



Subject: Professional Practice - I

Topic: Architectural Competition Guidelines - II

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# Conducting Architectural Competition

- Contractual Obligation
- General Conditions
- Prize Money and Honoraria
- Anonymity
- Copyright and Right of Ownership
- Insurance
- Competition Time table
- Cost Estimates
- Termination of Competition
- Appointment of Architect
- Exhibition of Entries
- Return of Design Drawings

# 1. Contractual Obligation

- Competition conditions / schedule of requirement primary importance for success of competition- needs to be given sufficient time
- 1. CONTRACTUAL OBLIGATION
- Publication of competition constitutes an offer of a contract by the promoter,
- submission of design for competition, the competitor accepts this contract.
- The competition conditions /reply to competitor's questions –
- –constitute legal basis for contract
- – legally binding on promoter and competitors.

# 2. General Conditions

- Project brief /conditions of competition approved by Senior Architect Assessor & Board of Assessors before publication/ issue to competitors.
- Conditions / requirement of competition to be identical
  - – Copy filed with COA with answers to questions
- Conditions to indicate mandatory/free for interpretation
- Information to be specific/not open to misinterpretation.
- Supplementary information sent to all competitors .
- Conditions to indicate promoter's priorities--functional aspects, economy of construction / in use, solution to technical or circulation problems etc).
- Exact use of winning design.
- Designs not be put to any other use / altered except by agreement with author

# 2 General Conditions

- Any amount remitted by applicants for 'Conditions of the Competition',--Fully refunded in case of decision not to compete /return the "Conditions of the Competition" within four weeks prior to submission of design.
- Submission of design means --acceptance by competitor of conditions of competition.
- Each design accompanied by a declaration that
  - --design is bonafide work
  - -- drawings prepared under his supervision
  - -- accept award of the Assessors as final and binding.
- ▣ In case two / more architects compete – a partnership deed to be created for carrying project in case of winning the competition.
- Board of Assessors:
  - -- must make awards
  - --which shall be final / binding
  - -- made public by a date stated in conditions.
  - -- at its discretion adopt "promoters' choice".
  - -- select not more than three designs which are of equal merit
- ▣ -- selection of winning design could be made by promoter after discussing with authors of selected designs their respective entries.

# 3. PRIZE MONEY & HONORARIA

- Condition for competition must state:
  - -- number of prizes and
  - -- amount of each prize money.
  - -- Prize money related to the size of project,
    - ▣ -- amount of work involved and expenses incurred for preparation for competition.
  - -- In Ideas competition where subsequently work carried out by official bodies-- prize money to be adequate to compensate competitors for ideas
  - --Promoter to accept decision of Board of Assessors
    - ▣ -- pay prize monies within one month of announcement of results.
- --Each participant in a limited competition/ invitation two stage competition to receive an honorarium.
- -- Amount reimbursed for two stage competition for additional work carried out in second stage stated in conditions for competition.

## Prizes and honoraria

<b>Award</b>	<b>Project upto built up area 5000 sq.m(Rs.)</b>	<b>Project with built up area above 5000 sq.m and upto 10000 sq. (Rs.)</b>	<b>Project with built up area above 10000 sq.m and upto 250000 sq.m(Rs.)</b>	<b>Project with built up area above 25000 sq.m(Rs.)</b>
<b>1. OPEN COMPETITION</b>				
i. First prize (To be adjusted in professional fees)	125M	250 M	500 M	1000M
ii. Second prize	75 M	150 M	300 M	600 M
iii. Third prize	50 M	100 M	200 M	400 M
iv. Merit prizes upto 5 each	10 M each	20 M each	40 M each	80 M
<b>2. LIMITED COMPETITION</b>				
Minimum honoraria to be paid to each competitor	50 M	100 M	200 M	300 M

Note : The current value of M is 1000

## Cost of conducting Architectural Competitions

Description	Project with built-up area upto 10,000 Sq.m( Rs.)	Project with built-up area above 10,000 Sq.m.( Rs.)
I. Assessors' Fee	Pre-assessment 10 M and assessment 10 M per day or part thereof.	Pre-assessment 10 M and assessment 10 M per day or part thereof.
II. Professional Advisor/ Project Coordinator's Fee	100 M	200 M
III. Contingent Expenditure	As per estimate*	As per estimate*

**Note 1:** For a two stage competition, the above fees for Professional Advisor/Project Coordinator be increased by 50%.

**Note 2:** For a two stage competition, the above fees for Professional Advisor/Project Coordinator be increased by 50%.

