



ORDINUL  
ARHITECTILOR  
DIN ROMÂNIA

# BEST PRACTICE GUIDE

FOR ORGANIZING ARCHITECTURE/  
URBAN PLANNING DESIGN  
COMPETITIONS

revised edition | July 2025

# Best practice Guide for organizing architecture/urban planning design competitions

revised edition | July 2025

The Guide will form the basis for future discussions with national and local public authorities, with the common aim of promoting the quality and sustainability of the future built environment. The Guide contains a description of the standards and procedures representing the minimum requirements of a design competition organized by the Romanian Order of Architects.

The Romanian Order of Architects reserves the right not to support competitions where these requirements are not met.

This document was drafted in 2018 and revised in 2020 , 2022, and 2025 within the Competitions Department of the OAR, by:

**prof. arch. Ana Maria Zahariade** - Vice President, OAR | Competitions - Partnerships

**arch. Mirona Crăciun** - Competition Advisor OAR

**arch. Loredana Gaiță** - Competitions Referent OAR and Cultural events OAR

**arch. Ilinca Pop** – Competitions Referent OAR

**arch. Andreea Duminică** – Competitions Referent OAR

**arch. Raisa Parpală** – Competitions Referent OAR

**urb. Louisiana Stoica** – Competitions Referent OAR

**arch. José Peralta Guerrero** – Competitions Referent OAR



ORDINUL  
ARHITECTILOR  
DIN ROMÂNIA

The design competition is a practice with a very long European tradition and has proven over time to be the most reliable way to invest public money with good results. From the cupola of the Dome of Florence (1436) to the Centre Pompidou in Paris (1971), to the new World Trade Centre in New York (2004) or the future Holocaust Museum in London (2017), many of the great achievements that cities around the world identify with have been born through competition.

In the modern era, architectural and urban planning competitions have become part of the habits of city planners and politicians, a real 'institution' and a common practice in urban development strategies. To make this practice as uniform, accessible, and transparent as possible, the International Union of Architects (UIA), together with UNESCO, has summarised it in a series of recommendations designed to ensure its quality, fairness, and equity.

In Romania, the tradition of the design competition is relatively recent (with the first acknowledged one being held in 1845 for the National Theatre in Bucharest), and was interrupted during the communist period, when the buildings that were built as a result of a competition could be counted on the fingers of one hand. After 1989, first the Union of Architects (initially the only professional organization), and then, after 2001, when it was established by law, the Romanian Order of Architects set out to restore the "institution of the competition" and to bring it up to the standards promoted by the UIA and UNESCO, for a real public benefit.

In this context, the OAR has strengthened its strategy of promoting the quality of the built environment through architectural/urban planning design competitions. At the request of those promoters who understood the stakes of this procedure, the OAR has organized a growing number of competitions in recent years, as a result of which, the contracting public authorities have obtained projects of outstanding quality and visionary designers, selected by juries of respected professionals, thus offering their cities the prospect of a better and more sustainable built environment.

As a synthesis of this acquired experience, this Best Practice Guide for organizing architectural / urban planning design competitions brings together, details, and explains procedural and terminological aspects specific to design competitions, aspects that distinguish them from the tender procedure (which is more familiar to contracting authorities), to meet the standards of architectural and urban planning design competitions that the OAR promotes, in accordance with the law.

**prof. arch. Ana Maria Zahariade**

Vice President, OAR | Competitions - Partnerships



ORDINUL  
ARHITECTILOR  
DIN ROMÂNIA

# TABLE OF CONTENTS

<b>1. PRELIMINARY ASPECTS</b>	<b>7</b>
1.1. The necessity and purpose of the Guide	7
1.2. The substantiation of the Guide	8
1.3. General aspects	9
Ideas competitions and design competitions	9
Ideas competitions, general recommendations	9
Types of design competitions	11
Obligations of the Contracting Authority (CA)	12
The OAR Standards for a design competition	12
OAR support for the organizing of design competitions	14
Methods of Engagement to Support the Design Competition	15
<b>2. SPECIFIC PROCEDURAL ASPECTS</b>	<b>17</b>
2.1. Definition of Terms	17
Specific technical and organizational structures	18
2.2. Types of OAR involvement in the organization of design competitions	22
2.3. The Competition Jury	24
Jury composition	24
Duties of the Jury members	25
2.4. Project Evaluation Criteria/Factors	26
2.5. Content of the Competition Package	28
2.6. Content of the parcels	33
2.7. Participation guarantee	36
2.8. Prizes	37
2.9. Ensuring anonymity	38
2.10. Copyright	40
2.11. Avoiding incompatibilities and conflicts of interest	41
<b>3. ORGANIZING A DESIGN COMPETITION</b>	<b>43</b>
3.1. The stages of organizing a design competition	43
3.2. Drafting the Competition Package	47
3.3. Drafting the Competition Calendar	47
3.4. Development of the official competition website	49
3.5. Requests for clarification and responses	50
3.6. Submission of projects	53
3.7. The Proceedings of the Reception Secretariat	53
3.8. The Proceedings of the Technical Committee	55
3.9. Jury evaluation of the projects	56
3.10. Publication of Results and Announcement of Winners	57
3.11. Subsequent Procedures – Contract Conclusion	58
3.12. The Practice of organizing a design competition according to OAR standards	59



# 1. PRELIMINARY ASPECTS

## 1.1. The necessity and purpose of the Guide

The design competition is a public procurement procedure for design services for a specific investment, which, as international experience has proven, offers the most reliable guarantee of architectural and urban quality. **The competition is highly recommended as the most appropriate procedure for public investments of an architectural and urban planning nature, provided that it is well-organized, from the substantiation and drafting of the brief to the actual procedure.**

The specificity of the competition (as opposed to the tendering procedure) lies in the fact that any architectural or urban planning design is also an act of creation, which involves translating rational (constructive and functional) responses to the given situation into artistic form. The competition procedure aims, through a specific professional procedure, to precisely identify, evaluate, and highlight this artistic dimension, the only one that can confer quality to the built environment, in addition to functional and constructive solutions. Both the local public administration and the Romanian Order of Architects (OAR) share the common goal of increasing the quality of the built environment. It is only possible to increase the quality of the architectural product if design contracts are awarded primarily based on the quality of the submitted projects (of course, within the established cost limits). At the same time, the architectural and/or urban planning competition is the optimal, effective, and transparent way of procuring design services, based on the decision of a professional jury. In this respect, OAR seeks to ensure that the procurement procedure through a design competition complies with certain professional quality standards, thus aligning itself with the international standards supported by UNESCO's Regulations for organizing competitions in Architecture and Urban Planning, the Regulations of the International Union of Architects (UIA), and the regulations of the Architects' Council of Europe.

In Romania, although the tradition of architectural and urban planning competitions was established with the beginnings of modern Romania, few competitions have been organized in recent decades for public investments. Thus, the experience of professionally organizing a design competition is still limited and has not become a habit for the authorities, as is the case in other countries that have had great success in this area.

Through the competitions organized to date, OAR has demonstrated that there is a specificity to the procedure which cannot be assimilated to procurement by tender (a procedure much more familiar to public authorities). **The purpose of this Guide** is to clarify and elaborate on the specific aspects of the design competition as a procedure for the procurement of design services, which distinguishes it from tendering and ensures the quality of the competition and, ultimately (through execution), of the built result. The guide qualifies the legal provisions (mentioned in the next chapter) and elaborates on those aspects that are specific to the proper organization of the architectural or urban planning design competition as a form of public procurement.

The guide is intended specifically for public procurement, but, except for certain details, can be used by any promoter.

## **1.2. The substantiation of the Guide**

The documents on which this Guide is founded are both international best practices and regulations, as well as the provisions of the legislation in force and the specific procedures developed by the Romanian Order of Architects:

### **A. The Romanian public procurement legislative framework relevant to this Guide (in force at the date of drafting the Guide):**

- Law No 98/2016 on public procurement.
- H.G. no. 395/2016 for the approval of the Methodological Norms for the application of the provisions relating to the award of the public procurement contract/framework agreement of Law no. 98/2016 on public procurement.
- Law No 101/2016 on remedies and appeals concerning the award of public procurement contracts, sectoral contracts, and works concession contracts and service concession contracts, as well as for the organization and functioning of the National Council for the Settlement of Disputes.
- Emergency Ordinance No. 45/2018 of 24 May 2018 amending and supplementing certain legislative acts with an impact on the public procurement system.
- H.G. no. 907/2016 on the elaboration stages and the framework content of the technical-economic documents related to investment objectives/projects financed from public funds.

