not have the right to be a participant of the Competition, as well as to represent a participant of the Competition.
- 3.3. The members of the Jury cannot be replaced or changed. If a member of the Jury is unable to take part in the evaluation work at the Competition due to objective reasons, his/her duties may be performed by a previously approved standby member of the Jury. announcing it no later than until the decision of the Jury is made in the Competition.
- 3.4. The Coordinator of the Jury – a person appointed by the Commissioner who ensures the smooth running of the Competition and is responsible for ensuring the anonymity of the submitted Sketch Designs, and the mottoes of the Participants of the Competition until the end of the evaluation period of the Sketch Designs. The Coordinator is not a member of the Jury.

4. REMUNERATION AND PRIZE MONEY

- 4.1. **The total amount of remuneration of the Competition is EUR 30,000.00 (thirty thousand euros, 00 cents),** where:
- 4.1.1. **EUR 15 000,00** (fifteen thousand euros, 00 cents) **for the first-place winner;**
 - 4.1.2. **EUR 10 000,00** (ten thousand euros, 00 cents) **for the second-place winner;**
 - 4.1.3. **EUR 5 000,00** (five thousand euros, 00 cents) **for third-place winner.**
- 4.2. The Jury when deciding on the distribution of awarded places has a right to change the indicated distribution of prize money, while retaining the total amount of the prize money. The Jury justifies the changes to the distribution of the prize money deriving from the specific features of the evaluation of the submitted proposals.

5. THE BRIEF AND EXCHANGE OF INFORMATION

- 5.1. The Interested Participants of the Competition can access the Competition Brief:
- 5.1.1. in the electronic procurement system:
<https://www.eis.gov.lv/EKEIS/Supplier/Organizer/1611>;
 - 5.1.2. on the Competition's website: <https://lieliekapi.metukonkurss.lv/>
- 5.2. For the preparation of the sketch design, interested participants of the competition can download all the documents specified in Appendix 7 of the Brief by registering on the Competition website: <https://lieliekapi.metukonkurss.lv/>
- 5.3. It is the duty of interested participants of the competition and the participants of the competition to constantly check for updates of the information regarding the Competition published on the websites, particularly Clauses 5(1)(1) and 5(1)(2) of the Brief.
- 5.4. The information exchange between the Commissioner and the Interested participants of the competition regarding the Brief and its annexes takes place only electronically in Latvian or English.

- 5.5. The contact person for questions or explanations about the Brief and the Designing Programme, as well as about the submission of the Sketch Design is **Dace Kalvāne**, Coordinator of the Jury, telephone: **+371 29 480 702**. Questions and requests for explanations must be sent electronically to the e-mail address: lielikapi@metukonkurss.lv

The Coordinator of the Jury shall provide answers to the relevant questions and requests for explanation within five working days after the conclusion of the relevant stage, by sending the answer to the Interested Participants and by publishing the questions and answers on the websites indicated in clauses 5(1)(1) and 5(1)(2) of the Brief:

- 5.5.1. **Stage 1:** to questions and requests submitted within 4 (four) weeks after the competition announcement;
- 5.5.2. **Stage 2:** to questions and requests submitted within 5–8 (five to eight) weeks after competition announcement;
- 5.5.3. **Stage 3:** to questions and requests submitted within 9–12 (nine to twelve) weeks after the competition announcement;
- 5.5.4. The answers will be not provided to questions and requests submitted within 13–15 (thirteen to fifteen) weeks after the competition announcement.

6. PRESENTATION OF THE SKETCH DESIGN

- 6.1. The sketch design drawn up by the requirements specified in Clause 7 of the Brief, shall be submitted in one copy to the Coordinator of the Jury by **April 5, 2024, 5 p.m.**, 11 Torņa Street, Riga. Sketch designs submitted after the specified deadline will not be accepted for consideration.
- 6.2. The coordinator of the Jury registers the persons who submit sketch designs and the received sketch designs in the order of their submission, indicating the date, time of receipt, and motto, and, if necessary, issues a confirmation of receipt of the sketch design. The coordinator of the Jury ensures the storage of the submitted sketch designs.
- 6.3. If the sketch design is sent by post or by courier, the Participant of the competition is responsible the Commissioner receives sketch design at the address specified in Clause 6(1) before the deadline for the submission of sketch designs. The participant of the competition shall cover any costs related to the delivery of the sketch design to the Commissioner.
- 6.4. On the particular sketch design packages submitted or sent by post or courier (the first part of the sketch design according to Clause 7(2) of the Brief; the second part – a closed envelope with the indication "Motto transcript and qualification documents" according to Clause 7(3) of the Brief), without opening them, a mark is made indicating the date of receipt, time and registration number and a mark is made if the presentation of the sketch design submitted does not comply with the requirements provided by Clauses 7(1)-7(3) of the Brief.
- 6.5. The participant can make changes to the submitted sketch design, amend the submitted sketch design, or withdraw it until the submission deadline. Any sketch design withdrawn by the participant before the submission deadline or received by the Commissioner after the submission deadline will not be accepted and will be returned unopened to the interested participant of the competition.
- 6.6. A participant of the competition who is not the winner of the awarded place, by submitting a request for the return of the sketch design to the Commissioner within a month after the day the decision of the Jury entered into force and became indisputable, is entitled to receive the sketch design in Torņa Street 11, Riga. The coordinator of the Jury returns the submitted sketch designs along with the enclosed documents within 5 (five) working days after receipt of the participants' request. Sketch designs will not be stored after the expiry of the deadline specified in this clause.

7. CONTENT AND PRESENTATION OF THE SKETCH DESIGN

- 7.1. The sketch design must be submitted in one closed package, on which the title of the Competition "**Preservation of values and site development of the Memorial "Great Cemetery"**" is indicated: The motto – a combination of four letters and four

numbers, providing no indication about the author/s of the Sketch Design to ensure the anonymity of the participant of the Competition.

7.2.

