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TERMS & CONDITIONS

**THE GOVERNMENT
OF JAMAICA** HOUSES OF
PARLIAMENT
DESIGN COMPETITION

COMPETITION TERMS AND CONDITIONS | 2018

DOCUMENT REVISIONS SHEET

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V-001	V-002	SAR	Sec.4.9, pg.25 pg.7	1. Clause removed: Insurance, Protection and Return 2. JIA President added to list of jurors	05/06/2018 07/06/2018
V-002	V-003	SAR	pg.20 Sec. 2.3.3, pg.13 Sec. 2.7, pg.14	1. Competition Schedule adjusted 2. Correction to paragraph 2 3. 2 nd bullet deleted	19/06/2018 10/07/2018 10/07/2018

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1. GENERAL COMPETITION DATA

The GOJ/UDC reserves the right to amend or update these Terms and Conditions at anytime and provide notification to participants of same.

1.1. Purpose and Subject of the Competition

The purpose of this competition, hosted by the Government of Jamaica (GOJ), through its agency the Urban Development Corporation (UDC), is to:

- Acquire design excellence by obtaining the most suitable architectural solution.
- Conduct a fair and transparent way of selecting professional expertise.
- Acquire the project documentation for project implementation.
- At UDC's sole discretion enter into a contract with the winner or another awardee.

1.2. Type of Competition

The design competition is a public, open, two-stage, project and architectural one. In Stage 1 (see section 1.10.4), competitors will submit designs anonymously however, information on competitors selected for Stage 2 (see section 1.10.5) will be made public.

1.3. Standard Guide for Architectural Design Competitions

The handbook of Architectural Design Competitions, The American Institute of Architects is the reference used as the basis of the competition guidelines outlined herein. Refer to Appendix 5 for additional resources.

1.4. Eligibility

The competition is open to citizens of Jamaica residing locally or abroad who are Architects registered under the Architects Registration Act (1987) of Jamaica and who are duly licensed at the time of submission for the competition or teams led by such a person. Participants are to be guided by the following criteria:

- The team lead must be fully qualified as stated and able to be the Architect of Record for the building project.
- The team complement must include at least 50% Jamaican citizens or persons of Jamaican heritage.
- The team must present a full list of the membership, organisational chart and confirmation of citizenship or heritage for the Jamaican members.
- The team lead can participate in only one submission.

- Team members, other than the team lead, may participate in more than one submission.
- Evidence must be provided at the time of submission (on or before September 17, 2018) of the citizenship, licence and registration of the team lead and relevant team members.
- All eligibility documents must be notarised for submission.

1.5. **Exclusions**

The following persons are not eligible for participation:

1. Anyone who is an employee of the UDC;
2. Anyone who has developed or participated in the preparation of the competition material;
3. Anyone who has been appointed as a member of the Jury or their alternate for such member;
4. Anyone who has been appointed to a role related to the public competition, including reporter of the Jury or expert advisor;
5. Anyone who is an employer of a member of the Jury or his/her alternate, reporter or expert advisor at the time of the competition;
6. Anyone who is the owner or co-owner of the company to which a member of Jury or his/her alternate, reporter or expert is employed other capital ties with such company at the time of the competition; and
7. Anyone who is a blood relative in direct line, or is in marital or outside marital relationship with the member of the Jury or his/her alternate, reporter or expert.
8. Anyone who was formerly under the employment of the UDC for no less than 6 months prior to the competition launch.

1.6. **Authorship of Entry**

Participation of at least one (1) licenced Architect is required among the competitors in each individual team. The Architect must be listed in the Register of Jamaican Architects, registered under the Architects' Registration Act and licensed to practice architecture in Jamaica at the time of registration for the competition.

The competitor must meet all the above stated conditions of qualification at the time of registration. Only one (1) entry per Licensed Architect is permitted. This limit does not apply for professional associates and consultants.

If there is any uncertainty regarding his/her eligibility of participation in the competition, the competitor can issue a question of the admissibility of certain associations (relative, work, etc.) to the Competition Secretariat, c/o the UDC at designcompetition@udcja.com. This issue will be treated as a formal question.

1.7. Acceptance of the Competition Rules

By submitting an entry, the competitors accept all the competition rules. The competitors also grant permission for public presentation and/or publishing of their competition works in exhibition, on the competition's or any GOJ website, professional publications and/or other media.

1.8. Professional Advisor/ Patron of the Competition

Architect Gordon Gill, FAIA

Partner at Adrian Smith + Gordon Gill Architecture (AS+GG)

1.8.1 The Professional Adviser has the following responsibilities:

1. Assist the sponsor with the development of competition rules and entry criteria etc.
2. Assist in the planning, organizing and management of the competition process
3. General oversight in ensuring that the competition is conducted with a high level of integrity, ensuring that all competitors are treated fairly.
4. Assisting in the review and selection of a highly qualified jury.
5. Reviewing and examining the preliminary programme, site, budget and schedule to ensure they are solid.
6. Assisting in informing submission requirements
7. Assisting in public relations
8. Reporting to the sponsor and jury regarding program compliance from entries

1.9. Technical Committee

This committee checks all the entries to ensure that all applicants satisfy requirements including the provision of documents, such as registration and licensing, citizenship, residency and or heritage.

