

Brno New Main Train Station

Safe Submission Guide

International Urban Transport Architectural Two-Phase
Restricted Project Competition

P28

International urban-transport-architectural two-phase restricted project competition for the

Brno New Main Train Station

Contracting Authorities

Správa železnic (Railway Administration) and Statutární město Brno (Statutory City of Brno)

Organiser of the Competition and the processor of the Competition Conditions:



Kancelář
architekta
města Brna

Kancelář architekta města Brna, p. o.

Zelný trh 331/13,
602 00 Brno

Request to participate / Confirmation of participation

Deadlines

31st August 2020	launch of the competition
till 15th September 2020	submission of questions
till 18th September 2020	publication of answers
till 25th September 2020, 17:00	submission of Requests to Participate / Confirmations of Participation
9th October 2020	jury meetings to reduce the number of participants

Check list

Content requirements of the Confirmation of Participation (for Invited Participants)

It is recommended to prepare the document according to model P03 and it shall contain the following:

- ☐ cover letter of the confirmation of participation;
- ☐ participant's details;
- ☐ documents specified in paragraph 4.2 of the Competition Conditions;
 - ☐ statutory declaration according to P07 model;
 - ☐ extract from the Commercial Register*;
 - ☐ trade licence, extract from the trade register or other register*;
 - ☐ a copy of the person's certificate of authorisation;
 - ☐ list of members of the implementation team;
- ☐ portfolio to the extent specified in paragraph 4.4.3 of the Competition Conditions (only the reference proposals to prove the qualification of Architect and Transport Construction Designer in accordance with paragraph 4.1.1(e) of the Competition Conditions)

Content requirements of the Request to Participate

It is recommended to prepare the document according to model P02 and it shall contain the following:

- ☐ cover letter of the confirmation of participation;
- ☐ participant's details;
- ☐ documents specified in paragraph 4.2 of the Competition Conditions;
 - ☐ statutory declaration according to P07 model;
 - ☐ extract from the Commercial Register*;

- ☐ trade licence, extract from the trade register or other register*;
- ☐ a copy of the person's certificate of authorisation;
- ☐ list of members of the implementation team;
- ☐ portfolio to the extent specified in paragraph 4.4.3 of the Competition Conditions;

Registration in the electronic tool EZAK for the purposes of the competition

The request to participate, confirmation of participation and competition proposal may be submitted in electronic form only by a participant who will be registered in the relevant electronic tool.

For the above reason, the Contracting Authority asks participants to register for the purposes of the Competition in the EZAK electronic tool of the Co-Contracting Authority 1 – SŽ (zakazky.spravazeleznic.cz). Detailed instructions on how to register in the EZAK electronic tool are provided in the manual, **see P25**.

The contracting authority also points out that it is necessary to have a valid electronic signature for the purposes of registration. **See P25** for details.

!!! Notice !!!

The Contracting Authority warns the participants that **it may take several working days** to acquire an electronic signature (if the participant does not have it), and to actually register on the EZAK profile. We recommend that participants take these steps as far in advance as possible. If a participant already has a registration established on this profile, he shall use its existing login details.

The Contracting Authority further notice that the Guide is valid only as of the start date of the Competition. Changes in competition documentation during the competition period will be made by additional information and published on the electronic tool of the contracting authority EZAK.

Instructions for the electronic submission of the Request to Participate / Confirmation of Participation

Participants must submit requests to participate / confirmations of participation in electronic form via the EZAK electronic tool in the period specified below in the Competition Conditions.

Instructions for submitting the Request to Participate / Confirmation of Participation in electronic form:

- after logging in to the EZAK system (after prior successful registration of the participant – see Registration in the electronic tool), the participant shall search in the EZAK system for the relevant competition entitled „**Nové hlavní nádraží Brno/Brno New Main Train Station**“, for which it is submitting the Request to Participate / Confirmation of Participation;
- a **“send a request to participate” („poslat žádost o účast“)** button will be displayed to the registered participant directly next to this contract (above the table entitled “Information on the public contract” („Informace o veřejné zakázce”)) – **invited participants submitting a confirmation of participation** shall also use this button – see Figure 1;

Figure 1

Veřejná zakázka: Nové hlavní nádraží Brno/ Brno New Main Train Station

– after clicking on the “**send a request to participate**” („**poslat žádost o účast**“) button, the participant will see a page for the electronic submission of files containing the sections “Report” („Zpráva“), “Attachments” („Přílohy“) and “Method of Signature” („Metoda podpisu“) – see Figure 2