EXAMPLE

<p>Latvian Association of Architects 11 Torņa Street, Riga LV 1050</p> <p>SKETCH DESIGN COMPETITION</p> <p>“Preservation of values and site development of the Memorial “Great Cemetery””</p> <p>ID NR. PA RPA 2023/16</p> <p>PROPOSAL</p> <p>Motto „_____”</p>

7.3. The package of the Sketch Design proposal should consist of:

7.3.1. **First part** of the Sketch Design proposal, consisting of:

7.3.1.1. **Sketch Design** – the proposal for Preservation of values and site development of the Memorial “Great Cemetery” in line with the Competition Brief (and requirements specified in the Appendices to the Brief) – on A0-size (841 mm x 1189 mm) horizontally orientated panels according to the Clause 7(6)(1) of the Brief.

7.3.1.2. **Bound document with the explanatory note** according to the Clause 7(6)(2) of the Brief

7.3.1.3. **Data storage device** according to the Clause 7(6)(3) of the Brief.

7.3.2. **The second part** of the Sketch Design proposal consists of a sealed envelope, on which besides the requirements of Clause 7(1) of the Competition Brief is pointed out an inscription **“The disclosed motto and qualification documents”**, which consists of:

7.3.2.1. The disclosure of the motto in line with the Appendix 2 to the Brief

7.3.2.2. Application form for the participation in the Competition filled out by the participant of the Competition in line with Appendix 3 to the Brief.

7.3.2.3. The description of equivalent services provided by the participant of the competition in line with Appendix 4 to the Brief.

7.3.2.4. The list of engaged specialists completed by the participant of the competition in line with Appendix 5 to the Brief.

7.3.2.5. The cost estimate of the construction project development and author’s supervision costs in line with Appendix 6 to the Brief.

7.4. The package of the Sketch Design containing both parts specified by the provisions of Clause 7 (3) to the Brief must be securely closed. The package of the Sketch Design and the Sketch Design itself, bound document, data carrier, and sealed envelope with the indication “Disclosed Motto and qualification documents” must not contain any symbols and logos that identify the participant of the Competition. All inscriptions must be in block letters, without using any identification specific to the Participant of the competition.

7.5. Sketch Design solutions have been developed taking into account the data provided by the Commissioner, as well as the Designing Program, the Brief, and its annexes, and in line with the applicable laws and regulations of the Republic of Latvia and the European Union, including:

- 7.5.1. Law on Preservation and Protection of the Historic Centre of Riga,
 - 7.5.2. Cabinet Regulations No. 127 of March 8, 2004 "Regulations for the preservation and protection of the Historical Centre of Riga",
 - 7.5.3. Riga City Council Binding Regulations no. 38 of February 7, 2006 "Rules of use and development of the territory of the Historical Centre of Riga and its protection zone"
- 7.6. Sketch Design submission is an expression of the interested participant's free will, therefore, regardless of the results of the Sketch Design competition, the Commissioner does not assume responsibility for the expenses of the interested participants related to the preparation and submission of the sketch designs.
- 7.7. **The Content of the submitted Sketch Design:**
- 7.7.1. Graphical material on A-0 size, horizontally orientated foam boards (in one copy), containing the following information:
 - 7.7.1.1. Master plan of the Competition's territory in scale 1:1000 with a graphic representation of the proposed idea/concept for the reorganization of the pathway network and the organization of flows (pedestrians, cyclists, transport) and environmental accessibility; for the demarcating elements of the environment (if such are provided); parking lots; for the objects of the staff of the Great Cemetery, specifying the stages of development of the territory and evaluating the requirements of the Designing Program.
 - 7.7.1.2. The functional plan of the Great Cemetery with the creation/organization of the memorial object/s and place/s, the pathway network, respecting the burial areas and offering the type/material of covering, the placement of benches in the territory and the visual identity (including explication), lighting fixtures and a range of waste urns (including the explication), which visually harmonizes with the stylistics of the objects of the Great Cemetery. The plan should be on an easy-to-understand scale at the discretion of the author so that the idea can be easily perceived.
 - 7.7.1.3. Security solutions, lighting, and video surveillance concept for the territory of the Great Cemetery in scale 1:2000;
 - 7.7.1.4. The architectural solution of the Great Cemetery entrance gates, fencing, and public toilets of the competition territory in scale 1:50;
 - 7.7.1.5. Architectural solution of the service object/s of the staff of the Great Cemetery in scale of 1:100;
 - 7.7.1.6. The concept, display method, and design solution for a unified information and signage system (including warning signs) of the memorial object of the Great Cemetery – memorial site/wall (scale at the discretion of the author), paying special attention to the quality and sustainability of the design, as well to the use of digital technologies;
 - 7.7.1.7. The concept of restoration/reconstruction of the lost values of the Great Cemetery (Row chapels, tombstones, slabs, demarcating fences, alleys, etc.) (in the form of a graphic or description at the discretion of the author);
 - 7.7.1.8. 4-5 visualizations/photomontages, see Appendix 7, Folder 7.
 - 7.7.2. Bound document A3 (420x297mm) size in two copies consisting of:
 - 7.7.2.1. Explanatory description (in English or Latvian and English) up to 10,000 characters containing
 - presentation of the concept of preservation and development of the cultural-historical and natural values of the Great Cemetery,
 - functional description of the territory plan, indicating the stages of project implementation,
 - the concept of the creation of a network of pathways and the scenic environment of the territory of the Great Cemetery,

- the strategy of how to solve (restore, preserve, renovate the past evidence), how to expose the lost values,
- description of the concept of lighting and video surveillance of the territory of the Great Cemetery,
- Prototypes of benches, light fixtures, waste bins to be used in the territory,
- Graphic materials needed to illustrate the proposed project idea,
- technical indicators:
 - a) construction area of the building/s for the staff function (m²);
 - b) number of car parking spaces;
 - c) number of bicycle parking spaces;
 - d) number of bus parking spaces;
 - e) areas of roads, squares as well as of greenery – newly created and to be transformed (m²).

7.7.2.2. reduced panel colour reproductions.

7.7.3. One USB flash containing:

- 1) images of all A0 size panels with a 300 dpi resolution in A0 size;
- 2) bound document, including the explanatory description and all the graphic materials needed to illustrate the project idea, must be prepared in two formats - PDF and JPG - each document must be marked with a descriptive title;
- 3) images for publication/visualization at the discretion of the author in 300 dpi resolution.

7.7.4. Requirements for submitted digital materials: sketch design solutions must be developed in line with the Brief and its annexes to such a level of detail that the Jury gets a complete picture of them.

