



INTERNATIONAL OLYMPIC COMMITTEE
Olympic Campus/a new headquarters for the IOC

CANDIDATURE FILE
FOR AN ARCHITECTURE COMPETITION

SELECTION PROCEDURE FOR AN ANONYMOUS COMPETITION

First step: selection procedure / call for candidates
with organisational information for the architecture competition

Lausanne, 28 March 2013

Name of candidate:

The candidate must provide all the information requested below, taking into account the competences required in the framework of the architecture competition.

NB

Three copies of the duly completed and signed candidature file (CF) must reach the following address in both hard copy form (bound and with numbered pages) and electronic form (CD-ROM or USB stick) by no later than 11 a.m. CET on **15 May 2013**:

INTERNATIONAL OLYMPIC COMMITTEE
Château de Vidy
CH-1007 Lausanne
Mrs Marie Sallois Dembreville

It is up to the candidates to do everything necessary to meet this deadline.

If a candidate decides to withdraw from the procedure after submitting his/her file, he/she must immediately inform the organiser in writing. Modifications to a candidature file after its submission will not be authorised, except in the case of demonstrable force majeure.

Once submitted, an entry may not be modified before the end of the architecture competition procedure.

By signing this document, the candidate:

- fully complies with the Administrative Provisions of the present procedure, in particular with regard to the assignment of copyright;
- gives an undertaking that neither he/she or any of his/her staff have any conflict of interests with, are related to, have any relationship of subordination to or have any professional association with (in the meaning of article 7 of the Administrative Provisions of the procedure) any member of the jury. If he/she is in such a situation, he/she must withdraw and not take part in the competition procedure.

The adjudicator is referred to hereafter and in all documents as: the IOC.

The architect is referred to hereafter and in all documents as: the candidate.

The architecture competition is referred to hereafter and in all documents as: the competition.

In the event of any discrepancy between the English and French versions of this document, the latter shall prevail.



SUMMARY

1.	CHARACTERISTICS OF THE CANDIDATE.....	3
-	Architect.....	3
2.	APPROACH TO THE PROBLEM	4
3.	REFERENCES.....	5
-	Architect, reference 1.....	6
-	Architect, reference 2.....	7
-	Architect, reference 3.....	8
4.	ORGANISATIONAL QUALITY OF THE CANDIDATE	9
-	Staff capacity	9
-	Qualification of key personnel/architect	10
-	Qualification of key personnel/director of the project	11
-	Proposed organisation for executing the project.....	12
5.	COMPLIANCE WITH THE PARTICIPATION CONDITIONS	13
6.	UNDERTAKINGS.....	14
7.	SIGNATURES.....	15



1. CHARACTERISTICS OF THE CANDIDATE

Failure to complete this page will result in exclusion from the procedure.

ARCHITECT

Corporate name of architectural practice:		
Full address:		
Telephone:	Fax:	E-mail:
Contact person (Architect):		
Direct telephone no.:		E-mail:
<input type="checkbox"/> Freelance architect <input type="checkbox"/> Architectural practice entered in the commercial register on: <input type="checkbox"/> Temporary architect partnership since: <input type="checkbox"/> Other:		



2. APPROACH TO THE PROBLEM

This page, and any attachments thereto provided by the candidate, is selection criterion No. 1 “Approach to the problem”.

The IOC wishes to assess the candidate’s ability to execute the contract resulting from the competition. The candidate will indicate how he/she sees the services to be delivered by focusing on the specific characteristics and issues linked to the execution of the brief. In particular, he/she will address:

- The creation of a headquarters expressing the Olympic values.
- The construction of an administrative building offering high-quality working areas.
- The integration of the future building into a landscape of quality containing a building classified as a historic monument.
- Planning for an “Olympic campus” housing administrative buildings as well as possible accommodation and services in successive phases while taking into consideration the management of future circulation flows..
- A sustainable development approach.

Free expression up to a maximum of four one-sided A4 pages, in the form of explanatory text and diagrams.



3. REFERENCES

Pages 6 to 8, and any attachments thereto provided by the candidate, form the basis for selection criterion No. 2 "References".



ARCHITECT/REFERENCE 1

The architect will submit three references, at least one of which (reference 1) will concern the creation of the headquarters of an international organisation/company created within the last 10 years and of a scale commensurate with the present procedure (estimated building volume for the administrative building 70,000m³ with a ground surface area of 18,000m²). For reference 1, the architect will specify how one or the other of the two themes below was addressed:

- creation which reflects the values of and enhances the image of the organisation;
- creation of an administrative building(s) with high-quality modular areas usable for differing needs while also providing high-quality spaces for daily users.

The other references must refer to administrative and/or campus-type buildings and/or buildings well-integrated into a landscape of quality.

This form must be accompanied by a file of no more than four one-sided A4 pages.

