

Milano



Comune
di Milano

INTERNATIONAL DESIGN COMPETITION CIVIC CENTER



City Department for Urban Planning, Private Building and Agriculture

Organizing Body

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With the collaboration of:

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Draft of Preliminary Planning Document

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Competition Information
www.comune.milano.it
www.concorsocentricoconcorrimi.it

Translation

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CHAPTER 1 – DEFINITION OF THE COMPETITION

1. SUBJECT OF THE COMPETITION

The **City of Milan** announces an international Competition, to be held openly, for the design of **the Civic Center of the Isola-Garibaldi neighborhood, to be created in the “Biblioteca degli Alberi (Library of Trees)” park, within the integrated program for intervention in Garibaldi-Repubblica**, located in **Milan**.

The guidelines for the design, with the description of contents and goals to pursue, are found in the Preliminary Design Document (hereafter PDD for brevity's sake) attached to and an integral part of the present Notice.

The maximum construction cost of the project to be created (economic framework including cost of construction, cost for design, direction of work, trials, safety measures, Competition expenses and sums available from the commissioning body) is set at **€ 2,300,000.00** VAT tax included.

The maximum building cost of the works to be designed is set at **€ 1,550,000.00** VAT tax included, determined on the basis of the following parameter amounts:

€ 1,700.00 per square meter

2. COMPETITION PROCEDURE

The Competition is divided into two phases:

- the first phase is anonymous and has the goal of selecting the 10 (ten) best design projects to be admitted to the subsequent phase;
- the second phase, which is also anonymous, shall identify the best design project from among those selected in the first phase.

To guarantee anonymity and uniform participation conditions, the procedures of the Competition and the relationship between the City government and the entrant shall take place exclusively through the website

www.concorsocentrico.civico.concorrimi.it

Entrants shall have access to the above-cited site through registration and may download the material necessary to participate, or ask questions, consult the 'news' page or deliver the submission by uploading materials for their design projects both in the first and in the second phase.

The system shall assign each of the entrants a code that guarantees anonymity throughout the entire procedure.

CHAPTER 2 – PARTICIPATION IN THE COMPETITION

3. ENTRY: REQUIREMENTS FOR PARTICIPATION

The Competition is open to architects and engineers registered in their respective professional orders or professional registers in their home countries, and who are certified to exercise their profession and participate in design competitions by the date of the publication of the present Competition Notice, and who possess the prerequisites of a general nature as provided for by Art. 38 of Law 163/2006.

Specifically, all subjects as provided for at Article 90, comma 1, letters d, e, f, f-bis, g, h and Article 101, comma 2 of Law 163/2006 and subsequent modifications and integrations to said law, shall be admitted to participate in the Competition.

Architects and engineers in possession of only a 3-year university degree shall not be admitted to participate in the Competition.

Entrants may participate individually or in a group.

Temporary groups must indicate a group leader who shall be solely responsible for the group and the single contact person as regards the City of Milan.

A temporary group constitutes a single entity as regards the Competition, and the ownership of the design projects submitted shall be recognized as belonging to all the components of the group, with equal titles and rights.

Temporary groups, even if not formally constituted, must provide for the presence of at least one professional member with a university degree to be the design architect; this individual shall possess the license or certification to exercise the profession for at least 5 (five) years prior to the publication date of the current Competition Notice (Art. 253 of D.P.R. 207/2010).

Entrants to the Competition may avail themselves of consultants and collaborators, even if they are not registered in the Professional orders. For each and every consultant or collaborator, a declaration must be made as to his/her qualifications and the nature of the consultation or collaboration. Tasks and obligations of the consultants and/or collaborators are defined within the entrant group without this impacting the relationship of the entrant and the City of Milan.

Participation on the part of an entrant in more than one group in any capacity (as head of the group, member of the group, consultant or collaborator) shall cause the exclusion from the Competition of both the single entrant, and the group or the various groups in which the entrant appears to be a component.

Between the first and the second phase there shall be no modification in the composition of the groups.

4. EXCLUSION: CAUSES FOR INCOMPATIBILITY

The following may not take part in the Competition:

1. Those who participated in the drafting of the present Competition Notice and attached documents, their spouses and relatives up to and including the third degree of relation, and anyone who has a present and ongoing work relationship or other known relationship with said persons;
2. Full time employees of the City of Milan and subjects who have at the date of publication of the present Competition Notice a working relationship of any nature with the City of Milan when said working relationship has as object the themes or subject areas in any way related to the subject of the current Competition.