Figure 2

Žádost o účast

vymazat obsah žádosti o účast

Zpráva

Zadávací řízení: Nové hlavní nádraží Brno

Odesílatel:

Příjemce: Osoba zodpovědná za příjem elektronických žádostí

Předmět: Zádost o ucast/Potvrzení ucasti/Request to Participate/Confirmation c

Text: Zádost o ucast/Potvrzení ucasti/Request to Participate/Confirmation of Participation

Přílohy

Přílohy: odebrat | název souboru

☐ Zádost o ucast_Potvrzení ucasti_Request to Participate_Confirmation of Participation.docx (11 986 bajtů)

odebrat označené

Nový soubor: **Procházet...**

Maximální možná velikost jednoho souboru: cca 50 MB

Metoda podpisu

☒ Odeslat bez podepsání

☐ Podepsat s použitím prohlížeče (nevyžaduje Javu)

☐ Podepsat s použitím Java aplikace

☐ Podepsat s použitím Java appletu

zpět **pokračovat**

– in the “Report” („Zpráva”) section, the participant shall first fill in the **subject** field (stating „**Žádost o účast/Potvrzení účasti / Request to Participate / Confirmation of Participation**”) and the

text field (stating „**Žádost o účast/Potvrzení účasti / Request to Participate / Confirmation of Participation**”);

- in the “Attachments” („Přílohy”) section, the participant shall select the “Choose file / Browse” („Vybrat soubor/Procházet”) button and attach the pre-prepared files through the search engine in accordance with point 4.4.2 / 4.3.3 of the Competition Conditions;
- in the “Method of Signature” („Metoda podpisu”) section, the participant shall finally select the method “Send without signature” (“Odeslat bez podepsání”) and then select the “Continue” („Pokračovat”) button;
- in the next step confirm with “Send without signature” (“Odeslat bez podepsání”) button – see Figure 3.

Figure 3

Odeslání žádosti o účast

Před odesláním zprávy, prosím, zkontrolujte všechny údaje a případné přílohy.
Pokud chcete datovou zprávu podepsat, použijte tlačítko **zpět k editaci** a poté odpovídající volbu.

Zadávací řízení:	Nové hlavní nádraží Brno
Odesílatel:	
Čas vytvoření:	13.08.2020 16:19
Název:	Zadost o ucast/Potvrzeni ucasti/Request to Participate/Confirmation of Participation
Text:	Zadost o ucast/Potvrzeni ucasti/Request to Participate/Confirmation of Participation
Přílohy:	Zadost o ucast_Potvrzeni ucasti_Request to Participate_Confirmation of Participation.docx <small>(info)</small>

zpět k editaci

odeslat bez podepsání

!!! Notice !!!

The individual files submitted in the competition proposals may not exceed the **maximum allowed size of 50 MB**. The participant may attach an unlimited number of files in one submission, but each with a maximum size of 50 MB.

Phase 1

Deadlines

till 7th January 2020submission of questions
till 18th January 2020publication of answers
till 1st February 2021, 15:00.....submission of the competition proposals in the 1st phase
11th – 12th February 2021evaluation meeting of the jury in the 1st phase

Compensations

Total compensation**CZK 30,000,000**

!!! Notice !!!

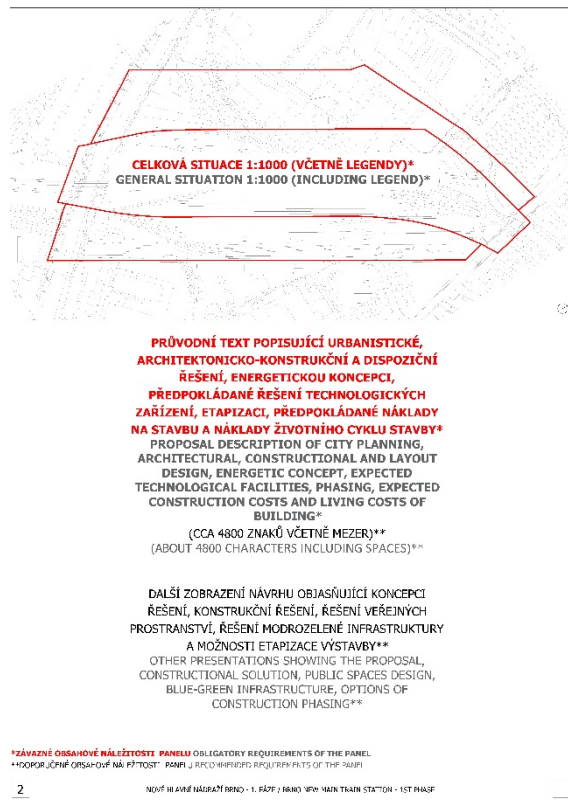
From the point of view of guaranteeing the current relevance of the competition supporting documents and the requirements for the competition proposals, regularly check the profile of the contracting authority zakazky.spravazeleznic.cz, or kambrno.cz/souteze/.

