

附件 1：

Appendix 1:

燕子湖片区综合性城市设计国际咨询

International Consultation for Integrated Urban Design of Yanzihu Area

咨询规则

Work Rules

二〇一九年九月

September 2019

目 录

一. 组织机构.....	2
二. 咨询方式.....	2
三. 报名要求.....	3
四. 评审方式.....	4
五. 成果整合.....	7
六. 报名材料.....	7
七. 日程安排.....	10
八. 方案设计成果有效性.....	11
九. 咨询奖励.....	12
十. 版权问题及法律	14
十一. 用语及其它	16

Contents

I. Organizers	2
II. Consultation Method	2
III. Registration	3
IV. Evaluation	4
V. Proposal Consolidation	7
VI. Registration Documents.....	7
VII. Schedule	10
VIII. Eligibility of Deliverables	11
IX. Rewards.....	12
X. Copyright and Laws.....	14
XI. Language and Others	16

一. 组织机构

主办方：深圳市规划和自然资源局

深圳市坪山区人民政府

承办方：深圳市规划和自然资源局坪山管理局

联系人：徐工 0755-28297864 谭工 0755-28298149

李工 0755-83243435

联系地址：深圳市坪山区龙坪路 6 号 503 室

联系邮箱：zengyt@pnr.sz.gov.cn

二. 咨询方式

本次国际咨询采用“邀请+公开”的方式：由专家团队从邀请设计机构与公开报名的设计机构中择优选取共 8 家设计机构进入到下一阶段咨询方案编制及评审。

I. Organizers

Host: Planning and Natural Resources Bureau of Shenzhen Municipality

People's Government of Pingshan District, Shenzhen

Organizer: Pingshan Administration of Planning and Natural Resources Bureau of Shenzhen Municipality

Contact: Mr.Xu 0755-28297864

Mr. Tan 0755-28298149

Ms. Li 0755-83243435

Address: Room 503,6 Long Ping Lu, Pingshan District, Shenzhen

Email: zengyt@pnr.sz.gov.cn

II. Consultation Method

This international consultation adopts a hybrid approach of “invitation + open registration” to select the participants. An expert team will be set up to select 8 participants from both the invited and the publicly registered design firms for subsequent design preparation and evaluation.

三. 报名要求

3.1 本次咨询活动不设资质要求，境内外设计机构均可报名参加本次国际咨询，允许联合体报名，联合体成员数量不超过 3 家，不接受个人及个人组合的报名。联合体各方不得再单独以自己名义，或者与另外的设计机构组成联合体参加此次国际咨询。

3.2 境内外设计机构必须具有经合法注册并在有效期内的营业执照，且必须具有独立企业法人资格。法定代表人为同一个人的两个及两个以上法人，母公司、全资子公司及其控股公司，不得同时报名参赛。

3.3 本项目需指定主持过多个同类型设计项目的人员担任主创设计师，主创设计师必须亲自负责本项目的主要设计工作，以及主办方要求的重要汇报会议等工作。

3.4 具有以下同类项目经验的设计机构优先考虑：

- 具有新型城市中心地区规划设计实践经验；
- 具有科技商务、文化艺术、休闲商业地区规划设计经验；
- 具有城市滨水地区城市设计实践经验；
- 具有丰富的公共景观、环境营造、建筑风貌、地下空间及海绵城市等设计实践经验。

III. Requirements for Registration

3.1 There is no qualification requirement for registration. Both local and foreign design firms can sign up for this international consultation. Consortium registration is allowed, but each consortium should have no more than three members. Registration by individual or team of individuals is not acceptable. Consortium members are not allowed to register twice in the form of either individual firm or another consortium with other design firms.

3.2 Both local and foreign design firms must have a business license legally registered and valid, and must be qualified as an independent business entity. For two or more legal entities that have one same legal representative, their parent companies, wholly owned subsidiaries and holding companies are not allowed to register simultaneously.

3.3 The chief designer proposed for the Project should have presided over many similar design projects, and must take charge in person of the main design work of the Project and important presentation meetings required by the Host.

3.4 Priority will be given to design firms with the following project experience:

- Planning and design of novel urban centers;
- Planning and design of S&T & business, culture & art or leisure & commerce areas;
- Urban design of urban waterfronts;
- Profound experience in public landscape, environment construction, architectural style, underground space and sponge city design.

