



Selection Guidelines

Preparation of a future vision for a green city foyer and all-inclusive study assignment for the renovation and repurposing of the city hall into an administrative centre and maritime museum with the accompanying layout of the surroundings in Ostend.

To the extent that the provisions in these Selection Guidelines differ from the rules and regulations of the Open Call, these special provisions always take precedence.

All communication shall be conducted by electronic means of communication in accordance with Art. 14 and 2, ... 42nd of RD Award.

1. Conditions for selection

(Art. 67-71 act, Art. 61-69 and 70-71, 73 RD Award)

To be selected, you must complete the following steps:

1.1 Registration for the Open Call

To apply for the Open Call, you are required to have an online profile on the website www.vlaamsbouwmeester.be

- If you do not yet have an online profile, you can register via [the registration page](#) on the Flemish Government Architect website. Upon registration, we ask you to enter your contact details and your company number in your online profile. You will receive a login and a password after approval of your registration.
- To apply for the Open Call, you can log in [on the login page](#) on the Flemish Government Architect website.
- If you want to apply in a temporary company, all members of the temporary company are required to have an online profile. Subcontractors are not required to have an online profile.

1.2 Grounds for exclusion

You must not find yourself in any of the situations referred to in articles 67 to 69 of the Public Procurement Act. This includes compulsory grounds for exclusion, grounds for exclusion related to tax and social debts, and optional grounds for exclusion.

To be added in the online profile:

- For this, you will submit an ESPD in which you declare that none of the above grounds for exclusion apply to you.
- Non-Belgian firms are required to upload additionally in the online profile:
 - proof of compliance with social security obligations
 - proof of tax compliance
 - proof of non-bankruptcy and financial status

If you are applying with a temporary company, all members of the temporary company are required to have an ESPD in their own online profile.

To the extent that their capacity is not relied upon, subcontractors do not submit an ESPD.

If a compulsory or optional ground for exclusion does apply to you, you may prove that the corrective measures you have taken are sufficient to demonstrate your reliability despite the applicable ground for exclusion. If the client considers that proof sufficient, you will not be excluded from the award procedure. Therefore, the contracting authority strongly recommends submitting the corrective measures along with the application.

You are not required to enclose the extract from the criminal record when applying. This will be requested by the Flemish Government Architect if necessary. This extract from the criminal record relates both to the legal entity of the candidate and to the persons who are members of the candidate's administrative, management or supervisory body or who have powers of representation, decision-making or control therein.

1.3 Suitability to carry out professional activity

You are required to have a certificate from the Order of Architects to apply for this assignment.

To be added in the online profile:

- Order of Architects membership number [membership number]
- For non-Belgian firms:
 - proof that the firm holds one of the diplomas, certificates or other titles listed in the appendix to the act of 20 February 1939
 - an attestation that the designer is lawfully carrying out the professional activity in question in the country where the designer is established.

1.4 Technical and professional competence

To qualify for selection, you are required to submit at least three projects of services you provided in your own name as a designer during the last three years and for which the fee or competition remuneration amounted to at least 1,000 euro (excl. VAT). In the last three years, the projects have reached the stage of competition design, preliminary design, planning permission, implementation file, execution of the works or provisional acceptance or termination of the study assignment (art. 68, §4, 1°, b) of the RD of 18 April 2017).

These projects will not be assessed in terms of content and only serve to demonstrate that you are professionally active as a designer. To take part in the Open Call, it is sufficient for a candidate (as a firm or as a temporary company) to have three projects that meet the conditions. You can therefore enter fewer than three projects in your online profile, provided you are applying as a temporary company or are relying on the capacity of a subcontractor.

To be added in the online profile:

- Maximum 3 projects
- For each project, you enter the name of the project, the client, the stage + date and your role in the project. You confirm that you received 1,000 euro or more for this project.

2. Selection restriction of candidates invited to submit a tender

(Art. 79 act)

If you meet the conditions for selection, you are eligible for the selection restriction of candidates invited to submit a tender. The Flemish Government Architect advises the client on the selection restriction. The public client makes the final decision.

The selection restriction involves the comparative assessment of the candidates based on the following selection criteria.

2.1 Relevance of ‘ambition for the assignment’ memo (weight 40%)

We want to gain insight into what you as a candidate consider important in the assignment at hand. We ask you to prepare a brief memo that reflects how you read the assignment and what challenges / ambitions this assignment raises in your mind. What, in your opinion, is at stake?

To be added during the online application:

- ‘Ambition for the assignment’ memo of up to 2,000 characters

Assessment

Your understanding of the challenges posed by the assignment will be assessed. The quality of your initial reading of the existing context, preconditions and challenges of the assignment will be assessed here.

Please note: design proposals are not expected; if included, they will not be considered.

2.2 Relevance and quality of the specific references (weight 60%)

We also want to assess the quality of your designs as a candidate. To this end, we ask for three references where we gauge **the quality of your design work** in relation to the context and challenges of the assignment at hand, **the relevance of those references** and **your role in the reference project**. We are looking for how you realize objectives related to the social and cultural dimension of an assignment and of public commissioning in a broad sense. References may be realized, under construction or in the (pre)design phase. Competition entries will also be considered.

The references will be considered if they demonstrate your own design experience as a candidate. Designs you made at another firm or employer may also be used provided you had a designing role yourself. You explain your role as a designer in each of the references. To use these reference projects, it is not necessary to invoke the other firm or

employer's capacity. This is only necessary if the firm or temporary company did not have a designing role in the project.