### \* Sub-heads for contingent expenditure :

1. Land Survey.
2. Photographs of site.
3. Printing of Brochure.
4. Advertisement.
5. Communication Expenses.
6. Administrative and Legal Expenses.
7. Exhibition.
8. Publication of competition/select entries.
9. Contingent travel, conveyance, boarding, lodging etc. for Professional Advisor / Project Coordinator, Assessors and others.
10. Other incidental expenses.



# 4. ANONYMITY, 5 Copyright

## 4. ANONYMITY

- Anonymity of competitors maintained till final award of Board of Assessors .
- No competitor shall terminate his anonymity till the final award.
- ▣ Anonymity of each competitor guaranteed by adopting suitable measures

## 5. COPYRIGHT & RIGHT OF OWNERSHIP

- Each competitor shall retain copyright for competition design.
- ▣ Design awarded first prize only used upon commissioning author of design to render professional services to carry out project.
- No other design shall be used wholly/ in part by promoter.
- Promoter's right on design awarded the first prize/ designs selected-- covers one execution only.
- Competition conditions , may provide for repetitive work and specify terms thereof.
- Each competitor shall retain right of reproduction of his design

# 6. INSURANCE, 7– Time Table

## 6. INSURANCE

- Promoter to insure for damage /loss by fire/floods/any other reason
  - --Competitor's design drawings
  - --submitted in competition
  - -- when he assumes responsibility for them
  - --and for duration of his responsibility
  - -- for loss during transit when drawings returned to competitor.
  - --Amount of insurance stated in competition conditions.

## 7. COMPETITION TIME TABLE

Notice of competition shall clearly indicate :

- -- last date for application for the competition conditions
- -- last date for submission of the design drawings.
- --Last date for submission of questions.
- --Approximate date when the answers to the questions will be sent to the competitors.
- -- final date for despatch of entries by the competitors and receipt by promoter.
- --Sufficient time given for transport,
  - --particularly for open competitions where competitors will be from all over the country.
- --Interval between date of despatch & date of delivery should be between five and ten days.

# 7- Time Table

- Competition time table under no circumstances be shortened.
- The Board of Assessors to decide upon:
  - -- judging dates at early stage of the competition
  - -- date of announcement of awards
  - - included in conditions of competition.
- In case of two stage competitions
  - -- conditions of competition indicate dates for first stage only.
  - --All dates of second stage to form part of conditions of reference to second stage.
- In unavoidable delay in judging—
  - -- a new date fixed by Board of Assessors
  - -- confirmed by all members and
  - -- publicly announced

# 8. COST ESTIMATES,

# 9. TERMINATION OF THE COMPETITION

- 8. COST ESTIMATES

- Competitors may be required
- to submit cost estimate of their design
- on areas / volume basis.
- Cost estimate shall not be a determining factor in Assessors' decision except where cost limits are rigidly imposed and
- stated in competition conditions.

- 9. TERMINATION OF THE COMPETITION

- Promoter may terminate competition if:

- – in opinion of Board of Assessors
- -- none of competition designs declared as winning entry.
- ▣ – promoter under advice of Board of Assessors to award second, third and additional prizes as declared
- – none of competitors will be considered for appointment
- -- as architect for project and
- ▣ -- promoter not liable to make any further payments to any of competitors.

# 10. APPOINTMENT OF ARCHITECT

- Award of first prize to a design places promoter under obligation to appoint its author-- as architect for commissioning of project.
- If Board of Assessors satisfied for a valid objection to appointment of author of winning design as architect
  - -- he may be required to associate with a senior architect / firm of architects of his choice
  - -- whose qualifications shall be approved by Board of Assessors.
- ▣ -- Failing this , author of design placed next on merit appointed as architect subject to similar conditions.
- -- award of Board of Assessors shall not be varied for any reasons.
- ▣ --If no instructions given to design selected by Assessor to proceed within twelve months from date of award,
  - -- he shall receive payment
  - -- for his services in connection with
  - -- preparation of Competition drawings
  - -- of a sum equal to 1.00 percent on the amount of estimated cost.
  - -- First premium shall be deducted from the sum so paid.
- ▣ -- If work subsequently proceeded this sum shall from part of his ultimate fee.

# 11. EXHIBITION, 12. RETURN OF DESIGN DRAWINGS

## • 11. EXHIBITION OF ENTRIES

- –All competition designs
- -- including those disqualified by Board of Assessors
- -- exhibited for at least one week
- -- together with a copy of the signed report of Board of Assessors.
- -- Exhibition shall be open to public free of charge.
- --Promoter to notify all competitors & announce in media
- -- days / place of public exhibition of competition.
- --Promoters to submit to COA –a copy of signed report of jury and
- -- if requested photographs of selected designs for possible publication.