四. 评审方式

4.1 入围方式

4.1.1 由主办方组建专家遴选委员会，成员由 5 名熟悉设计行业且具备规划设计、城市设计、建筑设计等专业背景的行业专家学者组成。专家遴选委员会由评审主席主持评审工作，评审主席通过推荐产生，在评审中与其他成员有同等表决权；具体遴选细则由专家遴选委员会依据遴选原则确定。

4.1.2 遴选委员会审查受主办单位意向邀约的机构或联合体，根据参赛单位的业绩、团队组成等报名文件，使用记名投票的方法确定 3 家入围机构或联合体，入围参与下阶段咨询方案编制及评审，如受主办单位意向邀约并反馈参赛意向的机构或联合体少于或等于 3 家则受邀机构或联合体直接入围参与下阶段咨询方案编制及评审；

4.1.3 遴选委员会对接受主办单位意向邀约，但未被确定为定向邀请的参赛机构以及公开报名的设计机构根据所提交的设计团队、相关类似业绩进行优选，根据设计任务要求，使用记名投票的方法确定 5 家入围机构或联合体，参与下一阶段咨询方案编制及评审。

4.1.4 评选出 2 家备选参赛单位（须排序），如入围的 8 家参赛单位退出第二阶段咨询方案编制及评审，则备选参赛单位依序替补；

IV. Evaluation

4.1 Prequalification

4.1.1 The Host will set up a prequalification committee consisting of five experts who are versed with the design industry and have the professional background of planning and design, urban design, architecture, etc. A recommended chairperson who enjoys the same voting right as other members during evaluation will chair the Prequalification Committee. The Prequalification Committee will decide the prequalification rules pursuant to prequalification principles.

4.1.2 The Prequalification Committee will review the invited design firms or consortia and select 3 participants through disclosed ballots based on their registration documents regarding reference project portfolio and team composition for the subsequent design drafting and evaluation. In case the number of design firms or consortia invited by and responding positively to the Host is less than or equal to 3, they will automatically enter the next stage of design drafting and evaluation.

4.1.3 The Prequalification Committee will review the design firms or consortia that have accepted the intention invitation but not confirmed as orientation invitee by the Host and the publicly registered design firms or consortia based on their registration documents regarding proposed team and similar project portfolio, and select 5 participants through disclosed ballots in accordance with the Design Brief for the subsequent design drafting and evaluation.

4.1.4 Two candidates will be selected (in proper order) for substitution in regular turn, in case any of the 8 selected participants withdraws from the second stage of design drafting and evaluation.

4.1.5 专家遴选要点（以下遴选要点仅供参考，遴选委员会可视情况而定）：

类别		遴选要点
1. 公司实力	国际及国内知名度	<ul style="list-style-type: none"> 企业相关证明文件或获奖文件（国际或国家以上奖项）
	公司业绩	<ul style="list-style-type: none"> 具有新型城市中心地区规划设计实践经验； 具有科技商务、文化艺术、休闲商业地区规划设计经验； 具有城市滨水地区城市设计实践经验； 具有丰富的公共景观、环境营造、建筑风貌、地下空间及海绵城市等设计实践经验。
2. 设计团队实力	主创设计师	<ul style="list-style-type: none"> 主创设计师国际视野、资历（如院士、大师、普利兹得奖）； 主创设计师具有新型城市中心地区，商务金融、文化艺术、休闲商业地区，城市滨水地区的规划设计的综合研究、开发能力与实践经验。
	团队成员	<ul style="list-style-type: none"> 团队成员专业配置； 团队成员资历及业绩水平。

4.1.5 Outlines of Participant Selection (for reference only and is subject to the decision of the Prequalification Committee)

Category		Selection Outlines
1. Company strength	Domestic and international popularity	<ul style="list-style-type: none"> Relevant certification or award certificates of the company (at least international or national level)
	Company performance	<ul style="list-style-type: none"> Planning and design of novel urban centers; Planning and design of S&T & business, culture & art or leisure & commerce areas; Urban design of urban waterfronts; Profound experience in public landscape, environment construction, architectural style, underground space and sponge city design
2. Team strength	Chief designer	<ul style="list-style-type: none"> International vision and qualifications (e.g. academician, winner of Pulitzer Prize) Comprehensive study on, development competence for and practice experience in planning and design of novel urban centers, business & finance, culture & art or leisure & commerce areas, and urban waterfronts;
	Team members	<ul style="list-style-type: none"> Specialty configuration Qualifications and performance