The design competition is organized in compliance with the provisions of national public procurement legislation as well as Directive 2014/24/EU of the European Parliament and of the Council of the European Union of 26 February 2014 on public procurement and repealing Directive 2004/18/EC, which regulates the applicability of the architectural design competition as a public procurement procedure. The Design Competition is defined under art. 3 para. (1) letter j) of Law no. 98/2016 on public procurement, as being “the procedure which enables the contracting authority to acquire, mainly in the fields of urban planning and design, architecture and engineering or data processing, a plan or design selected by a jury in competitive circumstances, with or without awarding prizes.” To further particularise the definition provided by the law concerning the fields of architecture and urban planning, it is important to specify that, based on the jury’s decision, the project and the design services are jointly purchased as a result of design competitions.

### **B. Documents originating from international and national professional regulations:**

- UIA Guide for International Competitions in Architecture and Urban Planning, 2017; UIA Competition Commission Decisions.
- The International Regulations for Competitions in Architecture and Urban Planning were adopted at the UNESCO General Conference of 1956, revised 27 November 1978.

- Framework regulations for the organization of competitions in architecture, urban planning, and landscape design: Regulations for Competitions in Architecture and/or Urban Planning, adopted by the National Council of the OAR in its meeting of 31 October 2005 (No. 1988/31.10.2005).

### C. Laws applicable to the construction field:

- Law No. 50/1991 on the authorisation of construction works, republished.
- Law No. 10/1995 on quality in construction, republished.
- Law No. 350/2001 on territorial and urban planning.
- Law No. 422/2001 on the protection of historical monuments.

### D. We also refer to the provisions of:

- Law no.184/2001 on the organization and practice of the profession of architect, republished.
- Law No 8/1996 on copyright and related rights, republished.

## 1.3. General aspects

### Ideas competitions and design competitions

According to the UIA Guidelines for Competitions in Architecture and Related Fields, interpreting and implementing the „UNESCO Standard Rules for International Competitions in Architecture and Urban Planning” (updated 2017), chapter 2.2, there are two main types of competitions:

- **The ideas competition**, which demonstrates numerous conceptual approaches and proposals, without the intention of directly realizing the task or project.
- **The (project) design competition**, where the best design is chosen for the implementation of a project from all those submitted.

### Ideas competitions, general recommendations

Concerning the ideas competition, OAR admits the following as objectives of ideas competitions, which support a clearer understanding of this definition:

- An imagined on-site scenario<sup>1</sup> or future situation<sup>2</sup> that can be explored through the anticipations that the ideas of architects, interdisciplinary teams, or student architects bring.
- The stepwise development of a design brief or design competition brief for a

---

<sup>1</sup> Or studying solutions for a specific type of housing - for example, the Nest House competition: <https://oar.archi/stiri/stiri-din-cultural/competitia-casa-mica-casa-cuibeditia-2021/>

<sup>2</sup> For example, a drone port in a Hong Kong of the future: <https://www.archdaily.com/977674/hong-kong-drone-port>

complex, as yet undefined objective, for the definition of which it is necessary to study several possible strategies - in this case, **the winning idea can be developed either as a design brief or as a design competition brief**. If this is the intention, the Contracting Authority or the Promoter of the competition will assume, from the outset, a subsequent form of collaboration with the winning architect.

- Testing a strategy applicable to a site chosen by the participants, involving a large-scale<sup>3</sup> intervention. If the competition takes place on a real site, it must be for an urban development strategy that the city or region could adopt.

Suppose an ideas competition is to be implemented in any form. In that case, it is essential to protect the winner's copyright regarding the winning design and to involve them in the development of a future design brief or design competition brief.

According to the Competition Rules of the International Union of Architects UIA:

*"Ideas competitions seek to elucidate certain approaches to architectural and/or planning problems. The winning project is not generally destined for realization, and its author is therefore not commissioned as the architect. If the client intends to make use of the winning or any other scheme, he/she shall undertake some form of formal collaboration with its author. In certain cases, a contract with the winner as architect-consultant may be envisaged."*

#### **To adapt the requirements of a competition to an ideas competition, we recommend:**

- Proposing a competition documentation (competition brief and rules) that is unambiguous, transparent, and with well-defined objectives.
- Avoiding any reference to contracting the winner, transferring copyrights, or any action aimed at implementing the design ranked first in the Jury's evaluation.
- If there is to be any form of continuity of the process, a formula for subsequent collaboration with the winner should be assumed, depending on the objective.
- Adapting the type of required sheets, pieces, and their scale to conceptual and rather generic requirements, avoiding technical, excessive, or too detailed requirements (e.g., plans and details scale 1:50 / 1:20, with legends, etc.).
- Avoiding any form of cost estimation (of implementation or design), both in the competition documentation and in the requirements addressed to participants.
- Avoiding any ambiguity that could induce the idea that the awarding of the first prize for an ideas competition is the equivalent of an implicit transfer of copyright to the organizer.
- Assigning these rights, if desired, exclusively under the conditions prescribed by Law 8/1996 on copyright and related rights, by concluding a separate contract, with appropriate remuneration.

#### **What cannot be considered as an ideas competition:**

- A competition that aims to implement the objective but does not comply with the copyright laws, and with the standards of a design competition,

---

<sup>3</sup> for example, the Cities for All ideas competition: <https://www.cbdcitiesforall.com/>

as defined in these Guidelines - in particular, in situations where it is not foreseen that the design contract will be awarded to the winning team - cannot be considered as an ideas competition.

- An ideas competition cannot be considered as such if it aims, in whole or in part, at implementation through a Design & Build process, such as, for example, in the case of a competition for a small-scale temporary pavilion.

On the other hand, the design competition is the selection procedure based on professional quality that aims at contracting the winner for the implementation of the proposed project. This type of competition is unequivocally regulated by a series of documents and laws applicable depending on the nature of the client (public authority or private promoter). To define the design competition and the standards for the organization of this type of procedure to which the Order of Architects adheres, the Competitions Department of the OAR has drawn up the present Best Practice Guide for organizing architecture/urban planning design competitions.

## Types of design competitions

**Design Competitions may be organized as a one or two-stage competition.**

International experience recommends that, when possible, project competitions should be organized as one-stage competitions (according to UIA competition Guidelines). This recommendation arises because of the substantial additional commitment that the two-stage competition requires from both the Contracting Authority (CA) and the participants. Therefore, their use is advised only for particularly complex projects. In two-stage competitions, the first stage should call for designs consisting of a general approach with minimum requirements, and participants selected for the second stage of the competition should be remunerated for their work through participation fees. A detailed description of the procedure for a two-stage competition is not the subject of this Guide.

Regardless of the number of stages, the recommended procedure for public authorities is the **open design competition**, open to all architects, urban planners, and professionals working in association with them. The Romanian Order of Architects and the International Union of Architects encourage and promote the organization of open design competition procedures for several reasons, all of which are designed to stimulate the overall quality of the built environment in the long term: more accessible participation and selection from a wide variety of design solutions, facilitating access to architectural commissions for younger but professionally qualified teams, the transparency of the procedure, as well as creating a context for the promotion of quality architecture in the public space.

The restricted competition (in which the first stage consists of selecting participants who meet a set of specific conditions, based on applications, and in which the CA remunerates participation in the competition) and the competition by invitation (which allows the CA to determine which participants will be invited to take part in the competition) will be avoided by public authorities. Other procedures that may still be encountered and that combine the typologies described above (e.g., open competitions that also include some invitees) do not respect the principle of equal treatment and opportunities between competitors.

Under UIA guidelines, OAR does not promote or recommend competitions where design and build services are to be procured jointly.

## Obligations of the Contracting Authority (CA)

For design competitions, **the CA will assume the obligation to award the design services contract to the winner to carry out the objective, which is the subject of the procedure**, according to the specifications indicated in the Competition Rules. The contract will be awarded following the negotiation procedure without prior publication of a contract notice (more details in chapter 3.11, Subsequent procedures). Following the national legislation, the estimated value of the contract for the design services will be established before the launch of the competition and published together with the Competition Package. All necessary documents for the proper organization of the competition (see below: Competition Package) and the carrying out of the whole procedure must be prepared and managed by the CA or the Organizer designated by it, in compliance with the provisions of these Guidelines.

The CA must cover all expenses associated with organizing a competition (see below: secretariat, Technical Committee, logistics, promotion, communication, etc.). In addition, the jury, the participating experts at the request of the CA and, where appropriate, other external collaborators will be remunerated for their services.

In every case, the initiator of the urban planning and/or architectural design competition shall ensure that the following principles, which derive from public procurement legislation at the European Union and national level, are respected:

1. **Free competition**, by ensuring the conditions for any professional designer to become a contractor under the law
2. **Equity and fairness**, by thoroughly preparing the competition, requesting fair conditions and requirements for competitors, allocating an appropriate amount for prizes, and awarding the contract for design services to the winner as stated in the competition rules
3. **Efficiency** (maximum result with minimum effort) and effectiveness (relating to the solution of the problem) of the use of funds, based on the use of the competitive system and professional criteria
4. **Transparency**, by making information on the competition available to all interested parties
5. **Equal treatment and non-discrimination**, by requiring the same competition requirements from all participants and applying the selection criteria equally
6. **Confidentiality**, by ensuring anonymous participation in the competition and protecting the intellectual property of the participant.

