



**TWO-STAGE OPEN PROCEDURE
DESIGN CONTEST**

for the construction of the

**NEW SCIENCE CENTRE
of the
CITTA' DELLA SCIENZA
NAPLES**

CIG CODE: **57825295E2**

CUP CODE: **G69F1400000005**

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A 1 Contracting entity and purpose of contest

A 1.1. Contest contracting entity

Fondazione IDIS – Città della Scienza

hereinafter Fondazione IDIS

Via Coroglio, 57 – 80124 Napoli

+39 081 7352 424

fax +39 081 7622 670

Homepage: www.cittadellascienza.it

With the support of

Fondazione Architetti e Ingegneri Liberi Professionisti registered with INARCASSA

hereinafter Inarcassa Foundation

Via Salaria, 229, 00199 Roma

+39 06 85274216-5 – fax +39 06 85274560

Homepage: www.fondazionearching.it

with the technical-scientific advice of

ENEA, Agenzia nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile

Lungotevere Thaon di Revel 76, 00196 ROMA

+39 06 36271

Homepage www.enea.it

Sole Manager of Procedure:

ANTONIO IANNITTO c/o Fondazione IDIS

A 1.2. Coordination Centre

Fondazione IDIS

Via Coroglio, 57, 80124 Napoli

+39 081 735 2424 fax +39 081 7622 670

PEC [certified email address] idis@legamail.it

Administrative coordinator:

ANTONIO LETTIERI – c/o Fondazione IDIS

A 1.3. Purpose of the contest

The purpose of the contest is to draw up the preliminary design and select the designers (architects/engineers) who will carry out all of the further design stages necessary to create the new SCIENCE CENTRE in the CITTA' della SCIENZA in Bagnoli – Naples.

Detailed information on the matters covered by the project are provided in the attached TECHNICAL DOCUMENTATION (annexes 01 to 09) of these contest regulations.

A 1.4. Estimated project implementation cost

The estimated net construction cost is 33,300,000 euro, including safety/security costs. This sum must be considered as a maximum and must not be exceeded when drawing up the preliminary design.

To implement the planimetric-volumetric specification required a maximum above-ground volume of **68,400 cubic metres** has been established. This may not be exceeded.

In the following table the estimated construction cost (excluding VAT) is broken down into individual categories:

E 13	ex Id	Construction works, including security/safety costs	€12,000,000
S 03	ex Ig	Structural works	€9,500,000
IA 01	ex IIIa	Water-sanitation systems	€1,000,000
IA 02	ex IIIb	Heating-air conditioning systems	€5,800,000
IA 03	ex IIIc	Special and electrical systems	€5,000,000
Total cost of works			€33,300,000

The break-down shown in the table is not binding for the purpose of developing the project proposals and is intended merely as a reference to identify the special technical-organisational requirements and to calculate the expected fee.

A 2. Type of contest

A 2.1. Contest procedure

An anonymous two-stage open procedure has been selected to create the new SCIENCE CENTRE. This will involve a pre-selection through the submission of proposal ideas in accordance with Article 109.1 (two-stage design contests) of Legislative Decree 163/2006 as supplemented and amended (hereinafter Legislative Decree 163/2006 a.s.a.).

The tender is being called as an architectural design contest in the context of a procedure for the awarding of public procurement contracts in accordance with Article 99.2 (a) of Legislative Decree 163/2006.

Participation in Stage 1 of the contest (pre-selection) is open to all parties referred to at point A 3.2. In this stage, planners/designers must submit a design idea that will enable the judging commission to identify participants' architectural concept, which should comply with:

- the requirements set out in point A 5.1
- the planimetric-volumetric specification (Technical Annex 08)
- the guidelines set out in the Preliminary Design Document (Technical Annex 09)
- the evaluation criteria set out in point A 5.5.

The judging commission referred to in point A 5.6 will choose 15 (fifteen) design projects from those submitted, to be developed in Stage 2 of the contest. The winning project will be chosen from those submitted in Stage 2.

The sole selection criterion in the pre-selection stage is the quality of the concept submitted.

Both stages of the contest will be conducted anonymously. Anonymity will be guaranteed at all stages (see point A 3.8, anonymity).

A 3. Relevant legislative provisions and procedural rules

A 3.1. Relevant legislative provisions

- Legislative Decree 163/2006 a.s.a. “Code of public contracts of works, services and supplies in implementation of Directives 2004/17/EC and 2004/18/EC”
- Presidential Decree 207/2010 as supplemented and amended (hereinafter Presidential Decree 207/2010 a.s.a.) “Regulations for the enforcement and implementation of Legislative Decree 163 of 12 April 2006 containing the ‘Code of public contracts of works, services and supplies’”.

The specific legal basis for this contest consists of the following documentation:

- these regulations and complementary documentation
- the protocol of requests for clarification and answers to those requests (Stage 1)
- the protocol of requests for clarification and answers to those requests (Stage 2)

A 3.2. Parties eligible to participate in the contest

Architects and engineers who have their residence and domicile in a member state of the European Union or Economic Space or in a third country that is a contracting party to the General Agreement on Trade in Services (GATS) of the World Trade Organisation (WTO), and who at the date of publication of the invitation to tender in the Official Journal of the European Union are authorised to exercise the profession and are registered with their professional organisation (excluding those registered in section B or in the special lists) or in the specific rolls envisaged by their professional organisations under the laws of their individual countries may take part in the contest. If the professional qualifications in their country of origin are not governed by law, the technical requirements are deemed to be met if the parties concerned possess a diploma, certificate or other professional qualification that is recognised under Directive 2005/36/EC.

More specifically, the following parties indicated in Article 90.1 (d), (e), (f), (f-bis), (g) and (h) of Legislative Decree 163/2006 a.s.a. are eligible to take part (as envisaged by Article 101.2 of said Legislative Decree):

- **individual professionals or professionals operating as associates** in the forms referred to in Law 1815 of 23 November 1939 as amended and Article 90.1 (d) of Legislative Decree 163/2006 a.s.a.
- **firms of professionals** – Article 90, paragraphs 1 (e) and 2 (a) of Legislative Decree 163/2006 a.s.a.
- **engineering firms** – Article 90, paragraphs 1 (f) and 2 (b) of Legislative Decree 163/2006 a.s.a.
- **providers of engineering and architectural services** established in other member states (as referred to in category 12 of Annex A of Legislative Decree 163/2006 a.s.a. – Article 90.1 (f-bis) of Legislative Decree 163/2006 a.s.a.), under the conditions envisaged by Article 39 of the Code of Public Contracts (Legislative Decree 163/2006);
- **temporary groupings of the parties referred to at letters** (d), (e), (f), (f-bis) and (h), to which the provisions of Article 37 of Legislative Decree 163/2006 a.s.a. apply, where compatible;
- **permanent consortia of firms of professionals and engineering companies**, including in a mixed form, established under the arrangements envisaged in Article 90.1 (h) of Legislative Decree 163/2006 a.s.a.

It is envisaged that tenderers selected to take part in Stage 2 of the contest may form a temporary grouping of professionals or change the grouping already proposed to take part in Stage 1 with other parties, as referred to in point A 3.2, who have not already taken part in Stage 1.

In this event, when delivering the submissions envisaged for Stage 2 of the contest, in addition to attaching all the declarations set out below the tenderer must declare who the participants in the future grouping will be (FORM 2).

Individual tenderers or members of the grouping who have taken part in Stage 1 retain, within the proposed new grouping, the role of participating designer and do not necessarily have to be the group leader holding the mandate for the new group.

A 3.3. Participation requirements

On pain of exclusion, tenderers must possess the following minimum requirements to take part in the contest:

- general requirements as referred to in paragraphs 1 and 2 of Article 38 of Legislative Decree 163/2006 a.s.a.
- professional eligibility requirements as referred to in Article 39 of Legislative Decree 163/2006 a.s.a.
- fulfilment of welfare contribution requirements (Article 90.7 of Legislative Decree 163/2006 a.s.a.).

