

**TERMS OF THE OPEN INTERNATIONAL
COMPETITION FOR THE DEVELOPMENT OF THE
ADMIRAL SEREBRYAKOV EMBANKMENT PART
(KRASNODAR REGION, NOVOROSIYSK)**

1. Glossary

1.1 Meaning of Terms

For the purposes of this document, the following words and expressions used in these Terms of the Competition (hereinafter – the "Terms of the Competition") have the meanings listed below:

"Application"	Information and documents submitted by the Applicant/Participant for participation in the Competition. Application means the consent of the Applicant/Participant to participate in the Competition in the manner and on conditions stipulated in the Competition Documentation. The application includes the Proposal.
"Jury"	Working Body of the Competition formed in accordance with the decision of the Competition Organizer. The Jury is comprised of experts in architecture, urban planning, design, public space planning, marketing, economics, financial modelling, public and private partnership, as well as of landscape architects, authority representatives (Krasnodar region, Novorossiysk) and representatives of the Customer. The Jury members are appointed and act in their personal capacity and not as representatives of organizations, members (shareholders) of management bodies or employees of which they are. They should neither accept for execution nor request from any person instructions on their decision-making within the competence of the Jury.
"Catalog of Registered Applications"	Document prepared by the Organizer which unites the Applications submitted by the Participants that have passed the Technical Selection.
"Competition"	Procedure of selecting the best proposal developed by the Participants.
"Competition Documentation"	Documentation about the Competition, including: <ul style="list-style-type: none"> ● -Invitation for participation (notification of the Competition) ● -Terms of the Competition ● -Terms of reference
"Competition Criteria"	Criteria by which the jury assesses and compares Proposals submitted by the Finalists. The Competition Criteria are given in Appendix 4.
"Proposal" ("Project")	Result of the Participant's work on the Concept of development of the Admiral Serebryakov embankment part in accordance with the Terms of reference and Competition Documentation.

	The composition, contents and requirements for the Proposals as well as the requirements for their execution are determined in Appendix 3.
"Consortium"	Association of two or more legal entities as a single Applicant/Participant.
Recreation and Tourism Cluster	Complex of related recreational and cultural objects: collective accommodation facilities, catering establishments, and their related services equipped with relevant infrastructure. Cluster approach implies location on limited space of businesses and entities the main activity of which is aimed at development, production, promotion, and sale of a tourism product, as well as businesses and entities related to tourism and recreational services.
"Organizer"	Limited Liability Company "Agency for Strategic Development "CENTER".
"Winner"	Finalist whose Proposal has been ranked first by the Jury.
"Applicant"	Any legal entity, individual entrepreneur or Consortium of legal entities or individual entrepreneurs wishing to participate in the Competition.
"Rating of Proposals"	Rating of Proposals submitted by the Participants within the framework of the Competition and formed by the Jury in accordance with the decision-making procedure for the Rating of Proposals.
"Technical Selection"	Selection of applications effected by the Competition Organizer as to their conformity with the Application requirements.
"Terms of reference"	Detailed description of the requirements imposed by the Organizer for the development of the Proposals.
"Terms of the Competition"	Terms and conditions of the Competition contained in the Competition Documentation.
"Participant"	Applicant whose Application has passed the Technical Selection and is taken into consideration. Participant can be any legal entity, individual entrepreneur or Consortium of legal entities or individual entrepreneurs wishing to participate in the Competition, registered on the territory of the Russian Federation in compliance with the existing legislation of the Russian Federation. Foreign legal entities and individual entrepreneurs registered outside the Russian Federation can participate in the Competition only as a Consortium.

"Finalist"

Participant whose application was ranked first to third in the Qualifying Rating of Applications by the decision of the first meeting of the Jury.

2. General Provisions

2.1 Purpose of the Competition

The Purpose of the Competition is to choose the optimum Concept of development of land lots which shall facilitate the creation of a Recreation and Tourism cluster at the following location: Novorossiysk, Krasnodar region, the Russian Federation, limited to the following streets: ul. Naberezhnaya named by Admirala Serebryakova (planned extension) – ul. Suvorovskaya – ul. Naberezhnaya (planned extension of ul. Suvorovskaya) – ul. Geroyev Desantnikov (planned extension), and which shall comply with the urban planning regulations of Krasnodar region, as well as with the main provisions of the approved General plan of the Novorossiysk municipality.

The Concept includes:

- Strategy for functional programming of the area;
- Architectural and urban-planning concept;
- Economic and financial model.