## The OAR Standards for a design competition

Minimum requirements for a properly organized competition (including the endorsement of the competition by the Romanian Order of Architects):

### A. PROCUREMENT OF THE DESIGN SERVICES

- **The contract for the design services** by which the procedure's objective shall be achieved will be awarded to the winner of the competition. The contract clauses shall be consistently adapted for the design services

and correlated with the Competition Documentation (Competition Brief, Competition Rules, Financial Proposal, etc.).

- **The value of the design services contract must correspond to the complexity of the objective**, be correctly assessed concerning the requirements of the contract, and be competitive on the market to be a motivating argument for participation in the competition. To have a wide participation in international competitions, the value should be attractive to all participants, regardless of the country in which they operate.
- **The prizes must correspond to the requirements of the competition and the objective's complexity** to be attractive for participating in the competition, regardless of the country of origin of the future participants. To ensure a generous participation, **at least 3 prizes<sup>4</sup>** will be awarded; preferably also mentions, with correctly calibrated values.

## B. THE JURY

- **The jury will consist of professionals** recognized at a national and/or international level, will be independent of the Promotor, to provide a guarantee of a successful result and to give participants confidence in the professionalism of the jury.
- **It is mandatory that the Jury be appointed before the launch of the procedure**, as it contributes decisively to attracting participants, giving them confidence in the fairness of the procedure. No changes are allowed to the composition of the Jury after the launch of the procedure, which could lead to situations of incompatibility with potential participants and the annulment of their effort up until that date.
- **Compliance by the Contracting Authority (CA) with the quality hierarchy established by the Jury is mandatory**, as it is the result of a selection in which a representative of the CA also participates, in addition to the professionals.

## C. THE COMPETITION BRIEF is the starting point of every design, so it must be:

- **Built on a deontological foundation.** Not every architectural program can become the subject of a competition, and not every brief is suitable for any type of competition. If necessary, the professionals drafting the competition brief shall report this aspect to the CA.
- **Drafted by outstanding professionals.** They will translate the intentions of the CA into a formula correctly adapted to the given situation and aiming at a real long-term collective benefit.
- **Well-substantiated** by studies, technical investigations, surveys, and clarification of the legal situation. These are essential elements to obtain quality projects in the competition, but also to provide a correct and informed starting point for the design process.

---

<sup>4</sup> According to the point of view issued by the National Agency for Public Procurement at the request of the OAR on 20.02.2017, the awarding of the first prize was clarified as follows: “[...] we consider that it is possible both to award prizes to participants and to award the service contract by applying the above-mentioned award procedure, in which case the winner of the competition, i.e. the one with whom the contracting authority will conclude the service contract, cannot also obtain a participation prize, the contract itself representing its prize.”

- **Open to the participants' creativity** by avoiding normative directions for the design of the solution. The competition brief cannot require professionals engaged in the development of architectural design solutions to use a particular architectural language, style, or aesthetic. Rather, the guidelines of the brief can point out directions for a good integration of the intervention, regardless of the type of landscape, built or natural.

## D. ENSURING ANONIMITY

is a fundamental principle of competitions, which contributes to ensuring the transparency of the procedure by ensuring equal opportunities and a non-discriminatory evaluation of the submitted projects. The anonymization procedure must be strictly followed in accordance with the procedures of the Reception Secretariat and the Technical Commission and clearly mentioned in the Competition Rules. The participants' identity shall be known only after all members of the Jury sign the Jury Report, by opening the sealed envelopes (according to art. 109 paragraph (3) of Law no. 98/2016 on public procurement). Pay attention to the anonymisation procedures detailed in chapter 3.5, which ensure **"a double process" of anonymisation.**

## E. CORRECTNESS OF THE COMPETITION PROCEDURE

The quality of a competition and implicitly of the received (and winning) projects depends on the correctness of the participation conditions, such as offering an adequate time for designing the projects (minimum 60 days), clear eligibility conditions, compliance with specific procedures, etc.

## OAR support for the organization of design competitions

OAR support can be sought for the following situations:

- The Contracting Authority wishes to contract OAR for the organization of the competition, in which case OAR becomes the Organizer and provides all the organizational steps to the professional standards it supports.
- The contracting authority wishes to obtain from the OAR a quality endorsement (the OAR's endorsement) for a competition that it organizes through its own structures or another specialised entity, in which case it contracts OAR to review the documentation and specific procedures.
- The contracting authority (or, in some cases, members of the OAR) may wish to consult the OAR on the quality of a competition, in which case the Competitions Department reviews the documents made available to participants by the CA and develops a position on the competition. The opinion may be made public or forwarded to the Authority with a request to remedy the identified irregularities.

To ensure the observance of good practices in terms of organizing and conducting architectural and urban planning competitions according to professional standards, when OAR is not the organizer of the competition contracted by the CA, OAR can grant its endorsement and support the CA by examining the documentation and supervising the conduct of the competition at all stages:

1. Preparing the launch of the competition by assisting in its planning, checking the quality of the competition brief and competition rules

provided by the organizer, assisting the jury, and proposing at least one member of the jury, etc.

2. Publishing and promoting the competition, by posting it on the OAR website, informing OAR members through online communication, promoting the competition in events organized by OAR and, where applicable, by its territorial branches, etc.
3. Monitoring and assisting the Organizer during the actual running of the competition, by appointing a supervisor for all stages of the competition, namely: competition launch, question and answer session, reception secretariat, jury secretariat, competition management, technical committee, announcement of results. The assistance to the Organizer includes the notification of any procedural irregularities that may result in the withdrawal of the OAR's endorsement.

**OAR's endorsement** is a written agreement granted by OAR following the verification and approval, through its specialized staff, of the technical quality of the entire competition documentation and the compliance of the applied procedures with current international standards, before any publication and/or announcement of the competition.

The OAR endorsement is the only one that entitles the CA to associate the OAR name and visual identity with the competition in question.

OAR support, in either of these two situations, brings benefits by:

- Providing knowledge, experience, technical support, and legal expertise in organizing competitions.
- Ensuring good promotion and visibility in the architectural community at the national and international level, as applicable.
- Ensuring substantial participation, as for architects, the involvement of the OAR in the organization of the competition is a **guarantee of the quality of the competition**.

**OAR grants the endorsement of quality to a competition only to external public or private entities.** The Territorial Branches of the Romanian Order of Architects may organize competitions only in partnership with the OAR central organization, acting as co-organizer (according to the internal regulations of the OAR regarding the organization of design competitions under the aegis of the organization, adopted by the Decision of the National Council no. 253 of 11.02.2008 and the Decision of the Board of Directors no. 686 of 18.04.2016).

## **Methods of Engagement to Support the Design Competition**

Beyond the involvement of the Romanian Order of Architects (OAR) in organizing and promoting the design competition, conducted according to international standards as a public procurement procedure, the competition as an institution can benefit from the support of various categories of stakeholders.

### OAR members can support the institution of competitions:

- Through an active process of raising awareness about the types of competitions that are beneficial to the profession, that respect copyright, adhere to OAR's professional standards, and comply with international standards for organizing design competitions.
- By participating in design competitions organized to international standards.
- By requesting the point of view of the Romanian Order of Architects (OAR) regarding competitions that contravene professional or organizational standards.

### The Territorial Branches of the OAR can support the institution of competitions:

- By disseminating to its members promotional materials about the design competitions either organized, endorsed, or promoted by the OAR;
- By informing local authorities about the importance of organizing design competitions that follow international standards for the procurement of design services;
- By recommending to the local authorities to request support from the OAR in the process on learning about international standards for design competitions;
- by providing local support to the competitions organized by the OAR in Romania.

### Private promoters can support the institution of competitions:

- By adopting the open design competition procedure, organized according to international standards, for the procurement of design services, when the design brief is appropriate for this type of competition (more details in chapter 1.3, subchapter OAR Standards for Design Competitions).
- By requesting support from the OAR in organizing design competitions according to international standards, either as the organizer or as a guarantor of quality, through the OAR endorsement.

### Contracting authorities can support the institution of competitions:

- By adopting the design competition procedure as a public procurement procedure for design services, according to international standards, when the design brief is appropriate for this type of competition (more details in chapter 1.3, subchapter OAR Standards for Design Competitions).
- By requesting support from the OAR in organizing design competitions that follow international standards, either as the organizer or as a guarantor of quality, through the OAR endorsement.

