

The Prague Cemetery Administration (hereinafter referred to as the PCA)

announces

in accordance with Section 6 of Act No. 137/2006 Coll., on public procurement, as amended, in accordance with Act No. 360/ 1992 Coll., on the practice of the profession of certified architects and on the practice of the profession of certified engineers and technicians in the construction sector, as amended, in accordance with the Competition Code of the Czech Chamber of Architects of 24 April 1993, as amended, with regard to the provisions on public promise in Act No. 89/2012 Coll., the Civil Code,

THE URBANISTIC AND ARCHITECTURAL DESIGN COMPETITION FOR THE EXPANSION OF THE CEMETERY AT HOSTIVAŘ, Prague 15

competition subtitle

How should the cemetery look at a period that closes its eyes to death

and issues the following terms and conditions for the competition.

In Prague, 30 November 2015

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1. CONTRACTING AUTHORITY

1.1 Identification data for the contracting authority

Contracting authority: Prague Cemetery Administration (Správa pražských hřbitovů, p.o.) (PCA)
P.O. BOX 128, 130 00 Prague 3
Tel.: +420 272 011 111
E-mail: office@hrbitovy.cz
Identification no: 452 458 01

1.2 Competition organiser and author of the competition terms and conditions

Prague Institute of Planning and Development, Projects and Competitions Office (KPS)
Head Office: Vyšehradská 57/2077, 128 00 Prague 2
Represented by Ing. arch. Petr Hlaváček, IPD Director
Tel.: +420 236 001 111 (switchboard)
Identification no: 708 838 58

1.3 Authorised representative of the contracting authority

Name: Mgr. Martin Červený
Správa pražských hřbitovů, p.o. (PCA)
Head Office: Vinohradská 2807, 130 00 Prague 3
Tel.: +420 272 011 111
E-mail: cerveny@hrbitovy.cz

1.4 Competition secretary

Name: Ing. Markéta Kohoutová
Head Office: K vinicím 50, 164 00 Prague 6 - Nebušice
Tel./fax: / +420 773 222 338 / +420 603 541 033
E-mail: info@soutez-o-navrh.cz, marketa.kohout@seznam.cz

1.5 Review of competition entries

Name: Ing. arch. Jitka Brablecová
Prague Institute of Planning and Development
Head Office: Vyšehradská 57/2077, 128 00 Prague 2
Tel.: +420 236 004 531 / +420 236 004 601
E-mail: brablecova@ipr.praha.eu

2. THE AIM, SUBJECT-MATTER, PURPOSE AND MISSION OF THE COMPETITION

2.1 Aim of the competition

The aim of the competition is to find an appropriate form for the expansion of the existing cemetery, which has insufficient capacity, during a period which is closing its eyes to death and is trying to displace it to the outer extremities.

2.2 Subject-matter of the competition

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2.2.1 Conceptual part of the competition

Given the location of the intended addition to the cemetery and its current surface area, a clear idea has to be made of the landscaping and urban design of the additional areas, the possibility of further expansion of the burial site has to be investigated and its functional use determined (in accordance with the current land use plan) as well as the potential development of this site. The total surface area of the site is 17,542 m².

The subject-matter of the conceptual part of the competition is the land further to the south, or south-east (plot nos. 2229/2, 2766/1), which is currently meadow land overgrown with vegetation, or a belt of greenery dividing it from the bypass. It also includes land to the south-east (lot nos. 2237, 2234/2). The area involved also covers the space in front of the old cemetery, or the assumed entrance to the new cemetery (lot no. 2705/3 – K Jezeru street). The organiser expects a conceptual design for the cultivation of the public space adjoining the cemetery, which might be kept in reserve for any possible future expansion, and consideration may also be given to non-traditional forms of burial, such as placing urns under tree roots in the memorial wood, a park for silence and rest, and similar.