CONTRACTING AUTHORITY:

Contact person:

The adjudicator reserves the right to contact the contracting authority referenced here for any relevant purpose.

OBJECT OR PROJECT FOR WHICH THE BRIEF WAS EXECUTED

Name of object or project:

Place of execution of object:

Brief executed as:

- A multi-disciplinary pool of contractors
- An association of practices
- A general or general contractor

Nature of creation:

- commercial importance local/regional/national international
- non-commercial importance local/regional/national international

GPS coordinates:

MAIN PERSON RESPONSIBLE FOR THE PROJECT WITHIN THE PRACTICE

Project Manager:

Type of qualification: level Bachelor Master

EXECUTION

	Surface area (m ²)	Total cost (excl. tax, USD, 1 April 2013)
Building		
External facilities		
Total	-----	

Evolution of timetable between stated schedule at the time of the general estimate and delivery of the object:

Date of start of work	
Date of delivery of building	

Reference demonstrating competences applied to environmental protection (water, air and ground), use of renewable energy, ecology and energy-saving measures and experience in applying environment-friendly and sustainable development criteria? YES NO

If the answer to the above question is yes, describe the measures and/or the competences applied:

DISTINCTIONS OBTAINED



ARCHITECT/REFERENCE 2

The architect will submit three references, at least one of which (reference 1) will concern the creation of the headquarters of an international organisation/company created within the last 10 years and of a scale commensurate with the present procedure (estimated building volume for the administrative building 70,000m³ with a ground surface area of 18,000m²). For reference 1, the architect will specify how one or the other of the two themes below was addressed:

- creation which reflects the values of and enhances the image of the organisation;
- creation of an administrative building(s) with high-quality modular areas usable for differing needs while also providing high-quality spaces for daily users.

The other references must refer to administrative and/or campus-type buildings and/or buildings well-integrated into a landscape of quality.

This form must be accompanied by a file of no more than four one-sided A4 pages.

CONTRACTING AUTHORITY:

Contact person:

The adjudicator reserves the right to contact the contracting authority referenced here for any relevant purpose.

OBJECT OR PROJECT FOR WHICH THE BRIEF WAS EXECUTED

Name of object or project:

Place of execution of object:

Brief executed as:

- A multi-disciplinary pool of contractors
- An association of practices
- A general or general contractor

Nature of creation:

- commercial importance local/regional/national international
- non-commercial importance local/regional/national international

GPS coordinates:

MAIN PERSON RESPONSIBLE FOR THE PROJECT WITHIN THE PRACTICE

Project Manager:

Type of qualification: level Bachelor Master

EXECUTION

	Surface area (m ²)	Total cost (excl. tax, USD, 1 April 2013)
Building		
External facilities		
Total	-----	

Evolution of timetable between stated schedule at the time of the general estimate and delivery of the object:

Date of start of work	
Date of delivery of building	

Reference demonstrating competences applied to environmental protection (water, air and ground), use of renewable energy, ecology and energy-saving measures and experience in applying environment-friendly and sustainable development criteria? YES NO

If the answer to the above question is yes, describe the measures and/or the competences applied:

DISTINCTIONS OBTAINED



ARCHITECT/REFERENCE 3

The architect will submit three references, at least one of which (reference 1) will concern the creation of the headquarters of an international organisation/company created within the last 10 years and of a scale commensurate with the present procedure (estimated building volume for the administrative building 70,000m³ with a ground surface area of 18,000m²). For reference 1, the architect will specify how one or the other of the two themes below was addressed:

- creation which reflects the values of and enhances the image of the organisation;
- creation of an administrative building(s) with high-quality modular areas usable for differing needs while also providing high-quality spaces for daily users.

The other references must refer to administrative and/or campus-type buildings and/or buildings well-integrated into a landscape of quality.

This form must be accompanied by a file of no more than four one-sided A4 pages.

CONTRACTING AUTHORITY:

Contact person:

The adjudicator reserves the right to contact the contracting authority referenced here for any relevant purpose.

OBJECT OR PROJECT FOR WHICH THE BRIEF WAS EXECUTED

Name of object or project:

Place of execution of object:

Brief executed as:

- A multi-disciplinary pool of contractors
- An association of practices
- A general or general contractor

Nature of creation:

- commercial importance local/regional/national international
- non-commercial importance local/regional/national international

GPS coordinates:

MAIN PERSON RESPONSIBLE FOR THE PROJECT WITHIN THE PRACTICE

Project Manager:

Type of qualification: level Bachelor Master

EXECUTION

	Surface area (m ²)	Total cost (excl. tax, USD, 1 April 2013)
Building		
External facilities		
Total	-----	

Evolution of timetable between stated schedule at the time of the general estimate and delivery of the object:

Date of start of work	
Date of delivery of building	

Reference demonstrating competences applied to environmental protection (water, air and ground), use of renewable energy, ecology and energy-saving measures and experience in applying environment-friendly and sustainable development criteria? YES NO

If the answer to the above question is yes, describe the measures and/or the competences applied:

DISTINCTIONS OBTAINED



4. ORGANISATIONAL QUALITY OF THE CANDIDATE

Pages 9 to 12, and any attachments thereto provided by the candidate, form the basis for selection criterion No. 3 "Organisation".