8. REQUIREMENTS OF SKETCH DESIGN PRESENTATION

- 8.1. The submitted Sketch Designs have to be developed in line with the data and technical specifications provided by the Commissioner and correspond to the Brief and its annexes.
- 8.2. The Sketch Design proposals must be designed in line with the requirements of the Brief, clearly legible, without insertions and corrections, to avoid any misunderstandings.
- 8.3. The proposed Sketch Designs have to be developed in line with the optimal and economical use of financial resources during the implementation of the potential project.
- 8.4. The proposed Sketch Designs aesthetic and harmonize with the existing urban environment.
- 8.5. If the submitted Sketch Designs do not meet the requirements of the Brief, the jury may exclude the relevant participant of the competition from participating in the Competition.

9. PROFESSIONAL QUALIFICATION REQUIREMENTS FOR PARTICIPANTS AND DOCUMENTS TO BE SUBMITTED

- 9.1. The professional qualification requirements for the Participants of the Competition are mandatory for all Participants who wish to participate in order Sketch Competition to obtain the right to conclude the Procurement Contract. The Participant of the Competition is aware that any information included in the application or qualification

documents contradicting the requirements of the Brief may be a reason for rejecting the application.

- 9.2. The participant of the competition prepares and submits **an application** for participation in the Sketch competition:

Nr.p.k.	Commissioner's requirement	Participant of the Competition must submit
9.2.1.	Any natural or legal person, and an association of such persons in any combination can be the Participant of the Competition.	<p>The application filled in according to Appendix 3 to the Brief to take part in the Sketch Design Competition signed by the Participant's representative who has a right of representation or an authorised person.</p> <p>The original or a copy certified by the Participant of a document confirming a right of representation of a person who signs the competition documents on the Participant's (legal person's) behalf. If the application has been signed by a person authorised by the Participant's representative with a right of representation, an appropriate power of attorney (the original or a copy certified by the Participant) should also be enclosed to the application. If the Participant is an association of persons and the right of representation has not been stipulated in the agreement of the association of persons or a power of attorney has not been issued, the original of the application must be signed by a representative of each person included in the association of persons with the right of representation.</p> <p>If the Participant submits a proposal as an association of persons, he/she must enclose an agreement or a letter of intent of the members of the association of persons, confirming:</p> <ol style="list-style-type: none"> 1. readiness to collaborate in development of a Sketch Design; 2. readiness to collaborate in performance of the Procurement Contract if the association of suppliers is awarded the right to conclude the contract during the Negotiation Procedure.

9.3. **Eligibility requirements for professional activity**

No	Commissioner's requirement	Participant of the Competition must submit
9.3.1.	The Interested Participant of the Competition must be registered in the Commercial Register of Latvia or an equivalent register in a foreign country if the laws of the country in question so provide. This requirement applies to all members of the partnership (if the proposal is submitted by a partnership) or all members of an association of persons	<p>The Commissioner shall consult the website of the Enterprise Register (www.ur.gov.lv).</p> <p>The persons that are registered in a foreign country must submit a copy of a merchant's certificate of registration, or a document issued by an equivalent authority that complies with the laws and regulations of the relevant country. If such a document does not exist (the regulatory framework of the country of registration does not</p>

	(if the proposal is submitted by an association of persons.	require the issue of a certificate of registration), information is submitted about the time of registration, the Interested Participant's registration number, and the competent authority in the country of registration which can attest to the fact of registration if necessary.
9.3.2.	In the event of concluding the Procurement Contract, the Interested Participant of the Competition must be registered in the Register of Building Companies of the Republic of Latvia by the provisions of the Construction Law and Cabinet Regulations No. 116 of 25 February 2014 "Regulations Regarding the Registration of Construction Merchants". This requirement also applies to a member of the partnership, a member of an association of suppliers (if the Sketch Design is submitted by a partnership or an association of suppliers) that will perform designing.	<p>The Commissioner will check the fact of registration of a person registered in the Register of Construction Merchants of the Republic of Latvia in the Building Information System www.bis.gov.lv).</p> <p>The persons that are registered in a foreign country must submit a document issued by an equivalent authority that by the laws and regulations of the relevant country attests to the Interested Participant's right to perform designing.</p> <p>The Interested Participant of the Competition who is not registered in the Register of Building Companies of the Republic of Latvia shall submit a declaration that in the event of winning the Negotiation Procedure, they will register in the Register of Building Companies of the Republic of Latvia within 10 business days from the date when the decision on the award of the contract has come into force.</p>

9.4. Technical and professional capacity

No	Commissioner's requirement	Participant of the Competition must submit
9.4.1.	<p>During the previous five years (2019, 2020, 2021, 2022, and 2023 until the date of submission of the Sketch Design), the Interested participant of the Competition has experience as a construction project developer in the development of at least 1 (one) design for the reconstruction or new construction of a public outdoor area, in which:</p> <ul style="list-style-type: none"> - the object is a public territory with an area of at least 2 ha; - the typology of the territory is a park or a forest park; - the territory was improved (at least: territory lighting, video surveillance, and small forms of architecture); - engineering network solutions were developed in the territory (at least the following: rainwater drainage system, water supply system); 	Equivalent experience according to the template specified in Appendix 4 to the Brief

	<p>- solutions for the creation of transport infrastructure were developed in the territory.</p> <p><i>A building project proving experience must be fully developed, coordinated and accepted by the construction authority by the procedures specified in the regulatory acts or by another foreign competent institution.</i></p>	
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9.5. The Participant of the Competition at the time of preparation of the Sketch Design, and in the event of the signing of the procurement Contract, has at his disposal the following specialists to be engaged:

No	Commissioner's requirement	Participant of the Competition must submit
9.5.1.	<p>An architect who has:</p> <ul style="list-style-type: none"> - a document confirming the right to an architect's independent practice, issued by a competent authority in the Republic of Latvia or in a foreign country, if the laws and regulations of the respective country so provide; - experience in developing a new construction or reconstruction design for at least for 1 (one) public outdoor territory (of total area of at least 2 ha) 	<p>Declaration of the Participant of the Competition as provided for in the template of Appendix 5 to the Brief.</p> <p>The experience gained during the last five years (2019, 2020, 2021, 2022, and 2023 or until the deadline of submission of the Sketch Designs) will qualify as relevant experience of the specialist.</p> <p>A CV and description of the professional experience of each involved specialist, indicating (if applicable) at least the objects proving the experience required in the Brief, enclosing:</p> <p>for specialists in regulated fields:</p> <ul style="list-style-type: none"> - a certified copy of a certificate of an architect's practice/construction specialist's practice or a certified copy of the decision issued by the authority performing the competency assessment on awarding of the architect's/construction specialist's certificate. If the laws and regulations of the relevant country do not provide for the issue of such a document, the qualification of the specialist shall be certified as prescribed by the laws of the relevant country (e.g. indicating a publicly accessible register where the Commissioner can verify the qualification of the specialist).
9.5.2.	<p>A landscape architect who has:</p> <ul style="list-style-type: none"> - a document of higher education proving the qualification of a landscape architect, issued in accordance with the laws and regulations of the relevant country; - experience in the development of at least 1 (one) construction design for the landscaping and improvement of the public outdoor park or a forest park territory with an area of at least 2 ha. - 	<p>for specialists in non-regulated fields:</p> <ul style="list-style-type: none"> - a document proving the specialist's education/ professional qualification.

9.5.3.	<p>A transport specialist who has:</p> <ul style="list-style-type: none"> - a document confirming the right to a building specialist's independent practice of designing of roads, issued by a competent authority in the Republic of Latvia or in a foreign country, if the laws and regulations of the respective country so provide. - experience in the development of at least 1 (one) road's designing of the public outdoor park or a forest park territory with an area of at least 2 ha 	<p>For foreign specialists¹, an additional declaration must be submitted stating:</p> <ul style="list-style-type: none"> - the involved architects meet the education and professional qualification requirements for the performance of their relevant professional duties in the country where the specialist is registered, and if a Procurement Contract is concluded with the Participant of the Competition, then no later than within five working days from the conclusion of the procurement contract, the relevant specialists will submit a declaration of temporary provision of professional services in a regulated profession in the Republic of Latvia to the institution recognizing the qualification. <p><i>The Commissioner of the Competition can verify the validity of such documents in publicly available sources.</i></p>
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9.6. The Participant of the Competition may rely on the capacity of another person to meet the professional qualification requirements. If the Participant relies on the capacity of another person, he/she must submit a confirmation or agreement of the relevant person that the necessary resources have been made available to the Participant of the Competition.

10. EVALUATION OF THE SKETCH DESIGNS

10.1. The competition is open and can be considered to have taken place if, within the deadline specified in Clause 6(1) of the Brief, at least 3 (three) Sketch Designs have been submitted. If the minimum number of the submissions specified in the Clause mentioned above has not been handed in within the specified deadline, the Commissioner in line with Clause 5(1) of the Brief shall inform all participants of the Competition about the termination of the Competition on the Competition websites within three working days after the decision is made.

¹ The above mentioned procedure for the provision of temporary services applies to persons whose home country is an EU member state or a member state of the European Free Trade Association and whose country of origin of the services provided is an EU member state or an EFTA member state (namely Iceland, Liechtenstein, Norway and Switzerland). Persons from other countries must undergo full qualification recognition via the general professional qualification recognition system (also in cases where these persons will provide professional services in Latvia temporarily).

- 10.2. In a closed meeting on April 5, 2024, the Coordinator of the Jury and Commissioner's representatives shall open the packages of all the Sketch Designs submitted for the respective Competition:
 - 10.2.1. **The first part** of the Sketch Design proposal "**Sketch Design**" prepared as specified in Clause 7(2)(1) is opened and prepared for further evaluation;
 - 10.2.2. **The second part of the Sketch Design** proposal – a separate sealed envelope with the indication "**Motto disclosure and qualification documents**", prepared as laid down in Article 7(2)(2) of the Brief, is not opened and its safekeeping and unavailability is ensured until the meeting of the Mottoes Disclosure
- 10.3. After the deadline for submission of the Sketch Designs the Coordinator of the Jury shall organise the work of the Technical Committee and the Jury.
- 10.4. At first the Technical Committee shall evaluate the submitted Sketch Designs and prepare a conclusion on their conformity to the requirements set out in the Competition Brief and Designing Program, and submit it to the Jury. This conclusion is of an analytical and informative nature.
- 10.5. The Coordinator of the Jury organizes the work of the Jury within one calendar month after submission of the Competition proposals and receipt of the opinion of the Technical Commission.
- 10.6. The estimated deadline for the decision of the Jury is 4 weeks after the deadline for submitting the Sketch Design proposals. According to the decision of the Jury, the Coordinator publishes the results of the Competition on the Competition websites in line with Clauses 5(1) and 5(2) of the Brief.
- 10.7. The Jury first evaluates the opinion of the Technical Commission specified in Article 10(4) of the Brief. Due to significant inconsistencies, the Jury decides to exclude the relevant motto from participation in the Competition and does not evaluate the particular Sketch Design Proposal if the opinion of the Technical Commission states that it does not meet the requirements specified in the Brief and the technical requirements outlined in the Designing Program. The participant of the Competition has the right to get back the Sketch Design proposal in line with Article 6(6) of the Brief.
- 10.8. If the Jury finds markings on the Sketch Design or the materials attached to it, that could identify the participant in any way, it excludes the relevant motto from participation in the Competition and does not evaluate the Sketch Design proposal. The participant of the Competition has the right to get back the Sketch Design proposal in line with Article 6(6) of the Brief.
- 10.9. The Sketch Design proposals that were not excluded due to the inconsistency with the provisions of Article 10(7) or 10(8) of the Brief, the Jury evaluates according to the evaluation criteria set in Article 11. The members of the Jury evaluate each Sketch Design individually by filling in the individual evaluation table, assigning several points from "0" to the numerical value specified in the respective criterion in each evaluation criterion. The total maximum of points that one member of the Jury can award to one Sketch Design is 100 points.
 - 10.10. The Jury collects and counts the number of points awarded in the individual evaluations of the Jury members to the respective Sketch Design (total sum of criteria: 11.1.1. + 11.1.2.+11.1.3.+11.1.4.+11.1.5.) and divides with the number of Jury's members, thereby calculating the average total score of the Jury members for each presented Sketch Design.
- 10.11. The Jury summarizes the results of the Competition results and nominates for the award the best Sketch Designs, that, according to the evaluation criteria have obtained the highest number of points in the total evaluation of the Jury members Commission
- 10.12. The Jury selects and determines the winner of the Competition from the Sketch Designs nominated for the award in Article 10(11). The Jury decides on the distribution of awarded places and proposals for further use of Sketch Designs in an open vote with a

simple majority of votes. Each member of the Jury has one vote. If the number of votes is divided equally, the vote of the Chairman of the Jury is decisive. The decision of the Jury is final.