To be added during the online application:

- 'Reference 1' shows that the designer has experience in designing a cultural building with a specific relation to the public space and with an inviting reception function.
- 'Reference 2' shows that the designer has experience in designing the renovation or repurposing of a building with a focus on the multiple use of space and the interweaving of different programmes.
- 'Reference 3', which you yourself consider relevant to the assignment at hand.

For each reference, enter:

- Project name
- Client
- Location
- Stage of the project
- Project description (max. 1000 characters)
- Clarification of relevance (max. 1000 characters)
- Role of the candidate in the project (max. 500 characters)
- Maximum 8 images (photos, diagrams, plans, etc.)

Assessment

Assessment elements taken into account include consideration of the context of the assignment, future-proofing (durability, suitability for reuse, etc.), utility value (usability, functionality, efficiency, etc.) and experiential value (attractiveness, familiarity, etc.). The more substantial your role in the creation of the reference, the more positively the client will factor it in in the assessment.

The assessment is carried out in a global, general and reasoned manner. The fact that a number of assessment elements are listed under 2.1 or 2.2 does not detract from this. No separate weight is given to specific elements and they are not systematically assessed.

3. Notification

The decision regarding the selection will be notified to you in accordance with the so-called Act of 17 June 2013 on the justification, information and legal remedies for public procurement contracts, certain assignments for works, supplies and services and concessions ('Legal Protection Act').

4. Reliance on the capacity

You cannot rely on the capacity of a subcontractor to meet the requirements relating to 'the grounds for exclusion' or 'the suitability to carry out professional activity'. You can

only rely on the capacity of a subcontractor to meet the criteria mentioned under 1.4 Technical and professional competence and 2.2. Relevance and quality of the specific references.

For the use of references, you can rely on the capacity of a subcontractor in case you want to have the role of the subcontractor (the actual executor of the project) assessed for the assessment of 'Role of the candidate in the project' rather than your own role in the project.

Please note that if you rely on the capacity of a subcontractor, you are in all cases required to prepare a tender with this subcontractor upon selection and to carry out, upon award, the assignment with this subcontractor. The subcontractor shares the responsibilities throughout the design process.

To be added during the online application:

If you rely on the capacity of a subcontractor, we ask you to provide the following information when applying online:

- any subcontractor whose capacity you rely on
- the ESPD of the subcontractors you rely on
- the signed commitment agreement with the subcontractor according to the model of the Flemish Government Architect.

5. Award phase

Only if you are invited to submit a tender will you receive the project file. This project file includes the award guidelines, the project definition, the tender form and the model agreement.

Only after the selection will you be asked to put together a design team so that an integrated design vision can be developed with the following components:

For the preparation of the **future vision**:

- the urban development study;
- the landscaping study;
- the architecture study;
- the mobility study;
- support for the participation and communication process:
- providing input for the participation process;
- participating in important participation moments;
- integrating the input from the participation process.
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- For the all-inclusive study assignment for the architecture:
- the architecture study;
- the stability study;

- the study of the climate and techniques; HVAC, sanitary fittings, electricity, telephony, data, fire prevention, detection and safety, burglary protection and access control, sound and videophony, building management system, time registration system and lifts;
- fire prevention;
- carrying out the EPB calculation note and EPB reporting;
- assisting the client during the procedure for the appointment of the safety coordinator (for the entire assignment, including the section on the layout of the surroundings) and processing the recommendations;
- the study of the interior design and workplace layout, including fixed furniture;
- the study of the restoration;
- the all-inclusive study of the acoustics: sound insulation (neighbouring and outside noise and noise between the rooms), and the noise level in the rooms;
- the signage study;
- the study of the scenography;
- the circularity study;
- support for the participation and communication process:
 - providing input for the participation process;
 - participating in important participation moments;
 - integrating input from the participation process.

For the all-inclusive study assignment for the **public space**:

- the study of the layout of the outdoor space, including planting plan, management plan and fixed furniture;
- the study of the (limited) sewerage and utilities;
- the signage study;
- the circularity study;
- assisting the client during the procedure for the appointment of the safety coordinator and processing the recommendations.
- support for the participation and communication process:
 - providing input for the participation process;
 - participating in important participation moments;
 - integrating input from the participation process.

In addition, the designer must be able to monitor and coordinate any possible (thematic) (sub-)studies carried out by third parties (such as a technical study, functional-financial study, mobility study, exploratory study, environmental soil investigation, etc.) and integrate the results of these studies into the design. This requires the necessary affinity with these disciplines.

Only selected candidates can submit a tender. To put together your design team, you may:

- include subcontractors in your design team;
- expand to a combination of entrepreneurs (e.g. temporary company).
- It is forbidden to submit jointly a tender with several selected candidates.

Your design team will prepare a tender based on the following award criteria:

Quality of the design vision (weight: 50%, at least 50% of the total)

This criterion concerns the quality of the submitted concept, vision and design research in light of the client's ambitions and expectations, as formulated in the project file.

The quality is assessed both in a broad social and cultural framework and in relation to the needs of the user, the perception, the functional and relational qualities and use values. This criterion also concerns the vision of integral sustainability.

Work method (weight 20%)

This criterion concerns the way in which the design team will carry out the assignment. It includes the composition of the complete design team, the specific experience that was not assessed at the selection phase and the plan of action (how the design team will work together, process-readiness and methodology). This criterion also concerns the practical feasibility and the way in which participation and communication requirements are met.

Investment optimization (weight 20%)

This criterion covers all costs that may result from the award of the present design assignment. It concerns the expected construction costs and all other costs inherently associated with the design proposal. The assessment focuses on whether and how the designers consider all the expenses that the project, according to their initial design vision, will require in the future. Cost control is also assessed by examining how the tenderer controls costs through design.

Fee (weight: 10%)

The fee percentage must conform to the fee range specified by the client.