5. ACCEPTANCE OF THE TERMS

Participation in the Competition implies all entrants' unconditional acceptance of all the terms and regulations contained in the present Competition Notice.

Lack of observance of terms established by the Notice constitutes automatic exclusion from the Competition.

6. COMPETITION DOCUMENTS

The **City of Milan** furnishes the following documentation, which may be downloaded from the Internet site www.concorsocentrocivico.concorrimi.it

- Competition notice (application/pdf);
- Table 1 PDF (application/pdf)☒
- Table 2 PDF (application/pdf)
- Table 3 PDF (application/pdf)
- Table 3a PDF (application/pdf)
- Table 4 PDF (application/pdf)☒
- Table 5 PDF (application/pdf)☒
- Table 1-2--5 DWG (application/zip)☒
- Photographic documentation PDF (application/pdf)
- Single photos JPG (application/zip)
- PDD PDF (application/pdf)

7. QUESTIONS AND REQUEST FOR CLARIFICATION: SITE INSPECTION

Those subjects interested in the Competition and Competition participants may present requests for clarification to the city government exclusively through the procedures provided for on the Internet website both for the first and the second phase of the Competition, by **May 12, 2014 at 1:00:00 p.m.** for the first phase and by **July 21, 2014 at 1:00:00 p.m.** for the second phase.

The latest dates for the publication of clarifications on the website, even in summary form, are **May 16, 2014 at 5:00 p.m.** for the first phase and **July 25, 2014 at 5:00 p.m.** for the second phase.

No site inspection is foreseen for the area that is the subject of the Competition.

Requests for clarification must be formulated exclusively through filling out the appropriate and specific electronic form, which shall remain available through the date indicated on the Competition website.

8. PHASE 1: MATERIALS REQUIRED

The submission required for participation in the first phase of the Competition must contain the following items:

1. A report of no more than 5,000 characters (spaces included) in a UNI A4 format, in a PDF file as specified on the website www.concorsocentrocivico.concorrimi.it, laid out in a vertical format for a total of maximum 5 sides of a page, including diagrams and images if so desired, that illustrate the guiding criteria used for design choices in relation to the goals as outlined by the Competition Notice and the characteristics of the project planned;
2. 2 (Two) PDF files in format UNI A3 as specified on the website www.concorsocentrocivico.concorrimi.it, laid out horizontally, that illustrate the idea of the project.

The files of the submission must be printable and should not exceed the dimension of 5 MB.

Every submission item must carry the alphanumeric code that the system assigns each entrant at the moment of registration for the Competition.

No items other than those indicated in the Competition Notice shall be accepted as part of the submission, under penalty of exclusion.

9. PARTICIPATION IN COMPETITION: METHOD AND TERMS FOR SUBMISSION OF MATERIALS FOR PHASE 1

To participate in the Competition, go to the website www.concorsocentrocivico.concorrimi.it, where each individual entrant or group leader may register using an email address that is a certified

email, or in the case of entrants who reside in another country, using an email address that is based on technology that satisfies equivalent formal prerequisites. In particular, it is necessary to complete the following documentation:

- 1) Application
- 2) Declaration in lieu of Affidavit
- 3) Authorization from the public agency
- 4) Profile of Work group – first phase
- 5) Official I.D.

The documents compiled must be printed, signed and uploaded together with the files containing the non-authenticated photocopy of a piece of I.D. for the entrant and the photocopy of the authorization to participate, if necessary.

No forms of participation that vary from what is described in the current Competition Notice and specified on the website shall be allowed. Registering on the site, access will be granted to all the information necessary for sending in the administrative documentation and items of the submission.

The items must be sent by concluding the online procedure no later than **May 29, 2014 at 1:00:00 p.m.**, under penalty of exclusion. The site shall not accept completion of the procedure beyond the term indicated.

Each item submitted shall display exclusively the alphanumeric code assigned by the system to each entrant at the time of registration in order to guarantee anonymity.