- 10.13. The Jury can invite an expert/s with the right of an advisor to evaluate the project. The experts and the coordinator do not take part in the decision-making on the distribution of awarded places.
- 10.14. The decision on the results of the Competition can be made by the Jury if no less than two-thirds of the Jury members participate in its meeting.
- 10.15. The Jury ensures the anonymity of the participant of the Competition during the evaluation of the results until the decision on the Competition results is made.
- 10.16. After completing the evaluation of the Sketch Designs, the Jury prepares an opinion on the results of the evaluation as laid down in Cabinet Regulation no. 107 (paragraph 212). If any Jury member does not agree with the opinion of the Jury, it is reflected in the conclusion, disclosing the opinion of the relevant Jury member.
- 10.17. The conclusion of the Jury shall contain:
 - 10.17.1. Information about the evaluated Sketch Designs.
 - 10.17.2. The Jury's evaluation of each Sketch Design.
 - 10.17.3. Individual evaluation of each Jury member.
 - 10.17.4. Experts' statements if there are any.
 - 10.17.5. A decision on the distribution of prizes.
 - 10.17.6. Recommendations to the Commissioner on further use of Sketch Designs.

11. EVALUATION CRITERIA OF SKETCH DESIGN

- 11.1. The Jury shall evaluate individually each Sketch Design submitted against the principles of the New European Bauhaus, i.e. beauty, sustainability, and inclusion, which will be taken into account in each of the following evaluation criteria:

No	Evaluation criteria of Sketch Designs	Maximum score: 100
1.1.1.	Concept of preservation and restoration of the existing cultural-historical and natural values of the Great Cemetery	0 to 20 points
1.1.2.	Functional planning, zoning of the territory, compliance with the urban context, organization of flows, parking solution, environmental accessibility	0 to 20 points
1.1.3.	Creation of a pathway network in the territory of the Great Cemetery, equipment with benches, light fixtures, waste bins, water and electricity connections; materiality and design of the proposed solutions	0 to 20 points
1.1.4.	The concept of upgrading and maintenance of the green area of the Great Cemetery	0 to 20 points
1.1.5.	Design of the environmental object/s, unified information and signage system, compliance with the provisions of the designing program	0 to 20 points

12. ANNOUNCEMENT OF THE RESULTS AND PAYMENT OF PRIZE MONEY

- 12.1. The Jury shall determine the place, date, and time of the meeting for disclosing the mottoes, and the coordinator shall convey this information electronically to all contact persons of the Participants no later than within 5 (five) days before the said meeting. and also publishes information on the websites specified in clauses 5(1) and 5(2) of the Brief.
- 12.2. The disclosure of mottoes is open and organised with the Participants attending or in their absence, notifying all Participants of the Competition.
- 12.3. The Coordinator of the Jury shall call out the mottoes of the first three award-winners. The motto of the third-place winner is called out at the beginning followed by the motto of the second-place award winner, but the winner of the Competition is announced last.
- 12.4. After disclosing the mottoes, the Jury shall check the compliance of Competition winners with the professional qualification requirements laid down in Clause 9 of the Brief. If the Jury finds that the information or document provided by the Competition winner proving his/her compliance with the professional qualification requirements set out in Clause 9 of the Brief, is unclear or incomplete, the Jury shall request the Participant or the competent institution to explain or supplement the said information or document or submit the missing document, ensuring equal treatment of all Participants.
- 12.5. The Participant of the Competition who has been selected as the winner of the Competition by the Jury but who does not meet the professional qualification requirements laid down in Clause 9 of the Brief shall be excluded from further participation in the Competition, shall not be invited to the Negotiation Procedure and the Commissioner shall not pay him/her the prize money specified in Clause 4(1) of the Brief.
- 12.6. In the case specified in Clause 12.5 of the Brief the Jury may declare the Participant whose Sketch Design has received the next highest rating and who meets the professional qualification requirements to be the winner of the Competition.
- 12.7. The Jury makes the final decision on the Competition results, and names all awarded places, which may have been corrected according to Clauses 12(5) and 12(6) of the Brief.
- 12.8. The Coordinator of the Jury shall prepare a report of the Competition, which contains the opinion of the Jury referred to in paragraph 10(17) of the Brief. The report shall contain at least:
 - 12.8.1. the identification number;
 - 12.8.2. the name, address and other details of the Commissioner if necessary;
 - 12.8.3. a description and the aim of the project;
 - 12.8.4. information about the participants who took part in the Sketch Design Competition;
 - 12.8.5. information about the composition of the Jury and Jury's opinions;
 - 12.8.6. information about the winners and the decision on the distribution of prizes.
- 12.9. Within 3 (three) working days after the meeting for disclosing the mottoes, the Commissioner simultaneously informs all participants of the Competition about the decision made regarding the results of the Competition by Clause (37) of the Public Procurement Law.
- 12.10. The Commissioner shall pay the prize money after the results of the Competition have become indisputable by the provisions specified in Clause (37) of the PPL within 30 days after receipt of the invoice from the award-winning Participant. The prize money shall be transferred to the bank account indicated in the invoice by the Participant.

- 12.11. Award-winning participants are responsible for paying taxes. To a legal entity, the award is transferred in full, but to a natural person – withholding the taxes provided for in the regulatory acts of the Republic of Latvia.