2.2.2 Project part of the competition

The existing Hostivař cemetery does not have sufficient capacity to meet the demand for new burial sites. Urn graves (cca 1x 1.2m) have occupied all the available free space. In some cases, the unsuitable location of a grave has prevented the smooth continuation of the original structure of the cemetery. Graves have also been located in the cemetery's main and service roads, which has led to a degradation of the original clearly defined urbanistic concept. A meadow, or land to the south of the cemetery, has been designated for its expansion.

The aim of the project should be to extend the capacity of the current cemetery and its subsequent "spatial reconstruction" – together with the possible relocation of urn graves located in unsuitable sites to the new parts. Last but not least, dignified memorial sites will be created, using contemporary creative materials, in a well-defined arrangement and form.

- The expansion of the cemetery will take place to the south of the original cemetery on lot no. 2229/5; it is assumed that it will be in direct contact with the wall of the original cemetery (lot no. 2233)
- a new service yard for the cemetery has been planned in the north-western corner of lot no. 2229/5 (a stand for a container with mixed biological waste). The plan has already received planning permission and will have to be incorporated in the competition design in the form submitted.
- The total surface area of the land on which the cemetery is to be expanded is 1,648 m². This area also includes the service yard (stand for containers), currently under implementation.

It is assumed that only cremated human remains will be placed in the new part, because 97% of human remains in Prague are cremated. The form of their committal is at the discretion of the contestant. The possibilities are to place them in so-called urn graves (underground tombs), in a columbarium, scattered in a scattering garden or poured over a spreading meadow. A spreading meadow is a more suitable solution than the scattering garden – allowing for a more precise location of the ashes, and is also more financially advantageous for cemetery operators – the space is rented.

2.3 Purpose of the competition

The purpose of the competition is to identify and evaluate the most suitable solution to the subject-matter of the competition, which meets the requirements of the contracting authority as laid down in the competition terms and conditions and in the competition documentation. This competition has been opened in order to obtain specific and strong opinions on the current necessary expansion of the cemetery, from a wide spectrum of possible approaches to the given task.

The competition organiser is entitled, in connection with this competition, to award a contract to draft design documentation arising from the subject-matter of the competition, i.e. to develop studies, presented during the competition and, subsequently, to develop the successive operational phases of the design work (LUP, supporting documents for planning permission, supporting documents for contractor selection), oversight of their implementation and the commissioning of the structures involved under the small-scale contract procedure and following the negotiated procedure without publication regime (JŘBU) in accordance with the provisions of Section 23 paragraph 6 of Act No. 137/2006 Coll., on public procurement (see subparagraph 10.5). The expected commencement date for the implementation of the subject-matter of the competition is Q3 2016.

2.4 Economic indicators

Entries should respect the economic possibilities of the contracting authority, not only as concerns the expected amount of the investment costs for construction, totalling **CZK 6,000,000 net of VAT** (in words six million Czech

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crowns), but also with regard to reasonable future operating costs, i.e. reasonable maintenance costs. By submitting a entry to the competition, the competition participant declares that the construction work can be carried out for the sum set out above, assuming standard prices for construction work. It is expected that competition participants will look for solutions which will be covered by the price set out above, or for a lower price. In the event the expected investment costs are significantly exceeded, the competition participant must duly justify such an excess.

3. THE NATURE OF THE COMPETITION AND METHOD OF ANNOUNCING THE COMPETITION

3.1 Nature of the competition

- 3.1.1 Given the project plan, the competition is announced as a design competition.
- 3.1.2 Given the subject-matter of the project, the competition is announced as urbanistic and architectural.
- 3.1.3 Given the group of participants, the competition is announced as public and anonymous.
- 3.1.4 Given the number of rounds, the competition is announced as a single-round.
- 3.1.5 No competition entries may be published during the course of the competition.

3.2 Date of announcement of the competition

The announcement of the competition is understood to be the publication of the competition terms and conditions for the competition participants. The date of announcement of the competition is understood to be the date set out in subparagraph 11.2 of these competition terms and conditions, i.e. **30 November 2015**. The competition period shall begin on this day.