10. PHASE 2: MATERIALS REQUIRED

Entrants admitted to the second phase of the Competition must present a preliminary design project consisting of the following items:

1. Illustrative and technical Report

The report must describe the project and provide the necessary information for the progression of the development of the design. Specifically, the report must deal with the following topics:

- illustrate the reasons for the solution proposed and motivate the architectural and technical choices of the project;
- general description of the design solution from a functional point of view;
- describe the characterization of the project from the point of view of insertion in context of reference and relationship to surrounding urban fabric;
- description of the criteria of the project aimed at environmental, energy and economic sustainability;
- accessibility, use, ease and economic feasibility of maintenance and management of the project solutions;
- circumstances that may not emerge from the drawings;
- addresses for the drafting of the definitive project;
- first indications and measures aimed at protection of health and safety in the construction phase for the drafting of the safety plans;
- preliminary report on the economic-financial aspects of the project.

The Report may contain images and graphic diagrams and should be contained in a file no larger than 20 sides of a page in A3 format plus the cover (for a maximum of 3500 characters per page spaces included) in a PDF file as specified on the website www.concorsocentrocivico.concorrimi.it

2. Diagrams and Blueprints:

- Drawings on a scale of 1:200 that allow for identifying all the distribution characteristics, typologies and functional aspects of the project, integrating where necessary with details on different scales;

-sections, perspective drawings and panoramas on a scale adequate to the description of the project.

Diagrams and blueprints should be submitted in 3 panels in UNI A1 format laid out horizontally in PDF files as specified on the website www.concorsocentrocivico.concorrimi.it

Files of the materials must be printable and must not exceed the size of 5 MB

3. Summary Estimate of Costs

The summary estimate of costs must be submitted using a maximum of 4 sides of UNI A4 plus a cover in a PDF file as specified on the website www.concorsocentrocivico.concorrimi.it

The number and indications related to the panels requested must coincide with the goals of the body responsible for the Competition in acquiring a complete preliminary project with no need of further supplements or additions.

In developing the preliminary project, the entrants must take into consideration possible indications formulated by the Jury at the end of the first phase of the Competition. No other or different application materials from those described in the Competition Notice will be admitted or considered, under penalty of exclusion.

11. METHOD AND TERMS FOR SUBMISSION OF MATERIALS FOR PHASE 2

There shall be no form of participation in a manner different from that described and specified on the website.

Materials must be sent by completing the online procedure no later than **September 4, 2014 at 1:00:00 p.m.**, under penalty of exclusion.

12. Competition Calendar

The main deadlines for the Competition procedure are as follows:

May 12, 2014 at 1:00:00 p.m.

Deadline for receipt of requests for clarification for the first phase;

May 16, 2014 at 5:00:00 p.m.

Deadline for publication of responses to requests for clarification received by May 12, 2014 for the first phase;

May 29, 2014 at 1:00:00 p.m.

Final deadline for receipt of proposed design projects for the first phase;

May 30, 2014 at 11:00:00 a.m.

First public session of the Jury;

June 13, 2014 at 5:00:00 p.m.

Publication of the alphanumeric codes assigned those project proposals admitted to the second phase of the Competition;

July 21, 2014 at 1:00:00 p.m.

Final deadline for receipt of requests for clarification for the second phase;

July 25, 2014 at 5:00:00 p.m.

Final deadline for publication of the responses to requests for clarification made during the second phase;

September 4, 2014 at 1:00:00 p.m.

Final deadline for receipt of preliminary projects related to the second phase.

CHAPTER III – JURY AND COMPETITION RESULTS

13. JURY

The following may not take part in the Jury:

1. Entrants, their spouses or anyone living with them, or their relatives, kin or the like up to and including the fourth degree of kinship;
2. Employers or employees of the entrants, or those who have a work relationship with them, or another type of known relationship.

The causes for abstention as provided for by Art. 51 of the Code of Civil Procedure shall apply to the members of the Jury.

The Jury shall be the same for the first and second phases of the Competition, and is made up of 5 (five) effective members of which two are experts with professional qualifications equivalent to those requested (architects, representatives of the Order of Architects), two representatives of the City government and one representative of the Participatory Procedure.

Two substitute members shall be nominated in case it should become necessary to replace one or more effective members.

The Jury shall have a Secretary without voting rights, who shall be chosen by the City government.

The members of the Jury are nominated after the deadline passes for the presentation of the design proposals. The nomination of the Jury and its members shall be reported on the websites cited herein.

The Jury during the first session shall nominate a President from among its members. The sessions of the Jury are valid only if all the members are present.

The decisions of the Jury are made by majority vote and are binding for the City government.