13. NEGOTIATION PROCEDURE

- 13.1. After the announcement of the results of the competition, the Commissioner shall invite the first-place winner to the Negotiation Procedure under Section 8(7)(8) of the PPL for the conclusion of a Procurement Contract for the development of the construction design and author's supervision.
- 13.2. The Commissioner shall send the first-place winner of the Competition an invitation to submit a proposal for participation in the Negotiation Procedure (hereinafter – the Invitation). The invitation shall be accompanied by the Regulation of the Negotiation Procedure, where, among other things, the place, deadline and time of submission of proposal shall be indicated.
- 13.3. If the Commissioner is unable to agree with the first-place winner of the Competition on the conclusion of the Procurement Contract, the Commissioner has the right to invite the runner-up and then the third-place winner to the Negotiation Procedure.
- 13.4. If first place is not awarded in the Competition, the Commissioner shall invite to the Negotiation Procedure the Participant who has won the highest-ranking place in the Competition.
- 13.5. After receiving the invitation to the Negotiation Procedure, the invited Participant shall submit to the Commissioner the proposal prepared in line with the requirements set out in the invitation to the Negotiation Procedure.
- 13.6. To ensure the continuity of the Jury's work, if required, the Commissioner's Procurement Committee shall invite one or several members of the Jury to the Negotiation Procedure as independent experts with no right to vote.
- 13.7. The Commissioner may terminate the Negotiation Procedure or may not enter into the Procurement Contract with the Participant of the Competition if:
- 13.7.1. The Participant has not submitted a proposal in line with the requirements set out in the invitation and/or does not come to the negotiations within the specified term;
 - 13.7.2. the Participant and/or his/her proposal does not comply with the requirements set out in the invitation and Clause 9 of the Brief, also if the awarded Participant does not have sufficient resources to provide services, incl. he/she is unable to involve subcontractors or specialists who meet the requirements set out in the invitation;
 - 13.7.3. the Commissioner and the Participant fail to agree on the terms of the Procurement Contract, incl. the amount of the Procurement Contract;
 - 13.7.4. the suggested costs of services exceed the financial means available to the Commissioner, and the Participant refuses to lower them to the level of the Commissioner's financial capability;
 - 13.7.5. the Participant unilaterally refuses to conclude the Procurement Contract (an estimated period – 10 (ten) business days from the date of sending the invitation to conclude the Procurement Contract to the Participant of the Competition);
 - 13.7.6. in other cases, stipulated in the laws and regulations on public procurement.
- 13.8 The Participant of the Competition, who will be invited to the negotiation procedure for the development of the construction design and author's supervision, will have to provide at least the following specialists (requirements may be specified in the invitation to the negotiation procedure) for the provision of services under the procurement contract (one specialist may perform one or more tasks listed in this Clause):
- 13.8.1 a manager of the construction design;
 - 13.8.2 architect;

- 13.8.3 landscape architect;
- 13.8.4 transport specialist;
- 13.8.5 managers of sections of the construction design with valid construction practice certificates in
 - 13.8.5.1 designing of water supply and sewage systems;
 - 13.8.5.2 designing of rainwater drainage systems
 - 13.8.5.3 designing of electronic communications systems and networks;
 - 13.8.5.4 electrical equipment design;
- 13.8.6 cultural and historical heritage expert;
- 13.8.7 certified arborist;
- 13.8.8 biotope, biodiversity expert.

14. COPYRIGHTS

- 14.1. The award-winning Participants starting from the moment of the submission of the Sketch Designs without additional remuneration shall transfer to the Commissioner's ownership the developed Sketch Designs (visual illustration of the proposal (panels), including all digital materials related to the proposal) and all property rights of the author(s) of the Sketch Design, which means that the Commissioner can use these Sketch Designs at any time, in any place and for any purposes. The author's moral rights shall be retained in accordance with the applicable laws and regulations of the Republic of Latvia.
- 14.2. Award-winning project participants are obliged to ensure that all Sketch Design components created during the Competition are legally obtained or used to create the Sketch Design and will not cause additional costs to the Commissioner. The award-winning participants of the Sketch Design competition ensure that all the components of the Sketch Design are handed over to the Commissioner in such an extent that the Commissioner will be not be prohibited from conducting open procurement procedures under competitive conditions in connection with the Sketch Design.
- 14.3. The Commissioner has the right to make amendments and modifications to the awarded Sketch Design by the participant of the competition, which are agreed in writing with the author of the Sketch Design under the following conditions:
 - 14.3.1. the Sketch Design author is not entitled to, and may not claim compensation for, providing such approvals;
 - 14.3.2. the Sketch Design author may not, for unreasonable and irrelevant reasons, refuse to provide approvals for amendments or modifications to the Sketch Design;
 - 14.3.3. the Sketch Design author must provide written approvals of amendments or modifications to the Sketch Design as soon as possible, taking into account the extent of the approval, but no later than two weeks after receiving the relevant approval request.
- 14.4. If during the implementation of the award-winning Sketch Design, the Participant of the Competition uses his rights specified in Clause 14(1)(5) of the Copyright Law, as a result of which the Commissioner has incurred losses, the Participant of the Competition shall compensate the Commissioner for all losses because the Participant of the Competition has violated the provisions of Clause 14(3) of the Brief.
- 14.5. At the moment of submission of the Sketch Design, the participant of the Competition transfers to the Commissioner the right to make all the Sketch Designs of the Participants of the Competition accessible for public viewing, to publish, to announce (for the first-time publication) indicating the names of the authors, if they are known, or mottoes, if they have not been disclosed.

- 14.6. If third parties make any demands and/or claims regarding the copyright of the Sketch Design, then all responsibility for such copyright infringement or violation, including legal expenses and attorneys' fees, shall be borne and reimbursed by the participant of the Competition who submitted the relevant Sketch Design.
- 14.7. The Participant of the Competition compensates the Commissioner for losses caused by the Participant's actions or inaction due to copyright violations regarding the Sketch Design, submitted to the Commissioner for use.