Firms of professionals, engineering firms and permanent consortia of professional and engineering firms must also meet the requirements set out in Article 90 of Legislative Decree 163/2006 a.s.a., as well as in Articles 254 to 256 of Presidential Decree 207/2010 a.s.a..

In the case of temporary groupings of firms, each member of the group must meet the requirements set out in Articles 38 and 39 of Legislative Decree 163/2006 a.s.a., **on pain of the exclusion of the entire grouping**.

All participants, in the various forms eligible to participate, must be VAT registered, on pain of

exclusion.

Providers of engineering and architecture services as referred to in letter f-bis of Legislative Decree 163/2006 a.s.a. must provide proof of their qualification, in accordance with the arrangements in force in their state of residence, in the form of an extract from the professional or commercial registers referred to in Annex XI C of Legislative Decree 163/2006 for service procurement tenders. This may be in the form of a sworn statement or in any case comply with the provisions and arrangements envisaged in the member state in which they are established.

For firms, registration with the Chamber of Commerce for the specific object of the tender or with the corresponding commercial register for parties resident in a foreign state is required.

The general requirements (Article 38 of Legislative Decree 163/2006) must be declared by all tenderers and by all the professionals indicated as members of the operational structure.

The absence of the causes for exclusion envisaged by Article 38.1 letters (b), (c) and (m-ter) of Legislative Decree 163/2006 must be declared:

- in the case of an individual practice: by the owner
- in the case of a general partnership: by all partners
- in the case of a limited partnership: by the general partner
- in the case of other types of company or permanent consortium: by all directors with powers of representation, or by the technical director or sole shareholder; in the case of companies with fewer than 4 partners, by the majority shareholder
- in the case of associations of professionals pursuant to Law 1815/1939 or firms of professionals: by all associates or by all shareholders/members
- in the case of engineering firms: also by all the technical directors.

The declaration should also be made by the representative or agent.

If selected for Stage 2 of the contest and at the time of participation in Stage 2, participants must declare that they meet the general and special requirements through a self-certification pursuant to Presidential Decree 445/2000.

The contracting entity will verify the veracity of the declarations made by the parties awarded prizes and recognition of merit.

A 3.3.bis. Minimum working group

The estimated number of units required to perform the commission, given the estimated works, is 8 (eight). The members of the working group must be part of the tenderer's organisational structure/s (owners, active members/shareholders, employees, consultants on an annual basis registered in section A of their professional associations. Said consultants must be VAT registered and sign the project, and have invoiced the tenderer for over 50% of their annual turnover, as resulting from their latest VAT return).

One of the members of the group must meet the requirements set out at Article 98 of Legislative Decree 81/2008 for the coordination of safety/security during the design stage.

The minimum working group must be shown at the time of participation in Stage 2 of the contest.

A 3.4. Special requirements for the subsequent award of the commission

While special requirements A), B), C) and D) listed below are not minimum requirements

for participation in Stage 1 of the contest, they must be met and declared for participation in Stage 2.

The participants selected to proceed to Stage 2 must therefore declare that they meet the requirements by submitting a self-certification pursuant to Presidential Decree 445/2000 when delivering the drawings envisaged for Stage 2 of the contest.

The winner of the contest will be required to submit documentary evidence confirming the declarations made.

Technical-organisational requirements (Article 263.1 letters b), c) and d) of Presidential Decree 207/2010) (declaration to be submitted at the time of participation in Stage 2 of the contest).

A) To guarantee that their organisational and operational structure is suitable, in the best five of the last ten financial years preceding the publication of the invitation to tender participants must have carried out services as referred to in Article 252 of Presidential Decree 207/2010, as commissioned contractor, for an overall turnover equal at least to the amount of the fees established to perform the commission that will be entrusted to the winner of the contest, estimated at €1,799,540.00.

B) In the ten years preceding the date of publication of the invitation to tender, participants must have performed services as referred to in Article 252 of Presidential Decree 207/2010, concerning works belonging to each of the "ID OPERE" (works identification (WORKS ID) classes and categories) of the works to which the services to be awarded refer. These are based on the lists contained in the current regulations on fees (Ministerial Decree 143/2013). The total sum for each WORKS ID should be equal to at least the estimated amount of the works to which the service to be awarded refers, calculated with regard to each WORKS ID.

Each of the services concerned must be carried out in full as specified below.

C) In the ten years preceding the date of publication of the invitation to tender, participants must have performed at least two services as referred to in Article 252 of Presidential Decree 207/2010, concerning works belonging to each of the WORKS ID of the works to which the services to be awarded refer. These are based on the lists contained in the current regulations on fees (Ministerial Decree 143/2013). The total sum for each WORKS ID should be no less than 0.40 times the estimated amount of the works to which the service refers, calculated with regard to each WORKS ID.

To reach the requirement, a maximum of two services for each WORKS ID can be considered.

Each of the two services must have been carried out in full as specified below.

The services referred to at letters B) and C) above are those begun, completed and approved in the ten years preceding the date of publication of the invitation to tender, or the part of those services completed and approved in the same period, in the case of services begun prior to said 10-year period. Non-completion of works related to these is not relevant in this regard. For the purposes of this paragraph, the approval of project management services should be understood as referring to the date of deliberation pursuant to Article 234.2 of Presidential Decree 207/2010. Services performed for private clients may also be submitted. Tenderers may declare through a self-declaration that the above-mentioned services were performed. In the event that they are awarded the contract, they will be required to provide documentary evidence in the form of

certificates of satisfactory performance issued by the private clients, or the licences permits, or certificate of approval, regarding the work for which the service was performed, or a copy of the contract and the invoices for the service.

The requirements should be understood as referring to services performed in person and directly by the tenderer. For services performed in contracts awarded in co-participation with other parties, to demonstrate that the requirements are met the share of the works corresponding to the percentage of the total works attributable to the tenderer in question must be calculated.

The definition “carried out in full”, as envisaged in the last sentence of points **B** and **C**, means that, in the case of services performed in co-participation with other parties, the amount to be considered for the purpose of establishing that the limits have been met is the amount relating to the proportion actually attributed [to the tenderer] and not the total.

D) Participants must have had, in the last three years or in the three best years of the five-year period preceding the date of publication of the invitation to tender, an average annual number of technical personnel of no less than **16 (sixteen) units**, or twice the 8 units required for the performance of the commission. Units are estimated on the basis of the amount of the works and, above all, of the complexity of the design project required.

The technical personnel includes:

- the owners of the technical structures
- active shareholders
- employees
- consultants on an annual basis registered with their professional associations, where one exists; they must be VAT registered and sign the project or the project verification reports, or be part of the project management office and have invoiced the tenderer for more than 50% of their annual turnover, resulting from their VAT return for the year taken as reference
- external suppliers working on a project basis in the case of parties not exercising the arts or professions.

The date of publication of the invitation to tender is the date of publication in the Official Journal of the European Union.

For tenderers established in other countries of the European Union, the services referred to in Article 252 of Presidential Decree 207/2010 should be understood as equivalent services on the basis of the provisions in force in said countries.

Temporary groupings

In the case of temporary groupings as referred to in Article 90.1 (g) of the Code, the requirements as referred to in letters **A), B) and D)** must be met cumulatively by the group, without prejudice to the fact that the mandate holder must meet a higher percentage of the requirements than each of the grantees. The requirement referred to at letter C) must be met by the mandate holder for at least one of the two the services contributing to the requirement.

For the requirement referred to under letter C), each of the two projects may refer to a different economic operator in the group and two projects are sufficient to meet the requirement even if they are attributed to different economic operators. The amount of each project contributing to the requirement cannot however be sub-divided and the service to which it relates must have been performed in full by the group member contributing to the requirement.

In this case too, for services performed in co-participation with other parties, to demonstrate that the requirements are met the share of the works corresponding to the percentage of the total works attributable to the tenderer in question must be calculated.

