

SPECIFICATIONS

for a small scale public contract

Title of the contract:	Conceptual design of Municipal Transportation System Museum
Name of the Contracting Authority:	Statutory City of Ostrava
ID of the Contracting Authority:	00845451
Contact address of the contracting authority:	Prokešovo náměstí 8, 729 30 Ostrava
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I. Subject of the public contract

The subject of the public contract is the drafting of the conceptual design of the Municipal Transportation System Museum (MTSM), according to the specification below:

1. Purpose and links

- 1.1 The applicant will prepare a conceptual design of the MTSM.
- 1.2 Conceptual design in this context means the basic requirements for the use of space, the interpretation of the structure (suitable deployment of the exhibits) of the MTSM. The processor shall make a spatial and functional design. The basic organization of the area will be based on the already elaborated investment plan of the 1st variant (*attachment no. 1 of specifications*) - partial modifications can be accepted. Conceptual design will be elaborated for the capacities of the buildings „halls of Municipal Transportation System, Fire Protection hall, entrance building“ and the adjacent exterior areas. The designer will propose the most appropriate use of space capacities for the purposes of the MTSM.
- 1.3 The premises of the proposed MTSM are located in the Ostrava district of Moravská Ostrava and Přívoz in the area defined by the in front of the railway station and Nádražní, Wattova and Špálova streets, it is an existing building without registration no./ evidence no. Specifically, these are lots with no. 394/1, 400/4, 402/2, 402/3, 402/4, 402/6, 1150, build.lot 170/1, build.lot 623, build.lot 174/1, build.lot 174/2, build.lot 174/3, build.lot 2009/2 in cadast. ter. Přívoz. Survey of existing buildings is shown in *attachment no. 5 of specifications*. Buildings marked as Q1, Q2, N, L and M listed in attachment no. 5 of these specifications have already been removed and are not located in the premises.
- 1.4 The cost of the investment, i.e. construction modifications without the equipment of the museum, is estimated at CZK 330,000 thousand CZK without VAT.

2. Requirements for the contents of the conceptual design of the MTSM

- 2.1 Building identification data - basic building attributes in the context of other sub-chapters.
- 2.2 Proposal of the Museum Concept:
 - conceptual design of the museum
 - conceptual design of exhibits
 - description of individual exhibits
 - continuity of exhibits, determination of exhibits and museum space for individual interest groups of visitors
 - comparison with similar European projects
 - analysis of the scope of the project implementation impact - SWOT analysis, analysis of project benefits for the city, region, inhabitants, visitors
 - description of subsequent organizational steps incl. timetable draft from conceptual design elaboration to start-up
 - an estimate of the cost of the museum equipment elements

- 2.3 Proposal for naming the museum
- 2.4 Interior and exterior layout concept (operational, exhibition spaces, etc.):
 - Situation drawing - outdoor exposition, parking, pedestrian path, orientation of the entrance area
 - Simple floor plans of all floors incl. room legends and exhibit layout design/functional area design
 - Cross and longitudinal section of the building
 - Basic design of space graphics and communication with the visitor (direction indicators, wall descriptions, examples of interactive visitor communication, etc.)
- 2.5 Exhibition areas of the MTSM - recommended forms of exhibits scenography:
 - Exhibits will be focused in an interactive way and will respect modern trends
 - Emphasis will be placed on the playful form of the visit
 - Emphasis will be placed on educating visitors
 - The history of technology in Ostrava will be taken into account
 - It is desirable for the processor to incorporate his own ideas into the conceptual design
- 2.6 The conceptual design of the MTSM must be in line with the overall objectives of the project:
 - Open history and current development of public transport to the public in a playful form
 - Create prerequisites for the interest of the visitors in the technology and technical fields, emphasis on educating visitors in a spontaneous way
 - Popularize public transport
 - Create attractive spaces for spending leisure time activities of all ages
- 2.7 The processor will present the conceptual design of the MTSM in the recommended range, i.e. 40 - 60 pages of A3/A4 format.

The detailed specification of the public contract subject is further specified in the attachments to these Specifications.

II. Rules for evaluation of bids

Evaluation of bids for public contracts will be based on:

- conceptual design quality of MTSM

Method of evaluation criteria:

Conceptual design quality of MTSM

Within the framework of this evaluation criterion, the conceptual design of the MTSM will be evaluated.

The conceptual design will be processed within the scope of the requirements specified in Art. I of specifications – Subject of the public contract.