3.3 Method of announcing the competition

The competition will be announced by its publication:

- a) in the public procurement information system (www.isvzus.cz)
- b) on the contracting authority's website - www.hrbitovy.cz
- c) on the competition organiser's website, where the competition terms and conditions and documentation are already available for download www.iprpraha.cz/souteze;
- d) on the Czech Chamber of Architects website - www.cka.cz;
- e) on the Archiweb internet portal - www.archiweb.cz;
- f) in the form of a press release to the media.

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3.4 Notification and publication of the results of the competition

3.4.1 The contracting authority shall notify the decision on the selection of the most suitable entry to all competition participants by distributing a report on the course of the competition by registered post.

3.4.2 The contracting authority shall publish the result of the competition in the same way as the competition was announced.

3.4.3 The contracting authority shall also publish the competition entries in the form of an exhibition, organised within 14 days of the jury's decision.

3.5 Competition language

The competition shall be announced and shall take place in Czech. The competition terms and conditions and the competition documentation, as well as other related documents, shall be issued in Czech. All parts of the competition entry must be drawn up in Czech.

4. COMPETITION PARTICIPANTS

4.1 Conditions for participating in the competition

Natural and legal persons, or associations thereof, may participate in the competition provided they meet the following conditions:

a) they are citizens of the Czech Republic or any Member State of the European Economic Area or the Swiss Confederation and have their registered office in the Czech Republic or in any Member State of the European Economic Area or the Swiss Confederation;

b) they have not participated directly in the preparation of the competition specifications and the announcement of the competition;

c) they are not full members of the jury or alternatives thereof, the secretary of the jury, examiners of competition entries or experts invited by the jury for this competition as set out in the competition terms and conditions;

d) they are not spouses, relatives, related by marriage in the first degree, of permanent design partners, direct superiors or colleagues of people who participated in drawing up the subject-matter of the competition and the announcement of the competition or full members of the jury or alternatives thereof, the secretary of the jury, examiners of competition entries or experts invited by the jury for this competition, if these are set out in the competition terms and conditions. This requirement also applies to members of local and administrative authorities;

e) they meet the basic qualification requirements pursuant to Section 53 of Act No.137/2006 Coll., on public procurement, as amended;

f) they are certified architects in the field of authorisation with general competence, the field of architecture, the field of urban planning, the field of landscape architecture, the field of designer of land use systems for environmental stability or established or visiting persons pursuant to Act No. 360/ 1992 Coll., on the practice of the profession of certified architects and on the practice of the profession of certified engineers and technicians in the construction sector, as amended;

4.2 Conditions for fulfilling qualification conditions

4.2.1 Affidavit

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Each competition participant shall demonstrate compliance with the conditions set out in paragraph 4.1 (a) to (f) of the competition terms and conditions through an affidavit, enclosed in an envelope labelled "Author" (see paragraph 6.5 of these competition conditions).

4.2.2 Competition entry from more than one natural person

If an entry is submitted by more than one natural person in an association, each of the members of this association must meet the conditions set out in subparagraphs 4.1 (a) to (e) of the competition conditions and at least one member of the association participants must meet the condition set out in paragraph 4.1 (f).

4.2.3 Competition entry from a legal entity

If the competition entry is submitted by a legal entity as competition participant, this legal entity must meet the conditions expressly laid down in Act No. 360/1992 Coll., on the practice of the profession of certified architects and on the practice of the profession of certified engineers and technicians in the construction sector, as amended, in Part Three thereof as regards the participation of authorised persons in these companies, in the fields set out in paragraph 4.1 (f) of these competition conditions. In this case, they then demonstrate expert competence pursuant to paragraph 4.1 (f) of these competition conditions of an authorised person participating in the statutory bodies pursuant to Act No. 360/1992 Coll., on the practice of the profession of certified architects and on the practice of the profession of certified engineers and technicians in the construction sector, as amended, and each of the members of the statutory body must meet the conditions set out in paragraph 4.1 (a) to (d).

4.2.4 In the event of an invitation to discuss the terms of the contract after the end of the competition, each participant must submit to the competition contracting authority originals or certified copies of documents demonstrating compliance with the conditions set out in paragraph 4.1 (a) – (f), within the period specified in the invitation.