In accordance with Article 90.7 of Legislative Decree 163/200, temporary groupings established or to be established as envisaged by Article 90.1 (g) of said Legislative Decree **must show, on pain of exclusion**, pursuant to Article 253.5 of Presidential Decree 207/2010, that the persons who will perform the design service include at least one graduate professional (architect or engineer) authorised for less than five years to exercise the profession under the legislative provisions of the European Union member state of residence. Said graduate must be registered in section A of their professional association register. Without prejudice to the requirement for registration in their professional register, the design professional in question can be one of the subjects referred to in Article 253.5, letters (a), (b) and (c) of Presidential Decree 207/2010.

It should be noted that the presence of a young professional does not entail an obligation to be an associate in the grouping. Therefore, the professional in question must not be part of the temporary grouping as a member. He or she can be an employee, a consultant on an annual basis who has invoiced the tenderer for more than 50% of their annual turnover as resulting from their latest VAT return or an independent contractor with on-going working relationship (formerly known under Italian law as “project” or “co.co.co” workers) with one of the parties making up the grouping. The young professional must be part of the working group indicated in the application to participate.

The winner of the contest will be required to submit documentary evidence confirming the declarations made.

A. 3.5. Outsourcing

In accordance with Article 49 of Legislative Decree 163/2006, participants – individuals or consortia or groupings pursuant to Article 34 – may draw on the technical and organisational capacities of other parties indicated under Article 90.1 (d), (e), (f), (f-bis), (g) and (h) of Legislative Decree 163/2006 a.s.a.. In this case, and if selected to proceed to Stage 2 of the contest, the participant must declare this when delivering the Stage 2 documentation, by including:

a) a self-certification pursuant to Presidential Decree 445/2000, stating their intention to outsource to meet the requirements for participation in the contest, indicating the requirements themselves and the auxiliary party (certification to be made using **FORM 4**)

b) a self-certification pursuant to Presidential Decree 445/2000 (**FORM 4 and 4bis**) with attached a copy of an identity document signed by the auxiliary party and stating the following:

- that the auxiliary party meets the general requirements referred to in Article 38 of Legislative Decree 163/2006, and meets the technical requirements and possesses the resources referred to in point A 3.4 scope of outsourcing; it should be noted that if the scope of the outsourcing is the requirement referred to at letter **C** for each WORKS ID, it must be met in full by one single auxiliary party. The points set out at points A 3.3 and A 3.4 referring to the declaration that the requirements are met also apply to the auxiliary party.
- the auxiliary party's obligation to the participant and to the contracting entity to make available

- for the entire duration of the contract the necessary resources which the tenderer lacks;
- that it is not competing in the tender on its own account or as an associate or consortium member.

c) **Original or true copy of the contract (FORM 5)** by virtue of which the auxiliary party undertakes to provide the participant with the requirements and to make available the necessary resources for the entire duration of the contract.

In the case of outsourcing to a party that belongs to the same group, in place of the contract referred to at letter c) the participant may submit a self-certification pursuant to Presidential Decree 445/2000 stating the legal and economic connection in the group that gives rise to the same obligations envisaged by Article 49.5 of Legislative Decree 163/2006.

d) A *Documento unico di regolarità contributiva* (DURC – statement of correct fulfilment of welfare contribution obligations) for all persons who, for the auxiliary party, sign the requirements declaration and all employees or other personnel making up the minimum working group.

A 3.6. Limits to participation and causes for exclusion

Persons who could be favoured as a result of their performance of preliminary services of relevance to the contest and/or their involvement in drawing up the regulations or implementing the contest or who could in any way influence the decisions of the judging commission are **excluded** from taking part in the contest.

This applies in particular to the following parties:

1. the coordinator, the preliminary examiners, members of the judging commission
2. spouses, relatives and relations of the 1st, 2nd and 3rd degree of kinship of the persons referred to at point 1
3. the habitual business and project partners of the persons referred to at point 1
4. the direct superiors and colleagues/assistants of the persons referred to at point 1.

Employees of the contracting entity, employees or contractors with a permanent working relationship with the participants, and public sector employees **may not take part in the contest**.

Persons who have or have had an on-going or known working relationship with the contracting entity may only participate if they are not directly involved in drawing up the contest subject matter and the invitation to tender.

Under the terms of Article 253.1 of Presidential Decree 207/2010, tenderers are **prohibited** from taking part in the same contest in more than one temporary grouping or from taking part individually and at the same time with associates (temporary grouping, permanent consortia). Failure to comply with this ban will lead to the **exclusion from the contest of all the tenderers concerned**.

The same ban exists under Article 253.2 of said Presidential Decree for individual professionals if the professional concerned is a director, shareholder, employee, consultant or supplier on a project basis (former co.co.co) of a firm of professionals or engineering firm taking part in the contest, under any form. Failure to comply with this ban will lead to the **exclusion from the contest of all the tenderers concerned**.

The prohibitions envisaged in the preceding points apply from the start of Stage 1 of the contest.

For matters not envisaged explicitly in the contest regulations, reference should be made to the legislation governing this matter and more specifically Articles 36 and 37 of Legislative Decree 163/2006 a.s.a., and Articles 252 to 256 of Presidential Decree 207/2010 a.s.a..

A 3.7. Conditions of participation

Participation in the contest implies unconditional acceptance of all the provisions contained in the contest regulations and documentation. By signing the application (**FORM 1 and FORM 3**) participants declare that they accept the contest conditions. The winner undertakes to accept the commission under the conditions referred to at point A 6.8 "Award of the commission" with respect to the services to be performed, implementation times and the amount of the fee envisaged.

A 3.8. Anonymity

Participants' anonymity will be guaranteed for the entire duration of the contest.

Anonymity will be guaranteed through the use of 2 different alphanumeric identification codes of eight Arabic numerals and/or letters of the alphabet, to be freely chosen:

one code for Stage 1 and one code, different from the first, for Stage 2.

Both codes must already be shown in the application to take part delivered during Stage 1 (FORM 1) of the contest and REPRODUCED IN IDENTICAL FORM in the administrative documentation for Stage 2.

The envelopes containing the application to take part will be opened only after the winning design has been selected.

The winning design will be identified at the end of the contest by the Stage 2 code, **which participants may not change** until the contest has been completed.

The minutes summarising the deliberations of the judging commission for Stage 1 will refer to the individual submissions and only show the alphanumeric codes.

A 3.9. Copyright

Ownership of the winning designs will pass to the contracting entity once the prize in money has been paid.

The contracting entity has the right to publish the submissions after the contest ends, showing the names of their creators and without making any additional payment to them. This right also applies to the creators of said submissions, who will be able to publish their drawings and plans without limitations.

The contracting entity reserves the right to mount an exhibition with the submissions received.

A 3.10. Contest languages and system of measurement

The contest language is Italian. All of the written documentation and drawings or images made available to the participants, and the protocol of requests for clarification and the answers to those

requests (Stage 1) and the protocol of requests for clarification and the answers to those requests (Stage 2) will be drawn up in Italian.

Any wording included in the contest submissions must be in Italian.

For the contest documentation and the submissions, only the metric (decimal) system shall be valid.

A 3.11. Payment of participation fee to the Anti-Corruption Authority

On pain of exclusion, a payment of **€140.00** must be made to the Autorità Nazionale Anti Corruzione (ANAC – The National Anti-Corruption Authority) as a fee for participation in the contest, in accordance with the operational instructions provided by ANAC on its website at

http://www.anticorruzione.it/?page_id=10942

Depending on the method of payment, participants must submit the following documentation:

- a) **For online payment using a Visa, MasterCard, Diners or American Express credit card** (to make the payment participants should connect to the “Servizio riscossione” (collection service)): **payment receipt**. The receipt can be obtained at any time using the “*pagamenti effettuati*” (payments made) function.
- b) **Payment in cash: payment receipt (Lottomatica receipt)**, issued by all authorised tobacconists and Lottomatica sales points. Payment may be made, using the payment form issued by the *Servizio di riscossione* (collection service), at said sales points.
- c) **for foreign participants only, for payment through international bank transfer**, payment should be made to current account no. 4806788, Monte dei Paschi di Siena bank (IBAN: IT 77 0 01030 03200 0000 04806788), (BIC: PASCITMMROM), account holder “Autorità per la vigilanza sui contratti pubblici di lavori, servizi e forniture”: **payment receipt**.