The conceptual design must be in line with the overall objectives of the project:

- Open history and current development of public transport to the public in a playful form
- Create prerequisites for the interest of the visitors in the technology and technical fields, emphasis on educating visitors in a spontaneous way
- Popularize public transport
- Create attractive spaces for spending leisure time activities of all ages

Sub-criterion	Evaluated aspects
Interior layout concept	Interior layout proposal will be evaluated – i.e. proposal of operating and exhibition space, outdoor exposition and paved areas, orientation of entrance areas, delimitation of functional areas.
Design of exhibition space, exhibits proposal, museum concept	Proposal for exhibition space will be evaluated incl. exhibits, where the emphasis is on interactivity of exhibits, playful form of visit, peaceful education of visitors with regard to the history of technology in Ostrava. It is desirable for the compiler to incorporate his own ideas into the conceptual design.

<p>Graphic design and communication with the visitor</p>	<p>Basic graphic design and communication with the visitor will be evaluated, which will contain proposal for direction indicators, descriptions on the wall, examples of interactive communication with the visitor, etc..</p>
<p>Sub-criterion - Interior layout concept Point scale: 0 - 25 points</p> <p>Bids in this sub-criterion can receive from 0 to 25 points, while the best offer will receive 25 points, and each following offer will be given a score that indicates the degree of fulfilment of a particular sub-criterion in relation to the best offer.</p> <p>As the most advantageous offer will be evaluated an offer of a supplier who submits the best proposal for interior layout. The best proposal of layout refers to interactions and the continuity of the functional surfaces, layout of exhibition, resting and operating areas. Simple and intuitive perception of space by the visitor, e.g. in connection to car park - entrance to the building - an exhibition space / rest area / restaurant - exit – car park.</p> <p>Sub- criterion - Design of exhibition space, exhibits proposal, museum concept Point scale: 0-50 points</p> <p>Bids in this sub-criterion can receive from 0 to 50 points, while the best offer will receive 50 points, and each following offer will be given a score that indicates the degree of fulfilment of a particular sub-criterion in relation to the best offer.</p> <p>As the most advantageous offer will be evaluated an offer of a supplier who submits the most complex conceptual design with respect to the objectives of the project. An interactive proposal of exhibits will be evaluated, their relation to the target groups, the proposal of peaceful education of visitors.</p> <p>Sub-criterion - Graphic design and communication with the visitor Point scale: 0-25 points</p> <p>Bids in this sub-criterion can receive from 0 to 25 points, while the best offer will receive 25 points, and each following offer will be given a score that indicates the degree of fulfilment of a particular sub-criterion in relation to the best offer.</p> <p>As the most advantageous offer will be evaluated an offer of a supplier who submits the most detailed proposal for communication to the public - visitors. Simplicity and intuitive orientation in space, attractive colour design and clarity of orientation indicators, communication tools and their interactive design will be evaluated.</p> <p>Individual bids will be evaluated according to individual sub-criteria and will be scored in the range of point scale for each sub-criterion, based on mutual comparison of bids. After counting the points obtained in the individual sub-criteria the offer with the highest thus obtained number of points will be assigned a point value of 100 points and each subsequent offer will be assigned a value, which is a multiple of 100 and ratio of points obtained of the evaluated offer to the number of points of the best offer (the highest point score offer);</p> $100 \times \frac{\text{evaluated total value}}{\text{the highest total value}}$ <p>Overall evaluation of bids Based on the resulting sum of the point values assigned to bids in the individual sub-criteria, the order of success of each bid will be determined, so that the bid that achieves the highest total value will be determined as the successful bid.</p>	
<p>III. Price for conceptual design of the MTSM, license granting fee, payment terms and commercial conditions</p>	

1. Price for conceptual design of the MTSM

The price for conceptual designs of the MTSM, which will be placed in the first three places according to the evaluation results, is set at 27.000, - CZK without VAT.

The price for conceptual designs of the MTSM will be paid in the Czech currency to the suppliers of the first three selected designs.

2. Remuneration for granting an exclusive license to use the conceptual design

The suppliers of conceptual designs, which will be ranked in the first three places, will also conclude a license agreement, granting the submitter an exclusive license for the use of these conceptual designs, while the license fee is set at 106,000 CZK excluding VAT.

The fee for granting the exclusive license to use the conceptual design will be paid to the suppliers of the first three selected proposals in the Czech currency.

3. Total amount of payment

The submitter will not reimburse suppliers for any costs associated with processing the offer.

The total amount of the payment for each of the suppliers, whose conceptual designs will be rated as the first three best and with which a license agreement will be concluded, is 133.000, - CZK without VAT.

4. The payment terms

Advance payments are not permitted.

The maturity period of tax documents will be 30 calendar days of receipt of the invoice by the submitter.

Details of payment terms are listed in the Requirements for the contents of the contract.