Both OAR members and their Territorial Branches, as well as private promoters and contracting authorities, may request the Romanian Order of Architects (OAR) to organize knowledge transfer sessions in the form of training courses on the organization of architectural/urban planning design competitions.

# 2. SPECIFIC PROCEDURAL ASPECTS

## 2.1. Definition of Terms

### Contracting Authority (CA)

The CA is any public authority that initiates the organization of an architectural design competition and commits to covering the costs associated with this procedure: organization, prizes or awards, remuneration of the Jury, etc.

The CA can also be the Competition Organizer when it has an internal department or staff specialized in organizing competitions (see Figure 1), or it can delegate this responsibility to a professional entity with expertise/qualification in the fields involved (see Figure 2). Even in the case of delegating the organization procedure, the CA, as a public authority, has the right and responsibility to review and approve the documentation contained in the Competition Package (according to art. 2 para. (2) lit. f) of Law no. 98/2016). The CA is also responsible for uploading to SEAP (Electronic System of Public Procurements) both the Competition Package and the „Questions and Answers” documents, the Jury Report, etc.

### The Organizer

The organizer of the competition can be either a specialized department within the CA or a collaborator/expert, or a professional entity with expertise/qualification in the fields involved. For the implementation of the competition procedure, the Organizer has or designates specific technical and organizational structures.

The minimum standard is to provide the following functions: **Competition Coordinator, Professional Advisor, Competition Secretariat, Technical Committee, and Jury Secretariat** - technical and organizational structures explained below. For more efficient management, persons or legal entities may also be appointed as: promotion and communication consultant, graphic designer, etc.

### Jury

The specialized jury, constituted by a majority of recognized professionals, ensures support to the contracting authority in making the most informed decision and in selecting the winning design. Most members of the Jury will be qualified professionals (architects, landscape architects, urban planners, and interior designers, etc., depending on the objective of the competition) with recognized professional experience and qualifications at least equivalent to the level required of the participants (more details in chapter 2.2).

## Participants

The participants in an architectural or urban planning design competition—or the bidders in the public procurement procedure for design services—may include:

- A. Individual architectural offices, associations formed by individual architectural offices, or other legally recognized forms of practicing the profession of architect, under the national legislation of their country of origin, as well as legal entities (design companies) from Romania or other countries, either individually or in association.
- B. Legal entities that must include, either as a partner or employee, a licensed architect holding signature rights, who is a member of the Romanian Order of Architects or a similar professional organization in their country of origin, and who legally practices the profession of architect under the national legislation of that country. Individually or in association, competitors must hold the legal capacity to enter a design services contract on the territory of Romania—a capacity that must be demonstrated to the Contracting Authority in the event of winning the competition.

## Competition Package

The Competition Package contains all documents, studies, and information provided to the participants for the elaboration of the competition design. The Competition Package will be available in the Electronic System of Public Procurements (SEAP) and on the website of the Competition throughout the entire period that is open for project submission, starting from the launch date. For more details on the documents provided to participants, refer to the relevant chapter. 2.4. Content of the Competition Package.

## The official website of the competition

The official website ensures the communication of the competition within the professional community. It allows competitors to register electronically, submit questions, access published Q&A documents, view relevant announcements, and, after the jury sessions are completed, access the gallery of submitted projects and the final competition results. If OAR is the Organizer of the competition or provides official endorsement, the website <https://www.oar.archi/concursuri> serves as the official competition platform.

## Specific technical and organizational structures

The proper organization and conduct of a design competition involve the following structures:

### Competition coordinator

To ensure a high standard for the procedure of organizing a competition, it is recommended to appoint a Competition Coordinator. The coordinator will oversee the entire process, manage the administrative and organizational elements of the competition, coordinate, contract, and train the staff involved in the competition, and ensure compliance with the architectural competition

standards of the OAR. The competition coordinator must have experience in organizing architectural competitions, be familiar with the legislative framework, and master the professional standards in the field, being the person in charge of the smooth running of the entire procedure. The competition coordinator is responsible for:

- Identifying potential collaborators (Professional Advisor, Reception Secretary, Communication and Promotion Consultant, graphic designer, members of the Technical Committee, Jury Secretary, photographer, etc.) and establishing the composition of the extended competition organizing team.
- Coordinating the process of refining the CA's intentions, together with the extended competition organizing team, and ensuring dialogue between the actors involved in the process.
- Maintaining correspondence with the jury members.
- Overseeing the entire process, including the drafting of the Competition Rules.
- Ensuring the planning and forecasting functions for the entire process.
- Coordinating the process of establishing, together with the CA, the budget for the organization of the competition.
- Coordinating the process of establishing, together with the CA, the calendar of the entire procedure (preparation of the Competition Package, publication of the announcement in SEAP (Electronic System of Public Procurements), the actual running of the competition, the jury sessions, etc.).
- Coordinating and ensuring compliance with the competition calendar (Chapter 3.3. Drafting the Competition Calendar).
- Ensuring compliance with public procurement legislation.
- Coordinating the process of providing clarifications regarding the Competition Rules and overseeing the "Questions and Answers" sessions.
- Coordinating the site visit.
- Coordinating the process of submitting the projects (Reception Secretariat).
- Coordinating the anonymization procedures and the preparation of the Technical Committee's work.
- Coordinating the administrative and logistical procedures of the Jury sessions;
- Coordinating the competition communication.
- Coordinating the award gala and related events.

### **The extended competition organizing team**

The extended competition organizing team is composed of the Professional Advisor (or team of experts) of the competition, members of the secretariats, the Communication Consultant, members of the Technical Committee, co-opted experts, as well as other technical structures provided by the Organizer - such as the assistant coordinator, executive staff, logistical support, etc. The Competition Coordinator will assign and supervise the tasks arising from each of the organizational stages of the competition. The competition coordinator designates the members of the following structures as follows:

## Professional Advisor

The professional advisor is the person who elaborates the competition Brief and has the following professional duties:

- Prepares the list of documents and materials required for the development of the Competition Brief and the preparation of the Competition Package, after analyzing the nature of the competition (type and subject) and its purpose (see details in Chapter 2.4: Contents of the Competition Package)
- Actively participates in meetings with the CA to clarify intentions, to set design brief data, etc.
- Provides clarifications on the required documents contained in the submitted documentation list, reviews the documents received to ensure their professional standard, and, where necessary, requests additions
- Estimates the maximum investment value for the design services contract (the value of the design contract that is offered for the competition, not the value of the execution) through a comparative study of similar investments and other specialty expertise
- Develops, together with the Competition Coordinator, the evaluation criteria and their justification
- Takes part in the site visit and answer questions related to the Competition Brief
- If the involvement of other experts (e.g., conservation-restoration specialists, seismic engineering, etc.) is needed, the Professional Advisor identifies the experts relevant to the specifics of the competition and requests their collaboration to complete the list of documentation required from the CA. The experts are the ones who elaborate the different studies necessary for the elaboration of the brief (historical, structural, geotechnical, topographical survey, etc.) and are contracted by the CA (or Organizer) after receiving the list of documentation required for the brief
- Provides answers related to the Brief in the Q&A sessions
- Participates in the jury sessions of the competition, provides clarifications on the competition brief, but does not have the right to vote
- The selection and hiring of the Professional Advisor are carried out by the Organizer, through the Competition Coordinator, according to the specificity of the competition, using criteria such as: relevant experience, professional performance on the specific competition subject, and availability during the estimated period of the activities that concern the Advisor.

## Competition secretariat

The competition secretariat, operated by one or more persons, has the following organizational tasks:

- Ensures the registration of participants
- Registers the competitors' written questions and forwards them to the CA and/or the competition's Professional Advisor, depending on the type of question

- Publishes on the competition website the Questions and Answers documents of the two rounds according to the competition calendar
- Supports the participants in downloading the documentation by providing technical assistance
- Ensures the communication and announcement of the jury sessions' results.

## The Reception Secretariat

The person or group of persons in charge of receiving and registering the reception of projects participating in the competition. (More details in chapter 3.6. Submission of projects).

## Technical Committee

Before the submitted projects are presented to the Jury for evaluation, a verification process will be carried out to check the contents of the submitted parcels and formally review the competition sheets (ensuring the presence of all required materials as specified in the rules or the brief, the format of presentation, anonymity compliance, etc.).

For this purpose, the Organizer will appoint a Technical Committee composed of at least three professionals with the same specialization as that required of the participants.

The Technical Committee will submit its findings and observations to the Jury, which will make the final decisions regarding them (see Chapter 3.8: The Proceedings of the Technical Committee for further details).

## The Jury Secretariat

The Jury Secretariat is provided by an architect appointed by the Organizer, whose responsibilities include assisting the Jury in elaborating the Jury Report and ensuring the smooth conduct of the evaluation process.