2.2 The Subject of the Competition

Elaboration of the Concept of development of the land lots located at the following address: ul. Naberezhnaya named by Admirala Serebryakova, Novorossiysk, Krasnodar region, the Russian Federation (cadastral number of the district: 23:47:0307024) and the land lot: 23:47:0310001:36)

2.3 Schedule and Timing of the Competition

The Competition consists of two stages. Competition Schedule is defined in Appendix 1 hereto.

2.4 Powers of the Organizer

The Organizer carries out the functions associated with the Competition, including:

- publication and posting of notice of the Competition;
- reception of messages, information and documents, including Applications and Proposals from the Applicants and Participants;
- publication of notices and notifications related to the Competition;
- creation and maintenance of the Competition Website;
- organizing and conducting preparatory and introductory activities;
- interaction with the members of the Jury;
- preparation of materials for meetings of the Jury, including the Catalog of Registered Applications;
- organization of meetings of the Jury;
- providing explanations of Proposal documentation provisions to the Applicants, Participants and the Winner;
- taking of minutes of meetings of the Jury.

2.5 Powers and Principles of the Jury

2.5.1 The powers of the Jury include:

- evaluation and comparison of applications, selection of three Finalists;
- evaluation and comparison of Proposals submitted by the Finalists in the form of the Rating of Proposals;
- disqualification of Participants.

2.5.2 The Jury is guided by the principles of professionalism, independence of opinions and objectivity of judging as well as by the provisions of the Competition Documentation. Members of the Jury carry out their activities free of charge.

2.6 Applicable Law

Relations of the parties (Applicants, Participants, Finalists, Organizer) in connection with the Competition are governed by the laws of the Russian Federation. In this case, the provisions of Article 447 and Chapter 57 of the Civil Code of the Russian Federation to the terms and conditions of the Competition shall not apply.

2.7 Applicability of the Terms of the Competition

The Terms of the Competition become mandatory for each Applicant since the submission of the Application.

2.8 Amendments to the Terms

2.8.1 The Organizer at his own initiative may decide to introduce amendments to the Terms of the Competition not later than three (3) working days prior to the Application deadline. Changing the subject of the Competition is not allowed.

2.8.2 Within two (2) working days from the date of making the decision to introduce amendments to the Terms of the Competition, the text of the amendments is posted by the Organizer on the Competition Website, and from that moment they become mandatory for each Applicant/Participant.

2.9 Competition Documentation

The Competition Documentation includes the following sections each of which is an integral part thereof:

- Section I: Terms of the Competition
- Section II: Terms of reference and Initial Data.

2.10 Procedure for Publication of the Competition Documentation

2.10.1 Section I (Terms of the Competition) of the Competition Documentation is published on the Competition Website in the public domain on November 30, 2017.

2.10.2 Section II (Terms of reference and Initial Data) is available after registration of a Participant as an Applicant on the Competition Website.

2.11 Providing Clarification

2.11.1 Any Applicant and Participant shall be entitled to request from the Organizer clarification on the Competition Documentation provisions. Such request shall be sent in writing by mail or email to the address specified in the Terms of the Competition.

2.11.2 The Organizer is obliged to respond to the request for clarification on the Competition Documentation provisions via digital means of communication within five (5) working days from the date of receipt of the request. Applicants' Requests

shall be received no later than five (5) working days prior the Application deadline.

The Organizer is not obliged to respond to requests received after this date.

2.11.3 The delay in response shall not be considered a reason for the deadline extension.

2.12 Settlement of Disputes

All disputes that may arise from the relations of the parties in connection with the Competition shall be resolved in the Moscow Court in accordance with the jurisdiction defined by the procedural legislation of the Russian Federation.

2.13 Language

The official languages of the Competition are Russian and English;
Proposals should be submitted in Russian and English.

2.14 Address

2.14.1. Competition Website: <https://www.novocluster.ru/>

2.14.2. The address to which Notices and Applications (changes in the submitted Applications), Proposals (changes in the submitted Proposals), requests for clarification on the Competition Documentation provisions are sent:

Office 13, 21 Bolshaya Molchanovka, Moscow, Russian Federation 121069

Agency for Strategic Development "CENTER" LLC.

Email: info@novocluster.com

Mark: Competition Admiral Serebryakov Embankment

3. Competition Procedure

The Competition is held in two stages.

Stage 1 – receipt of applications and selection of Participants based on their portfolio and essay.

At this stage the competent Jury selects three (3) Finalists based on the portfolios, relevant experience and essays submitted by the Applicants.