At the time of submission establish whether submissions satisfy the rules of the competition and that they conform to the presentation guidelines or technical criteria and are duly eligible for adjudication.

The Technical Committee shall establish a list of the applicants meeting the formal requirements laid down in sections 1.4, 1.5 and 1.6.

Competitor entries must be original works and submissions may be disqualified for plagiarism or any other dishonest practice.

1.10. Jury

Mark Raymond
Architect, TTIA, RIBA,
Chair Association of Commonwealth
Societies of Architects in the
Caribbean (ACSAC)
Jury Chair

Jacquiann Lawton,
RA MJIA MTTIA
Head of School
Caribbean School of Architecture,
University of Technology

Dr. Elizabeth Pigou-Dennis
Associate Professor
Caribbean School of Architecture
University of Technology

Dwight Ricketts,
PE MJIE JP
President
Jamaica Institute of Engineers

Martin Addington,
MJIP
President
Jamaican Institute of Planners
Chair Construction Industry Council
(CIC)

Richard Picart
UDC/Sponsor
Senior Architect

Christopher Lue
RA MJIA
President
Jamaican Institute of Architects

1.10.1 Obligations of the Jury are as follows:

1. No contact with competitors
2. Committed to the task of evaluating entries on scheduled days
3. Maintain anonymity of the submissions
4. Abide by the criteria set forth for judging
5. Refrain from interjecting any considerations contrary to that outlined in the programme
6. Submit a report explaining their decision.

1.10.2 Jury chair

The jury chair shall ensure that the jury deliberations proceed fairly and orderly. After a winner is selected the chair supervises the writing of the Jury report.

1.11. Awards and Commendations

The following represents the categories of awards to be presented during the competition:

- 1.11.1 **Awards** will be granted to competitors of the best proposals and will represent payment of competitor fees for author work as well as the extension of licence for use to be outlined in the contract.
- 1.11.2 **Commendation** represents a special mention for competitors that have not been granted awards and/or payments for their work.
- 1.11.3 **People's Choice Award** is granted to the submission that has received the most public vote for their favourite proposal, which concept inspires the public the most and which they would like to see in the the Park and Heroes Circle subsequently. People's choice voting is only available for **stage 2** of the competition. This award will not contribute to the Juror's final decision.
- 1.11.4 **Stage 1: Stage 1:** Jurors select entries to advance to **Stage 2. Stage 1** is anonymous monetary value.
- 1.11.5 **Stage 2:** development of designs. **Stage 2** finalists are made public.
- 1.11.6 The following amounts will be awarded in the following categories:

Stage 1 – Top 5 Selectees

- JMD\$2 Million each

Stage 2 – Top 3 Selectees

- 1st prize: JMD\$5 Million
- 2nd prize: JMD\$4 Million
- 3rd prize: JMD\$2 Million
- People's Choice Award

Only competitors selected to proceed to **Stage 2** of the competition will be entitled to awards. Commendations may be given to deserving entries in **Stage 1**.

In the event that less than five (5) competition entries are received, the Jury reserves the right not to distribute all awards and commendations.

Competitors who do not meet the design criteria as assessed by the Jury, are not entitled to the exhibition of their works.

Competitors will be obligated to return or forfeit prize money in the event of fraud or other serious breach of the rules or requirements of entry into the competition.

The Jury will prepare a report and commentary for each competition proposal. Stage 2 submissions will be evaluated by the same Jury. The Technical Committee will send invitations and reports to the addresses listed in the **CONTACT** envelope.

It is considered that the competition has failed, if the Jury does not award a winner.

1.12. Mutual Rights

1.12.1. Competitors' Rights

The Contracting authority reserves the right to sign a contract for the further detailing of their design, the production of the contract documents and the administration of the construction contract.

The winning competition proposal shall consider all comments and guidance of the Jury.

Copyright in all designs, drawings, models, plans, specifications, design details and any other materials provided by the Author in connection with the Competition shall remain vested in the Author in accordance with the Copyright Act. The Author upon receiving payment of the prize money for the design hereby grants the Government of Jamaica a perpetual, non-exclusive, royalty free licence to use and reproduce the same for all purposes relative to the Houses of Parliament Design Competition and such license shall carry the right to grant sub-licences and to be transferable without the prior consent of the Author.

1.12.2. Contract with Chosen Competitor

The winning author must respond to the offer for the production of the contract documents within fourteen (14) calendar days after receipt of offer. If the winning author does not respond to the offer or if the winning author is not interested, the Contracting Authority will hand over the production of the contract documents to the next in line of the awarded competitors.