4.2 方案评审

4.2.1 由主办方组建方案评审会，成员由 7 名国内外著名的规划设计、城市设计、建筑设计等领域专家学者组成。方案评审委员会由评审主席主持评审工作，评审主席通过推荐产生，在评审中与其他成员有同等表决权；具体评审细则由方案评审委员会依据评审原则确定。

4.2.2 入围设计机构按规定提交设计成果后，各设计机构经抽签，按抽签号顺序，由主创设计师进行方案设计成果汇报并回答专家提问。方案设计成果汇报采用多媒体自动播放与主创设计师汇报讲解相结合的方式，每个设计机构汇报 30 分钟（含多媒体播放时间，多媒体播放长度设计机构可根据自己的汇报方式自行决定）、答疑 5 分钟，总时间不超过 35 分钟。

4.2.3 方案评审小组根据项目理解、设计策略、方案创新、实施可行性等方面进行评审，采用逐轮票选的记名投票法选出前三优胜方案（排序），评审结果第一名为中标方案。

4.2 Proposal Evaluation

4.2.1 The Host will set up a design evaluation committee consisting of seven experts who are renowned in and outside of China and have the professional background of planning and design, urban design, architecture, etc. A recommended chairperson who enjoys the same voting right as other members during evaluation will chair the Design Evaluation Committee. The Design Evaluation Committee will decide the evaluation rules pursuant to evaluation principles.

4.2.2 After submitting the design deliverables as required, the selected participants will draw lots to determine the sequence for their chief designer to present design deliverables and answer experts' questions. Design deliverables can be presented via multi-media autoplay, accompanied with the chief designer's explanation. Each participant will have 30 minutes for presentation (including time for multimedia play, which is subject to the participant) and 5 minutes for Q&A, totaling no more than 35 minutes.

4.2.3 Based on project understanding, design strategy, design innovation and feasibility of implementation, the Design Evaluation Committee will select 3 winning design proposals (in proper order) through rounds of disclosed ballot, and the first place will be the bid winner.

五. 成果整合

由主办方委托的技术咨询服务单位深化完善燕子湖片区综合性城市设计成果，形成城市设计优化最终成果。在评审出国际咨询优胜方案后主办方后续将组织不超过3次工作坊(每次不超过二天)，前3家优胜设计机构需派主创人员参加。

六. 报名材料

6.1 报名文件内容要求

A4 规格 (210mm×297mm), 1 正 8 副, 不超过 30 页纸内容 (不含封面及目录), 双面打印, 简装, 软皮封面装订成册, 并附目录。

- (1) 参赛声明 (附件 1, 此页为盖章页);
- (2) 联合体合作声明 (附件 2, 若有, 此页为盖章页);

V. Proposal Consolidation

The technical consultant commissioned by the Host will detail the deliverables of integrated urban design of Yanzihu Area and develop the final urban design deliverables. After finalizing the winning design proposals, the Host will organize no more than 3 workshops (no more than 2 days for each one), which must be attended by the chief designers of the 3 winners.

VI. Registration Documents

6.1 Contents of registration documents

The registration documents should include 1 original and 8 duplicate copies in A4 size (210mm×297mm), not exceeding 30 pages (excluding the cover and table of contents). They should be made in paperback form with double-sided printing and soft cover, and an attached table of contents.

- (1) Participant's Statement(Appendix 1, with corporate seal);
- (2) Consortium Statement (Appendix 2, if any, with corporate seal);

- (3) 营业执照或有效机构注册文件;
- (4) 单位简介 (自拟, 如为联合体, 各成员需分别提供简介, 如获得国际或国家级以上的奖项请提供相关证明文件);
- (5) 主创设计师 (格式自定, 主创设计师必须参与本次国际咨询全过程以及参与后续工作坊)
- (6) 设计团队列表 (按专业列举参与项目的设计人员);
- (7) 设计团队简介 (格式自定);
- (8) 近期相关项目经验列表 (单一报名设计机构或联合体各成员加起来不超过 8 个项目经验);
- (9) 近期相关项目经验证明文件 (提供合同关键页以及项目概况介绍)。

(3) Business license or valid business registration documents;

(4) Company profile (no requirement on format; for consortiums, the profile of all members are required; documentary evidences of international or national level awards are also required if any);

(5) Profile of the chief designer (no requirement on format; the chief designer must participate throughout the international consultation and subsequent workshops)

(6) List of team members (the designers should be listed by specialty);

(7) Resumes of team members (no requirement on format);

(8) List of recent related projects (no more than 8 projects for each design firm or consortium);

(9) Documentary evidence of recent related projects (with key contract pages and project profile).