4.3 Consequences of a failure to meet the conditions for participating in the competition

Should the jury learn, after opening the envelopes, that any of the competition participants fail to meet any of the conditions set out in subparagraph 4.1, this participant, and the entry submitted, shall be excluded from the competition.

5. COMPETITION DOCUMENTATION

5.1 Submission of competition documentation

5.1.1 The competition terms and conditions and documentation are provided to participants free of charge.

5.1.2 Competition documentation is provided in digital form in the following formats: *.dwg, *.dxf, *.jpg, *.pdf,

5.1.3 Competition documentation can be downloaded from the competition organiser's website www.iprpaha.cz/souteze.

5.1.4 Documentation is only provided for the purposes of the competition, it may only be used further or disseminated with the consent of the contracting authority.

5.2 List of documentation provided

001. Final arrangement of the competition panel (format *.pdf, *.dwg)

002. Current geodetic survey of the area (7/2015) (format *.dwg, *.pdf)

003. IPD maps (format *.jpg, *.dxf) – site plan, known utility lines, boundaries of the area under consideration, property relations, contours, valid Land Use Plan

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- 004. Orthophotomap 2015 (format *.jpg)
- 005. Photographs for mandatory visualisations (collages), perspective_01/02 (format *.jpg, *.pdf)
- 006. Abstract for the competition entry / text of the competition conditions
- 007. Recommended construction programme
- 008. The historical context of the area under consideration
- 009. „Pohřbívání a smrt v moderní době“ (Death and Burial in Modern Times) – essay (PhDr. Richard Biegel)
- 010. „Hřbitov jako veřejný prostor“ (The cemetery as a public space) – Ing. arch. Jan Kovář et al. (*.pdf publication)
- 011. Photo documentation of the current status of the site
- 012. Container stand – supporting documents for planning permission
- 013. Itemised comparative table – basis for an evaluation of the economic indicators

6. MANDATORY PARTS OF THE COMPETITION ENTRIES, THEIR CONTENTS AND MANDATORY PRESENTATION

6.1 Mandatory requirements for the solution to the subject-matter of the competition

The competition entry shall be drawn up in compliance with the competition terms and conditions.

6.2 Graphic part

6.2.1 Mandatory content of the graphic part:

a) A site plan containing the overall land use plan on a scale of 1:500.

The layout shall include the parking plan (stress-free travel), links to surrounding areas (in particular the connection to the existing cemetery) and the possible future expansion of the cemetery, a clear urbanistic plan, including the position of the entrance and the position of the individual sections of the cemetery (alternative committal of cremated remains).

b) Visualisations or collages in photographs provided by the contracting authority – mandatory visualisation (collage) / perspective_01/02

c) A ground plan in a scale of 1:150 (in detail, including the type of vegetation, the position of small structures, etc.) the design of the main principles of the spatial layout, elevations / section-elevations

d) A free part, for example designs of details, structures, lighting design or other elements, at the discretion of the author

The panel will not exclude additional documentation, areas outside the area under consideration may be referred to for details, additional information.

6.2.2 Mandatory presentation of the graphic part:

The graphic part shall consist of a panel, **840 x 1190 mm in size (A0 format)** in portrait mode. The drawing shall be glued to a backing of lightweight material for exhibition purposes, with a thickness of 5 mm (e.g. Kapaplast or Forex). The layout of the drawings shall be carried out in accordance with Annex 008 – Mandatory arrangement of the exhibition panel.

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6.3 Text part

6.3.1 Mandatory content of the text part:

- a)** A description of the competition entry covering a maximum of 2 A4 pages, containing an explanation and justification for the chosen plan, a description of the architectural and urbanistic solution, comments on the documentation and morphology proposed and, possibly, a vision for the development of the site.
- b)** A structured estimate of the investment costs according to an assessment of volume and surface units, contestants shall provide estimated unit prices in a format of 1x A4
- c)** A list of annexes with serial numbers (graphic part, text part, author's envelope);
- d)** A scale drawing of the competition panel in A4 format.