The Jury's work is performed in one or more private sessions; minutes shall be taken and signed by all members. Minutes shall be safeguarded by the Head of Procedural Responsibility whose name is indicated at subsequent Article 23. The minutes of the meetings shall contain the method followed and the procedure employed. The final minutes of the second phase shall contain the ranking with points assigned and motivations for such for all entrants.

14. PUBLIC SESSIONS

The work of the Jury for the first and second phase are preceded respectively by two public sessions during the course of which anonymity is guaranteed.

During the first public session, the Jury shall give account of the design projects presented by reading the alphanumeric codes assigned by the online system to the various proposals. During the course of the second session, the Jury shall give account of the preliminary projects presented by reading the related alphanumeric codes.

The public session that will launch the work of the first phase for the Jury shall be held **May 30, 2014 at 11:00:00 a.m. in the Sala Cazzani.**

The day, hour and place for the public session that will launch the work of the second phase for the Jury shall be published on the Competition website.

15. WORK OF THE JURY, PHASE 1

In the first private session, the Jury defines the method for its work. The choice of the design proposals that will be admitted to the second phase of the Competition shall be made on the basis of the following evaluation criteria:

- quality of the design idea from the architectural point of view, of the functionality of the organization of the space and of the insertion or integration of the Civic Center in context (maximum 70 points);**
- quality of the proposal from the point of view of environmental and energy sustainability (maximum 30 points).**

The alphanumeric codes of the **10** entrants selected shall be published on the Competition website.

16. WORK OF THE JURY, PHASE 2

In the second private session, the Jury defines the method for its work. The Jury shall evaluate the proposals admitted to the second phase on the basis of the following evaluation criteria:

- quality of the project from the architectural/compositional point of view (maximum 35 points);**
- functionality and flexibility of the organization of inside spaces (maximum 25 points);**
- quality of the insertion and integration of the Civic Center into the “La Biblioteca degli Alberi” (Library of Trees) Park and the context of reference (maximum 15 points);**
- quality of the proposal from the point of view of environmental and energy sustainability (maximum 15 points);**
- open solutions for the use and management of spaces through a participatory procedure for citizens (maximum 10 points).**

17. ANNOUNCEMENT OF THE WINNER

The City Government, at the third public session, shall announce the winner of the Competition and read the ranking of the 10 participants, associating the alphanumeric codes to the corresponding names of the entrants, reserving the right to make the necessary verifications on the administrative documentation and excluding incompatibility.

The day and time of the public session shall be published on the Competition website.

CHAPTER IV – FINAL ARRANGEMENTS

18. AWARDS AND REIMBURSEMENTS – OWNERSHIP OF MATERIALS

The winner of the Competition shall receive the sum of **€ 17,000.00** (gross, VAT tax included) as a prize. With said payment, as established by Article 99, comma 5 of Law 163 of April 18, 2006, the ownership of the winning preliminary project shall be acquired by the City government.

The projects ranked second and third place shall each receive a lump-sum reimbursement for costs of **€ 2,000.00** (gross VAT tax included). Each of the following 7 (seven) projects ranked shall receive a lump-sum reimbursement for costs of **€1,500.00** (gross VAT tax included).

Payment of the prize and reimbursement for costs as determined above shall take place within 90 (ninety) days of the date of the administrative deliberation with which the work of the Jury is approved and ratified.

The intellectual property rights and copyrights for the projects presented are the property of the entrants, according to the provisions of law on the subject of royalties and intellectual property rights. As regards the projects, images and all material made available to the City of Milan and required for participation in the Competition, the entrants assume all responsibility associated with the violation of patent rights, royalties and intellectual property rights in general, for rights belonging to others.

Participation in the first phase of the Competition is not recognized by any form of compensation.

19. PUBLICATION OF COMPETITION RESULTS

Except for what is provided for by the laws in force on the subject, the Competition results shall be published on the site of the City of Milan within 10 (ten) days of the date of approval of the work of the Jury, and shall be communicated to the professional Orders of the local area involved.

CHAPTER 5 - FINAL INSTRUCTIONS

20. PRIVACY

Personal data furnished together with the application for participation in the Competition shall be treated by the City government with the sole aim of permitting identification of the finalists in the Competition after analysis and evaluation of the projects. Data may be communicated to other subjects only for the aims that are strictly connected to the Competition and may be publicized only in connection with the design proposals as described in the following paragraph.