The payment reference may only include:

- the participant's tax code
- the **CIG** code identifying the tender procedure (see page 1 – front page of contest regulations).

The deadline for payment corresponds to the date of submission of the drawings/plans for Stage 1. If the payment has not been made by that time, **the participant will be excluded from the contest**.

The receipt for payment of the fee **must be included** with the documentation in ENVELOPE B – ADMINISTRATIVE DOCUMENTATION as referred to at point A 5.3.

For groups:

One single payment must be made, by the participating designer.

A 4. Contest timescale and documentation

A 4.1. Timescale

The following timescales is envisaged for the contest:

* start date of tender	publication of invitation to tender
* request for clarification, Stage 1	24-11-2014
* publication of replies to questions, Stage 1, by	01-12-2014
* delivery of submissions, Stage 1, by	20-01-2015
* opening of envelopes, Stage 1	10.00 am, 21-01-2015
* publication of the 15 alphanumeric codes of submissions selected for Stage 2	consult the portal
* Requests for clarification, Stage 2	within 10 days of publication
* Replies to requests for clarification, Stage 2	within a further 5 days
* Delivery of drawings/plans, Stage 2	within a further 55 days
* Opening of envelopes, Stage 2	3 days

For special requirements, and at the sole discretion of the Contracting Entity, this timescale may be changed.

The above dates are published in the "***Bando e avvisi speciali Concorso Città della Scienza***" (*Tender and special notices – Città della Scienza Contest*) of the website of the *Foundation of Professional Architects and Engineers Registered with Inarcassa* <http://fondazionearching.it/site/ricostruzione-del-science-centre/>, hereinafter referred to as the "**Portal**".

Participants are invited to consult the ***Bando e avvisi speciali Concorso Città della Scienza*** section of the Portal regularly to check whether any further information has been published.

A 4.2. Contest documentation

Participants can consult and download the following documents from the **Portal** (web address and section as shown at point A 4.1_ above).

ADMINISTRATIVE DOCUMENTATION

STAGE 1

FORM 1 – APPLICATION TO TAKE PART IN THE CONTEST AND SUPPORTING DECLARATIONS/STATEMENTS

STAGE 2

FORM 2 – DECLARATION BY TENDERERS SELECTED FOR STAGE 2

FORM 3 – APPLICATION TO TAKE PART IN THE CONTEST AND SUPPORTING DECLARATIONS

FORM 3 BIS – SUPPORTING DECLARATIONS FOR ADMISSION TO THE CONTEST

FORM 4 – DECLARATIONS BY THE AUXILIARY PARTY

FORM 4 BIS – SUPPORTING DECLARATIONS BY THE AUXILIARY PARTY

FORM 5 – TEMPLATE FOR OUTSOURCING CONTRACT

FORM 6 – DECLARATION CONCERNING SPECIAL PARTICIPATION REQUIREMENTS

FORM 7 – DECLARATION UNDERTAKING TO ESTABLISH A TEMPORARY ASSOCIATION

TECHNICAL DOCUMENTATION

Annex 01

CITTA' DELLA SCIENZA presentation

Annex 02

Framework Programme Agreements (Italian initials APQ)

Annex 03

Geographical and town-planning background

Annex 04

Condition of existing buildings to be maintained

Annex 05

General plans and Science Centre prior to the fire

Annex 06

Geo-stratigraphic report

Annex 07

Photographic documentation

Annex 08

Planimetric-volumetric specification

Annex 09

Preliminary document for design project

Annex 10 **To be included in Envelope C – SUBMISSIONS Stage 2**

Table for verification of areas

Annex 11 **To be included in Envelope C – SUBMISSIONS Stage 2**

Volume calculation template

A 5. Stage 1 of contest – pre-selection

A 5.1. Submission requirements

For the pre-selection, a design concept must be submitted. This proposal must be presented in a clear and simple manner and demonstrate to the judging commission the essential architectural idea that the participant intends to develop and deliver as their entry.

Participating designers must demonstrate their design proposal to the judging commission by creating a convincing architectural concept. At this stage, participants have complete design freedom, on condition that they comply with the presentation requirements set out below.

A 5.1.1. Drawings, plans and diagrams explaining the design proposal

The following drawings, plans and diagrams are required:

- a plan showing the insertion of the proposal in the surrounding urban context, 1:1000
- a representation of the distribution of volumes in 3-dimensional form
- a plan, 1:500
- a maximum of two three-dimensional images in the form of sketches (computer-generated digitally rendered images are not allowed)
- a brief report illustrating the proposal, maximum length two UNI A4 pages.

For each drawing, plan and diagram only one single sheet – size UNI A1 horizontal (landscape) format (840x594mm) – may be used; these should be placed folded in the envelope.

Drawings in colour are allowed.

The submissions must include only the following wording:

“Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 1”

[Note: this translates as: “Contest for the design of the NEW SCIENCE CENTRE of Città della Scienza – Naples – Stage 1”]

The only other marking they can and must include is the **Stage 1 alphanumeric code composed of at least eight numbers and/or letters**; this should be placed in the upper right-hand corner of

each submission.

To ensure uniformity, the alphanumeric code must be placed in a rectangle measuring 80/10mm.

Submissions that, in addition to the alphanumeric code and the above-mentioned wording, contain other information that could identify their creator, will be excluded from the evaluation.

Any violation of anonymity **will lead to exclusion** from the contest and therefore from Stage 2, in accordance with Article 46.1 bis of Legislative Decree 163/2006.

Drawings not requested in this point (A 5.1.1) will not be submitted for evaluation and will not be examined by the commission or will be set aside during pre-verification.

A 5.1.2 Administrative documentation

- Application to participate, drawn up in conformity with the form provided and submitted in accordance with Presidential Decree 445/2000 (**FORM 1**) containing a declaration to the effect that the applicant is VAT registered and has fulfilled their welfare contribution obligations and concerning the participation limits and causes of exclusion (point A.3.6). **The codes chosen for Stage 1 and Stage 2 must also be indicated.**
- receipt demonstrating payment of fee to the Authority (ANAC)
- *Documento unico di regolarità contributiva* (DURC – statement of correct fulfilment of welfare contribution obligations) issued by INARCASSA or by the relevant division of the Italian National Insurance Institute (INPS) or by the WELFARE INSURANCE BODY with which the applicant is registered, for the owners and members of the professional practices participating, for consultants on an annual basis registered with their professional associations, for active shareholders, directors and technical directors of professional firms and engineering firms, for consortium members (for which the permanent consortium is competing in the tender).
In cases where there is no obligation to pay welfare contributions, the exempted parties must individually enclose a specific declaration in this regard. The date of issue of the DURC may not be more than 60 (sixty) days prior to the deadline for the delivery of the submissions for Stage 1 of the contest. **Failure to submit a DURC** will lead to **exclusion** from the contest.

For tenderers taking part in the form of a temporary grouping, whether already established or to be established, the application must be submitted by all the operators in the grouping and must be signed by the legal representative of each of the operators making up the group. All operators in the group must also sign the formal undertaking to establish the grouping in the event that they are awarded the contract at the end of Stage 2, using the form provided (**FORM 7**).

A 5.2. Requests for clarification

Requests for clarification should be sent solely by email to the following address:

cittadellascienza@fondazionearching.it

by the closing date indicated at point A 4.1. Requests for clarification must include the wording “Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 1”.

The protocol for requests for clarification and the replies to them will be published on the **Portal** by the date indicated at point A 4.1 and will become an integral part of the contest regulations.