6.3.2 Mandatory presentation of the text part:

The text part shall be submitted in printed form, in 2 counterparts in A4 format. A scale drawing of the competition panel shall be attached to the text part.

6.4 Data part

6.4.1 Both the text and graphic parts shall be submitted in digital form, on a CD or DVD in *.doc and *.pdf formats (graphic part – print resolution of at least 300 dpi) to enable the competition entry to be published in the competition catalogue and for the promotion of the competition. The graphic part shall be submitted as a print (i.e. an overview of the competition panel in full resolution) + as individual components (drawings, photographs) separately.

6.4.2 A solid support (CD or DVD) shall be enclosed in the "Author" envelope.

6.5 Envelope labelled "Author"

6.5.1 A mandatory part of the competition entry is an envelope labelled "Author" containing the following documents:

- a)** a cover sheet, with the name of the author, the address and the author's signature, or that of the authors and co-authors, with their agreed percentage share of any prize money and with an agreement on the name of the head of the team of authors, in the case of a company the identification number, the bank account number, telephone numbers and email addresses;
- b)** an affidavit by the author/authors confirming compliance with the required qualifications (Annex 3 and Annex 4) as set out in subparagraph 4.2.1 where an association of natural persons must also demonstrate compliance with the conditions set out in subparagraph 4.2.2 and legal entities must also demonstrate compliance with the conditions set out in subparagraph 4.2.3
- c)** a contact person and an address for correspondence with the competition secretary;
- d)** the name of any collaborators, if they are not included with the participants;
- e)** a CD/DVD;
- f)** a declaration of the legal relationship between the participant (legal entity) and the author / a declaration of authorship, pursuant to Annex 2 hereto;

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6.5.2 The envelope shall be sealed, completely opaque and labelled in accordance with subparagraph 6.6 hereto.

6.6 Mandatory labelling of the competition entry and its parts

6.6.1 All the separate parts of the competition entry, i.e. the panel for the graphic part, the text part and the “Author” envelope will carry a 3x3 cm frame in the bottom right-hand corner, in which the examiner and the competition secretary shall affix the identification number for the design (this has already been prepared for the graphic part in Annex 001 - Mandatory presentation of the competition panel *pdf and *dwg).

6.6.2 All the separate parts of the competition entry, i.e. the panel for the graphic part, the text part and the “Author” envelope will carry a 3x3 cm frame in the bottom left-hand corner, in which the contestant shall enter a number according to the list of annexes, which forms part of the text report.

6.6.3 Panel for the graphic part, the text part, the “Author” envelope and the CD/DVD ROM, shall bear the inscription “EXPANSION OF THE CEMETERY AT HOSTIVAŘ”.

6.7 Terms of anonymity of the competition entry

6.7.1 Entries shall be judged anonymously. For this reason, no part of the competition entry (with the exceptions expressly set out in these competition conditions) may contain a name, title, company name, signature, password or any graphic symbol which might result in a breach of anonymity.

6.7.2 Given the need to maintain the anonymity of the sender, the following sender address shall be provided for all competition entries sent by post: **Česká komora architektů; Josefská 34/6; 118 00 Praha 1 - Malá Strana.**

6.7.3 If the competition entry is sent by mail, or other public parcel delivery service, from a territory outside the Czech Republic, given the need to maintain the anonymity of the sender, the competition participant shall enter the name and address of a professional association in which he/she is registered under the law in force in the country of origin of the sender, or other public organisation with which this procedure has been agreed, as the sender address.

6.8 Packaging for the competition entry

All parts of the competition entry (graphic and text parts and the “Author” envelope) shall be inserted between rigid boards and into a sealed, opaque and undamaged package, labelled “EXPANSION OF THE CEMETERY AT HOSTIVAŘ”.