Stage 2 – development of proposals by the Finalists, elaboration of the Rating of Proposals of the Finalists based on their assessment by the Jury, selection of the Winner.

3.1 Application Submission

3.1.1 The form and structure of the Application are set out in Appendix 2 hereto. It is necessary to register on the Competition Website to submit an Application.

3.1.2 Acceptance of Applications starts from the date of publication of the Notice of Competition on the Competition Website and ends at 12:00 midday on January 22, 2018.

3.1.3 The Applicant may amend his application by sending a notification with the application of the amended documents no later than five (5) working days before the deadline for submission of applications.

3.2 Registration

3.2.1 Registration of Applicants as Participants of the Competition takes place on the basis of submitted Application;

3.2.2 The Organizer has the right to refuse to register the Applicant as a Participant on the following grounds:

- the Application does not comply with the requirements of the Organizer;
- the Application has not been selected by the Organizer;
- the same Applicant has submitted more than one Application;
- the Application is submitted with violation of the deadline specified in Clause 3.1.2 of the Terms.

3.2.3 No later than ten (10) working days since the completion of receiving Applications, the Organizer shall inform all Applicants of their registration as Participants or of the refusal in registration by sending them a letter via email to the address specified in the Application of the Applicant, and provide the Jury with the Catalog of Registered Applications that is formed of Applications accepted for the registration.

3.3 Information Disclosure

The grounds for a possible conflict of interests:

Should the Applicant/Participant (official or employee of the Applicant/Participant)

(in case when the Applicant is a Consortium, any Consortium member (official or employee of the Consortium member)) be an affiliate:

- in relation to the member of the Jury, as well as to an individual, a subordinate member of the Jury as per the official position;
- in relation to the person performing functions of the sole executive body or a member of the collegial executive body of the Organizer (including each of its co-executors, subcontractors and consultants in the framework of the Competition), as well as to an individual, subordinate to the individual on the official position (in this case, for the purposes of this clause an individual is not recognized as subordinate to the particular person on the official position provided that the work function of this person is limited to science, teaching or any other kind of creative activity), which, for the purposes of this clause, are recognized to be able to influence the result of the Competition, the Applicant/Participant may be recognized as having the ability to influence the Competition results.

3.4 Letter on Disclosure

3.4.1 If there are grounds stipulated in Clause 3.4.1 of the Terms, the Applicant/Participant shall provide the Organizer with a Letter of Disclosure depending on the time of occurrence of the respective grounds:

- if there are grounds that occurred at the time of submitting the Application – in the Application;
- if there are grounds arising after the submission of the Application – immediately after their occurrence.

3.4.2 The Letter on Disclosure shall be made in free form and shall contain:

- an indication of the basis on which the Applicant/Participant may be recognized as having the ability to influence on the result of the Competition in accordance with Clause 3.3.1, including the indication of the person the Applicant/Participant is associated with;
- the nature of the connection is the basis on which the Applicant/Participant is or may be recognized as an affiliated person of the relevant person;
- features of the connection are any additional information about the respective connection which in the opinion of the Applicant/Participant may be useful for the assessment of the real possibilities of the Applicant/Participant to influence the outcome of the Competition.

3.4.3 The Letter on Disclosure shall be included in the Catalog of the registered Applications.

Failure to provide the Letter on Disclosure by the Applicant/Participant in case it is mandatory according to Clause 3.3.1 of the Terms is an absolute reason for disqualification of the Applicant/Participant.

3.5 Participation of Consortia in the Competition

3.5.1 Consortium

3.5.1.1 Legal entities or individual entrepreneurs wishing to participate in the Competition can join together in a Consortium. Legal entities united in a Consortium submit a single Application on behalf of the Consortium and are recognized for the purposes of the Competition as a single Applicant/Participant/Finalist.

The Applicant wishing to participate in the Competition in the form of a Consortium submits the Declaration about the organization of the Consortium and attracting subcontractors and consultants (Appendix 5) as part of the Application.

3.5.1.2 A member of a Consortium cannot participate in the Competition individually or as a part of another Consortium.

3.5.2 Consortium Leader

3.5.2.1 Members of the Consortium choose the Consortium Leader.

3.5.2.2 The Consortium Leader can be only a Russian legal entity or an individual entrepreneur.

3.5.2.3 The Consortium portfolio must contain at least one project of the Consortium Leader.

3.5.2.4 The Consortium Leader is recognized to represent the interests of all Consortium members before the Organizer within the framework of the Competition.