A 5.3. Delivery of the submissions

The submissions must be delivered in a closed outer envelope made of a non-transparent material. The envelope must only contain the following wording: **“Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 1” and the alphanumeric code for Stage 1.**

The outer envelope must contain two closed, non-transparent envelopes (envelope A and envelope B), bearing, respectively, the wording:

“BUSTA A – ELABORATI”

“Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 1”

CODICE ALFANUMERICO _ _ _ _ _

[Note: This translates as: “ENVELOPE A – SUBMISSIONS” “Contest for the design of the NEW SCIENCE CENTRE of Città della Scienza – Naples – Stage 1” ALPHNUMERIC CODE _ _ _ _ _]

“BUSTA B – DOCUMENTAZIONE AMMINISTRATIVA”

“Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 1”

CODICE ALFANUMERICO _ _ _ _ _

[Note: This translates as: “ENVELOPE B – ADMINISTRATIVE DOCUMENTATION” Contest for the design of the NEW SCIENCE CENTRE of Città della Scienza – Naples – Stage 1” ALPHNUMERIC CODE _ _ _ _ _]

The absence of even just one of the two envelopes that should be included in the outer envelope will lead to **exclusion from the contest**.

On pain of exclusion, envelope A must contain only the submissions required under point A 5.1.1 (*it must not contain: the application to participate, the DURC, or the receipt for payment of the fee to the Anti-Corruption Authority*).

On pain of exclusion, envelope B must contain only the application to participate (**FORM 1**); the DURC/S; the formal undertaking to establish a temporary grouping, if applicable; and the receipt for payment of the fee to the Anti-Corruption Authority.

The code shown on the outer envelope, on the individual envelopes and on the submissions must be identical, **on pain of exclusion**.

The outer envelopes containing the contest documentation must be delivered by

13.00 hours of 20 January 2015

to the office of

**CITTA' DELLA SCIENZA
via Coroglio, 57
80124 Naples**

The envelopes may be delivered from Monday to Friday from 09.00 to 14.00 hours.

To guarantee anonymity, the submissions must be delivered through a third party. If they are sent by post or authorised courier, the delivery will be deemed to be on time if the submissions reach the above-mentioned destination by the envisaged delivery deadline. Dispatch is at participants' sole risk. Submissions that do not reach the destination by the deadline will not be admitted to the contest. The address to be given as the sender's address is IDIS CITTA' DELLA SCIENZA.

The delivery receipt bearing only the alphanumeric code for Stage 1 and the date and time of delivery will act as proof of delivery by the deadline. The receipts for envelopes delivered by post or courier will be published on the **Portal** in such a way as to assure senders of their arrival. Alongside each alphanumeric code the date and time of receipt will be shown; this will also apply to envelopes received after the deadline.

A 5.4. Opening of the envelopes

The envelopes delivered will be opened by the administrative coordinator in the presence of two witnesses in order to verify the timing of their arrival and that the documentation is complete, or that each outer envelope contains two envelopes with the wording shown in point A 5.3 above, and that, more generally, the formal requirements set out above have been met.

"ENVELOPE B – APPLICATION TO PARTICIPATE" will in any case remain closed and sealed and will be kept in a safe place.

The envelopes will be opened in a public session on 21 January 2015 at 10.00 hours at the office of

**CITTA' DELLA SCIENZA
via Coroglio, 57
80124 Napoli
tel. 081 735 2424**

The result of this verification procedure will be delivered to the judging commission.

A 5.5. Evaluation criteria and procedure

A 2-stage evaluation procedure is envisaged.

Before the judging commission evaluates the submissions, a technical group composed of 3 experts agreed by the two Foundations will conduct a preliminary technical assessment, in a closed session. The technical group will not judge the merits of the submissions but simply check that the documentation produced complies with the instructions/requirements contained in the invitation to tender and its annexes. A report on this preliminary verification will be delivered to the judging commission.

The judging commission will decide at the start of the session on whether participants may be admitted to the contest. The commission will then evaluate the submissions, using the following criteria:

- **Town planning-landscape concept (maximum 20 points)**

Insertion in the setting with respect to the notable features of the landscape and the existing built fabric of the area.

Effectiveness in establishing a positive relationship with the principal landmarks, such as the opening towards the Mediterranean Sea and the features of the Gulf of Pozzuoli.

Integration of the project in the broader Città della Scienza complex, from both the logistical-functional and visual relationships perspectives.

- **Functional aspects (maximum 35 points)**

Indications regarding the placement of the most important functional areas such as: the macro-blocks consisting of exhibition spaces, labs/workshops, spaces for events and temporary exhibitions and outdoor spaces supporting the activities. Possibility of flexible and separate use of the various macro-blocks and the other functions present in the Città della Scienza.

Indication of the strategies the participants intend to pursue to achieve the project's "smart building" objectives.

- **Architecture and creative originality of the proposal (maximum 45 points)**

Architectural modelling of the volumes, including in relation to environmental sustainability and bioclimatic concepts.

Potential of the forms to evoke and convey to present and future users the historic memory of the complex and its vicissitudes.

The submissions will be evaluated in successive stages for each of the above criteria. The reasons for the result will be provided through the scores.

The judging commission will pay special attention to the proposed ideas' suitability for the development of the project in Stage 2 of the contest and the possibility of achieving a high-quality result at the conclusion of the contest.

The 15 (fifteen) submissions awarded the highest scores will be admitted (without creating a list by order of merit) to Stage 2.

A report on the evaluation procedure will be drawn up and published on the **Portal** after the conclusion of the contest.

A 5.6. Judging commission

The range of architectural-composition features and functional requirements of the tender,

together with all the technical and performance-related requirements to be met, mean that the design to be drawn up will be of notable complexity. It will need to have the ability to respond – with well thought out and in many respects innovative solutions – to the many problems posed by the project. This complexity must necessarily be reflected in a multi-disciplinary evaluation procedure that uses as full a range of criteria as possible in examining all the features required by the contest and in evaluating the proposals. Bearing this in mind, it is deemed opportune, indeed necessary, to set up a judging commission composed of seven members in order to provide a wide range of knowledge and expertise.

The 7-member judging commission, each member of which will have a deputy, will be appointed no later than the date of the opening of the envelopes in Stage 1 of the contest. Its composition will be published on the **Portal**.

The commission will be able to operate only when all 7 members are present. Each decision must be put to a vote. No abstentions will be allowed.

If necessary, the commission may seek the opinion of external consultants without voting powers.

Deputy members may only be present in cases where it is necessary for them to act as substitutes. From the time of substitution they will assume for all effects and for all subsequent proceedings of the commission, Stage 1 and Stage 2, the role of effective members of the commission.

The composition of the judging commission will not be changed in the course of the contest, except for cases of *force majeure* which require the substitution of one or more members.

When the operation of checking and evaluating the submissions begins, the commission will appoint a coordinator from among its members to manage the proceedings.

The commission will use the services of a secretary provided by the IDIS Foundation for the drafting of the minutes.

A 5.7. Pre-selection results

A notice containing the 15 (fifteen) alphanumeric codes of the designs admitted to Stage 2 of the contest will be published on the Portal by the date indicated in point A 4.1.

The submissions delivered in Stage 1 will be kept in a safe place that will not be accessible until the end of the contest.

A 6. Stage 2 of the contest

A 6.1. Submission requirements

Participants admitted to Stage 2 of the contest are required to provide the following:

A 6.1.1 Drawings, plans and diagrams explaining the design proposal

The following must be submitted:

- Plan, 1:500

This plan must show the individual buildings with a view of the roofing, the external setting, accessibility, and distances between buildings. All access routes, entrances to buildings and vehicle access must be shown for the entire functional/organisational system of the Città della Scienza, evaluated as a whole.

- Plans for each of the floors, 1:200

The drawings must show all the plans and include the intended use of all the rooms/spaces and their net area. They should also contain the most important planimetric and altimetric measurements. The ground-floor plan must also include the external layout of the areas immediately adjacent to the building, and in particular: the Beach Promenade, the “Seafront Plaza” and the “Chimney-Stack Plaza”, with related closure and enclosure systems.

- Sections, 1:200

The most representative sections needed to define the buildings are required. The drawings must include the heights of the new buildings, of each floor, of the rooms/spaces and the ground level. The height to be used as a reference is the absolute height expressed in the planimetric-volumetric specification (Annex 8).

- Elevations, 1:200

All sides of the buildings must be shown.