## • 12. RETURN OF DESIGN DRAWINGS

- --All drawings, plans, models etc.
- -- submitted except those of winning design
- ▣ -- shall be returned by promoter at the end of public exhibition at his own cost.
- -- Drawings, plans, models of winning design shall be returned to its author
- --on being appointed as Architect for Project or
- ▣ -- after six months from date of announcement of award by Board of Assessors whichever is early.

# Role of Assessors / Senior Assessor)

- Role of Assessors / Senior Assessor shall be to ;
- -- Assist in preparation / approval of project brief.
- -- Type of Competition to be held
- -- Study / understand requirements of Local Authorities
- -- Visit / examine project site,
- -- Advise on appointment of Technical Advisers, if necessary.
- -- Finalise competition conditions.
- -- Prepare final report/award.

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- -- The project brief most important document of competition
  - -- Success depends upon clarity / completeness of brief.
  - -- Need close cooperation between Promoters / Assessors
  - -- in preparation / finalisation of brief.
  - -- Participation of Assessors in preparation of brief will:
  - -- enable them to understand fully intent of promoter
  - -- as qualified Architects they would:
  - -- visualize development
  - -- with reference to promoter's requirements,
  - -- site conditions etc.
  - -- in interpreting the competition entries.

# Role of Technical Advisor

- For complicated projects -- Hospitals, Airports etc.
- -- projects involving highly technical elements,
- -- Technical Adviser necessary
- -- in initial stage
- -- to help Promoter/ Assessors
- -- to draw up brief and
- -- advise Assessors on technical aspect of competition entries.



# Board of Assessors

- The Board of Assessors :
  - --shall be set up before promotion of competition.
  - --Their names stated in competition conditions.
  - -- composed of a smallest reasonable number of assessors
  - -- Odd in number
  - --Size related with size of competition project
  - -- preferably number not to exceed seven
  - ▣ --Of Assessors , number of Architects , registered with COA to be in majority of at least one.
  - -- number of Assessors representing promoters not to exceed two
  - --Each member to examine / approve competition conditions before made available to competitors.
  - -- may invite Technical Advisers as experts in specialised fields
  - -- to assist in assessment of competition entries without any voting rights.

# Board of Assessors

- --Quorum for meeting shall be at least 2/3rd of voting members of the Board
- -- Board to elect a Chairman from among its members.
- --In event of death of an Assessor before/ during assessment of competition/ his inability due to illness/ or any other cause-- another Assessor shall be appointed
- --No promoter of competition / assessors/ any partner, associate, or employee -- compete or assist a competitor, or act as architect or joint architect for project.
- This regulation shall not be applicable to:
  - Staff / students of an Institution of which a member of regular teaching staff is on the BOA, provided he is not the sole Assessor
  - Employees of a Government/ Semi-Government /Public Sector organisation of which one of its employees is on Board of Assessors --provided he is not sole Assessor and Board consists of three or more Assessors of whom only one is such an employee.

# Board of Assessors

- In two stage competitions, same members shall judge both stages of competition.
- In no case a competition as a single stage competition proceed to a second stage except with knowledge of the Council of Architecture and
- --arrangement for payment of honoraria to the competitors involved, over and above the prize money provided for in the original competition.
- In such a secondary competition taking place-- Assessors appointed for the original competition must be reappointed by promoters.
- Any drawings, photographs, models or other documents not required by competition conditions excluded before examining competitors' entries.
- --disqualify any design which does not conform to any of the conditions, instructions or requirements of competition.

# Board of Assessors

- The Board must make an award.
  - -- The award shall be final and shall be made public in open competitions
- -- intimated individually to all those participating in limited competition,
- -- by a date stated in the conditions.
  - --while distributing award money--- shall make full use of the amounts set aside for prizes in competition conditions.
- --In an ideas competition, a first prize shall be awarded.
  - decision shall be taken by a majority vote with a separate vote on each entry.
- --The award including Assessors report to promoter, shall be signed by all members of Board before they disperse.
- Board to make its award known to promoter in a formal statement signed by a simple majority of members.
- Statement to indicate number of designs examined and order of prizes awarded. Statement must be completed before envelopes are opened and Assessors disperse.
- The fees/ travel expenses / out of pocket expenses of members of Board shall be paid by promoter.