3.5.2.5 For the purposes of further communication within the framework of the Competition, the Consortium leader provides its personal data, personal data of the representative, its contact details, information on subcontractors and consultants in the completed Organization Declaration of the Consortium.

3.6 Working Procedure of the Jury

3.6.1 Two meetings of the Jury are scheduled in the Competition:

1. The selection of three Finalists of the Competition
2. The selection of the best Proposal submitted by the Finalists.

3.6.2 If at a certain date, on which the meeting of the Jury is scheduled, there is no quorum or a necessary decision was not made at the meeting, the Jury meeting can be postponed to the next day by the decision of the Jury adopted by the existing structure or by absentee voting;

3.6.3 There are representatives of the Organizer at the meeting of the Jury. The Jury is presided by the Chairman of the Jury. Representatives of the Organizer shall be entitled to inform the Jury about the powers of the Jury, the objectives of the meeting, as well as about the procedural rules of the Jury, including the decision making and voting procedures.

3.6.4 Chairman of the Jury

3.6.4.1 The Chairman of the Jury is appointed by the Organizer.

3.6.4.2 In the absence of the Chairman of the Jury at the meeting, its duties are exercised by the Deputy Chairman appointed by the Organizer.

3.6.4.3 Powers of the Chairman of the Jury:

- presides the meeting;

- takes from the Jury the proposals on introduction of issues into the agenda of the meeting;
- makes proposals to the agenda of the meeting,
- formulates the issues on the agenda and drafts decisions on them;
- moderates discussion of the issues on the agenda.

3.6.5. Minutes of the Meeting

3.6.5.1. The meetings of the Jury, voiced opinions, adopted decisions and votes are reflected in the Minutes of the Meeting of the Jury.

3.6.5.2. All the members of the Jury present at the Meeting shall sign the presence sheet attached to the Minutes of the Meeting of the Jury.

3.6.5.3. The Minutes of the Meeting of the Jury shall be made in one (1) copy.

3.6.5.4. The Minutes (the extract from the Minutes) of the meeting of the Jury outlining the decision adopted by the Jury shall be published on the Competition Website within ten (10) working days since the date of the respective Meeting of the Jury.

3.6.6. Voting and Decision Making

3.6.6.1. The Jury Meeting is competent (has a quorum) if more than a half of the Jury members are present.

3.6.7. Decision Making at the Meeting of the Jury

3.6.7.1. The decision to develop a Rating of Proposals is adopted (unless the Jury decides otherwise) in the order in which each member of the Jury allocates the Participants to places equal to the number of the Participants. On the basis of summing scores granted by the members of the Jury, the Participants are assigned numbers in ascending order as to the sum of scores of all Jury members. The obtained result is submitted for consideration of the Jury and accepted as final.

3.6.7.2. Voting is closed and carried out by filling in the ballots. As a result of summing the scores granted by the Jury to the Participants, the Rating of Proposals is formed.

3.6.7.3. The decision on the disqualification of the Finalist is adopted by quantitative vote on the principle of "one judge, one vote" by simple majority of the Jury members present at the Meeting. Voting is open and carried out by raising hands.

3.7 Selection of Finalists

3.7.1 The decision to select the Finalists is taken by the Jury through the Qualification Selection.

3.7.2 Participants recognized by the members of the Jury as having the valid opportunity to influence the result of the Competition are not allowed to participate in the Qualification Selection.

3.7.3 No more than three (3) Participants allowed to participate in the Competition and awarded a place from one to five in the Qualification Rating of Applications are recognized as Finalists;

3.7.4 The Finalists must confirm further participation in the Competition by notifying the Organizer within five (5) days from the date of announcement of the list of the Finalists by email specified in Clause 2.14 of the Terms.

3.7.5 If by February 20, 2018 the Finalist is disqualified from participation in the Competition for any reason, the Participant whose Proposal was assigned the subsequent number is recognized as a Finalist, except when the Jury have made a special decision to choose a certain Participant as a replacement for the eliminated Finalist.

3.8 Consideration of Terms of Reference

- 3.8.1 The final version of the Terms of Reference is provided for the Applicants in accordance with Clause 3.6.4 of the Terms.