- Stratigraphic drawings, 1:20

Indicative stratigraphic drawings of the principal construction elements of the outer walls of the buildings to illustrate their insulation and temperature resistance values.

- Computer-generated digitally rendered drawings and images, sketches at participants' discretion, etc

To supplement the design submission, perspective or axonometric sketches and photo-inserts may be used. Functional, usage and construction diagrams outlines are also allowed.

Only 4 drawings, in UNI A0 format, may be submitted. The orientation (landscape or portrait) is at participants' own choice.

Formats other than UNI A0 are not allowed. The drawings must be delivered in duplicate. One copy should be rolled up (copy for pre-verification stage); the second should be on a light, rigid backing (carton sandwich or similar) for display. This too should be in UNI A0 format.

All the planimetric drawings must show the compass bearings.

Drawings and images in colour are allowed.

- Design project report

The explanatory report, maximum length 12 (twelve) UNI A4 sheets (Garamond font, 12-point, single line-spacing) must describe and give reason(s) for the solution proposed for the various evaluation criteria.

The report must also illustrate: the energy class of the buildings and the performance standards of

the cladding, as well as preliminary information regarding the size and type of installations to be used to exploit renewable sources; solutions for air conditioning/temperature control systems (summer and winter); automation systems to control, regulate and manage the technology used in the buildings and systems; and the choices made with respect to anti-seismic safety.

Although not required, explanatory sketches or diagrams may also be included.

- Verification of usable floor areas

On the basis of the indicative information required in the planimetric-volumetric specification, **Annex 10** must be completed with an indication of the net areas and heights of the rooms/spaces. This should be included with the drawings for submission.

- Verification of total volume

The gross usable volumes should be calculated in such a way as to be easily understood and checked, using sketches/planimetric diagrams scale 1:500. The calculation template is provided in **Annex 11** and should be included with the drawings for submission.

- List of the drawings submitted, on one UNI A4 format sheet

- All of the documentation must also be delivered in .PDF format on non-writable CD or DVD bearing **only** the Stage 2 alphanumeric code.

Designs that exceed the required number and format of drawings and/or which do not include the minimum content set out above will not be admitted to the evaluation.

All of the drawings, plans and diagrams must include **only** the wording “Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 2”* and the **Stage 2 alphanumeric code** indicated in the application to participate in the contest.

[*Note: this translates as: “Contest for the design of the NEW SCIENCE CENTRE of Città della Scienza – Naples – Stage 2”]

To ensure anonymity through uniform presentation of the submissions, the alphanumeric code should be placed in the upper right-hand corner of each drawing. It must not be any larger than a rectangle measuring 80/10mm.

Submissions that, in addition to the alphanumeric code and the above-mentioned wording, contain other information that could identify their creator, will be excluded from the evaluation.

Any violation of anonymity **will lead to the exclusion** of the design submission in accordance with Article 46.1 bis of Legislative Decree 163/2006.

A 6.1.2 Administrative documentation

Please note the information provided in point A3.2 regarding the possibility for tenderers in Stage 1 of the contest who are selected to proceed to Stage 2 to set up a temporary grouping of professionals or change the grouping already proposed to take part in Stage 1, with other parties as referred to in point A3.2 who have not already taken part in Stage 1.

The submissions delivered for Stage 2 of the contest should also include, in addition to the drawings, plans and diagrams, the following administrative documentation:

- ❖ **A new application to participate in** accordance with Presidential Decree 445/2000 (FORM 3), drawn up and signed by tenderers admitted to Stage 2 of the contest. In the case of a grouping that has still to be established, the application must be signed by all participants. In the case of a grouping that has already been established, it may be signed by the mandate holder only, but a certified copy of the deed or official document establishing the grouping will need to be submitted.

In the case of a permanent consortium, the application must be signed by the consortium's legal representative and must include a declaration indicating the consortium member/s for which the permanent consortium is competing, in conformity with **FORM 3**.

In the case of practices with associates, the application must list and provide the personal details of members of the association. In the case of a group, established or still to be established, it must include a list of all members of the group, with their personal or company details. In the case of companies it must also contain the personal details of all members of the company, the directors, the legal representatives and technical directors. In the case of permanent consortia, the above-mentioned information must refer to the member/s for which the consortium is competing.

The application must also include the following information:

- the working group
- the professional entrusted with integrating the various specialist services
- the professional entrusted with coordinating safety/security during the design stage
- in the case of a grouping, whether established or to be established, the graduate professional (architect or engineer) authorised for less than five years to exercise the profession and registered with the relevant professional association in section A
- any independent contractors and/or external consultants authorised to exercise the profession, to whom the incompatibility conditions referred to in point A 3.6 must not apply
- In the case of a temporary grouping that has already been established, the application must include the collective mandate or the official document of establishment, as resulting from an authenticated private deed, and the special power of attorney granted to the legal representative of the mandate holder – as resulting from a public deed and each of the authorising parties.

- ❖ **(in the case of a grouping not yet established) a declaration (FORM 7) undertaking** to establish the grouping, signed by all members and indicating the group leader holding the mandate (who may be different from the individual professional selected to take part in Stage 2):

self-certification to the effect that the requirements set out in point A 3.3 are met; this must be made in accordance with Presidential Decree 445/2000 and submitted by all tenderers, each for the matters for which they are competent (**FORM 3**)

- **self-certification to the effect that none of the causes for exclusion** envisaged by Article 38.1, letters (b) and (c) of Legislative Decree 163/2006 apply, and regarding the limits to participation and causes of exclusion (point A.3.6), made in accordance with Presidential Decree 445/2000, submitted, each for the matters for which they are competent (**FORM 3**)

BIS), by the parties listed below:

- in the case of an individual practice: by the owner
- in the case of associations of professionals pursuant to Law 1815/1939 or firms of professionals: by all associates or by all members
- in the case of a general partnership: by all partners
- in the case of a limited partnership: by the general partners
- in the case of other types of company or permanent consortium: by all directors with powers of representation, or by the technical director or sole shareholder; in the case of companies with fewer than 4 partners, by the majority shareholder
- in the case of engineering firms: also by all the technical directors.
- by any and all members of the working group not included in the above list.

- ❖ **self-certification to the effect that the special requirements** needed cumulatively to meet the requirements envisaged at point A 3.4 letters A, B, C, and D are met, made in accordance with Presidential Decree 445/2000 and submitted by the legal representative of the tenderer or of each member of the group to be established, each for the matters for which they are competent (**FORM 6**).

(in cases of outsourcing) a statement to the effect that the requirements for participation in the contest have been outsourced, specifically indicating the requirements themselves and the auxiliary party;

(in the event that a tenderer selected to take part in Stage 2 of the contest intends to set up a temporary grouping of professionals or change the grouping already proposed to take part in Stage 1, with other parties who have not already taken part):

- declaration by the tenderer selected (**FORM 2**)
- *Documento unico di regolarità contributiva* (DURC – statement of correct fulfilment of welfare contribution obligations) issued by INARCASSA or by the relevant division of the Italian National Insurance Institute (INPS) or by the WELFARE INSURANCE BODY with which the applicant is registered, for the owners and members of the professional practices participating, for consultants on an annual basis registered with their professional associations, for active shareholders, directors and technical directors of professional firms and engineering firms, for the consortium members (for which the permanent consortium is competing).

In cases where there is no obligation to pay welfare contributions, the exempted parties must individually enclose a specific declaration in this regard. The date of issue of the DURC cannot be more than 60 (sixty) days prior to deadline for the delivery of the submissions for Stage 1 of the contest.

Failure to submit a DURC will lead to **exclusion** from the contest.

(in cases of outsourcing) a self-certification pursuant to Presidential Decree 445/2000 signed by the auxiliary party (**FORM 4**):

- a statement that the auxiliary party meets the general requirements referred to in Article 38 of Legislative Decree 163/2006, a statement concerning the limits to participation and causes for exclusion (point A.3.6), and a declaration that the auxiliary party meets the technical requirements and possesses the resources referred to in point A 3.4 concerning outsourcing.