7. METHOD AND CONDITIONS FOR THE SUBMISSION AND DELIVERY OF COMPETITION ENTRIES

7.1 Competition entries shall be delivered either in person or by mail:

- a) In person – to the place for the submission of competition entries, which is the Prague Institute for Planning and Development, State-subsidised organisation, Vyšehradská 57/2077, 128 00, Prague 2, Block C, registry.
Office hours:

Monday, Tuesday, Thursday: 7:30 – 16:00

Wednesday: 7:30 – 17:00

Friday: 7:30 – 15:00

and on the final day for submissions (31.3. 2016) until 15:00 hours.

- b) By mail – in the event the entry is sent by mail or another public parcel delivery service, the sender is required, in his/her own interest, that the entry is delivered to the address referred to above by the set deadline, 31 March 2016 at 15:00 hours.

7.2 Any entries submitted after the set deadline shall be excluded from the competition.

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7.3 The competition organiser shall affix a confirmation of the date and time of receipt to the competition entries delivered, and, on request, shall provide the deliverer with a written acknowledgement of receipt.

8. EVALUATION CRITERIA FOR COMPETITION ENTRIES

8.1 Evaluating the particulars of the competition entries

Competition entries will be assessed by the competition entry examiner to ensure they comply with CCA competition rules and the provisions of these competition terms and conditions. The examiner shall submit a report on the assessment of the particulars of the competition entry to the jury at the evaluation meeting. Entries that breach anonymity shall be excluded from further assessment.

8.2 Evaluation criteria for competition entries

The mandatory criteria by which the competition entries will be assessed are (not in order of importance):

- a) the quality of the overall urbanistic and architectural design,
- b) the feasibility and the financial cost of the chosen solution,

8.4 Reasons from exclusion from the competition

8.3.1 The competition jury shall exclude from evaluation those entries which:

- a) do not meet the formal requirements of these competition terms and conditions, i.e. which do not comply with the mandatory conditions of the competition, unless this only involves non-compliance with minor formal requirements, which does not reduce the clarity of the proposal, does not compromise the anonymity of the entry and does not benefit the entry; in such a case, the jury may decide, with at least a four-fifths majority of its full members, to leave the entry in the competition;
- b) were not delivered by the set deadline;
- c) show a breach of anonymity.

8.3.2 The contestants shall bear in mind that, in accordance with Section 10 paragraph 6 of the CCA Competition Rules, the jury is required to exclude all competition entries which do not meet the prescribed formal conditions contained in these competition terms and conditions from the evaluation. Such entries may only be evaluated outside the competition and may not receive a prize.

8.3.3 The jury shall exclude from the evaluation those parts of a competition entry which were not required under the competition terms and conditions.

9. JURY

9.1 Full independent members of the jury

PhDr. Richard Biegel, Ph.D, Director of the Institute for Art History, Faculty of Arts, Charles University in Prague

Ing. arch. Svatopluk Sládeček

Ing. arch. Jan Kovář

Ing. arch. Boris Redčenkov

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9.2 Full dependent members of the jury

Mgr. Martin Červený – SPH (Prague Cemetery Administration), Director

Ing. arch. Vladimír Lavřík - Prague 15, Chief Architect

Ing. arch. Filip Ditrich (Prague IPD)

9.3 Substitute independent members of the jury

Julius Mlčoch - Pohřební ústav hl. m. Prahy, (Prague Funeral Institute) Director

9.4 Substitute dependent members of the jury

ing. Jaroslav Svoboda - Gostiwar, z.s, local civic association

9.5 Expert members of the jury

Ing. Štěpán Špoula – expert member of the jury for the field of landscape architecture

An expert on the valuation of constructions or construction work must be invited to jury meetings.

Other experts will be invited on the basis of the explicit and specific requirements of the jury.

10. RESULT OF THE COMPETITION, PRIZES AND AWARDS, DECISION BY THE CONTRACTING AUTHORITY

10.1 Result of the competition

The decision by the jury on the result of the competition is final and shall become the basis for the decision by the contracting authority regarding the further use of the competition entries.