All mutual obligations and relationships regarding co-operation will be handled with a contract of development of contract documentation, based on the associated proposal.

The subject of negotiation is:

- The fee for the development of the contract documentation and contract administration.
- Timeframe of production

2. COMPETITION PROPOSAL

2.1. Form of Competition Proposal

All competition entries must contain the following prescribed components and be submitted in the following form:

- **Exhibition Panels:** Posters mounted on panels, format **60cm x 90cm** (A1) – in one (1) set.
- **Proposal booklet:** Folder in A3 format – in four (4) copies, containing all exhibition panels reduced to A3 format and the coded proposal (maintain anonymity).
- **Compact Disc/Flashdrive:** Envelope with one enclosed.
- **COMPETITOR:** Envelope
- **CONTACT:** Envelope
- **OFFER:** Envelope

A model is not required in **Stage 1**.

Submission of a model for **Stage 2** entries is optional.

2.2. Coding, Envelope and Labelling of Constituent Parts

All constituent parts of the competition proposal must be coded with the same proposal code, which will be assigned at registration. The code must be placed in the right-hand upper corner and have maximum dimensions of 2.0 cm (length) X 0.5 cm (height). The code must be placed on each graphic panel; each separate verbal description; each sealed envelope; the cover of the proposal booklet – it must not be placed on the inside pages of the booklet and all pages of enveloped documents, as well as on the model, where the latter is required. All proposal codes will be recoded at opening and a unique working code will be assigned to each competitor.

All enclosed envelopes must indicate the contents and code of the proposal, be non-transparent and tightly sealed.

Competition proposal must be submitted in a tightly sealed envelope (one or several), coded and marked "COMPETITION – DO NOT OPEN".

If the proposal is submitted in several packages, each one must be marked as indicated, coded and numbered (i.e. 1/2, 2/2, etc.).

Postal services require that registered mail indicate the name of sender; however, in order to ensure anonymity, **The GOJ Houses of Parliament Design Competition** may be indicated as sender.

2.3. Contents of the Competition Proposal

2.3.1. Graphic Panels – Stage 1

Each graphic panel must contain at least the following:

- Analysis
- Narrative/philosophy/description of concept
- Design concept site plan with traffic arrangement design
- Schematic spatial scheme showing the organization of the spatial programme
- Proposed chamber typology and theory
- Two (2) site sections expressing scheme relationship to context
- Renderings and perspective views of building form, concept/precedence images

Form of Graphic Panels

Graphic representations must be submitted mounted on ¼” thick flat boards, vertical A1 format. The maximum number of panels is 4. All drawings should be north-oriented.

Distribution of graphic presentation on the panels should be as outlined:

PANEL 01

- Analysis
- Design philosophy

PANEL 02

- Design concept illustrative site plan with traffic arrangement design
- Schematic sketch site sections (2)

PANEL 03

- Schematic spatial scheme showing the organization of major spaces
- Proposed chamber typology and theory
- Area chart
- Programme chart

PANEL 04

- Schematic renderings and perspective views of building form and concept/precedence images

2.3.2. Graphic Panels – Stage 2

Each graphic panel must contain at least the following:

- Design concept with complete exterior and traffic arrangement design
- Floor plans for all floors including the roof (for all proposed buildings) complete with a schematic description of functional areas
- Typical cross sections (two per building)
- Typical elevations
- Spatial representation of the entire scheme
- 3D view to best explain scheme
- Animation of scheme no longer than 1.5 minutes (to be displayed digitally during exhibition)

Form of Graphic Panels

Graphic representations must be submitted pasted on panels, vertical A1 format. The maximum number of panels is 6. All should be north-oriented.

Distribution of graphic presentation on the panels should follow the enclosed outline:

PANEL 01

- Design concept with complete exterior and traffic arrangement design
- Organisational plan of component distribution showing user pathways, plan of stages and safety zone plan
- Spatial representation of the entire area

PANEL 02

- Floor plans with a schematic description of functional areas
- Typical cross sections (two per building)

PANEL 03

- Floor plans with a schematic description of functional areas
- Typical façades
- Spatial perspective

PANEL 04

- Floor plans with a schematic description of functional areas
- Typical façades or cross sections
- Spatial perspective

PANEL 05 – 06

- Drawings and graphic presentations of candidates' choice

2.3.3. The Proposal Booklet

- General description of spatial and architectural plan
- Description of exterior design for the entire area (access roads, traffic arrangements, etc.).
- Description of programme component distribution and functional connections
- Description of other key architectural elements:
 - Building integration into the landscape/context
 - Sustainable choice of materials
 - Energy efficiency
 - Green energy sources
- Cross section of installations (cooling, ventilation)

The entire proposal booklet should be concise, clear and succinct.