6.2 报名材料提交

(1) 电子文件提交：报名的设计机构应在北京时间 2019 年 9 月 29 日 17:00 前，以电子邮件形式向联系邮箱发送电子版报名材料（电子邮件名请标注：燕子湖项目报名-设计机构或联合体简称）。

(2) 纸质报名文件提交：报名的设计机构应于北京时间 2019 年 10 月 8 日 17:00 前，将完整的纸质报名文件送至联系地址，并在外包封上标注燕子湖项目报名文件-设计机构或联合体简称”。

6.3 注意事项

报名文件重点部分必须中英双语，其他部分的语言表达形式由设计机构自行考虑；电子文件格式为 doc 或可编辑的 PDF 文件。

6.2 Submission of the registration documents

(1) **Softcopies:** Applicants should send the softcopies of their registration documents by 17:00, Sept. 29, 2019 (Beijing time) to the given email address (please note in the subject line: Registration for Yanzihu Project – Abbreviation of design firm or consortium).

(2) **Hardcopies:** Applicants should deliver the complete set of the hardcopy registration documents to the given contact address by 17:00, Oct. 8, 2019 (Beijing time), and note on the outer package "Registration Documents for Yanzihu Project – Abbreviation of design firm or consortium".

6.3 Note

The key parts of the registration documents must be made in both English and Chinese, while other parts are subject to the choice of the applicant; the softcopy should be made in doc or editable PDF format.

七. 日程安排

阶段	时间	事项
第一阶段 确定入围机构	2019 年 9 月 8 日	发布正式公告 向多家设计机构发出竞赛意向
	2019 年 9 月 17 日	竞赛意向设计机构反馈参赛
	2019 年 9 月 29 日 17:00 之前	公开报名设计机构提交电子版 报名文件，报名截止
	2019 年 10 月 8 日 17:00 之前	提交纸质报名文件
	2019 年 10 月 11 日	由遴选委员会对报名材料进行 预审，最终确定 8 家设计机构 进入下一阶段。
	2019 年 10 月 11 日	公布入围结果，发布入围通知 书、踏勘答疑会通知书
第二阶段 咨询方案编 制及评审	2019 年 10 月 18 日	组织踏勘、答疑会
	2019 年 10 月 24 日 17:00 之前	书面答疑提交截止
	2019 年 10 月 30 日	书面答疑回复
	2019 年 12 月 11 日 17:00 之前	提交咨询方案成果
	2019 年 12 月中旬	召开咨询方案成果评审会，并 发布最终评审结果

注：以上时间以北京时间为准，主办方保留调整日程安排的权利。

VII. Schedule

Stage	Deadline	Activities
Stage 1: Prequalific ation	Sept.8, 2019	Release of official announcement Issuance of intention invitation to several design firms
	Sept.17, 2019	Response of intention invitees
	By 17:00, Sept.29, 2019	Submission of softcopy registration documents, closing of registration
	By 17:00, Oct. 8, 2019	Submission of hardcopy registration documents
	Oct. 11, 2019	Review of the registration documents by the Prequalification Committee to select 8 participants for subsequent stage.
	Oct. 11, 2019	Announcement of prequalification results and issuance of Finalist Notice and Site Visit and Q&A Meeting Notice
Stage 2: Design drafting and evaluation	Oct. 18, 2019	Site visit and Q&A meeting
	By 17:00, Oct. 24, 2019	Deadline for written questions
	Oct. 30, 2019	Clarification to questions in writing
	By 17:00, Dec. 11, 2019	Submission of design proposal
	Mid Dec., 2019	Design evaluation meeting, and release of evaluation results
Notes: The Schedule implements Beijing Time. The Host reserves the right to adjust the schedule.		