10.2 Prizes and remuneration

10.2.1 The total amount allocated for prizes and awards is CZK 165,000 (in words one hundred and sixty-five thousand Czech crowns)

10.2.2 Prizes

The 1st prize is awarded the sum of **CZK 80,000** (in words eighty thousand Czech crowns)

The 2nd prize is awarded the sum of **CZK 40,000** (in words forty thousand Czech crowns)

The 3rd prize is awarded the sum of **CZK 25,000** (in words twenty-five thousand Czech crowns)

10.2.3 Awards

A total amount, which can be divided up to remunerate entries that have not been awarded a prize, but have nevertheless brought important ideas and solutions, has been set at **CZK 20,000** (in words twenty thousand Czech crowns).

10.3 Conditions for a possible decision on the distribution of other prizes and remuneration, or the refusal to award certain prizes and remuneration

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10.3.1 In exceptional cases, the jury may decide on a different distribution or refuse to award prizes. The jury shall provide a detailed justification of its decision in the Competition Report.

10.4 Taxing of prizes from the competition

10.4.1 Pursuant to Section 36 paragraph 2 (I) of Act No. 586/1992 Coll., on income taxes, as amended, an amount of the prizes and awards paid through the competition to natural persons that exceeds CZK 10,000 shall be subject to income tax of 15%, which will be remitted to the tax administrator by the contracting authority in accordance with Act No. 337/1992 Coll., on the administration of taxes and fees, as amended.

10.4.2 Pursuant to Act No. 586/1992 Coll., on income taxes, as amended, prizes awarded through the competition to legal entities shall be paid in full and remitted by the legal entity itself under an ordinary tax return.

10.5. Decision making by the contracting authority

The contracting authority for the competition is entitled to invite winning contestants to negotiate a contract to prepare the design documentation for the construction works as a small-scale contract under the negotiated procedure without publication regime (JŘBU).

11. MAIN COMPETITION DEADLINES

11.1 The date of the inaugural meeting of the jury is set for **16 October 2015**.

11.2 The date for the announcement of the competition is set for **30 November 2015**.

11.3 Responding to questions from contestants

11.3.1 Questions relating to the subject-matter of the competition and competition terms and conditions shall be submitted in writing to the email address of the competition secretary, at the latest by **20 January 2016**.

11.3.2 Responses to the questions, provided by the jury, will be sent at the latest by **30 January 2016** and will be published in the same way as the competition documentation.

11.3.3 After responses have been provided to the questions by the jury, no further questions may be made regarding the subject-matter of the competition.

11.4 Submission of competition entries

By 31 March 2016 at 15:00 hours to the registry at Prague IPD (see subparagraph 7.1).

11.5 Date of the evaluation meeting of the jury

The evaluation meeting of the jury shall take place at the latest within 10 days of submission of competition entries. The exact date of the meeting will be established during the course of the competition.

11.6 Announcement of the decision on the results of the competition

The contracting authority shall announce the decision on the results of the competition to all contestants by distributing the Competition Report within at the latest five working days of the jury's final decision.

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The organiser shall announce the decision to select the most suitable entry to all contestants by distributing the Competition Report by email to the address provided in the AUTHOR envelope, within at the latest five working days of the jury's final decision.

The organiser shall announce the result of the competition in the same way as the competition was announced.

11.7 Publication of the results of the evaluation of entries

11.7.1 The publication date for the results of the evaluation of entries has been tentatively set for 25 April 2016, and the exact date will be established during the course of the competition.

11.7.2 The deadline for opening the competition entries for inspection by the contestants will begin on the day the reports are sent out and end on the fifteenth day after the last report has been delivered to the contestants.

11.8 Payment of prizes and awards

Prizes and awards will be paid at the latest within 50 days from the decision on the selection of the best entry.

11.9 Public exhibition of competition entries

The date of the opening of the public exhibition of competition entries has been set 14 days after the announcement of the decision on the selection of the winning entry. The location of the public exhibition of competition entries will be announced.