3.9 Procedure and Timing for Submission of Proposals

- 3.9.1 The composition, content and requirements for the Proposals are set out in Appendix 3 hereto. The Finalists must submit the Proposals to the Organizer not later than 12:00 midday on May, 11, 2018.
- 3.9.2 Form of submission of Proposals:
- in soft copy: the Proposal shall be sent to the email address of the Competition,
 - in hard copy: the Proposal shall be sent to the address of the Organizer.
- 3.9.3 On delivery of the Proposals by mail, courier delivery or courier shipment, the Proposals are considered submitted not later than 12:00 midday May 11, 2018.
- 3.9.4 At any time prior to the deadline for the submission of the Proposals, the Participant is entitled to make changes in the composition of Proposals by sending a notification with the documents to be corrected to the Organizer.
- 3.9.5 Terms of use of Participants' Proposals:
- 3.9.5.1. Each Participant submits to the Organizer and the Customer the following rights to use the Works concluded in the submitted Proposal:
- the right of reproduction;
 - the right of public display;
 - broadcast;
 - communication by cable;
 - translation;
 - making available to the public.

These rights to use Proposals are submitted by the Participant to the Organizer within the framework of the Competition.

The Organizer has the right to publish the Proposals of the Finalists on the Competition Website.

4. The Grounds for Disqualification of the Finalists

- 4.1 The Finalist may be denied further participation in the Competition on the following grounds:
- 4.1.1 The submitted Proposal does not meet the requirements of the Competition Documentation as to its structure and content;
- 4.1.2 Proposals are submitted with violation of the terms;
- 4.2 The decision on disqualification is adopted by the Jury.
- 4.3 The decision on the disqualification is posted on the Competition Website.

5. Selection of the Winner and Rating of the Proposals

- 5.1 The Jury considers the Proposals submitted by Participants, and taking into account the Competition Criteria set out in Appendix 4, assigns to the Proposals Rating sequence numbers.
- 5.2 In case of assigning an equal number of points to two or more Proposals, the Jury shall re-vote to determine the best of the Proposals.

- 5.3 Finalist whose Proposal has been ranked first based on the decision of the Jury is recognized as the Winner.
- 5.4 The message about the formation of the Rating of Proposals is posted on the Competition Website within three (3) working days from the date of adoption of the relevant decision by the Jury.

6. Reward of the Winners and Finalists

- 6.1 Finalist whose Proposal has been ranked first based on the decision of the Jury is recognized as the Winner.
- 6.2 The Customer shall pay each Finalist one million seven hundred (1,700,000) rubles (plus fees and taxes applicable to the Finalist) for the development of the Proposal in accordance with the contract signed between the Customer and the Finalist. The sum paid to the Finalist shall include:
- remuneration of one thousand (1,000) rubles (including all taxes and fees applicable to the Finalist) for the alienation in favor of the Organizer of the exclusive rights provided by the Articles 1229 and 1270 of the Civil Code of the Russian Federation, including the right to rework the project;
 - compensation for any costs incurred by the Finalist during the preparation and submission of the Proposal in the amount of one million six hundred and ninety-nine thousand (1,699,000) rubles (plus fees and taxes applicable to the Finalist).
- 6.3 The Customer is entitled to pay the Finalist ranked first at the second stage of the Competition and recognized as the Winner by the Jury additional remuneration of one million five hundred thousand (1,500,000) rubles, plus fees and taxes applicable to the Finalist;
- 6.4 The Customer is entitled to pay the Finalist ranked second at the second stage of the Competition and recognized as the Winner by the Jury additional remuneration of one million (1,000,000) rubles, plus fees and taxes applicable to the Finalist;
- 6.5 The Customer is entitled to pay the Finalist ranked third at the second stage of the Competition and recognized as the Winner by the Jury additional remuneration of five hundred thousand (500,000) rubles, plus fees and taxes applicable to the Finalist.

7. Declaration of the Competition Invalid

- 7.1 The Competition is declared invalid in the following cases:
- 7.1.1. Fewer than three (3) Participants have registered to participate in the Competition;
- 7.2 Upon the occurrence of the grounds stipulated in Clause 7.1. of the Terms, the Organizer publishes a notice on the Competition Website declaring the Competition invalid.
- 7.3 The Competition is declared invalid from the date of publication of such notice.

APPENDIX 1

Competition schedule

Organizer can make changes to the Competition schedule. Information about changes is published on the Competition Website.