The proposal booklet should be enclosed in A3 format folders. All graphic drawings reduced to A3 format sheets must be enclosed as supplements to the proposal booklet. The proposal booklet may contain sketches, schemes, photographs, photographic renderings and other representations to ensure effective description and argumentation of the competition proposal.

The folder must contain an unsigned, unsealed and unmarked copy of the proposal, which must be a true copy of the originals, enclosed in an envelope marked PROPOSAL BOOKLET without stating the author's name or signature.

A3 format folders with the textual and reduced graphic part must be enclosed in 4 copies.

2.4. Digital Form

In order to control the correct representation of solutions and for presentation needs, the entire competition proposal (textual and graphic part) should also be submitted in digital form (on compact disc/flash drive).

The submitted records should be in PDF format

Graphic presentations must be submitted in the following formats however:

- Posters (panels) in ***.pdf**
- Design concept, floor plans in ***.pdf**

- 3D presentations in one of the following ***.tiff, *.jpg, or *.png**, in resolution not less than 1280px x 1024px, which are suitable for presentations on web pages, in the media etc.
- **Presentations intended for publication on the web page**, spatial representations and reduced posters in ***.jpg, in resolution 600px x 800px**

Recordings must safeguard the anonymity and may not contain any data revealing the competitor's identity (Stage 1 only). Any revelation of identity will result in disqualification.

The compact disc/flash drive must be submitted in a tightly sealed envelope marked "Compact Disc"/"Flash Drive", with the proposal code in the upper right-hand corner of the envelope.

2.5. COMPETITOR – Envelope

COMPETITOR envelope must contain the following:

- **Appendix 2** (Competitor), completed and signed.

The envelope must be sealed and marked "**COMPETITOR**" and indicate the competition proposal code.

2.6. CONTACT – Envelope

CONTACT envelope must contain the following:

- **Appendix 1** (Contact) including the address and email to which the Jury notice will be sent in the following cases:
 - The competitor is sent a final report and invitation to the exhibition.
 - The competitor is sent an invitation for additional proof of qualification.
 - In the event the Committee makes a decision requiring subsequent changes to the competition proposals, no more than three (3) short-listed candidates are sent invitations to make subsequent changes to their proposals.

The contact address must not reveal the competitor's name. The envelope must be sealed and marked "**CONTACT**" and indicate the competition proposal code.

2.7. OFFER – Envelope

OFFER (stage 2 only) envelope must contain the following:

- **Appendix 4**, offer for the preparation of contract documentation and administration

The envelope must be sealed and marked "**OFFER**" and indicate the competitor's proposal code.

3. EVALUATION CRITERIA

The competition proposals must be complete. The Jury will not evaluate proposals that do not meet the criteria.

The Jurors' decision is final and awards will be made by their sole discretion.

The Jury will evaluate the proposals according to the following criteria:

3.1. Key areas for Consideration:

Stage 1

1. Concept and theory
2. Architectural expression, language and form
3. Relationship to context (Urbanity)

3.1.1. Concept and Theory

Wholeness and fundamental idea:

- How has the competitor solved the competition goal on the whole? Is there a powerful design idea? To what extent has a strong fundamental idea and an appealing design been combined with functional demands, durability and economy.
- Design precepts, research and theory.
- Originality and challenge of the design concept.
- Concept interpretation.

3.1.2. Architectural Expression, Language and Form

This category deals with the image of the project and it relates to issues of quality, context, aesthetic impressions, psychological impact, and symbolic meaning. This category indicates that the Architect made his decision based on aesthetics and the manipulation of form and space for compositional purposes, design elements, design principles and their manipulation.

- **Symbolism:**
The design decision was based on a certain idea or concept related to ideology or belief.
- **Spatial Qualities:**
Qualities both indoor and outdoor.
- **Movement and Experience:**
This criterion addresses issues that deal with circulation of both pedestrians and vehicles in terms of clarity, safety, and design of entry points (arrival, ceremonial procession, service) paths and orientation.

- **Identity:**
This criterion deals with providing a distinctive character and identity to the project.
- **Sense:**
This criterion addresses issues of spatial form and quality of the built project in a sense that creates excitement and visual interest.

3.1.3 Relationship to Context (Urbanity)

- **Coherence and Surroundings:**
How well does the proposal fit the site? Is the scale appropriate? How does the design blend in with the neighbouring buildings and the surrounding landscape? What is the positioning of the volumes? Issues of harmony and contrast with the surrounding green spaces and the memorial spaces.
- **Entrance Position:**
How has the competitor solved the entry into the area, site, and buildings? What is the relationship between the outside traffic and the inner movement pattern in the area and building both for pedestrians and vehicles?
- **Access and Urban Context:**
This criterion addresses issues that deal with circulation of both pedestrians and vehicles in terms of clarity, safety, design of entry points, paths and orientation.
- **Views:**
- This criterion focuses on the issue of creating view corridors and visual access opportunities from and to buildings and spaces on and off the site.