12. CLAUSE ON ACCEPTANCE OF COMPETITION TERMS AND CONDITIONS, RESERVATION BY THE CONTRACTING AUTHORITY

12.1 Consent of the contracting authority, the secretary, the examiner, the jury members and experts to the competition terms and conditions

The contracting authority, the competition secretary, the examiner, the jury members and experts shall confirm their participation in the competition and that they agree with all the terms and conditions of the competition and shall undertake to comply with and respect these competition terms and conditions.

12.2 Consent of the contestants to the competition terms and conditions

By submitting their competition entries, the contestants agree with all the competition terms and conditions and with the decisions of the jury made in accordance therewith.

13. COPYRIGHT

13.1 Contestant copyright

The authors of competition entries may publish their entries and may reuse them for other purposes.

13.2 Permission to use the work for the purposes of the competition

Winning designs shall become the property of the contracting authority for the competition. By submitting their competition entries, their authors consent to the use of their works by the contracting authority for the purposes of this competition. The use of the works for purposes other than those listed in the competition terms and conditions shall be subject to the express consent of the authors. Entries that do not win shall be returned to their authors after the exhibition.

13.3 Consent of the contestants to the exhibition of competition entries

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13.3.1 By submitting their competition entries, the contestants agree to the free reproduction and exhibition of their entries to promote the competition and its results.

13.3.2 The authors of competition entries undertake to cooperate with the contracting authority and the competition organiser in the preparation of the exhibition and the catalogue.

14. REPORT ON JURY MEETINGS AND DECISIONS

14.1 At each jury meeting, the secretary or another person authorised by the chairman of the jury shall prepare a report on the competition, which will be checked for accuracy and signed by each member of the jury and confirmed by the person recording.

14.2 The competition report shall contain the minutes of the jury meetings, including voting results, decisions to exclude entries from the competition, a list of all competition entries evaluated, the assessment of all competition entries, the decision on the best entries and their ranking, decisions on the grant of prizes and awards, including their justification, and attendance lists for each jury meeting. Each full jury member shall sign the final report and hand it over to the contracting authority.

14.3 Differing opinions by jury members shall be entered in the report if these members specifically request it.

14.4 The contracting authority shall send copies of the Competition Report, together with the decision on the selection of the best entry, to all competition participants, as well as to the Czech Chamber of Architects for information.

15. PROVISIONS OF LEGAL REGULATIONS APPLYING TO THE COMPETITION AND THE APPROVAL OF COMPETITION TERMS AND CONDITIONS

15.1 Legal regulations applying to the competition

The architectural competition was announced in accordance with Act No. 137/2006 Coll., on public procurement, as amended, with regard to the Competition Code of the Czech Chamber of Architects of 24 April 1993, as amended and Act No. 360/1992 Coll., on the practice of the profession of certified architects and on the practice of the profession of certified engineers and technicians in the construction sector, as amended, and with regard to the provisions of Sections 1772 to 1779 of Act No. 89/2012 Coll., the Civil Code, as amended.

15.2 Approval of the competition terms and conditions by jury members and the Czech Chamber of Architects

Before announcing the competition, the competition terms and conditions were approved by all the members of the jury at their inaugural meeting and, subsequently, by the Czech Chamber of Architects. The written documentation is available for inspection at the jury secretariat.

16. APPROVAL OF THE COMPETITION TERMS AND CONDITIONS

These competition terms and conditions were discussed and approved by the jury at the inaugural jury meeting, which was held on 16 October 2015.

These competition terms and conditions were found to be fair and approved by the Czech Chamber of Architects in letter ref. no. xxxxxx on xxxxxx (see Annex1).

URBANISTIC AND ARCHITECTURAL COMPETITION FOR THE EXPANSION OF THE CEMETERY AT HOSTIVAŘ, Prague 15

In Prague, on

Mgr. Martin Červený
Správa pražských hřbitovů, p.o. (PCA)

17. ANNEXES

Annex 1 Letter from the Czech Chamber of Architects confirming the fairness of the competition

Annex 2 Sample declaration on the legal relations between a participant (legal entity) and an author / declaration of authorship

Annex 3 Affidavit of compliance with the basic qualification requirements

Annex 4 Affidavit of compliance with the professional qualification requirements