Layout of panels

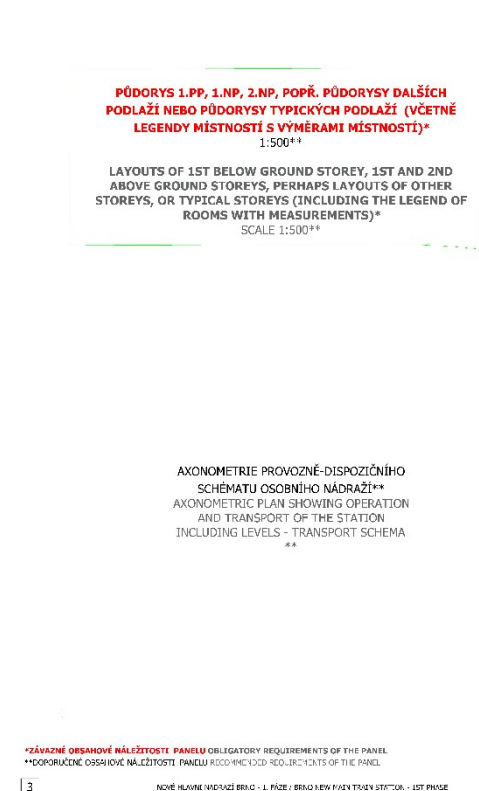
PANEL 1



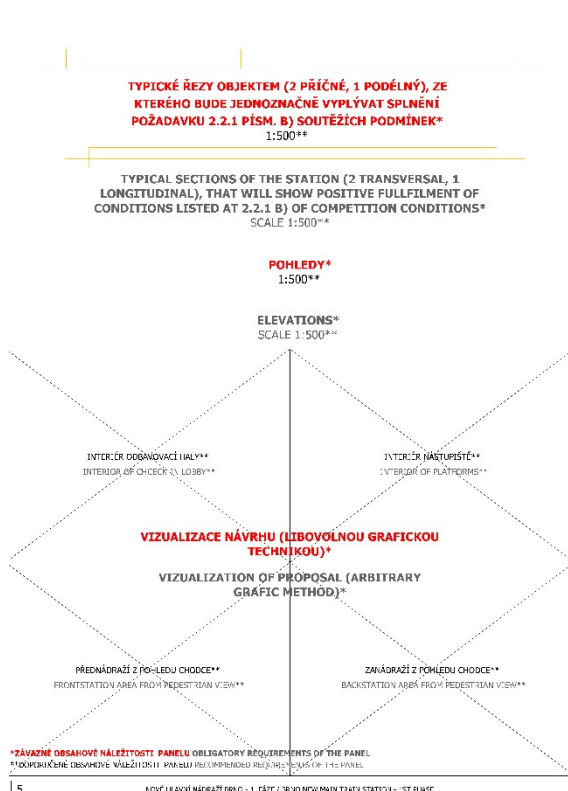
PANEL 2



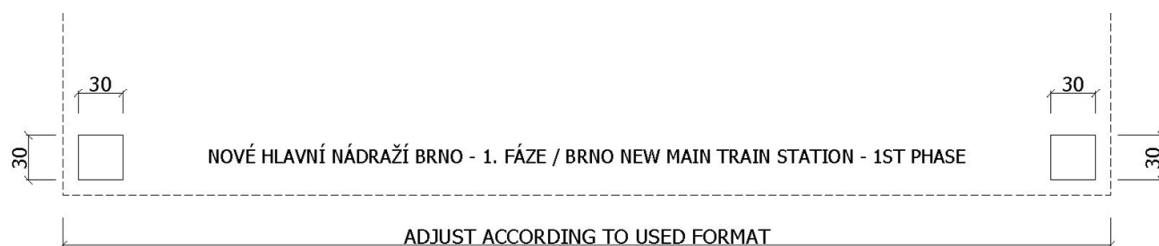
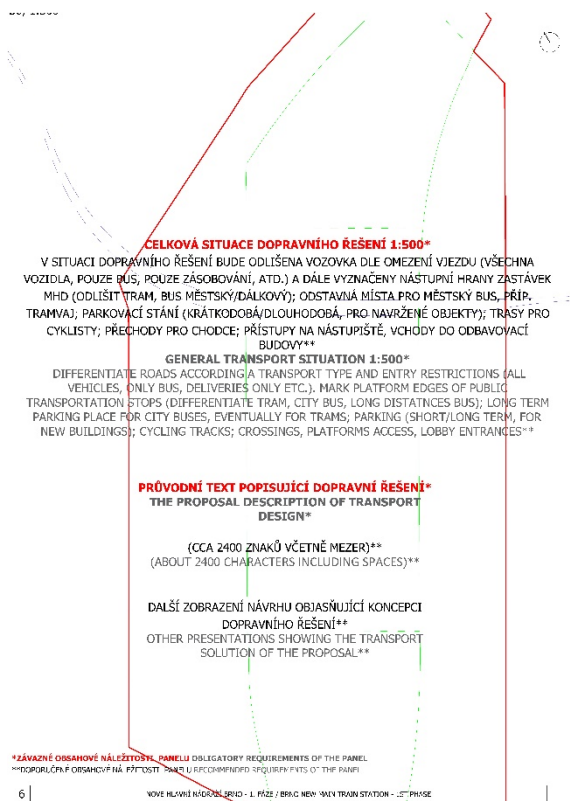
PANEL 3, 4



PANEL 5



PANEL 6



It is **recommended** to mark all parts of the competition proposal submitted in paper form specified in Chapter 5(5.1) of the Competition Conditions (graphic part) as follows:

Designation of the packaging

All parts of the proposal submitted in paper form (graphic part) should be, in the participant's own interest, placed in a strong and sealed package protecting the proposal against damage and secured against opening with the inscription „**NEOTEVÍRAT – SOUTĚŽNÍ NÁVRH – NOVÉ HLAVNÍ NÁDRAŽÍ BRNO – 1. FÁZE** / „**DO NOT OPEN – COMPETITION PROPOSAL - BRNO NEW MAIN TRAIN STATION – 1st PHASE**“. The requirements for the packaging are **recommendatory**, but the Contracting Authority is not responsible for the fact that proposals without proper marking on the packaging will not be delivered to the address of submission of competition proposals and for the jury not being able to evaluate damaged competition proposals.



Check list

Binding competition conditions, non-compliance with which results in exclusion from the competition

- ☐ requirements specified in paragraph 2.2.1 of the Competition Conditions
- ☐ requisites of the competition proposal in accordance with paragraph 5.1 of the competition conditions (graphic part, text part, a virtual flight through the solved area and object and other documents forming a part of the competition proposal)
- ☐ requisites of the competition proposal in accordance with paragraph 5.2 (mandatory requirements of individual panels in the graphic part, incl. arrangement on individual panels)
- ☐ anonymous presentation of the proposal without the name and signature of the participant or a password or other graphic marks
- ☐ for competition proposal send by post or public consignments transport service, the following common address of the sender:
Česká komora architektů
Josefská 6, 118 00 Praha 1 - Malá Strana,
 or the address of the professional association in which the participant is registered
- ☐ design elaboration in Czech and English

Binding content requirements of the competition proposal in accordance with paragraphs 5.1, 5.2, 5.3 and 5.4 of the Competition Conditions

Graphic part in physical (paper) form on 6 panels of 1000 x 1400 mm format (B0 upright):