3.2. Stage 2

1. Response to programme/ brief
2. Spatial integration
3. Functionality
4. Innovation and originality
5. Environmental/Sustainability/Resilience
6. Form and relationship to context
7. Value
8. Feasibility
9. Representation

3.2.1 Response to programme/brief

This means the ability to translate and interpret lucidly and creatively the programme of spaces and necessities as set forth in the Brief. There must be demonstrated knowledge of each component represented.

3.2.2 Spatial Integration

The design should exemplify the ability to complement and be sensitive to its surroundings and also the way people interact with the space. The design should present some form of integration – how it benefits or impacts the building and its users should be in clear. There should be an integration of access and circulation in the scheme. An overall sense of place needs to be established to give the community a unique character; enhance the walking environment; and create pride in individual and whole space integration.

3.2.3 Functionality

Function refers to the purpose for which the project is intended. Good functionality means the project works well for the intended use, regardless if it is targeted at the client, the users that occupy the project, the public that encounters it, or even the virtual visitors that are confronted by its photographic representation. Functionality of the design should be seen as playing a crucial part of and as contributing to the benefit of the locality and the city.

3.2.4 Innovation and Originality

Architecture/design is a forward-thinking field that embraces new technologies and countenances, keeping in step with social developments and needs; sometimes even creating a new expression that sets a new trend. Projects that take a fresh approach or work to improve existing practices are innovative projects. The Jury will be looking at not just the use of high-technology solutions but also the adoption of clever design ideas. The proposal should present a strong overall design vision or strength of concept or iconic design theme for the site and for the country.

3.2.5 Environmental/Sustainability/Resilience

This looks at the importance of the evident virtue of the proposals in relation to the rational use of available natural resources in the project. Attention will be given to those proposals that creatively formulate active and passive means to assure more efficient use of energy, water and other resources as well as minimise negative impacts on the ecological environment. This will also look at the long term ease of maintenance and updating of the building during its useful life.

3.2.6 Form and Relationship to Context

The Jury will consider how the project's form manifests the stated intent through its materiality, shape and detailing. The project's form should have a clear stance on its relationship to its surroundings, its users, and the public at large. It is not enough to be

beautiful and the form needs not be cutting-edge or trendy, but rather timeless, appropriate and relevant for its audience and the message it is supporting. The project should demonstrate design excellence and quality, fit its purpose and be sustainable. There should also be harmony between the proposed interior designs and the building itself. Focus should be on the issue of creating visual corridors from and to buildings and spaces on and off the site.

3.2.7 Value

- Rationality of the spatial design of the building(s)
- Design appropriateness with regards to building maintenance and lifecycle
- Appropriately selected materials and treatment types
- Natural lighting and sun protection
- Energy-efficient building envelope design
- Use of energy efficient cooling systems
- Efficiency in waste management

3.2.8 Feasibility

The aim of this criterion is to determine physical and social parameters affecting the building and how the design has responded to these, i.e.: the technical and economic feasibility of realisation.

3.2.9 Representation

Visual renderings of conceptual diagrams as well as exterior and interior drawings should allow the viewers to clearly visualize the building exterior and interior, as well as communicating design ideas and content. The generated 3D exterior and interior renderings should provide a complete idea of colour combination, landscape details, shadows, and interior and exterior element placements.

Summary

Overall, these nine (9) broad aspects will take into account the following:

1. Capacity to inspire, engage and delight its occupants, visitors and passers-by
2. Design vision – is this reflected in all aspects of the design
3. Extent of innovation, invention and originality
4. Does the design fit its purpose, especially in response to the competition Brief
5. Response to the issues of accessibility and other social factors; does the design allow for easy human traffic flow and access to amenities and other parts of the building
6. Selection of materials and the way in which they are detailed.
7. Size/space – but not in terms of square metres, the spatial experience it offers

8. Suitability of its structural and servicing systems
9. Timetable – the project should not go over time without good cause
10. Type of contract e.g.: traditional, design and build

4. COMPETITION TIMELINE

4.1. Competition Timeline

All submissions of proposals should be made by the specified time listed below

1.	Competition Launch	May 17, 2018
2.	Registration Period	May 17, 2018 – June 14, 2018 by 4:00 pm
3.	Site Visit - National Heroes Park	July 6, 2018
4.	Tour George William Gordon House	July 9, 2018
5.	Competitor's Conference	July 9, 2018
6.	Stage 1 Deadline for Questions	July 12, 2018
7.	Stage 1 Deadline for Answers	July 19, 2018
8.	Stage 1 Design Period	July 20, 2018 – September 17, 2018
9.	Stage 1 Design Submission deadline	September 17, 2018 by 2:00pm
10.	Stage 1 Jury Evaluation	September 18, 2018 – October 2, 2018
11.	Announcement of shortlisted competitors	October 8, 2018
12.	Exhibition of Stage 1 Entries	October 8, 2018 - October 22, 2018
13.	Stage 2 Deadline for Questions	October 12, 2018
14.	Stage 2 Deadline for Answers	October 22, 2018
15.	Stage 2 Design Period	October 23, 2018 – December 17, 2018
16.	Stage 2 Proposal Submission	December 18, 2018 by 2:00pm
17.	Stage 2 Jury Evaluation	January 7, 2019 – January 25, 2019
18.	Exhibition of Stage 2 Entries	January 28, 2019 – February 8, 2019
19.	Awards Ceremony & Announcement of Competition Results	TO BE ANNOUNCED