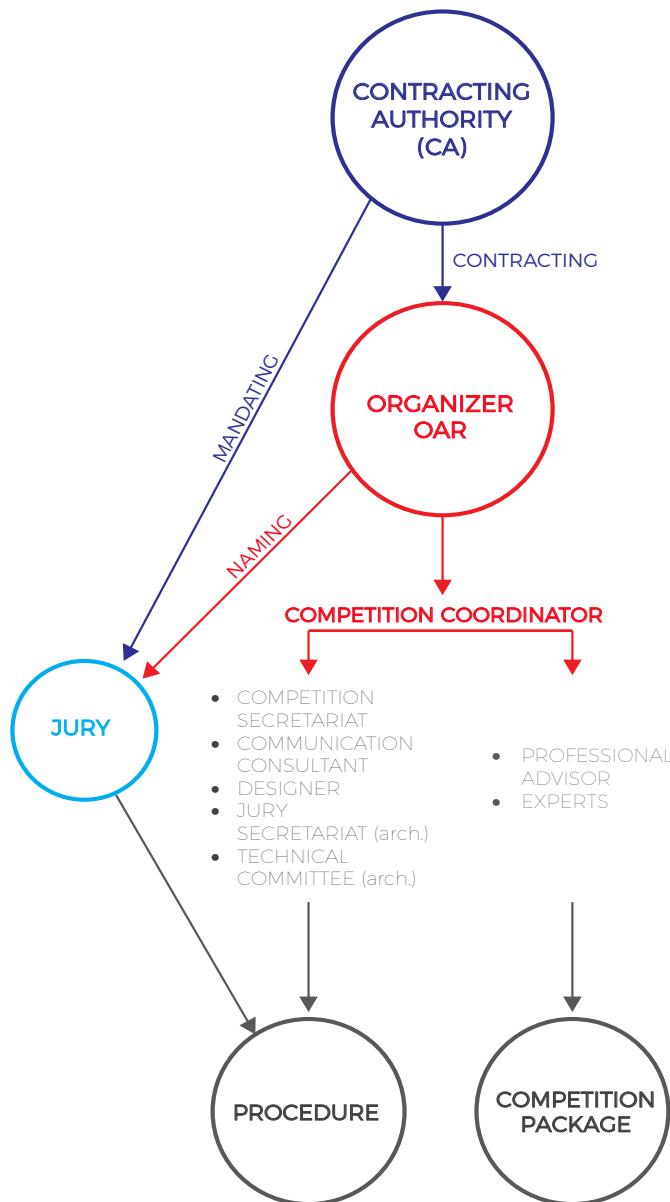
The duties of the Jury Secretariat are:

- Assists the Jury in preparing the Jury Report.
- Provides all materials requested by the Jury.
- After the Jury Report has been signed by all members of the Jury, the envelopes of the winning competitors are opened in the presence of the Jury.
- Verifies the authors' names, their eligibility to participate, and checks for any incompatibility (conflict of interest, ineligibility), recording the results in Envelope Opening Report (for further details, see Chapter 3.9: Jury evaluation of the projects).

## 2.2. Types of involvement of the Romanian Order of Architects (OAR) in the organization of design competitions

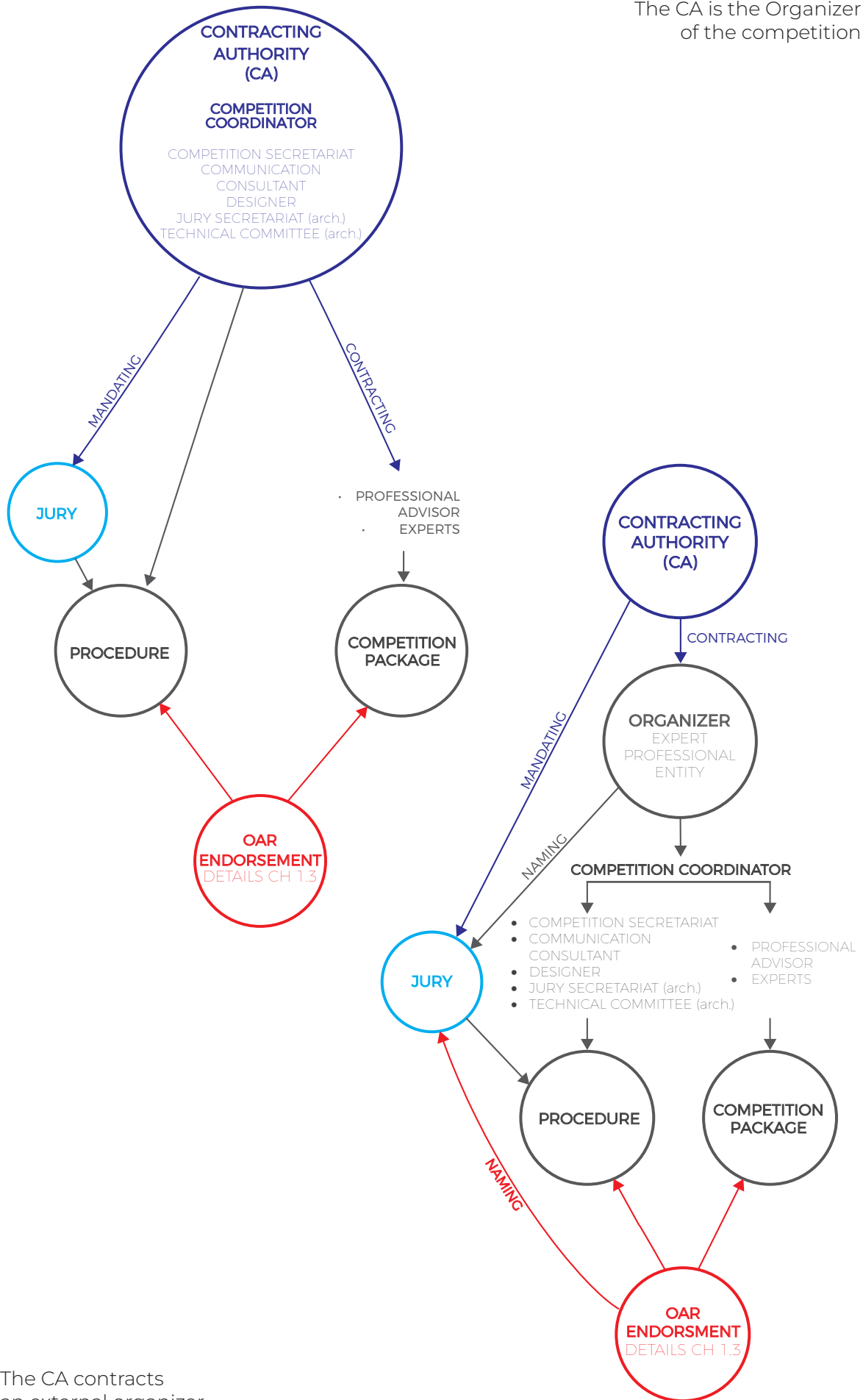
Depending on the type of collaboration that the Contracting Authority or the Promoter of a design competition establishes with the OAR, as detailed in sub-chapter 1.3, a design competition can be organized in the following ways:

- The Contracting Authority (CA) or the Competition Promoter has the organizational and technical structures necessary for the organization of the competition
- The CA or the Competition Promoter engages the Order of Architects of Romania (OAR) as the Organizer of the competition
- The CA or the Competition Promoter engages an external Organizer – an entity with expertise in the field



The CA contracts OAR as the Organizer.

The CA is the Organizer of the competition



The CA contracts an external organizer

## 2.3. The Competition Jury

A Jury composed of nationally and/or internationally recognized and respected professionals, which is independent, autonomous, and sovereign, provides the guarantee of a successful outcome.

The composition of the Jury contributes decisively to attracting participants, as it gives confidence in the professionalism of the jury sessions.

**The selection of the project of the highest artistic/architectural quality, and consequently, of the most qualified designer for the given brief, is based specifically on the judgment of the Jury composed of competent specialists in the field, with recognized authority.**

Members of the Jury may not take part in the competition directly or through an intermediary, may not give advice directly or indirectly, may not make public their ideas in connection with the competition before the results are published, and may not accept any mandate or contract arising from the competition.

### Jury composition

Most members of the jury must have a degree in architecture/urban planning, or, if the subject of the competition requires it, specialists in the field of the competition (geographers, landscape architects, architectural historians, designers, psychologists, sociologists, etc.) will be invited. According to the legislation in force (art. 108 para. (2) of HD 98/2016), at least one third of the number of jury members must hold the qualification requested from the participants or an equivalent one. However, to ensure the quality of the competition, it is recommended that **more than half of the number of jury members should be professionals in the field, as the composition of the jury and the professional profiles of the jury members contribute decisively to the quality of the selection and constitute a confidence factor for the participants** (increases the number and quality of entries).