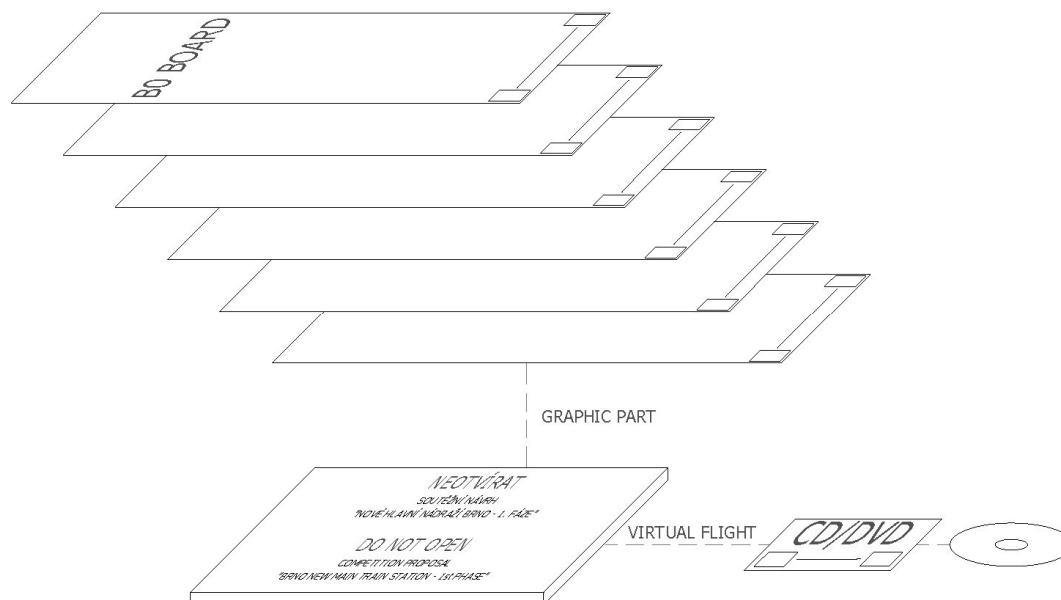
- ☐ Panel 1
 - ☐ a situation of the broader relations
 - ☐ an annotation describing the basic ideas of the design
 - ☐ a balance of basic built-up and unbuilt-up areas, paved and unpaved areas, gross floor area and built-up area
 - ☐ a drawing into the aerial photo in accordance with the supporting document AXX
- ☐ Panel 2
 - ☐ an overall situation of the solved area in the scale of 1:1000 (incl. key)
 - ☐ an accompanying text describing the urban, architectural-structural and layout solution, energy concept, expected solution of technological equipment, phasing, expected construction costs and construction life cycle costs
- ☐ Panels 3 and 4
 - ☐ floor plans of the 1st subterranean floors, 1st floor, 2nd floor, or other floors or floor plans of typical floors (incl. key of rooms with room dimensions)
- ☐ Panel 5
 - ☐ typical sections of the object (2 transverse; 1 longitudinal), from which it will be clear that the requirement specified in paragraph 2.2.1(b) of the Competition Conditions is fulfilled
 - ☐ views
 - ☐ design visualisation (any technique)
- ☐ Panel 6
 - ☐ the overall situation of the transport solution at a scale of 1:500
 - ☐ an accompanying text describing the transport solution
- ☐ The text part, which is contained on the panels of the graphic part
- ☐ Virtual flight through the solved area and object on CD/DVD in *.mp4 format, in FULL HD (1920x1080) resolution at 30FPS, at least 90 seconds and at most 120 seconds long
- ☐ Other documents submitted electronically via the electronic tool EZAK (zakazky.spravazeleznice.cz)
 - ☐ a document marked "envelope author", which will contain data specified in the supporting document P06;
 - ☐ a signed copyright licence agreement (see paragraph 11.1)
 - ☐ the annotation from panel 1 in * .doc or *.docx format
 - ☐ confirmation of tax domicile or its equivalent (in the case of foreign participants)

Recommended content requirements of a competition proposal

Recommended graphic expressions of the graphic part of a proposal submitted in paper form:

- ☐ Panel 1
 - ☐ a 1:5000 scale of the broader relations situation
 - ☐ annotation approx. 1000 characters long incl. spaces
 - ☐ another view at the discretion of the participant
- ☐ Panel 2
 - ☐ the length of the accompanying message approx. 4800 characters, including spaces
 - ☐ another view explaining the concept of the solution, the design solution, the solution of public spaces, the solution of the blue-green infrastructure and the possibilities of phasing the construction
- ☐ Panels 3 and 4
 - ☐ floor plan scale 1:500
 - ☐ axonometry of the operational-dispositional scheme of the passenger station on one of the panels
- ☐ Panel 5
 - ☐ sections scale 1:500
 - ☐ views scale 1:500
 - ☐ at least 1 visualisation of the interior (check-in hall, platform), at least 1 visualisation of the station forecourt and 1 visualisation of the area behind the station from a pedestrian's point of view
- ☐ Panel 6
 - ☐ road differentiation according to the entry restrictions (all vehicles, only buses, only supply vehicles, etc.) and the designation of usable platform edges of public transport stops (distinguish trams, city / long-distance buses); parking spaces for the city bus, or tram; parking spaces (short-term / long-term, for designed buildings); routes for cyclists; pedestrian crossings; accesses to the platform, entrances to the check-in building
 - ☐ the length of the accompanying message approx. 2400 characters, including spaces
 - ☐ another view explaining the concept of the transport solution
- ☐ Graphic part on panels made of light material for exhibition purposes (e.g. Kapa board, Forex, etc.)
- ☐ The graphic part of the competition proposal submitted in electronic form will be in *.pdf with a resolution of 300 dpi

Check list of the packaging



Address of the submission of the part of the proposal submitted in paper form

Kancelář architekta města Brna, p.o. (Brno City's Architect Office, Contributory organisation)

Zelný trh 331/13

Brno, 602 00

!!! Notice !!!

The competition is anonymous.

None of the parts evaluated by the jury, including the cover of the proposal, may be marked with a logo, graphic mark or in any other way that would violate its anonymity.

All parts of the competition proposal shall be prepared in Czech and English.

Method of submitting competition proposals in the 1st phase of the competition

The competition proposals in the 1st phase of the Competition shall be submitted in paper and electronic form. Parts of the competition proposal, which are not submitted to the Contracting Authority in paper form in accordance with the Competition Conditions, shall be submitted by the participant via the electronic tool E-ZAK available at zakazky.spravazeleznice.cz.

!!! Notice !!!

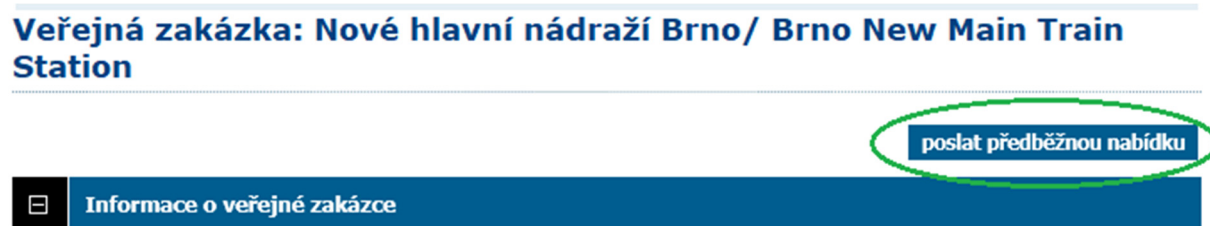
All parts of the competition proposal shall be prepared in Czech and English.

Instructions for the electronic submission of competition proposals in the 1st phase of the Competition

To successfully submit an electronic competition proposal in the 1st phase of the competition, the participant must follow the procedure set out below:

- after logging in to the EZAK system (after prior successful registration of the participant – see Registration in the electronic tool), the participant shall search in the EZAK system for the relevant competition entitled „**Nové hlavní nádraží Brno/Brno New Main Train Station**“, for which it is submitting the competition proposal.
- a **“send preliminary offer”** („**poslat předběžnou nabídku**“) button will appear to the registered participant directly next to this contract (above the table entitled “Information on the public contract” („Informace o veřejné zakázce”)) – see Figure 4.

Figure 4



- after clicking on the **“send a preliminary offer”** („**poslat předběžnou nabídku**“) button, the participant will see a page for the digital submission of files containing the sections “Report” („Zpráva”), “Attachments” („Přílohy”) and “Method of Signature” („Metoda podpisu”) – see Figure 5;
- in the “Report” („Zpráva”) section, the participant shall fill in subject field (stating „**Soutěžní návrh v 1. fázi/Competition proposal in 1st phase**”) and the text field (stating „**Soutěžní návrh v 1. fázi/Competition proposal in 1st phase**”);
- in the “Attachments” („Přílohy”) section, the participant shall select the “Choose file / Browse” („Vybrat soubor/Procházet”) button and attach through the search engine the pre-prepared files in accordance with point 5.5.1 of the Competition Conditions (in conjunction with point 5.4.1 of the Competition Conditions);
- in the “Method of Signature” („Metoda podpisu”) section, the participant shall finally select the method “Send without signature” („Odeslat bez podepsání”) and then select the “Continue” („Pokračovat”) button
- in the next step confirm with “Send without signature” („Odeslat bez podepsání”) button – see Figure 3.