15. PROCESSING OF PERSONAL DATA OF NATURAL PERSONS

- 15.1. The provisions of this section shall determine the procedure for processing personal data of natural persons in cases where the procurement is subject to Regulation No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – the GDPR).
- 15.2. The purpose for the processing of personal data – implementation of the Competition, Clause 6 (c)(b) of General Data Protection Regulation. The data of natural persons included in the documents submitted for the Competition will be processed to ensure the implementation of the Competition, and evaluation of the Participants' proposals, under the laws and regulations governing public procurement and other legal acts.
- 15.3. The Participant of the Competition shall ensure that for all natural persons indicated in his/her proposal (including members of all associations of persons, regardless of the legal nature of their mutual relations, as well as all specialists, employees, contact persons of subcontractors, if involved, etc.) whose personal data will be processed by the Commissioner during the Competition the legal basis for the processing of personal data is provided in line with the procedures specified in the regulatory acts.
- 15.4. The participant of the Competition ensures that all natural persons indicated in the proposal (including all members of the association of persons, regardless of the legal nature of their mutual relations, as well as all subcontractors, if they are engaged, specialists, employees, contact persons, etc.) are informed about the intended processing of personal data, which will be carried out by the Commissioner during the competition.
- 15.5. Controller of personal data processing and its contact information: Riga City State Municipal Agency "Riga Monument Agency", 19A Gaujas Street, Riga, LV-1026; phone: 67181692; electronic mail address: rpa@riga.lv Personal data protection specialist: Data Protection and Information Technology and Security Centre of Riga City Council. Address: 5 Krišjāņa Valdemāra Street 5, Riga, LV-1010; electronic mail address: dac@riga.lv

16. APPENDICES

- 16.1. There are the following appendices to the Brief:
 1. Appendix no 1: Designing program of the Competition
 2. Appendix no 2: Motto disclosure template
 3. Appendix no 3: Application template of the participant of the Competition on the participation in the Competition
 4. Appendix no 4: Template for the description of equivalent services provided by the participant of the competition
 5. Appendix no 5: Confirmation template of the participant of the competition on engagement of specialists;
 6. Appendix no 6 Template of estimated construction project development, author's supervision costs
 7. Appendix no 7: List of additional information about the competition.
 8. Appendix no 8: Indicative content of the construction project

(TEMPLATE)

DISCLOSURE OF THE SKETCH DESIGN MOTO

Riga City State Municipal Agency
„Riga Monument Agency”
Riga City Council code: 233,
Registration No 90011524360,
address: 1 Rātslaukums, Riga, LV-1050

International Sketch Design Competition
PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL
“GREAT CEMETERY”

/Name of the place/, /year/. date of the month/. /month/

We hereby certify that the author of the Sketch Design proposal with the motto <motto> is:

The name of the participant of the competition or the name of the member of the association of persons (if the participant of the competition is an association of persons) or the name and surname (if the relevant member of the association of persons is a natural person)/

/Registration number or person’s ID code /

/Address/

All information provided in the Proposal is true.

Signature:

(signature disclosure – name, surname, position)

**APPLICATION ON THE PARTICIPATION IN THE INTERNATIONAL SKETCH DESIGN
COMPETITION
PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL
"GREAT CEMETERY"**

ID. NR. PA RPA 2023/16

_____/Motto/

The name of the participant of the Competition	
Registration no and date	
Legal address	
Postal address	
Phone number	
E-mail address	

by submitting this application, we apply to participate in the international sketch design competition "**PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL "GREAT CEMETERY"**", ID. NO. RPA-23-40-rs and:

1. hereby certify, that

- 1.1. we agree to the regulations of the Design Competition Brief and guarantee to fulfil the requirements of the Design Competition Brief. The requirements of the sketch design competition are clear and understandable;
- 1.2. we guarantee that third-party copyright objects will not be used in sketch design development. If third-party copyright objects will be used in the submitted sketch design, a written agreement will be concluded with third parties regarding the use of their works in the submitted sketch design, and it will also be agreed that all the property rights of the author (except for the rights specified in Clause 15(1)(11) of the Copyright Law) to the particular works will be handed over to the **Riga City State Municipal Agency "Riga Monument Agency"** without restrictions, and third parties will not bring property and other claims against the **Riga City State Municipal Agency "Riga Monument Agency"** for copyright violations. Otherwise, we undertake to cover all losses of the Commissioner, which could arise in connection with possible violations of the author's personal and property rights;
- 1.3. if, in connection with the submitted sketch design third parties will bring any claim against the **Riga City State Municipal Agency "Riga Monument Agency"**, regarding copyrights or their violations, we undertake without additional compensation to act immediately to protect the **Riga City State Municipal Agency "Riga Monument Agency"** against any such claim;
- 1.4. by signing this application, the author/authors of the Sketch Design transfer to the **Riga City State Municipal Agency "Riga Monument Agency"** the property rights of the author referred to in Article 15 (1) of the Copyright Law (except for the rights specified in Clause 15(11)(1) of the Copyright Law), including, but not limited to, the right to announce and publish the sketch design submitted in the sketch design competition. This confirmation is valid if the sketch design will be recognized as a prize winner in the sketch design competition;
- 1.5. when developing the sketch design, the requirements of the laws and standards of the

Republic of Latvia will be taken into account, and the sketch design will be developed in line with the laws and regulations of the Republic of Latvia and the European Union;

- 1.6. all the documentation and information submitted in the Competition are true and no obstacles will be placed for its verification;
 - 1.7. if the right to enter into a contract is granted, the execution of the contract will be ensured by the specialists submitted and indicated in the sketch design competition, who were evaluated in line with the requirements of the Brief;
 - 1.8. in the case of awarding the right to enter into a contract, professional civil liability insurance will be provided for the execution of the specific contract, which will meet the requirements outlined in the Brief of the sketch design competition;
 - 1.9. is informed and aware that the Commissioner will process the personal data included in the application and qualification documents to the extent necessary for the implementation of the purpose of personal data processing – to perform the necessary actions for the implementation of the Competition;
 - 1.10. to the processing of the data of all natural persons specified in my proposal (including all members of the association of persons, regardless of the legal nature of the mutual relations, as well as all subcontractors, if they are engaged, specialists, employees, contact persons, etc.), which will be carried out by the Commissioner both in the sketch design competition and in the contract in execution, if a Procurement Agreement is concluded with the participant of the competition, the legal basis for personal data processing is ensured in line with the procedures specified in the regulatory acts.
2. We hereby inform you that we: _____ (qualify/do not qualify, specify the appropriate) for the status of a small or medium-sized enterprise²
 3. In negotiations with the Commissioner, we will be represented, and in the event that a decision is made to conclude a procurement contract with us for the development and author's supervision of the construction project, the contract will be concluded on our behalf:

The name of the participant of the Competition or the name or surname of the member of the Association of Persons (if the Participant of the Competition is an association of persons) (if the relevant member of the association of persons is a natural person):	
Registration no	
Contact address for notifying about the results	