Jury members are nominated based on their professional achievements and competence in the field and are mandated by the CA. In addition to personalities from the national and international architectural practice, the OAR recommends the inclusion of representatives from the architectural academic world (theorists, architectural historians, or developers of methodologies relevant to the competition's objective) and winners of national and/or international design competitions. To ensure that the objectives of the CA are achieved, the CA may be represented in the Jury by a full member and an alternate member. The other members of the Jury are completely independent from the CA.

The jury is composed of full members and alternate members. Depending on the complexity and specificity of the competition, it may have 5+2, 7+2, or 9+2 full members and alternate members. The number of full members must be odd. It is not recommended to appoint a jury with a larger number of members, as it makes it more difficult to reach decisions and consensus in the time allotted for the jury sessions. In international competitions, the OAR recommends the inclusion of at least two foreign members, recognized for their expertise in the type of program that is the subject of the

competition.

Each Jury must have designated deputy members who participate in the jury without the right to vote and who can replace a full member of the Jury in the event of their absence (for whatever reason), thus receiving all the duties of a full member.

Deputy members must be present and involved in the debate throughout the jury sessions because if they must replace a full member, they must have gone through and analysed the projects and participated in all the jury deliberations. Having similar tasks and investing the same effort in the jury process, the deputy members will be remunerated equally to the full members of the jury.

All members of the jury, full and deputy, take part in the proceedings. A deputy member does not have the right to vote unless he or she is permanently or temporarily replacing a full member (more details on the jury procedure in chap. 3.9. Jury evaluation of the projects).

The jury for the competition is designated before its launch and announced simultaneously with the launch on the official competition website and in the Procurement Datasheet published on SEAP (Electronic System of Public Procurements). The jury is specified in the competition rules and cannot be modified after the competition has been launched. The members of the jury have the right to withdraw (formal withdrawal from the jury competition). Jury members have the obligation to withdraw from the jury if there is a risk of a conflict of interest or in any situation where there are reasonable indications or concrete information that they may have, directly or indirectly, a personal, financial, economic, or other interest, or are in a situation that could affect their independence and impartiality during the evaluation process.

## Duties of the Jury members

All members of the Jury (both full and deputy members) are required to:

- Attend all Jury sessions.
- Take part in drawing up the Jury Report and sign it.

The report documents the Jury's proceedings and the competition results, explaining the choices made and providing recommendations to the winners and the CA.

Every full member (or deputy member who is called to replace a full member) has the following duties:

- to exercise their voting rights
- to cast a vote for the appointment of the Jury President during the first jury session
- to contribute to the Jury's decision on the report presented by the Technical Committee
- to evaluate all projects accepted for jury evaluation based on the criteria applied to determine the winning project, as indicated in the brief and the participation announcement
- to express a point of view on the final ranking of the projects and the designation of a single winner of the competition

At the same time, each member of the jury assumes the following commitments

(according to art. 109 of Law 98/2016):

- to comply with the conditions imposed by the competition rules in their entirety and without reservation
- to immediately resign as a member of the jury if there are any reasons (of whatever nature) that could impair their impartiality and independence
- to evaluate, anonymously and solely based on the criteria indicated in the competition notice, the projects submitted by the candidates
- to preserve anonymity until the jury reaches a decision or expresses an opinion
- to perform their duties as members of the jury independently, for the purposes set out in the competition rules and related documents, in good faith and with full professional commitment

## 2.4. Project Evaluation Criteria/Factors

The competition Brief will list the criteria against which projects are evaluated, defined according to the type and requirements of the competition. The jury is sovereign, and its decision, made after a collective professional debate, is binding on the Contracting Authority. The jury's procedural decisions will be taken by consensus. If consensus cannot be reached on the procedure, procedural decisions will be taken by majority vote. Each member of the jury shall have one vote. In case of a tie, the President of the jury has the casting vote. The final ranking, published on SEAP (Electronic System of Public Procurements) and the official website of the competition within the Jury Report, will contain only the absolute total of the scores obtained by each project and the Jury's critical assessment.

As part of the Contracting Strategy, the CA has the obligation to justify each established evaluation factor, as well as the weights assigned to them in accordance with Art. 9 para. (3) lit.f) of the HG 395/2016, concerning the importance of each of these factors in the evaluation of the submissions, with a specific indication of the advantages of each one of their scores. Therefore, it is recommended that for each criterion, the following should be expressed: justification of the criterion, justification of its percentage, and the advantages of its scoring.

The criteria/factors valid for the correct evaluation of an architectural / urban planning project have a particular specificity deriving from **the specific nature of the product to be procured through this procedure**. In this respect, we should mention:

1. The product (the best architectural design proposal of the design team as a service provider) that is procured through the competition has a specific nature, characterized by the artistic way in which it meets the purpose. This specific nature derives from the fact that architecture is the art of responding aesthetically to the practical (functional and constructive) and symbolic requirements, both inherent and/or deriving from the surrounding built environment, as exposed in the design brief, composing them together to give them an artistic form. All these intertwine and define the architectural quality, which cannot be appreciated outside of this determining aesthetic dimension.
2. An architectural object does not exist apart from satisfying the functional and structural conditions of the building, but these do not have a single,

universally valid answer, nor do they automatically provide aesthetic quality.

3. The selection of an architectural/urban planning design proposal cannot be based solely on mathematically quantifiable, objectively measurable data, as in the case of construction services procurement or exclusively technical projects. The artistic dimension involves specific evaluation factors that contribute synergistically to the overall assessment of the design. The jury of specialists assesses them globally to select the best design, of the highest artistic quality, for the specific case, in response to the objective conditions of the brief/documentation.

The evaluation factors in an architectural competition usually relate to: the site integration of the project, its functionality, the clarity of organization of program elements, the quality of the architectural concept, the quality of the proposed spaces, the aesthetic quality and architectural expression, the adequacy of the proposed building system and materials, the aspects of social and environmental sustainability, and the overall coherence of the project.

Thus, for an architectural and/or urban design competition, the evaluation criteria include:

- A. **Quantifiable elements** (minimum specifications): functional data of the brief (functional areas, specific functional layouts, obligatory paths, necessary relations between them, etc.), urban restrictions (land configuration, surroundings, accesses, regulatory limitations, etc.), structural and technical restrictions (geotechnical conditions, principles of structural statics, seismicity, coordination with previous structures, etc.), heritage restrictions (restrictions related to interventions on a historical monument and/or in a protected area or protected site), economic restrictions (funding upper limits), financial criteria (failure to meet the maximum estimated value leads to disqualification of the project). Although the OAR does not support giving significant weight to the financial criterion (design services price) at the expense of an assessment of architectural/urban design quality, the requirement to include the financial criterion derives from the public procurement legislation in force. Another constraint deriving from the legislation regarding the financial criterion, any Financial Proposal (a compulsory part of the competition, which must be submitted and elaborated by the participants based on the cost estimate provided in the competition documentation) that does not comply with the maximum estimated value for design services requires the disqualification of the project, as stated in Art. 133, para. (3) and art. 137 of HG395/2016.
- B. **Artistic elements** (added value): how all these mandatory data/conditions/constraints set by the brief are interpreted by the project in such a way as to achieve both interior spaces with a high artistic value, as well as a representative and qualitative urban image.

The architectural quality arises precisely from how the designer manages to interpret these technical-functional obligations/constraints (the minimum specifications - the factors in point A) and to compose them into spaces/forms with artistic characteristics (the added value - the factors in point B), which can become representative for the

object itself and for the city.

The jury of specialists considers the proposals as a whole (comparatively) to select the design that best responds to the requirements formulated in the brief. **Projects submitted to the competition are judged contextually, comparatively, and not in abstract/absolute terms.** The jury awards points to each project, considering the interpretations and answers to all specific aspects, grading the project in terms of the two categories of criteria proposed and the evaluation factors presented for each criterion. The jury awards points for each sub-criterion and then presents the final score (sum of points) that the project receives. This final score represents the Jury's common position, which will be substantiated in the written Jury Report.

## 2.5. Content of the Competition Package

The competition package includes all the necessary documents, studies, and information for participants to prepare their design competition design.

The competition package will be available on the competition's website and the Electronic Public Procurement System from the competition's launch date. In addition to the Competition package, the CA is required by law to upload to SEAP (Electronic System of Public Procurements) the Procurement Datasheet (according to art. 20, para. (1) of HG 395/2016).

The organizer posts on the official competition website the competition notice and the Competition package (it is recommended that they are available only in electronic format). The official website uploads and manages information about the competition during the entire procedure (secretariat activities, registrations, visits, etc.). The competition is launched on the website at the same time as the competition notice is published on SEAP (Electronic System of Public Procurements).

The competition notice will include: the title of the competition, the name of the CA and the name of the Organizer (if applicable), the purpose of the competition, the services contracted with the winning team, the presentation of the jury members, the competition calendar, and the Competition package with the possibility to download. Optionally, the notice may also contain a poster for promotion.