Figure 5

Předběžná nabídka

vymazat obsah předběžné nabídky

Zpráva

Zadávací řízení: Nové hlavní nádraží Brno

Odesílatel:

Příjemce: Osoba zodpovědná za příjem elektronických nabídek

Předmět: Soutezní návrh v 1. fazi/ Competition Proposal in the 1st phase

Text: Soutezní návrh v 1. fazi/ Competition Proposal in the 1st phase

Přílohy

Přílohy: odebrat | název souboru

☐ Soutezní návrh v 1. fazi_Competition Proposal in the 1st phase.docx
(18 601 bajtů)

odebrat označené

Nový soubor: **Procházet...**

Maximální možná velikost jednoho souboru: cca 50 MB

Metoda podpisu

☒ Odeslat bez podepsání

☐ Podepsat s použitím prohlížeče (nevyžaduje Javu)

☐ Podepsat s použitím Java aplikace

☐ Podepsat s použitím Java appletu

zpět **pokračovat**

Phase 2

Deadlines

The deadlines for the submission of proposals in the 2nd phase of the competition and the date of the evaluation meeting of the jury **will be specified in the call for participation in the 2nd phase of the Competition.**

Prizes and compensations

1st prize.....	CZK 6,000,000
2nd prize.....	CZK 5,000,000
3rd prize	CZK 4,000,000
Compensation for the 4th participant.....	CZK 2,500,000

!!! Notice !!!

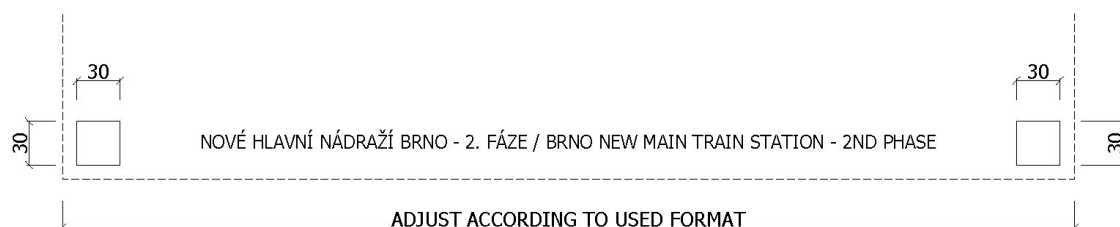
From the point of view of guaranteeing the current relevance of the competition supporting documents and the requirements for the competition proposals, regularly check the profile of the contracting authority zakazky.spravazeleznic.cz, or kambrno.cz/souteze/.

Layout of panels

The requirements for the distribution of competition proposals on the panels in the 2nd phase of the Competition **will be specified in the call for participation in the 2nd phase of the Competition.**

Proposal designation

The designation of the parts of the competition proposals submitted in paper form and the packaging of the competition proposals for the 2nd phase of the Competition will be specified in the call for proposals in the 2nd phase of the Competition.



Designation of the packaging

All parts of the proposal submitted in paper form (graphic part, virtual flight through area and object, insertion model) should be, in the participant's own interest, placed in a strong and sealed package protecting the proposal against damage and secured against opening with the inscription

„NEOTEVÍRAT – SOUTĚŽNÍ NÁVRH – NOVÉ HLAVNÍ NÁDRAŽÍ BRNO – 2. FÁZE“ / „DO NOT OPEN – COMPETITION PROPOSAL - BRNO NEW MAIN TRAIN STATION – 2nd PHASE“. The requirements for the packaging are **recommendatory**, but the Contracting Authority is not responsible for the fact that proposals without proper marking on the packaging will not be delivered to the address of submission of competition proposals and for the jury not being able to evaluate damaged competition proposals.