In accordance with Law 196 of June 30, 2003, by registering for this Competition, participants give explicit consent that their personal data be used for the purposes and objectives pertinent to performing the actions of the design Competition, with respect for the provisions of law currently in force.

The agency in charge of treatment of personal data is the **City of Milan**, in the person of the Head of Procedural Responsibility.

21. EXHIBIT AND PUBLICATION OF DESIGNS PROPOSED

The City government shall present this initiative to national press and publicize the results of the Competition through actions that it considers opportune.

22. ASSIGNING DEVELOPMENT OF ADDITIONAL DESIGN LEVELS

The **City of Milan** reserves the right to decide whether or not to start up the subsequent phases of urban design and planning related to the winning preliminary project. Should this be the case, the role of drafting the definitive and executive project shall be assigned to the winner of the Competition by a negotiating procedure without Competition, as well as the responsibility of coordinating safety during the phase of designing for a maximum compensation payment of **€ 243,000.00** (gross, VAT tax and CNPAIA included), provided that they possess the following technical and organizational requirements, in accordance with Article 263 of DPR 207/2010:

1. That during the past ten years preceding the publication of the current Competition Notice, they have performed jobs or services for public agencies or private subjects related to the types of work belonging to each of the categories of work referred to as services to be provided, for an overall comprehensive amount equal to the estimated sum total of the works referred to here, calculating carefully each one of the classes and categories with the exclusion of VAT tax;

2. That during the past ten years preceding the publication of the current Competition Notice, they have performed two jobs or services for public agencies or private subjects belonging to each of the categories of works referred to as services to be provided, for an overall comprehensive sum that is not less than 0.40 times the amount estimated for the works referred to here, with the exclusion of the VAT tax, calculating carefully each of the classes and categories referring to typologies of work that is analogous for the technical characteristics to those that are the subject of the commission;
3. That they have used, in the best three-year period of the five-year period preceding the publication of the Competition Notice, an average annual number of technical personnel equivalent of 2 people, equal to two times the number estimated for performing the job at hand.

In the case of temporary groups, it is not necessary that all the participants of a group possess one or more of the above-mentioned requirements at points 1, 2 and 3, as it is sufficient that the group overall possess these same qualifications.

The calculations mentioned at points 1, 2 and 3 are done by the entrant on the basis of the values of his/her preliminary design proposal.

In the case of a temporary group, formal constitution of the same must be provided for prior to the awarding of the commission for the development of further levels of design and planning.

Should the winner of the Competition not possess the requirements listed above, he/she must associate with professionals who are in possession of said requirements in the form of a temporary group and/or resort to the instrument of availing him/herself of said, provided for by Article 49 of D. Lgs. 163 of April 12, 2006, by presenting at the act of participation in the very same Competition a commitment expressed in this sense.

23. ADVERTISEMENT AND ANNOUNCEMENT OF THE COMPETITION – PROCEDURAL RESPONSIBILITY

In addition to the forms provided for by law, the Notice shall be published on the Internet site of the City of Milan:

<http://www.comune.milano.it> and on the site www.concorsocentrocivico.concorrimi.it

Head of Procedural Responsibility is Engineer **Pino Bellinetti**.

24. LANGUAGE

The official language is Italian. Use of English is admissible.

25. FINAL INSTRUCTIONS

Access to the acts for the entire procedure is allowed subsequent to the approval of the Jury's work.

For all that is not regulated by the guidelines of the Competition Notice, the laws and regulations in force on the subject shall apply. For all disputes, the Courthouse of **Milan** is the competent forum of jurisdiction.

LEGISLATION OF REFERENCE

- Articles 38, 39, 49, 90, 99, of Law 163/2006 (Code for public contracts related to work, services, and supplies for implementation of EU legislation 2004/17/CE e 2004/18/CE);
- Articles 17, 253 DPR 207/2010 (Regulations for implementation and enforcement of Law 163 of April 12, 2006 containing the “Code for public contracts related to work, services, and supplies for implementation of EU legislation 2004/17/CE e 2004/18/CE”);
- Article 51 (Civil Procedure Code);
- Law 196/2003 (Code on the subject of protection of personal data);
- Article 16, Law 2/2009 (Conversion into law, with modifications, of law decree 185 of November 29, 2008 containing urgent measures for supporting families, work, employment and business and to redesign the national strategic framework as an anti-crisis measure).