STAFF CAPACITY

(Corporate) Name:

The candidate must indicate below the number of staff of the practice:

Staff of the practice, not including temporary staff or trainees:

Administrative staff:	positions
Technical staff:	positions
TOTAL:	positions

A position corresponds to a full-time working week in an office context. A person employed on a 60% basis represents 0.6 of a position.

Example: 5 staff at 100% + 3 staff at 60% = 6.8 positions.

The candidate must complete the table below by giving the details of the people in the practice (no more than 10):

FAMILY NAME and given name	Date of birth (e.g.: 11.02.1964)	Function (within the practice)	Degrees certificates licences (professional qualifications only)	Years of experience (professional only)

The candidate will provide a one-sided A4 page showing the organisation chart of his/her firm's internal organisation, illustrating the areas of activity, the various sections and the people in charge (senior management and management of the various sections).



QUALIFICATIONS OF KEY PERSONNEL
DIRECTOR OF THE PROJECT

(Corporate) Name:

If the task of the director of the project is shared by more than one person, the candidate will duplicate this form and complete one page for each person concerned. If just one person performs several tasks, each form must be completed. The references given should be relevant to the object of the competition wherever possible.

Family and given names of key person:

Place and date of birth:

Degree recognised

Internationally and level:

Bachelor Master

Years of experience:

Specialised training:

Language(s) spoken and written with level: English Good Average Poor N/A
French Good Average Poor N/A

Project management experience:

no yes no. of years:

Staff management experience:

no yes no. of years:

REFERENCE 1:

(Corporate) name of client:

Family and given names of contact person:

Telephone number or email address:

Period of execution (dd.mm.yyyy): from to

Description of service executed for which the person was entirely responsible, highlighting the aspects linked to the image given by the building and respect for the natural environment (annex on 2 one-sided A4 pages):

REFERENCE 2:

(Corporate) name of client:

Family and given names of contact person:

Telephone number or email address:

Period of execution (dd.mm.yyyy): from to

Description of service executed for which the person was entirely responsible:



PROPOSED ORGANISATION FOR EXECUTING THE PROJECT

The candidate must describe the proposed organisation needed to ensure high-quality project execution in line within the established timetable and budget.

Aspects of the delivery to be included with the candidature file:

- Free expression up to a maximum of four one-sided A4 pages, including the proposed organisation (candidate's internal organisation, interface with the IOC, exchange of information, etc.)
- Project management methodology (phases, decision-making process, risk management, etc.)
- A description of how the candidate will address environmental protection and sustainable development aspects in the framework of the project.

5. COMPLIANCE WITH THE PARTICIPATION CONDITIONS

By signing his/her candidature file, the candidate gives his/her word that he/she will comply with all the conditions below and undertakes to respect these throughout the competition procedure until the decision by the adjudicator and throughout the period of execution of the contract once it has been signed.

If the candidate is or will be unable to comply with any of the conditions, he/she must explain why in writing before the deadline set for submission of the candidature file.

Failure to respect any of the conditions may lead to the candidate's immediate exclusion from the procedure or termination of the contract during its execution.

Each candidate must be able to provide evidence, upon first demand, that his/her practice makes timely payment of all social costs to its staff and complies with the usual professional standards in force within the profession. By submitting his/her candidature, the candidate thus gives an undertaking that he/she makes full payment of his/her obligatory social costs and is entered in the commercial register or another recognised professional register.

If the IOC requires certificates or affidavits, these must be provided to it at the start of the competition, which is to say within 30 days from the date of the launch meeting scheduled for 16 July 2013. Failure to do so will result in exclusion of the candidate.

Conditions	Documents or certificates which may be required
Candidate profile matching the competition participation conditions	Copy of the extract from the commercial register, proof of entry in an officially recognised professional register or copy of professional qualification.
Social and fiscal integrity of the candidate	Documentary proof of payment of social charges, civil liability and accident insurance premium payments, tax certificate for the practice and certificate showing payment of tax at source for foreign staff, proof that the practice is subject to VAT. Any document demonstrating the financial solvency of the practice. The organs which have liability for the practice must be able to prove that they have never been found guilty by a criminal court of any serious professional fault. Freelancers must provide social security and tax certificates, plus proof of payment of accident insurance premiums, and proof that they are subject to VAT. Possibly multipack declaration.
Compliance with professional standards and basic employee protection conditions	Proof of signature of a collective employment agreement (CEA) or standard employment contract (SEC) applicable at the place of execution (or place of origin if in Switzerland) related to the present contract or undertaking to comply with the conditions thereof with an official body at the place of execution, particularly for candidates from other countries.
Equal opportunities for men and women	Undertaking to comply with the legal rules on equality between men and women, particularly with regard to salary policy. The Federal Equality Act (LEg) prohibits all professional discrimination in general, and with regard to salaries in particular.
Environmental protection	Undertaking to comply with environmental protection rules and those on the prevention of noise disturbance, water protection, air protection and waste management.