Date	Event
December 7, 2017	Start of the Competition. Press conference.
by January 22, 2018 inclusive.	Application Submission
December 21, 2017	Project Seminar for the Participants
January 11 , 2018	Project web Seminar for the Participants
January 31 , 2018	Expert Council
February 8, 2018	Meeting of the Jury. The Selection of the Finalists of the Competition
February 15, 2018	Detailed assignment of the Terms of reference to the Finalists
February 21, 2018	Introductory Seminar for the Finalists with the representatives of the Customer and the Organizing Committee
by 12:00 May 11, 2018 inclusive	Development of the Proposals by the Finalists
by 12:00 May 11, 2018 inclusive	Consultation with the Participants and Finalists of the Competition
May 11, 2018	Submission of the Proposals by the Finalists
Since the submission of the Proposals until the Meeting of the Jury	Technical assessment of the Proposals
May 22-24, 2018	Expert Council
May 30, 2018	Meeting of the Jury; selection of the best Proposal
May 31, 2018	Final press conference

APPENDIX 2

Composition, Content and Requirements for the Application

Composition and Content of the Application

Information about the Applicant (individual Applicant or, in case of a Consortium, the Consortium leader):

1. Information on the form of participation – individual participation / participation in the form of a Consortium;
2. Full name of the Applicant;
3. Short name of the Applicant;
4. Company staff;
5. Registration date of the Applicant;
6. Brief history, brief description of the Applicant's activity, main activities (up to 1500 characters);
7. Information on awards and competitions won over the past five years, not to exceed ten in total (name, year when received), (up to 1500 characters);
8. Manager of the Applicant (full name and position);
9. Email address of the Manager of the Applicant;
10. Website of the Applicant;
11. Officer of the Applicant responsible for submitting the application (full name and position);
12. Email address of the official responsible for submitting the Application;
13. Phone number of the official responsible for submitting the Application;
14. Postal address of the Applicant, phone, fax (including area code);
15. Legal address of the Applicant;
16. Additional information that the Applicant wishes to communicate (up to 1500 characters);
17. Documents on the Applicant (in PDF format, vertical orientation, maximum file size: 5 Mb):
 - Certificate of registration of the legal entity (OGRN);
 - Statement from the Unified State Register of Legal Entities;
 - Authorization certificate of the self-regulating organization for the development of the Project Documentation (or a corresponding ISO Certificate for foreign legal entities);
 - Document confirming the authority of the manager of the legal entity or its representative (resolution/ protocol on the appointment of the Director General), (the document is not included in the list of documents to be provided by an Individual Entrepreneur);
 - Letter of disclosure (provided that a Participant is recognized as an affiliated party and has a connection with a person with an opportunity to influence the outcome of the Competition), produced in free form and taking into account the clauses specified in the “Terms of the Participation” (document to be provided if necessary);
 - Consortium Declaration (provided that the participation is in the form of a consortium), (Appendix 5 to the “Terms of Participation”);
 - Statement of Informed Consent to the Competition Documentation (Appendix 6 “Terms of the Participation”);

18. Portfolio comprising no more than seven relevant implemented by the public business and tourist-recreational complexes of all consortium participants, namely:

- complex projects developed by the Applicants themselves or as part of a temporary creative groups;
- on the architectural and urban development projects of large projects implemented as part of community, involving high-rise building height greater than 50 meters;
- other projects in the declared area.

Portfolio includes at least one project from each participant into the declared consortium.

Required fields of filling:

- Project name;
- Year of completion, location;
- Description and visual materials – not more than three images per project in JPEG format (A4 horizontal orientation). The size of each JPEG file shall not exceed 5 Mb.

19. An essay describing key ideas of the Recreation and Tourism Cluster

Development Each essay shall contain a text section. The text shall not exceed 4500 characters. It is recommended to include a brief explanation of the functional and planning solutions, as well as the economic justification for the development of the Recreation and Tourism Cluster's.

It is optional to include graphics in the essay. Graphics shall contain a visual representation of architectural and urban planning solutions.

Portfolio and essay of the Applicant shall be uploaded to the personal account page on www.novocluster.ru in accordance with the computer-generated form. Essays for each nomination shall be uploaded separately in JPEG horizontal A3 format to the personal account page using the application form. The size of each file shall not exceed 20 Mb.

All materials shall be uploaded on the Participant's personal account page on www.novocluster.ru until 12:00 midday, January 22, 2018.

APPENDIX 3

Composition, Content and Requirements for Stage Two Proposals¹

Composition, content and requirements for Proposals are subject to possible alteration. The final requirements for the Proposals are specified in the Terms of reference.

Requirements for the Content of the Materials:

At the second stage of the Competition the Finalists submit:

1. Strategy for functional programming of the Recreation and Tourism Cluster:
 - analysis of the preconditions for the development of a Recreation and Tourism Cluster;
 - proposals for the creation of a diversified all-season tourism product laying emphasis on business tourism and MICE services;
 - functional Recreation and Tourism Cluster model broken down into several phases;
 - events schedule.