### List of documents and documentation needed to build the Competition Brief and the Competition Package

In the organization process, the Competition package is built together with the Competition Brief and the files, including the Competition Rules and its annexes. Initially, the Professional Advisor prepares a List of documents and documentation necessary for the correct drafting of the Competition Brief and the Competition package, after analysing the nature of the competition (type and subject) and its purpose. If not otherwise agreed at the beginning of the organization, the CA is responsible for providing the documentation, studies, and plans; if they do not exist, the CA will arrange for their drafting.

The Professional Advisor is also responsible for checking the documents provided by

the CA to ensure their professional standard. If the documents provided are incomplete, contain outdated information, or are below the required quality standard, the Professional Advisor is responsible for bringing the problems to the attention of the CA, so they can be resolved.

Depending on the type of competition and the envisioned objective, the list of documents and documentation requested from the CA to support the competition brief and prepare the Competition package may contain:

### Studies

- Historical study
- Dendrological/landscape study
- Traffic/urban mobility study
- Sociological study / Public consultation

### Technical expertise

- Topographical survey
- Geotechnical study
- Structural survey

### Professional point of view

- Monuments commission
- Other authorities (e.g., *Romanian Railroads, Romanian Waters*)

### Supporting documentation (in editable format)

- Survey/ cadastral plan/ topographic survey

### Urban planning documentation and permits

- Urban planning certificate
- Land Registry Excerpts
- Excerpt from the General Urban Development Plan

These studies, expert surveys, documents, and documentations will be included (in full or in part) in the Competition package provided to participants.

**Finally, the Competition package includes written, technical, and photographic documentation, and is structured as shown below:**

#### 1. Competition Brief

#### 2. The Competition Rules files may include:

- 2.1. Competition Rules
- 2.2. Participation forms
- 2.3. Financial Proposal
- 2.4. Winner Negotiation Forms
- 2.5. Design Services Contract
- 2.6. Design and investment cost estimate
- 2.7. Identification Form
- 2.8. Award request model
- 2.9. Table of contents

#### 3. Urban planning documentation and permits

#### 4. Studies

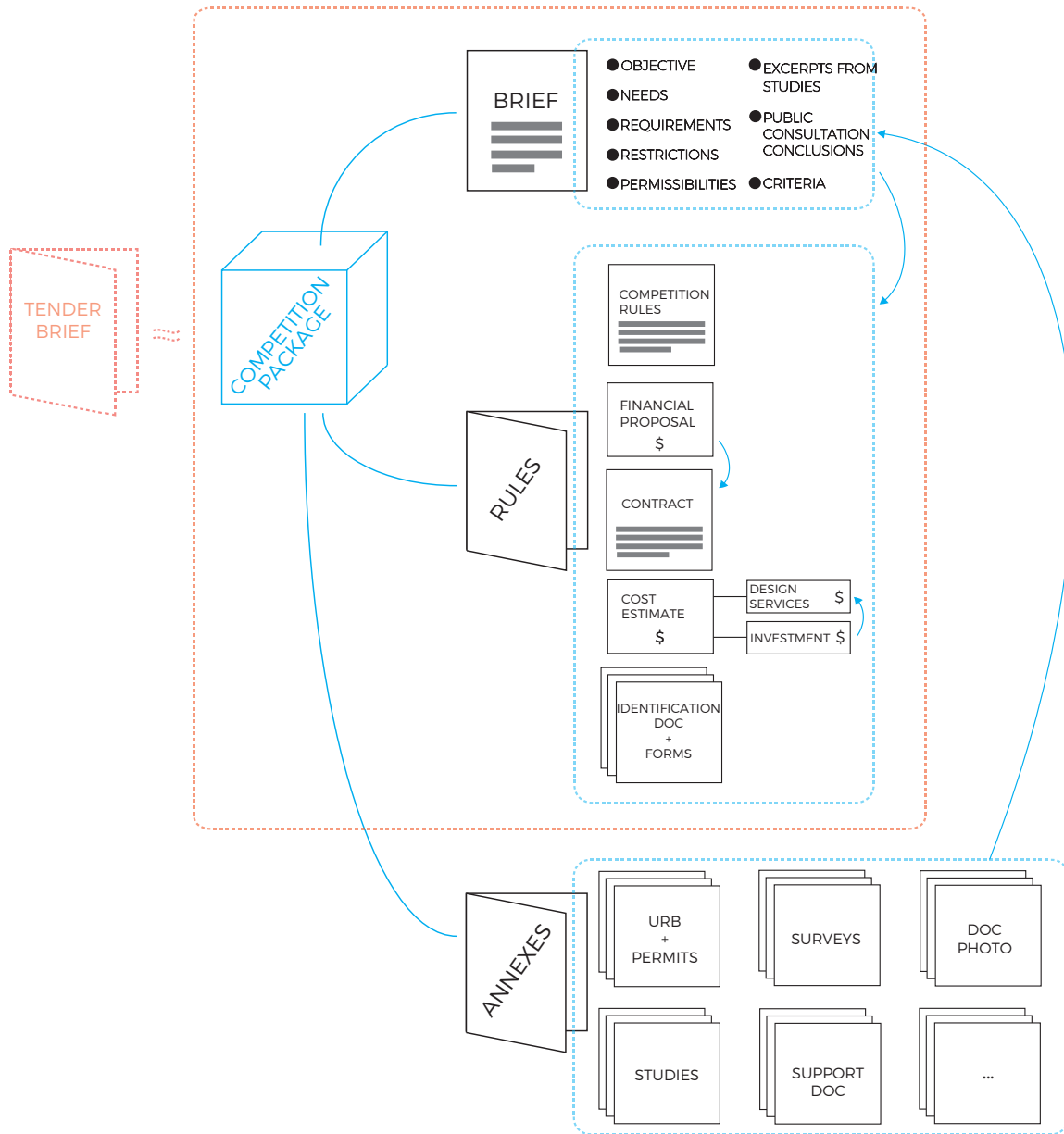
#### 5. Technical expertise

#### 6. Supporting documentation file (e.g.: zoning plan, study area delimitation)

plan, situation plan, 3D Topographical model, vector supporting drawings, plans, facades, building sections, etc.)

7. Other documentation

8. Photographic documentation (aerial photographic documentation, perception angles, archive photos, details, etc.)



## 1. Competition brief

The competition brief is not a tender specifications dossier, although it does contain some elements that are present in a tender specifications dossier.

The competition brief is a fundamental document for the success of the competition, because in addition to the objective requirements of the beneficiary, the limitations and constraints imposed by the site and the inherent logic of the objective, it also invites the competitors to interpret them architecturally and artistically.

In this way, the competitor has the grounds to offer the most appropriate artistic idea/

conception in response to the practical objectives pursued by the CA (see also chapter 2.3. Project Evaluation Criteria/Factors).

Unlike a tender specification dossier that gives exhaustive indications on the characteristics that the “purchased product” must have, a competition brief must also leave the participants a space for qualitative (aesthetic, cultural, imaginative) interpretation of the quantitative data and requirements, so that the “best architectural response” to the given situation can be obtained. Also, in contrast to a tender specification dossier, the competition brief must be able to convey to the participating architects an appealing and intelligible message about the wide range of expectations - from professional (aesthetic, functional, significance) to cultural and even emotional - that they are called upon to satisfy through the project.

This essential difference between a competition brief and a tender specification dossier stems from the very specific nature of the architectural object and of architectural design, i.e., the ‘product’ being procured through the competition - the best architectural solution for the given circumstance and the architecture design team as the design service provider.

With this right of professional interpretation (including artistic interpretation) given to the competitor, the Competition Brief differs from a tender specification dossier, which, as designed for tenders, is like a practical guide for any implementer. The tender specification dossier is suitable for exactly the opposite situations to the competition, when the CA already has a precise solution, not when they intend to get the “best idea” that professionals in the field can give.

The Competition Brief is the document that collects and synthesizes the relevant information for the elaboration of the project:

- The objectives pursued by launching the competition
- Complete information on the site
- The subject of the competition, functional, structural, heritage, artistic, functional requirements, specific indications, etc., as applicable
- How the proposed design is presented in the competition sheets (written and drawn materials)
- Evaluation criteria, etc.

The competition brief is drawn up by the Professional Advisor based on the brief data received (undertaken by the CA) and based on consultation with CA representatives. Before the launch of the competition, the CA approves the content of the Competition package and thus the competition brief.

The materials requested for submissions from participants are limited to the minimum necessary for a qualified Jury decision. The Jury’s assessment should focus on the quality of the concepts. In contrast, asking for too much detail and too much precision in a competition may affect the Jury’s assessment by focusing the analysis on the details, to the expense of the overall quality and coherence of the design.