4.2. Launch of Competition and Registration

The competition will be opened on the date of competition publication on the competition website www.ourjaparliament.com

Download of materials is free of charge to registered competitors. Access to materials will be granted upon receipt of request sent to the competition email address: designcompotion@udcja.com.

Competition materials in hardcopy written form will be available for inspection during the registration period at UDC premises, 12 Ocean Boulevard during business hours. Official UDC business hours are 8:30 a.m. to 4:30 p.m. from Mondays to Fridays.

4.3. Site Visit and Tour

A site visit to the National Heroes Park and tour of the existing parliament facility at Gordon House will be organised according to the schedule. The meeting point will be the parking lot inside the southern entrance gate of the National Heroes Park. For organisational purposes, prior registration for the visit is required online at the competition website or via a request sent to the competition email.

4.4. Questions and Answers

Competitors may pose their questions by e-mail only at designcompetition@udcja.com

Questions received after the deadline for questions in the schedule will not be addressed. Answers to questions will be published on the competition website at www.ourjaparliament.com.

4.5. Submission of Proposals

Competition proposals must be delivered or sent in one or several tightly sealed envelopes (packages) marked "COMPETITION – HOUSES OF PARLIAMENT – DO NOT OPEN".

4.5.1 Delivery in Person

Proposals may be delivered in person during UDC's business hours of 8:30 a.m. to 4:30 p.m. at 12 Ocean Boulevard, Kingston to the Competition Secretariat.

For in person deliveries, the person delivering the proposal will be given a receipt, a copy of which will be stored with the competition documents. Proposals may be delivered by any person, institution or delivery service (mail or courier).

4.5.2 Delivery by Mail

For proposals received by mail, the date of postal stamp or certificate of mailing will apply. Submission by mail must contain the proposal code.

Sender's name must not reveal the competitor's name.

For submissions received by mail, "GOJ Houses of Parliament Design Competition" may be indicated as sender.

Competition proposals submitted after the deadline for submissions will not be evaluated by the Jury.

4.6. Validation and Evaluation of Proposals

4.6.1. Validation

All competition proposals will be examined by the Technical Committee in order to establish whether:

1. They have been submitted in due time.
2. They have breached anonymity rules.
3. They contain all the components required by the call for proposals.
4. They satisfy all eligibility requirements

Proposals which fail the above criteria will be disqualified and not submitted for evaluation by the Jury. Disqualified proposals may be retrieved by the candidates at the closing of the competition. Disqualified proposals are precluded from any form of compensation.

The Final Report, which will be published on the website, www.ourjaparliament.com, will include the validation report and the competition proposals not admitted for evaluation.

4.6.2. Proposal Evaluation

All proposals having passed validation will be admitted for review by the Jury.

All other documentation will be stored at the UDC head office, 12 Ocean Boulevard, Kingston until the final Jury Report has been completed and signed, in order to ensure the integrity of the process.

Any non-compliance of the authors or competitors with the programme/ guidelines and provisions of the invitation to tender must be defined in detail and justified. The Jury will decide whether the variations from the programme/guidelines are justified.

The Jury will review and evaluate the competition proposals according to evaluation criteria (Chapter 3) and determine the ranking order.

If the Jury finds that no competition proposal entirely meets the evaluation criteria and that additional changes should be made to competition solutions, it will ask the authors of the competition proposals to make the changes. Such request will be sent to the addresses listed in the envelope CONTACT. The anonymity principle still applies at this stage.

4.6.3. Subsequent Proof of Qualification

After the evaluation has been completed and prior to subsequent proof of qualification, the Jury will submit a draft Final Report with the ranking order of competition proposals and propose the granting of awards.

The notice of competition results will be published in the same public media as the Call for Proposals.

4.6.4. Stage 1 – Evaluation

Strong architectural concepts that show promise through further development are determined. These competitors will be invited to participate in Stage 2. Each competitor however will be notified on whether or not he/she is invited to participate in Stage 2.

Candidates will receive this notification in writing by registered mail and email to the addresses listed in the envelope CONTACT.