2. Architectural and urban planning concept including:
 - evaluation of the current use of the territory;
 - proposals on functional planning of the territory;
 - proposals for the development of the city skyline taking into account the placement of new high-rising dominant elements;
 - architectural layout and arrangement of the objects;
 - public space planning and proposals for landscaping and site improvements;
 - proposals for engineering and transport services on site;
 - technical and economic indices.

3. **Economic and financial model.**

It shall be essential that the Proposals are economically sustainable and ensure efficient and rational implementation of the project with regard to building costs, payback period, and further operation of the site.

¹ The technical task of the second stage is preliminary, more detailed information about the competition site and complete a Technical task, the Finalists will receive after the Jury meeting for selection of Finalists.
www.novocluster.ru

Requirements for the Format of the Second Stage Proposals²

Second Stage Proposals shall be submitted by the Finalists in both soft and hard copy in Russian and English as well as in the form of architectural model by 12:00 midday May 11, 2018.

The materials are to comprise:

In Russian:

- Three album copies of horizontal A3 format containing both text and graphics with a detailed rationale and description of the developed Concept solutions;
- Four 1000x1400 mm vertical presentation boards. The presentation boards shall be made of light materials. The presentation boards are submitted in a vertical format (a sample as to the composition of the presentation boards will be available on the Competition website after the selection of the Finalists). The accepted overall measurements of the presentation board in vertical format shall not exceed 2000x2800 mm. The presentation boards shall include:
 - Brief explanatory note stating main technical and economic indices and territory balance and specifying the indices for the first phase (first stage) of area development;
 - Economic and financial model;;
 - Site layout plan – current land use pattern;
 - Site arrangement plan (main drawing);
 - Supporting and supplementary drawings included in the set of prepared documents;
 - Sketch layouts, sectional views and facades of the first phase (first stage) buildings;
 - Architectural model
 - 3D panoramic images of the complex and 3D visualization models of the first phase (first stage) building parts;
 - Supplementary materials at the Participant's discretion.

In English:

- Three album copies of horizontal A3 format containing both text and graphics with a detailed rationale and description of the developed Concept solutions;
- Four 1000x1400 mm vertical presentation boards. The presentation boards shall be made of light materials. The presentation boards are submitted in a vertical format (a sample as to the composition of the presentation boards will be available on the Competition website after the selection of the Finalists). The accepted overall measurements of the presentation board in vertical format shall not exceed 2000x2800 mm. The presentation boards shall include:
 - Brief explanatory note stating main technical and economic indices and territory balance and specifying the indices for the first phase (first stage) of area development;
 - Economic and financial model;;
 - Site layout plan – current land use pattern;

² Requirements to the content and format of materials submitted by finalists in the second stage of the competition may change, updated information will be available on the competition website www.novocluster.ru

- Site arrangement plan (main drawing);
- Supporting and supplementary drawings included in the set of prepared documents;
- Sketch layouts, sectional views and facades of the first phase (first stage) buildings;
- Architectural model
- 3D panoramic images of the complex and 3D visualization models of the first phase (first stage) building parts;
- Supplementary materials at the Participant's discretion.

Electronic version of the materials shall include:

In Russian:

- The presentation shall be submitted in A4 horizontal PDF file and not exceed 100 pages. The presentation shall describe in minute detail the project Proposal;
- Supplementary materials (up to five documents) may be submitted at the discretion of the Participant in JPEG, PDF, Excel files in soft and hard copy in duplicate to be considered by the Jury;

In English:

- The presentation shall be submitted in A4 horizontal PDF file and not exceed 100 pages. The presentation shall describe in minute detail the project Proposal;
- Supplementary materials (up to five documents) may be submitted at the discretion of the Participant in JPEG, PDF, Excel files in soft and hard copy in duplicate to be considered by the Jury;

Album, presentation, presentation boards, architectural models and supplementary materials (if available) shall be submitted in compliance with the following requirements:

1. Via the personal account of the Participant on the Competition website on www.novocluster.ru:

- a. Album, (a single PDF file);
- b. Presentation boards (a single PDF file);
- c. (a single PDF file);

The size of each PDF file shall not exceed 25 Mb.