² The mentioned information is indicated because according to the changes in the notification of the results of the sketch design competition in the templates of the Public Procurement Management System, the commissioner must indicate in the announcement of the sketch design competition results the information about whether the proposals in the sketch design competition were submitted by companies that meet the definition of a small or medium-sized enterprise https://www.iub.gov.lv/sites/default/files/upload/teznjejums_mazajie_videjie_uzn.pdf

4. Details of the bank account to which the prize will be transferred, if the submitted sketch design has won the prize,

Bank:

Account no.:

SWIFT:

(disclosure of the signature – name, surname, position)

/name of place, year, month, date/

(TEMPLATE)
**EXPERIENCE IN PROVIDING EQUIVALENT SERVICES
IN DESCRIPTION FORM**

**“ PRESERVATION OF VALUES AND SITE DEVELOPMENT
OF THE MEMORIAL “GREAT CEMETERY” ”**

ID. NR. PA RPA 2023/16

_____/MOTTO/

No	DESCRIPTION OF THE SERVICES PROVIDED	
9.4.2.1.	<p>During the previous five years (2019, 2020, 2021, 2022 and 2023 until the date of submission of the Sketch design), the interested participant of the competition has experience as a construction project developer in the development of at least 1 (one) plan for the reconstruction or new construction of a public outdoor area, which:</p> <ul style="list-style-type: none"> - the object is a public territory with an area of at least 2 ha; - the typology of the territory is: park or forest park; - the territory was improved (at least: territory lighting, video surveillance, small forms of architecture); - engineering network solutions were developed in the territory (at least the following: rainwater drainage system, water supply system); - solutions for the creation of transport infrastructure were developed in the territory. <p><i>A construction project proving experience must be fully developed, coordinated and accepted by the relevant construction authority in accordance with the procedures specified in the regulatory acts or by another foreign competent institution.</i></p>	
1.	Name of the object	
	Address	
	Size of the designed object (m2)	
	Description of the part (sections) of the developed construction project	
	Design implementation time (start and completion year, month)	
	Name of service recipient, contact information	

Notes:

If the participant of the competition has worked as a subcontractor in the specified project, then the amount of work performed by the participant of the Competition must be indicated.

The list can be supplemented as necessary, if the participant of the Competition wants to present additional information to prove his experience.

Signature

(transcript of the signature – name, surname, position)

/name of place, year, month, date/

(TEMPLATE)

CONFIRMATION OF THE PARTICIPANT OF THE COMPETITION ON ENGAGEMENT OF SPECIALISTS
FOR THE INTERNATIONAL SKETCH DESIGN COMPETITION

**"PRESERVATION OF VALUES AND SITE DEVELOPMENT
OF THE MEMORIAL "GREAT CEMETERY""**

ID. NR. PA RPA 2023/16

_____/Motto/

We hereby certify that the participant of the Competition has at his disposal _____, reg. No. _____ for the development of the sketch design proposal **"Preservation of values and site development of the Memorial "Great Cemetery""** the specialists engaged in accordance with Article 9(5) of the Brief and they will be available at the time of the negotiation procedure and during the implementation of the contract if the participant of the competition is granted the right to conclude the contract.

Signature:

(transcript of the signature – name, surname, position)
/name of place, year, month, date/

ESTIMATED DEVELOPMENT OF THE CONSTRUCTION PROJECT, AUTHOR'S SUPERVISION COSTS

**"PRESERVATION OF VALUES AND SITE DEVELOPMENT
OF THE MEMORIAL "GREAT CEMETERY""**

ID. NR. PA RPA 2023/16

_____ /Motto/

Title	TOTAL AMOUNT EUR (excl. VAT)
<p>Contractual price for the development of the construction design** of the Competition Object "PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL "GREAT CEMETERY"" according to the proposal of the Sketch Design submitted by the author of /MOTTO/ for the territory of the <u>Great Cemetery</u></p> <ul style="list-style-type: none"> - The proposed deadline for the development of the construction design _____ - (_____) calendar months after signing the contract. 	
<p>Contractual price for the development of the construction design** of Competition Object "PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL "GREAT CEMETERY"" according to the proposal of the Sketch Design submitted by the author of /MOTTO/ for the territory of the <u>Jacobs sector</u>.</p> <ul style="list-style-type: none"> - The proposed deadline for the development of the construction design _____ - (_____) calendar months after signing the contract. 	
<p>The indicative contractual price for the author's supervision of the Competition Object "PRESERVATION OF VALUES AND SITE DEVELOPMENT OF THE MEMORIAL "GREAT CEMETERY""</p>	

**Note. The indicative content of the construction design can be found in Appendix 8 to the Brief.

Signature:

(transcript of the signature – name, surname, position)
/name of place, year, month, date/

INDICATIVE CONTENT OF THE CONSTRUCTION DESIGN

The construction design should include:

1. General section (GS)
 - Design task;
 - Received materials, conditions, and technical regulations;
 - Topographic survey;
 - Other land plot engineering survey documents by the general building regulations;
 - Explanatory description, which indicates general information about the technical indicators of the territory, the main type of use of the planned facilities (public toilets, staff building) according to the classification of buildings and environmental accessibility solutions.
2. Master Plan (MP) Section. Territory section:
 - The general plan of the construction project in the corresponding visually perceptible scale (M 1:500) on the topographical plan;
 - The combined plan of the designed engineering networks in an appropriate visually perceptible scale (M 1:500) on the topographical plan;
 - Vertical planning of the territory;
 - Landscaping and greenery plan;
 - Transport, cyclist and pedestrian movement organization scheme;
 - Biotope expert's opinion;
 - Opinion of an arborist-arboriculturist on the impact of the planned construction works on trees.
3. Architectural section (AS):
 - Building floor and roof plans with room sizes and room names;
 - Building facades with height marks, indications of facade decoration and structural details;
 - Characteristic cuts;
 - Interior solutions.
4. Energy efficiency section.
5. Building structures:
 - Explanatory article with used solutions;
 - Graphical part – plans, sections, nodes;
 - Specifications and descriptions of building materials.
6. Engineering networks:
 - 6.1. Water supply and sewerage - external networks;
 - 6.2. Electricity supply – external networks;
 - Automated Management system
 - Electronic Communication Networks;
 - Video surveillance;
 - 6.3. Drainage networks, rainwater sewerage networks
 - 6.4. Environmental Protection Measures.
7. Work organization project and explanatory description.
8. System of visual information and signage (Visual Identity manual).