4.6.5. Stage 2 – Evaluation

Candidates will receive this notification in writing by registered mail to the addresses listed in the envelope CONTACT, while awarded and prize-winning competitors will receive it at the first address listed in the envelope AUTHOR.

Competition results will be published in the same public media as the Call for Proposals. Publication of the Final Report on UDC’s website will be considered as publication of competition results.

The deadline for filing complaints and reviewing requests will elapse on the date of publication of competition results.

4.6.6. Publication of Competition Results

Press releases will be sent to:

- All Registered Architects
- Nationwide daily newspapers
- Select local and regional Architectural magazines
- Jamaica Information Service
- Announcement via social media.

4.7. Exhibition of Entries

4.7.1. Stage 1

All the proposals admitted for evaluation will be exhibited at location(s) to be announced as well as on the competition website: www.ourjaparliament.com

4.7.2. Stage 2

All the proposals admitted for evaluation will be exhibited for at least two (2) weeks together with a signed copy of the Evaluation/Jury Report. The names of authors, collaborators and consultants will be shown next to the awarded and prize-winning entries.

Competitors have the right to remain anonymous if their projects are not among the prize-winners. They should notify the UDC within three (3) days of the publication of results on the website.

The time and place of the exhibition(s) will be published on the competition website and shared with all competitors directly.

4.8. Jurisdiction

Any dispute in relation to this competition shall be governed by the laws of Jamaica and determined by a court of competent jurisdiction.

4.9. Closing of Competition

In the case where competition results are changed due to complaints or reviewed applications, the Jury will supplement the Final Report with an annex or find that the competition has failed. The change of competition results will be published on the UDC's website.

The competition will be completed once the contracting authority has established that all the procedures have been completed in accordance with the procurement outlines of the competition.

The contracting authority will retain the awarded and prize-winning entries in their entirety in one copy; while the UDC will retain a copy each of the A3 format written report and flash drive of each competition entry. The remaining documentation will be returned to the candidates.

Proposals that have not been awarded may be retrieved by the candidates within thirty (30) calendar days of the closing of the Exhibition at the UDC, 12 Ocean Boulevard, Kingston. The UDC is not liable for the proposals upon expiry of this deadline.

4.10 Awards

The UDC will disburse the awards/prizes to candidates. Competitors will receive awards according to their placements. Deadline for payment is thirty (30) calendar days after the publication of the decision closing the public tender.

5. REGISTRATION

5.1. Registration Instructions

Registration is in two parts:

1. Pre-Registration

- Visit our website at www.ourjaparliament.com and click Register;
- Fill in the required information and click send;
- You will receive a confirmation email with your proposal code and a link to download competition documents.

2. Full Registration

- Pay registration fee at the UDC cashier, 12 Ocean Boulevard or via bank transfer the details of which are listed below.
- Visit our website at www.ourjaparliament.com
- DOWNLOAD the registration form
- Fill out form (upload all required documents)

5.2. Registration fee

To enter the competition full registration is required. A non-refundable registration fee for each team of **TWENTY THOUSAND DOLLARS (\$20,000.00)** is required to effect the application process.

Payments may be made to the UDC's head office or via direct deposit:

Bank: Bank of Nova Scotia (Ja.) Ltd

Branch: Duke and Port Royal Streets

Account Name: UDC BNS Admin

Account Type: Current Account

Account Number: 2658-10

Branch Number: 50765

5.3. Registration Form

A receipt number is issued to the registrant. This number becomes the applicant's proposal code number which is to be submitted with all documents and submissions.

5.4. Required Documents

The following documents are required upon registration for eligibility to participate:

5.4.1. Proof of payment

5.4.2. Architect's registration certificate

5.4.3. Organisational chart of team configuration

5.4.4. Practice certificate (2018), as issued by the Architect's Registration Board of Jamaica

5.4.5. Proof of Jamaican nationality/heritage

Documents noted at sections 5.4.4 and 5.4.5. are required at the time of submission of proposals only.

APPENDIX 1: CONTACT

Proposal Code

Public, project, open, two-stage, architectural competition for the selection of the most architecturally suitable solution for **THE GOVERNMENT OF JAMAICA HOUSES OF PARLIAMENT.**

Address of a single legal entity or person to whom the following is to be sent:

- Final report
- Invitation for additional proof of qualification
- Invitation to effect subsequent changes, in the event the committee adopts a decision requiring subsequent changes to competition proposals
- Invitation to correct formal defects.

Full Name/Company Name

Street

Town or City

Email

The address must not reveal the author's name.

Instructions:

Enclose in the envelope "CONTACT"

APPENDIX 2: AUTHOR

Proposal Code

Public, project, open, two-stage, architectural competition for the selection of the most architecturally suitable solution for **THE GOVERNMENT OF JAMAICA HOUSES OF PARLIAMENT.**

We, the undersigned authors of the competition proposal, HEREBY CONFIRM that we:

- have been familiarised with the competition conditions and agree therewith.
- are eligible to participate under the competition conditions.
- are the copyright holders.
- have all the required conditions and the possibility to execute the contracted works.
- agree with any contract for further production.
- fulfill all the conditions for recognition of qualifications, which we will produce upon the contracting authority's request.
- will draft project documentation in accordance with the regulations and legislation in force.