八. 方案设计成果有效性

在规定截止日期前送达、并满足国际咨询要求的方案设计成果文件为有效设计成果，有下列情形之一者，经评审小组半数以上（含半数）评委认定视为无效设计成果：

- 设计成果提交后，更改设计成果的内容；
- 设计成果不符合任务要求，包括成果内容不全；
- 设计成果非原创、已经发表过、与其它设计方案雷同的；
- 将设计任务转包或混合其他机构设计人员完成的设计成果；
- 设计成果深度未达到咨询要求设计深度要求的。

VIII. Eligibility of Deliverables

Design deliverables received by the deadline and meeting the requirements of the international consultation will be deemed eligible. Deliverables noted with any of the following circumstances as confirmed by half or more members of the Design Evaluation Committee will be deemed ineligible.

- The design deliverables are revised after being submitted;
- Design deliverables fail to meet the requirements of the Design Brief, including the circumstance of incomplete contents;
- The design proposal is non-original, already published, or identical to others;
- The design tasks are sub-contracted to others or designers from other design firms are solicited to work on the design;
- The detailing level of design deliverables fails to meet the requirements of the international consultation.

九. 咨询奖励

9.1 奖励

方案评审小组按程序对8家机构提交的方案设计成果进行评审，将获得如下咨询奖励。

第一名：咨询费人民币伍佰万元整（¥5,000,000.00 元）；

第二名：咨询费人民币贰佰肆拾万元整（¥2,400,000.00 元）；

第三名：咨询费人民币壹佰陆拾万元整（¥1,600,000.00 元）；

第四~八名：均获得咨询费壹佰贰拾万元整（¥1,200,000.00 元）。

9.2 支付方式

本次国际咨询的奖励均以人民币支付，设计机构所获奖励产生的任何税金由设计机构自理。

IX. Rewards

9.1 Rewards

The Design Evaluation Committee will evaluate the design proposals submitted by the 8 selected participants, who will receive the following rewards.

The first place will be rewarded RMB Five Million Only (¥ 5,000,000.00)

The second place will be rewarded RMB Two Million and Four Hundred Thousand Only (¥ 2,400,000.00);

The third place will be rewarded RMB One Million and Six Hundred Thousand Only (¥ 1,600,000.00);

The fourth through eighth places will each be rewarded RMB One Million and Two Hundred Thousand Only (¥ 1,200,000.00)。

9.2 Payment

The rewards will be paid in Renminbi, and any taxes arising therefrom should be at the participant's expense.

国内外获奖设计机构或获奖设计机构牵头单位（以联合体名义参加国际咨询的）均应按照承办方（市规划和自然资源局坪山管理局）要求提供国内合法增值税专用发票等付款资料，并按照承办方（市规划和自然资源局坪山管理局）要求配合完成奖金结算各项手续。

国外设计机构若无法使用本机构帐户收取人民币的，可授权国内合法独立法人代收款项及开具发票。并在与主办方合同中予以明确。

9.3 其他

所有参加本次国际咨询的设计机构在咨询期间所发生的所有差旅等相关费用须自理。

Local and foreign design firms or the leading party of consortia should provide legal VAT special invoices of China and other materials required for the Organizer (Pingshan Administration of Planning and Natural Resources Bureau of Shenzhen Municipality) to effect the payment, and should complete the procedures for reward settlement in accordance with the latter's requirements.

Foreign participants whose bank account does not support the receipt of fees in Renminbi may authorize a legitimate Chinese independent business entity to collect the payment and issue corresponding invoice. This should be specified in the contract with the Host.

9.3 Others

All travel and related costs incurred by participating in this international consultation should be at the participant's own expenses.

十. 版权问题及法律

10.1 主办方及承办方对设计成果共有享有版权,但设计机构享有设计成果的署名权。此外,主办方对本次国际咨询活动收到所有设计成果享有所有权,所有设计成果在评审后将不予退还设计机构。

10.2 主办方及承办方对领取咨询奖励的入围设计机构的方案设计成果享有使用权。

10.3 主办方及承办方有权使用本次国际咨询活动收到的所有设计成果进行出版和展览,并通过传媒、专业杂志、专业书刊或其它形式介绍、展示及评价成果文件。

10.4 设计机构应保证设计成果中所有内容均为设计机构原创,不得侵犯第三者知识产权。如发生侵权行为,将由涉及侵权的设计机构自行承担一切法律后果,主办方及承办方有权取消其参与本次国际咨询的资格,并有权要求退回或不予支付涉嫌侵权的设计机构的奖金。

X. Copyright and Laws

10.1 The Host and the Organizer shall share the copyright to all design deliverables submitted for this international consultation, but the participants shall enjoy the right of authorship to their deliverables. Furthermore, the Host shall possess the ownership of these deliverables, which will not be returned to the participants after evaluation.