5. Commercial conditions

They are listed in *annex no. 2 of these specifications* – Requirements for the contents of the contract, which the supplier will complete according to client's requirements.

IV. IV. Qualification requirements

1. The supplier will prove professional competence by submitting:

- current abstract of the Commercial Register record, if it is entered into the register; if the contractor does not reside in the Czech Republic, he will submit a similar document issued under the laws of the country in which it was obtained.

2. The supplier will prove technical competence by submitting:

- a list of reference projects implemented in the last 7 years including price, time of implementation and contact details of the customer (including telephone contact). From the list, it will be apparent that the contractor realized at least 1 project in the same period, whose object was to process proposal, study, project documentation focused on a design of exhibitions, trade fairs, museum exhibitions, science centres, or amusement parks with the minimum area of 1000 m².
The supplier will use *Annex 3 of these specifications*.

In the case of proving part of the qualification through third parties, the submitter requires presentation of a third party's written commitment to provide performance intended for the public contract performance or to provide things or rights, which the supplier is entitled to dispose of during the performance of public contract, at least to the extent in which the third party demonstrated the qualification on behalf of the supplier.

V. V. Requirements for the bid processing method

1. The bid will be submitted in writing **in one original**, in physical form, **in Czech or English language**.
2. The supplier will use the order of the documents referred to in the following paragraphs of this article of the specifications:

- 2.1 **The contents of the bid.** The bid will be provided with contents specifying the page numbers for individual sections (chapters), and secured against manipulation with individual sheets.
- 2.2 **Documents**, which prove supplier's qualification - specified in Article IV of these specifications (these documents will be delivered in copies).
- 2.3 **License agreement draft**, drawn up in accordance with the requirements for the contents of the contract, which form *Annex 2 of these specifications*. The agreement draft must be signed by an authorized signatory, in a prescribed manner. The supplier will evidence the authorization for signature, including the manner of signature, by an appropriate license (e.g. abstract of the Commercial Register record, power of attorney). The agreement is not subject to trade secret under the provision §504 of the Act no. 89/2012 Coll., Civil Code. Suppliers are not authorized to interfere with the wording of the license agreement outside of designated text fields.
- 2.4 **Supplier's declaration of familiarization with the references in the contract** – *Annex 4 of these specifications*. This declaration will be documented in original with the signature of an authorized person in a prescribed manner (authorization to sign - see section 2.4. of this Article of the specifications).
- 2.5 **Conceptual design of the Municipal Transportation System Museum**, processed within the scope of art. I of the specifications.
- 2.6 The electronic medium (CD, DVD, USB flash), which will contain the text (contract, conceptual design on MTSM, etc.) and spreadsheets of the offer in an editable form in formats compatible with MS Office programmes, non-editable documents will be executable in Acrobat Reader.
- 2.7 Others.

VI. Deadline and place for submission of bids

1. **Deadline for submission of bids** is set at the latest until **2 October 2017 at 1.00 pm**.
2. **Place for submission of bids:** supplier's bid will be delivered in a sealed envelope bearing the address of the supplier and marked: **Public contract „The concept of Municipal Transportation System Museum“- do not open!** to the address:
Ostrava City Hall
Department of public contracts and capital participation
Prokešovo nám. 8
729 30 Ostrava

or in person at the same place, office no. 226, 2nd floor, tel. 599 443 051, on weekdays: Monday to Thursday from 8.00 am. to 11.30 am. and from 1.00 pm. to 3.00 pm. and Fridays from 8.00 am to 11.30 am.

VII. Inspection of the place of performance

The submitter sets the inspection of the place of performance **on 27 June 2017 from 10.00 am**. Meeting point of the interested parties is in the Ostrava City Hall, office no. 371, Prokešovo náměstí 8, 729 30 Ostrava.

VIII. Other conditions and requirements of the submitter

1. The submitter does not allow variant solutions of the bid.
2. Based on the results of the public contract evaluation, the license agreement will be concluded with the suppliers of the conceptual designs of the MTSM, which will be placed in the first three places. The Statutory City of Ostrava will be authorized to use these conceptual designs for the purposes of elaboration into the project documentation stage for the construction and subsequent implementation of the MTSM.
3. **Supplier's offer will be in Czech or English language.**
4. An offer which does not meet the tender specifications will not be evaluated by the submitter.
5. The submitter reserves the right to cancel the public contract.

IX. Annexes

- List of historical vehicles + investment project + photo documentation – *annex no. 1*
- Requirements for the contents of the contract – *annex no. 2*
- List of reference projects – *annex no. 3*
- Supplier's declaration of familiarization with the references in the contract – *annex no. 4*
- Survey of existing buildings – *annex no. 5*