Check list

The requirements and recommendations concerning the requisites of the competition proposals in the 2nd phase of the Competition **will be specified in the call for participation in the 2nd phase of the Competition.**

Check list of the packaging

The requirements and recommendations concerning the requisites of the competition proposals in the 2nd phase of the Competition **will be specified in the call for participation in the 2nd phase of the Competition.**

Address of the submission of the part of the proposal submitted in paper form

Kancelář architekta města Brna, p.o. (Brno City's Architect Office, Contributory organisation)

Zelný trh 331/13

Brno, 602 00

!!! Notice !!!

The competition is anonymous.

None of the parts evaluated by the jury, including the cover of the proposal, may be marked with a logo, graphic mark or in any other way that would violate its anonymity.

All parts of the competition proposal shall be prepared in Czech and English.

Method of submitting competition proposals in the 2nd phase of the competition

The competition proposals in the 1st phase of the Competition shall be submitted in paper and electronic form. Parts of the competition proposal, which are not submitted to the Contracting Authority in paper form in accordance with the Competition Conditions and the Invitation to Participate in the 2nd Phase of the Competition, shall be submitted by the participant via the electronic tool E-ZAK available at zakazky.spravazeleznic.cz.

!!! Notice !!!

All parts of the competition proposal shall be prepared in Czech and English.

Instructions for the electronic submission of competition proposals in the 2nd phase of the Competition

To successfully submit an electronic competition proposal in the 2nd phase of the competition, the participant must follow the procedure set out below:

- after logging in to the EZAK system (after prior successful registration of the participant – see Registration in the electronic tool), the participant shall search in the EZAK system for the relevant competition entitled “**Nové hlavní nádraží Brno/Brno New Main Train Station**”, for which it is submitting the competition proposal.
- a “**send offer**” („**poslat nabídku**”) button will appear to the registered participant directly next to this contract (above the table entitled “Information on the public contract” („Informace o veřejné zakázce”)) – see Figure 6.

Figure 6

Veřejná zakázka: Nové hlavní nádraží Brno/ Brno New Main Train Station



– after clicking on the “**send an offer**” („**poslat nabídku**”) button, the participant will see a page for electronic submission of files containing the sections “Report” („Zpráva”), “Attachments” („Přílohy”) and “Method of Signature” („Metoda podpisu”) – see Figure 7;

– in the “Report” („Zpráva”) section, the participant shall fill in subject field (stating “**Soutěžní návrh ve 2. fázi/Competition Proposal in the 2nd phase**”) and the text field (stating “**Soutěžní návrh ve 2. fázi/Competition Proposal in the 2nd phase**”);

– in the “Attachments” („Přílohy”) section, the participant shall select the “Select file / Browse” („Vybrat soubor/Procházet”) button and attach the pre-prepared files through the search engine;

- in the "Method of Signature" („Metoda podpisu") section, the participant shall finally select the method "Send without signature" ("Odeslat bez podepsání") and then select the "Continue" („Pokračovat") button
- in the next step confirm with "Send without signature" ("Odeslat bez podepsání") button – see Figure 3.

Figure 7

Nabídka

[vymazat obsah nabídky](#)

Zpráva

Zadávací řízení: **Nové hlavní nádraží Brno**

Odesílatel:

Příjemce: Osoba zodpovědná za příjem elektronických nabídek

Předmět: Soutezní návrh v 2. fazi/ Competition Proposal in the 2nd phase

Text: Soutezní návrh v 2. fazi/ Competition Proposal in the 2nd phase

Přílohy

Přílohy: [odebrat](#) | [název souboru](#)

☐ Soutezní návrh v 2. fazi_Competition Proposal in the 2nd phase.docx
(11 988 bajtů)

odebrat označené

Nový soubor: [Procházet...](#)

Maximální možná velikost jednoho souboru: cca 50 MB

Metoda podpisu

☒ Odeslat bez podepsání

☐ Podepsat s použitím prohlížeče (nevyžaduje Javu)

☐ Podepsat s použitím Java aplikace

☐ Podepsat s použitím Java appletu

[zpět](#) [pokračovat](#)

!!! Notice !!!

The Contracting Authority assures the participants that the electronically submitted parts of the competition proposals, which could be identified with the author's person (as well as the with request to participate and confirmation of participation) will be accessible only to authorised persons of the Contracting Authority, i.e. the administrator of this Competition, who will not participate in the evaluation meeting of the competition jury. Submissions submitted by the participant will be electronically submitted to the competition jury, always in the form preserving the principle of anonymity of the participants in the Competition.

Náš projekt? Brno!

www.kambrno.cz