Author(s) to be listed in the Final report:

Full Name and Title	Signature
Full Name and Title	Signature
Full Name and Title	Signature

Licensed Architect, who will be responsible for the supervision of the drafting of the construction documents:

Full Name and Title	Stamp & Signature
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Legal entity or Licensed Architect who will draft construction documentation that meets the requirements laid down for Architects under the Building Act, 2016:

Author's/(Authors') authorised representative:

Full Name, Address, Email & Telephone Number	Signature
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Names for exhibition, as the authors wish them to be shown at the Exhibition and in publications.

Names of authors, consultants, experts, contributors and companies, if any.

Note: In the event that you only receive compensation and wish the authors' names to be published at the Exhibition, please provide us with the names within three (3) days of publication of results on the UDC's website.

Instructions:

- Enclose in the envelope "AUTHOR"
- Also enclose Appendix 3 – Statement on the fulfilment of conditions under the Public Procurement Act in the envelope.

STATEMENT ON THE FULFILMENT OF CONDITIONS

We, the undersigned, declare under penalty of perjury that we fulfil the general, financial and technical requirements specified below:

General Requirements

- Candidate is not the subject of criminal proceedings initiated due to a suspected criminal offence relating to bribery and was not convicted for any such criminal offence.
- Candidate is not the subject of compulsory winding-up, bankruptcy or liquidation proceedings and has not ceased business activities due to a court or other decision.
- Candidate has settled all its taxes and contributions and other mandatory charges and operating liabilities in accordance with the regulations of the state in which it has its seat, if its seat is located abroad or has settled all charges mandatory under the Jamaican legislation, if its seat is in Jamaica.
- Candidate is not prohibited from concluding contracts.
- Up to the date of submission, the candidate has not been entered into the Ministry of Finance's record of bidders with negative references.

Technical Requirements

- Candidate has sufficient technical capacities.
- Candidate is reliable, experienced, has a good reputation and employees capable of performing the contract.

At the same time, we declare that we are familiar with and entirely and definitively agree to the contents of contract documentation and supplements thereto **and consent**, in the event of selection, to the contracting authority verifying all the data from the official records prior to conclusion of the agreement.

Author/Representatives of Group of Authors Full Name & Address	Signature
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Responsible Architect Full Name & Address	Stamp & Signature
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Legal Entity or Person Drafting the Documentation Full Name & Address	Stamp & Signature
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Instruction:

Please enclose the signed and stamped Statement in the envelope "AUTHOR".

APPENDIX 4: OFFER**Proposal Code**

Details are not required to be submitted at this time and that this form is being provided for reference only.

OFFER FOR THE DRAFTING OF PROJECT DOCUMENTATION FOR THE GOVERNMENT OF JAMAICA HOUSES OF PARLIAMENT

The UDC will conclude an agreement for the drafting of contract documentation with the author of the selected competition proposal based on this Offer. Project documentation must be drafted in accordance with the Building Act and Rules on Design Documentation and other legislation, regulations and standards governing the field of building design and construction.

Project documentation drafted by us will have the components and scope specified in the supplement to this form within the period and at the price stated below:

	Time (Days)	Fee	GCT	Total Cost
Schematic Design				
Design Development				
Building Permits and Approvals				
Detailed Construction Documentation				
Documentation for the Tender for the Execution of Works with bill of quantities in digital form for tendering documentation purposes				
Post Contract Services				
Instructions for Operation and Maintenance of the Building				
TOTAL				

Offer price for works listed in the agreement sample (Appendix 5), account taken of the proposed execution deadlines,

amounts to _____ JMD

GCT _____ JMD

TOTAL _____ JMD

(in words _____)

The offer is valid for _____ (no less than six (6) months of the competition entry submission deadline).

Unsigned, unstamped and unmarked offer should be enclosed

Signed original should be enclosed in the envelope "OFFER"

1. Author(s):

Full Name & Address

Signature

Full Name & Address

Signature

2. Licensed Architect, who will be responsible for the supervision of the drafting of the construction documents:

Full Name & Address

Stamp & Signature

Instruction:

Signed and stamped Offer (Appendix 4) should be enclosed in the envelope "OFFER".

APPENDIX 5: ADDITIONAL RESOURCES:

- *Handbook of Architectural Design Competitions* by The American Institute of Architects.
- *Participating in Architectural Competitions: A Guide for Competitors, Promoters, and Assessors* by Judith Strong. This useful handbook gives detailed instructions on how to enter competitions around the world.
- *XML – Parliament Book*, parliamentbook.com/info/xml.