2. In soft copy (on a USB drive):

- a. Album, a single PDF file, 300 dpi resolution;
- b. Presentation boards (a single PDF file, 300 dpi resolution);
- c. Presentation, a single PDF file, 300 dpi resolution;

3. In hard copy:

4. Architectural models.

APPENDIX 4

CONCEPT ASSESSMENT CRITERIA

The Jury reviews the proposals according to the following criteria:

1. Compliance of the Proposals with the Terms of reference;
2. Compliance of the Project with the legislation of the Russian Federation;
3. Originality of the Proposal and its compliance with the principles of functional programming of Recreation and Tourism clusters;
4. Cost efficiency and viability of the Concept arrangements;
5. Quality of architectural and landscape solutions and its functional planning;
6. Innovative nature of the solutions in architecture, urban planning as well as in engineering and construction technologies;
7. Feasibility of the proposed solutions with regard to the existing practices and their applicability;
8. Compliance of the Proposals with local historic, cultural, economic and geographical context;
9. Other factors at the discretion of the Jury.

APPENDIX 5

Consortium Declaration

We, the undersigned, hereby declare the following:

1. This Declaration was composed in accordance with our participation in the **Open International Competition for the Development of the Admiral Serebryakov Embankment Part (Krasnodar region, Novorossiysk)**.
2. The terms (words and expressions written in this Declaration with a capital letter), defined in the Competitive documentation published on the date of the Declaration on the Competition Website, are used in this Declaration in the same meaning.
3. This Declaration is an integral part of our Application.
4. We intend to take part in the Competition as part of a Consortium. Please call us in the framework of the Competition as follows: [NAME OF THE CONSORTIUM].
5. This Declaration is the only document defining the composition of the Consortium. We do not possess any documents or commitments providing or alleging participation of any person not mentioned in the present Declaration in our project as a Participant or Participants in the framework of the Competition.

The Consortium leader is endowed with powers and has the rights and authorities to represent each and all Consortium members in the Competition, in particular: when applying the Application and signing the agreement between the Participant and the Customer, in particular: when negotiating a contract as well as at the conclusion of the contract per se. All contacts with the Consortium in the framework of the Competition and after its conclusion with regard to the Proposals developed by the Consortium members shall be carried out through the Consortium Leader.

7. Consortium members:
 - a. Consortium Leader: [Name, registration number, location of legal entity, an indication of functional competence in the consortium during the work on the Project]
 - b. Other Consortium members: [In relation to each:
 - [Name, registration number, location of legal entity]
 - [an indication of functional competence in the consortium for the duration of the work on the Proposal]
 - [Features of legal link with the leader of consortium and other members of consortium (e.g. simple partnership, contract etc.)]
 - Other information provided by consortium].

Date

Signature/seal of each consortium representative

APPENDIX 6

FORM OF STATEMENT OF ACQUAINTANCE AND CONSENT TO THE COMPETITION DOCUMENTATION

[Letter of organization - individual applicant or in case of consortium participating – letter of consortium leader]

We refer to the Competitive Documentation in relation to the **Open International Competition for the Development of the Admiral Serebryakov Embankment Part (Krasnodar region, Novorossiysk)**.

The terms defined in the Competition Documentation are used in the same meaning as in the following Statement.

Hereby we [CHOOSE: as individual Applicant OR as Consortium leader on behalf of all Consortium members listed in the Application] make the following statement:

- we are acquainted with the Competition Documentation and agree with the Terms of the Competition. In the event of selection of the Consortium as the Winner or Finalist of the Competition we give our consent to transfer the exclusive rights to the Proposal in accordance with the Terms of Competition;
- we confirm the accuracy of the data stated in the Application and reaffirm the right of the Organizer to request additional information on the provided data from the Consortium, competent authorities, as well as from individuals and legal entities listed in our Application;
- we realize that our Application may be rejected even in case of our passing the Qualification selection and that we may be disqualified if the provided information proves to be false, inaccurate or incomplete, including the case of non-presentation of the Letter of Disclosure by us provided it is mandatory in accordance with the Terms of the Competition;

we agree to accept the decisions of the Jury as final.

Date

Signature/seal

APPENDIX 7 DECLARATION OF AUTHORSHIP FORM

DECLARATION OF AUTHORSHIP
Organization (Consortium leader)

Project manager name and surname

Position

Phone number

E-mail

We refer to the Terms of the Competition in relation to the **Open International Competition for the Development of the Admiral Serebryakov Embankment Part (Krasnodar region, Novorossiysk)**.

We hereby declare that the Proposal submitted by us is the result of our collaborative work and that all documentation has been prepared personally by us or by our organization/team under our direct control.
We hereby agree to accept the decisions of the Jury as final.

We hereby consent to the publication and public presentation of our Proposals in the framework of the **Open International Competition for the Development of the Admiral Serebryakov Embankment Part (Krasnodar region, Novorossiysk)**.

Date

Signature

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