A declaration to the effect that the causes of exclusion envisaged by Article 38.1 letters (b),

(c) and (m-ter) of Legislative Decree 163/2006 do not apply and a declaration regarding the limits to participation and causes of exclusion (Point A.3.6), must also be made, each for the matters for which they are competent (**FORM 4 BIS**), by the parties listed below:

- in the case of an individual practice: by the owner;
- in the case of associations of professionals pursuant to Law 1815/1939 or firm of professionals: by all associates or by all shareholders/members;
- in the case of a general partnership: by all partners;
- in the case of a limited partnership: by the general partners;
- in the case of other types of company or permanent consortium: by all directors with powers of representation, or by the technical director or sole shareholder; in the case of companies with fewer than 4 partners, by the majority shareholder;
- in the case of engineering firms: also by all the technical directors and by any and all members of the working group not included in the above list
- in any case, by any proxies.

The auxiliary party must also declare:

- its obligation to the participant and to the contracting entity to make available for the entire duration of the contract the necessary resources which the tenderer lacks
- that it is not competing in the tender on its own account or as an associate or consortium member pursuant to Article 34.

(in the case of outsourcing) original or true copy of the contract (FORM 5) by virtue of which the auxiliary party undertakes to provide the participant with the requirements and to make available the necessary resources for the entire duration of the contract.

A 6.2. Requests for clarification

Requests for clarification should be sent solely by email to the following address:

cittadellascienza@fondazionearching.it

Requests for clarification must include the wording “Concorso di progettazione NUOVO SCIENCE CENTER di Città della Scienza – Napoli – Fase 2”*

[*“Contest for the design of the NEW SCIENCE CENTRE of Città della Scienza – Naples – Stage 1”]

No replies may be given to questions submitted by phone or verbally if they refer to the content of the tender.

A report of the requests for clarification and the replies to them will be published on the **Portal** by the date indicated at point A 4.1 and will become an integral part of the contest regulations.

A 6.3. Delivery of the design submissions

The contest submissions must be delivered in a closed outer envelope made of a non-transparent material. The envelope must only contain the following wording:

**“Concorso di progettazione
NUOVO SCIENCE CENTRE di Città della Scienza – Napoli – Fase 2”* and the alphanumeric
code for Stage 2.**

[*Contest for the design of the NEW SCIENCE CENTRE of Città della Scienza – Naples – Stage 2]

The outer envelope must contain two closed, non-transparent envelopes (envelope C and envelope D), bearing, respectively, the wording:

“BUSTA C – ELABORATI”

**“Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli
– Fase 2”**

CODICE ALFANUMERICO _ _ _ _ _

**[“ENVELOPE C – DRAWINGS” “Contest for the design of the NEW SCIENCE CENTRE of
Città della Scienza – Naples – Stage 2” ALPHNUMERIC CODE _ _ _ _ _]**

On pain of exclusion, this envelope must contain the submissions/drawings required at point A 6.1.

“BUSTA D – DOCUMENTAZIONE AMMINISTRATIVA

**“Concorso di progettazione NUOVO SCIENCE CENTRE di Città della Scienza – Napoli
– Fase 2”**

CODICE ALFANUMERICO _ _ _ _ _

**[“ENVELOPE D – ADMINISTRATIVE DOCUMENTATION” Contest for the design of the NEW
SCIENCE CENTRE of Città della Scienza – Naples – Stage 2” ALPHNUMERIC CODE _ _ _ _
_ _ _ _]**

On pain of exclusion, this administrative envelope must contain

- a new application to participate complete with all the data and information envisaged at point 6.1.2. (**FORM 3**), along with the declaration by the selected tenderer (**FORM 2**) in the event of amendments or additions to the declarations submitted at Stage 1 of the contest.
- declaration (**FORM 7**) undertaking to establish the grouping, signed by all members of said grouping and indicating the group leader holding the mandate (who may be different from the individual professional selected to take part in Stage 2) and the name of the graduate professional authorised for less than 5 years to practise;
- self-certification to the effect that the requirements referred to at point A 3.3 are met (**FORM 3 and FORM 3BIS**)
- self-certification by the members of the grouping to be established, each for the matters for which they are competent, to the effect that the special requirements needed cumulatively to

meet the minimum levels envisaged at point A 3.4 letters A, B, C and D (**FORM 6**) are met.

- for all members of the grouping:
 - *Documento unico di regolarità contributiva* (DURC – statement of correct fulfilment of welfare contribution obligations) regarding the employees of the professional structures participating in the contest
 - *Documento unico di regolarità contributiva* (DURC – statement of correct fulfilment of welfare contribution obligations) issued by INARCASSA or by the relevant division of the Italian National Insurance Institute (INPS) or by the WELFARE INSURANCE BODY with which the applicant is registered, for all professionals belonging to the professional practices tendering, the firms of professionals and engineering firms and their members, consortium members for which the permanent consortium is competing, and all those making up the working group or who are listed in the application but were not listed in the application submitted for Stage 1.

In cases where there is no obligation to pay welfare contributions, the exempted parties must individually enclose a specific declaration in this regard. The date of issue of the DURC cannot be more than 60 (sixty) days prior to deadline for the delivery of the submissions for Stage 2.

Failure to submit a DURC will lead to **exclusion** from the contest.

In the case of a permanent consortium:

- a declaration by the legal representative showing the consortium member/s for which the permanent consortium is competing (contained in **FORM 3**).

The outer envelopes containing envelopes C and D must be delivered by:

DATE AND TIME TO BE PUBLISHED ON THE PORTAL

to the office of
CITTA' DELLA SCIENZA – via Coroglio, 57, 80124 Napoli
tel. 081 735 2424

The envelopes may be delivered from Monday to Friday from 09.00 to 14.00 hours.

To guarantee anonymity, the submissions must be delivered through a third party. If they are sent by post or authorised courier, the delivery will be deemed to be on time if the submissions reach the above-mentioned destination by the envisaged delivery deadline. Dispatch is at participants' sole risk. Submissions that do not reach the destination by the deadline will not be admitted to the contest. The address to be given as the sender's address is IDIS CITTA' DELLA SCIENZA.

The delivery receipt bearing only the alphanumeric code for Stage 2 and the date and time of delivery shall act as proof of delivery by the deadline. The receipts for envelopes delivered by post or courier will be published on the Portal in such a way as to assure the sender of their arrival.

A 6.4. Opening of the envelopes

The envelopes delivered will be opened by the administrative coordinator in the presence of two

witnesses in order to verify that they were delivered by the deadline, that the documentation is complete and that the formal requirements have been met.

ENVELOPE D – ADMINISTRATIVE DOCUMENTATION shall remain closed and sealed and shall be kept in a safe place.

The envelopes will be opened **at a date and time to be published on the Portal** at the office of

CITTA' DELLA SCIENZA – via Coroglio, 57, 80124 Napoli
tel. 081 735 2424

The envelopes will be opened in a public session.

The result of this verification procedure will be delivered to the judging commission.

A 6.5. Evaluation criteria and procedure

A 2-stage evaluation procedure is envisaged.

Before the judging commission evaluates the design submissions, a technical group composed of 3 experts, already appointed for Stage 1, will conduct a preliminary technical assessment, in a closed session. The technical group will not judge the merit of the submissions but simply check that the documentation produced complies with the instructions/requirements contained in the invitation to tender and its annexes. A report on this preliminary verification will be delivered to the judging commission.

The judging commission will evaluate the submissions, using the following criteria:

- **Development of town planning-landscape concept (maximum 15 points)**

Effectiveness of the new construction's logistical and visual connections with the key features of the setting: the seafront, the beach promenade as a whole, the Città della Scienza complex as a whole. Optimisation of the open spaces, spaces for meeting and assembling, and the use of green space in its broadest sense.

Integration of the project in the broader Città della Scienza complex, from both the logistical-functional and the visual relationships perspectives.