6. UNDERTAKINGS

By signing the final page and submitting his/her candidature, the candidate certifies that he/she is aware of the conditions of the procedure and unreservedly accepts the contents thereof. The candidate may make comments in writing on any of the conditions within the deadline for submitting his/her candidature. He/she likewise gives the following undertakings:

1 GENERAL UNDERTAKINGS

- a) He/she confirms that the information, details and evidence provided in and with his/her candidature are truthful and accurate, and that he/she has not altered the text of this document, with the exception of the fields to be completed.
- b) He/she accepts that the IOC or its representatives may check the references, information, details and evidence provided with his/her candidature (confidentiality being ensured by the IOC).
- c) He/she confirms that he/she has not distorted competition by coming to arrangements or agreements with other candidates.
- d) He/she confirms that the candidature submitted meets the requirements of the Administrative Provisions of the procedure and includes all the information needed for the proper functioning of the competition.
- e) He/she confirms that he/she has received all the information needed to produce his/her candidature, after taking cognisance of the Administrative Provisions and making him/herself fully acquainted with the scope, requirements and constraints of the competition, and accordingly he/she undertakes to pursue all parts of the competition in compliance with the rules and regulations thereof.
- f) He/she confirms that he/she has never been the subject of bankruptcy proceedings or any judicial or extrajudicial arrangement with creditors.
- g) He/she will put in place the IT and data transmission tools compatible with the IOC's requirements, without any additional fees or contractual amendment.
- h) By submitting his/her candidature, he/she has taken into account the fact that, after the adjudication decision, the IOC will not accept any under-assessment of services, oversight or poor understanding of the services to be executed. It will therefore be up to the selected candidate to ask any question seeking clarification if going ahead with the contract.
- i) He/she accepts that the IOC may interrupt or cancel the competition at any time, or that it may decide to organise a second round of competition with the authors of the winning projects.



- j) He/she must demonstrate moral integrity, particularly by taking measures to combat corruption and refraining from offering any kind of advantage to an IOC member, a jury member, a substitute or an expert adviser with a view to obtaining a contract to the detriment of another candidate or distorting competition. In principle, any breach of the clause relating to moral integrity will lead to cancellation of the competition participation decision and, if applicable, award of the contract, as well as early termination of the contract by the IOC on justified grounds. The IOC may also take other sanctions, particularly if the breach of the clause relating to moral integrity is discovered during the procedure.
- k) He/she must ensure the confidentiality of all the data which are not public or freely accessible to the public of which he/she has knowledge during the procedure or during execution of the contract. Such duty of confidentiality begins with participation in the selection procedure and will continue after the competition respectively the end of the subsequent contracts. Compliance with the legal duties of information is reserved.
- l) Participants are required to request prior written authorisation from the IOC for the publication of documents linked to the present procedure. The IOC reserves the right to refuse such consent, particularly for security reasons. In all cases, the IOC shall not be required to pay any indemnity.

2 UNDERTAKINGS LINKED TO THE PROCEDURE AND ITS OUTCOME

- m) He/she accepts that, in his/her contractual relationship with the IOC, during the competition and execution of the contract, Swiss law will apply, the seat of jurisdiction will be in Lausanne and the language of the procedure will be French.
- n) In the event that the IOC awards him/her a contract, he/she undertakes, in the performance of his/her services, after adjudication, to submit immediately to any instructions given by the IOC for general operating reasons and/or to maintain order on the IOC site at Vidy, without being entitled to seek any indemnity.
- o) In the event that the IOC awards him/her a contract, he/she undertakes to perform his/her services in compliance with Swiss legal order, in particular employment legislation and the instructions in force on the IOC site, particularly as regards safety, security and the environment.
- p) With his/her signature at the end of the present file, the candidate confirms that he/she has read and accepts all the clauses of the Administrative Provisions of the procedure, particularly as concerns the assignment of copyright. The Administrative Provisions form an integral part of the present file.

7. SIGNATURES

By signing below and submitting his/her candidature, the candidate confirms the accuracy of the details given in the candidature file and his/her unreserved acceptance of the attached "candidate undertakings".

ARCHITECT

DATE

SIGNATURE*

* Only the signatures of individuals with the power to bind the candidate's practice are acceptable.