10.2 The Host and the Organizer shall enjoy the right of use to the design deliverables drafted by the duly selected and rewarded participants.

10.3 The Host and the Organizer shall have the right to use the received deliverables for publication and exhibition, and to introduce, present and evaluate them through media, specialized magazines, specialized books and periodicals or in other forms.

10.4 Participants shall ensure the originality of all contents of their design deliverables and should not infringe upon the intellectual property rights of a third party. Otherwise, the participant involved shall accept all legal consequences therefrom. The Host and the Organizer shall have the right to disqualify the involved participant and request retrieving or not paying the reward.

10.5 设计机构从主办方及承办方获得的与本项目有关或因本项目产生的所有文件、项目数据、技术秘密，工作方案、会议资料、相关协议、补遗资料等，无论以何种形式或载于何种载体，无论在披露时是否以口头、图像或以书面方式表明，皆具有保密性。

10.6 未公布国际咨询结果之前，设计机构或其设计人员未征得主办方和承办方的许可，不得以任何方式披露、公开或展示设计成果，否则将依法追究其相应法律责任，并取消其参与本次国际咨询的资格。

10.7 本次国际咨询适用中华人民共和国法律（港澳台地区的法律除外）。因本次咨询引发或与本咨询相关的一切争议，各方应协商解决；若协商不成时，任何一方有权向深圳市人民法院提起诉讼。

10.5 All the documents, project data, technical knowhow, work schemes, meeting materials, related agreements, supplementary documents, etc. related to or arising from the Project, in whatever forms or media, obtained by the participants from the Host and the Organizer, shall be deemed confidential regardless of their disclosure in oral, graphic or written form.

10.6 Prior to the release of the results of this international consultation, neither the participants nor their designers, without the permission of the Host and the Organizer, shall disclose, make available or display the deliverables in any way; otherwise, they shall bear relevant legal liabilities and be disqualified for this international consultation.

10.7 This internal consultation shall be governed by the laws of the People's Republic of China (except those of Hong Kong, Macao and Taiwan). Any dispute caused by or relating to this international consultation shall be settled through consultation; in case consultation fails, either party has the right to file a lawsuit to Shenzhen People's Court.

十一. 用语及其它

11.1 用语和时间标准

本次国际咨询采用中英文对照格式；当中英文内容不一致时，以中文为准。时间均以北京时间为准。

11.2 其他

(1) 所有参加本次国际咨询的设计机构的主创设计师和主要设计人员须始终参与设计工作。

(2) 获得入围通知书设计机构的主创设计师须参与过程中的重要汇报会议，主要设计人员须亲自参与现场踏勘活动，请设计机构作好相关准备（请境外设计机构提前准备好签证）并自带翻译。

(3) 参加本次国际咨询的设计机构均视为承认本次国际咨询规则以及各阶段相应的文件内容要求。

(4) 主办方及承办方对本次国际咨询任务书及工作规则拥有最终解释权和调整权，解释语言以中文为准。

XI. Language and Others

11.1 Language and time standards

This international consultation is made in Chinese-English interlinear version. In case of any discrepancy between the two languages, the Chinese version shall prevail. Beijing Time is adopted.

11.2 Others

(1) The chief designer and main designers of the participants for this international consultation must work on the Project throughout the design process.

(2) The chief designer of participants who have received the Finalist Notice must participate in all important presentation meetings, and the main designers must participate in the site visit. Please be prepared and bring your own interpreter (foreign participants please get your visa ready ahead of schedule).

(3) All participants are deemed to have accepted the Work Rules herein and the documentation requirements of corresponding stages.

(4) The final right to construe and adjust the Design Brief and Work Rules of this international consultation resides in the Host and the Organizer. The Chinese version of interpretation shall prevail.