- **Functional layout (maximum 30 points)**

Correspondence with the planimetric-volumetric specification; quality of the reciprocal relationships between the individual functions; clarity of the functional layout; effectiveness of the indoor and outdoor pathways; compliance with the relevant technical laws and regulations (safety, fire prevention etc); full application of the strategies set out in Stage 1 to achieve the "smart building" objective; usability of the outdoor spaces, including from a flexible use perspective.

- **Architectural composition (maximum 35 points)**

Recognisability and uniqueness of the architectural image, the construction's potential to become a landmark for the area, coherence of its appearance with the Città della Scienza's "mission".

- **Environmental sustainability, feasibility and durability (maximum 20 points)**

Sustainability and energy efficiency, use of environmental resources and energy “balance sheet”, technical feasibility, technical-construction factors. Aspects concerning renewable sources, technological innovation, automation and control systems, anti-seismic safety. Evaluation of durability of the new complex over time in relation to the materials and techniques selected.

A 6.6. Judging commission

The judging commission will assess the contest submissions in successive rounds of evaluation based on the individual criteria.

The reasons for the result will be provided through the scores.

The commission will be able to operate only when all 7 members are present. Each decision must be put to a vote. No abstentions will be allowed.

If necessary, the commission may seek the opinion of external consultants without voting powers.

Deputy members may only be present in cases where it is necessary for them to act as substitutes. From the time of substitution they will assume for all effects and for the entire subsequent proceedings of the commission the role of effective members of the commission.

Once the evaluation is completed and the definitive list of participants has been drawn up (showing the alphanumeric project codes) in order of score awarded, and the prizes and the awards have been assigned, the judging commission will draw up and sign the report.

The result will be set out in written form in an annex to the minutes of the judging commission and delivered to the Administrative Coordinator with the “ENVELOPE B – ADMINISTRATIVE DOCUMENTATION” of Stage 1 of the contest and the “ENVELOPE D – ADMINISTRATIVE DOCUMENTATION” of Stage 2 for each applicant selected for Stage 2, for the verification of the documentation they contain.

The decisions of the judging commission shall be final and binding for the contracting entity, subject to the provisions referred to in point A 6.9.

In a subsequent public session, in the presence of two witnesses the Administrative Coordinator will open the “ENVELOPES B – ADMINISTRATIVE DOCUMENTATION” from Stage 1 to identify the names of the winning tenderers and those awarded prizes. The Coordinator will also open the “ENVELOPES D – ADMINISTRATIVE DOCUMENTATION” from Stage 2 to verify that the documentation contained in them is complete and complies with the formal requirements.

Participants may attend the opening of the envelopes. The Coordinator will publish the place and date of this proceeding on the **Portal** in advance, with at least 5 working days’ notice.

At a subsequent, reserved, session, the contracting entity will verify the content of the declarations made by the prize-winners and check that they meet the requirements, with particular reference to points A.3.3, A 3.4 and A 3.5.

Within 30 (thirty) days of the Contracting entity’s request, the winner selected by the judging commission must provide documentary evidence confirming the declarations made as referred to in point A 3.4 or point A 3.5 in the event of outsourcing.

A 6.7. Prizes

The judging commission has at its disposal a total of €105,000.00 to award to the prize-winning projects and to other projects deemed to be deserving of merit, as a reimbursement of costs.

The individual prizes amount to

1st prize:	€65,000.00
2nd prize:	€15,000.00
3rd prize:	€10,000.00

The sum of €15,000.00 is available For recognition of merit. The Commission will decide on allocation of these awards.

All of the above sums are net of the 4% national insurance payment and 22% VAT.

A 6.8. Award of the commission

The winner of the contest will receive the commission to produce the definitive design. The commission will be subject to the positive outcome of the verification of the declarations made as referred to at point A 3.3 and of the documentary evidence referred to at point A 3.4 and point A 3.5 in the event of outsourcing, and of compliance with all the requirements envisaged in Legislative Decree 163/2006 and Presidential Decree 207/2010.

The Contracting entity, Fondazione Idis–Città della Scienza, reserves the right to commission the winner of the contest as indicated by the results authorising the definitive design project, to draw up the working drawings, specifications, and bills of quantities and coordinate the safety/security aspects of the project. This right also extends to the management of the project.

The commission will be awarded on the basis of the provisions governing fees pursuant to Ministerial Decree 143 of 31 October 2013 in force at the time of the award, with a reduction of the fees, costs included, of 20%.

The prize awarded to the winner is to be considered a part of the fee for the preliminary design.

On the basis of the estimated construction costs and the provisions governing fees (Ministerial Decree 143 of 31 October 2013) and the above-mentioned reduction, the resulting fee – including expenses but excluding topographical survey and geological and geotechnical reports, and including the prize, which should be considered as an advance for the services – is €991,720.00 (excluding social insurance payments and VAT):

€ 65,000.00	1st Prize
€ 85,000.00	Supplement to preliminary design for contest (sum already net of the prize)
€ 841,720.00	Definitive project

For the working stage of the project, subject as mentioned above to obtaining the envisaged building permits, the amount to be paid – fees + costs – has been set, for the time being, at:

€ 807,820.00	Working drawings, specifications, and bills of quantities and coordination of safety/security, excluding social insurance payments
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and VAT.

The subsequent stages of the project must be submitted within the following timescale:

- completion of the preliminary design:
40 days from award of commission
- submission of complete definitive design ready for approval:
70 days from request by commissioning body

The timescale refers to consecutive calendar days.

A 6.9. Publication of results

Participants will be informed of the judging commission's provisional decisions as soon as its last session has ended.

The definitive announcement of the winner and the other participants awarded prizes and recognition of merit is subject to the positive outcome of the checks on the declarations submitted. Said checks will be performed by the Contracting entity.

Any participants for whom the results of the checks are wholly or in part negative will lose any rights deriving from their participation in the contest and will automatically be excluded from the results.

In the event that the winner is excluded, the contracting entity will entrust the subsequent stages of the project to the tenderer coming second, subject to the positive outcome of the verification of the declarations referred to at point A 3.3, the documentary evidence referred to at point A 3.4 and point A 3.5 in the case of outsourcing, and the possession of all the requirements pursuant to Legislative Decree 163/2006 and Presidential Decree 207/2010.

All participants in Stage 2 will be informed in writing of the outcome of the contest and will receive a copy of the minutes of the judging commission sessions.

A 6.10. Display of the designs

The contracting entity has the right to display all the designs submitted in the contest to the public, giving the names of their creators and persons working with them. It also has the right to include an extract in the contest catalogue or in other publications, without this implying any right on the part of participants to make economic or other claims.

A 6.11. Return of the contest submissions

All of the submissions received, with the exception of those winning awards, can be returned to participants by post, at said participants' expense and risk. Alternatively, they may be collected within two months of the relative communication. Once the time for collecting submissions has expired, the contracting entity will no longer accept any responsibility for them. Participants will be informed in writing of the arrangements.

A 7. Data protection and legal protection

A 7.1. Information in accordance with Article 13 of Legislative Decree 196/2003 containing the "Data protection code"

The personal information collected for the purposes of the contest will be handled solely within the scope of said contest.

The data handler is the Contracting entity.

The person responsible for the data is Franca GENTILE. The delivery of the information in question is obligatory for the purpose of carrying out the required administrative tasks.

On the basis of Articles 7, 8, 9 and 10 of Legislative Decree 196/2003, anyone so requesting may obtain access to their data and the extrapolation of and information deriving from said data. They may also ask for their data to be up-dated, deleted, transformed into anonymous form or blocked.

A 7.2. Judicial protection

The invitation to tender and acts related to or consequential upon the tender procedure may only be challenged through recourse to the regional administrative court.

In this respect, Article 243-bis and following of Legislative Decree 163/2006, and Articles 119 and 120 of Legislative Decree 104/2010 (**Code of administrative procedure**) apply.

Any challenge must be made with the support of a lawyer within 30 days, according to the timescale referred to in Article 120 of the above-mentioned Code.

Competent court:

Tribunale Amministrativo Regionale per la Campania

P.zza Municipio, 64

80133 Napoli – Italia

Telephone 081/7817111 081/7817001-2-3-4 Fax 081/5529855