## 2. Competition Rules files

### 2.1. Competition rules

The competition rules will include minimum information such as general data about the Organizer and the Contracting Authority, registration, and

participation in the competition, how the competition will be conducted, advancement of the competition, processing of personal data, litigation, cases of suspension of the competition, etc.

### **2.3. Financial Proposal**

The Financial Proposal is a mandatory material of the competition. The Competition Professional Advisor shall develop a Financial Proposal framework document that will transparently detail the phases, tasks, timelines, and deliverables of the design services contract.

Participants will fill in the Financial Proposal framework document, anonymously, within the maximum estimated value provided in the competition documentation (see point 2.6 Design and investment cost estimate). The Financial Proposal will be the basis for negotiation with the first-placed competitor<sup>5</sup>.

The lack of the Financial Proposal leads to the disqualification of projects, under the public procurement legislation in force. Projects will also be disqualified if they do not comply with the maximum estimated ceiling for design services, as indicated in the art. 133, para. (3) and art. 137 of HC395/2016. These indications will be mentioned in Annex 2.1 - Competition Rules, transparently and unequivocally.

### **2.5. Design Services Contract**

It is mandatory that the Competition package, published at the time of its launch, include a model of the Design Services Contract proposed by the CA. It is provided in Annex 2 - Competition Rules (see also the mentions related to the value of the design services contract, sub-chap. 1.3 General aspects - OAR Standards).

### **2.6. Design and investment cost estimate**

According to national legislation, the estimated value for the procurement of design services shall be determined before the launch of the procurement procedure (competition) and shall be made public when it is launched. The professional advisor (an independent expert, in accordance with international design competition organization standards) estimates the value of the execution works and of the design services for the objective aimed at by the competition.

The estimation of the maximum investment cost and the estimated cost for the design service contract (the value of the design contract that is awarded through the design competition, not the value of the execution) can be made through a comparative study of similar investments and other specialty surveys. The document containing this study is provided

---

<sup>5</sup> The subject of the negotiation will be the calibration between the price and the duration of the execution phases, but, as far as the price is in question, it can only be reduced, not increased. The architectural design cannot be the subject of the negotiation.

to the participants as part of the Competition package and becomes the basis for the completion of the Financial Proposal (see section 2.3 of this chapter). The full publication of the justification study is, on the one hand, a guarantee of transparency as to how the contract price has been estimated and, on the other hand, it provides participants with essential information for the development of projects that can be successfully implemented without affecting the architectural design.

In line with international recommendations, the OAR does not accept the requirement, as a competition material, of a cost estimate for the implementation of the winning project, as this cannot be accurately determined at the competition stage and should not be part of the requirements submitted to the participants. The cost estimate could affect the evaluation of design proposals in the absence of a consistent method of calculating it. The CA should consider a realistic budget (as determined in the Estimate Supporting Document) for the realization of the project when launching the competition.

Public administrations will calculate the total estimated value of the public service procurement contract, including any possible prizes or payments to the participants (according to Art. 9-25 of Law no. 98/2016).

The participation forms contained in the Competition Rules files will be prepared following the national legislation in force in the field of public procurement and will contain all the necessary declarations required for registration in the competition. The method of presenting these documents will be regulated by Annex 2.1 of the competition rules (The contents of the parcels handed in by the participants are detailed in sub-chap. 2.5 Content of the parcels).

### 3.-8. Substantiation studies, technical documentation, various expert surveys

The files containing urban planning documentation, studies, technical surveys, supporting documentation (e.g.: zoning plan, delimitation plan, site plan, 3D Topographical model, vector drawings, plans, facades, building sections, etc.), photographic documentation and other documents considered essential will be included in the Competition package in easily accessible formats (text, .pdf, .dwg, .pln, .3ds, etc.), readable and suitable for the development of professionally elaborated competition proposals.

### 2.6. Content of the parcels

To participate in the competition, each contestant will hand in one parcel, respecting the dates and times for the reception, as specified in the Competition Rules. **According to Law 98/2016, any tender** (the legal act by which the economic operator expresses its willingness to enter a public procurement contract) **includes the financial proposal,**

the technical proposal, and other documents established by the procurement documentation.

In the case of design competitions, the parcels handed in by participants will include:

### 1. Technical Proposal (proposed project)

Number of project sheets, according to the format and content specified in the competition brief.

### 2. Financial Proposal

The financial proposal for the design services (according to a model in the Competition package - Chapter 4. - Annex 3), keeping the anonymity criterion (Art. 109 para. (3) of Law no. 98/2016) will be part of the negotiation basis for the conclusion of the design services contract with the winner of the competition. The financial proposal shall be included in the parcel submitted by the competitors, together with the drawings, under the anonymization procedure (details in chapter 2.8. Ensuring anonymity).

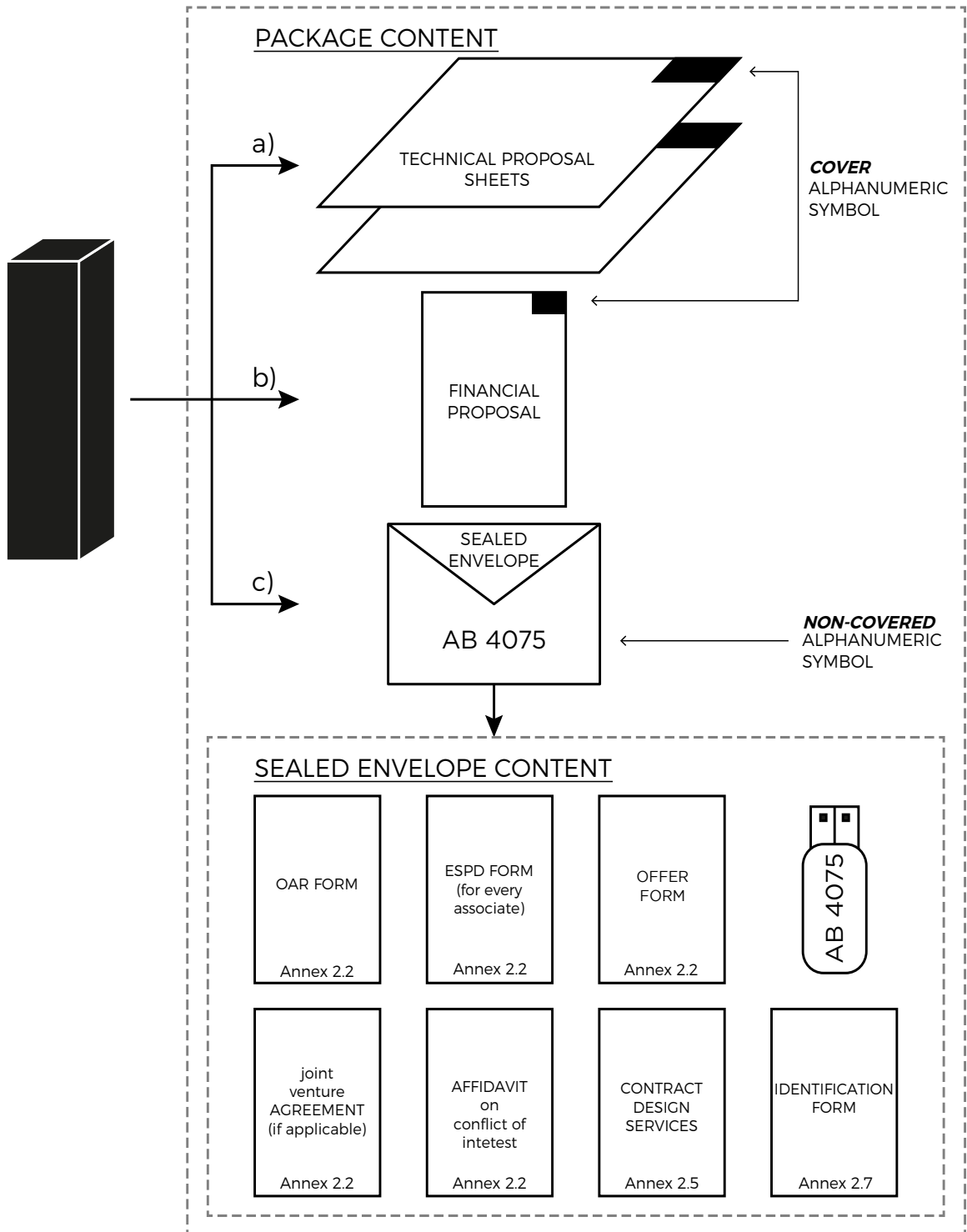
### 3. Sealed envelope containing:

- Participation forms.
- The signed financial proposal.
- Memory stick / USB memory card containing:
  - Images of the sheets (in different sizes: for printing and for online publication).
  - Presentation text of the proposed design in .doc format.
  - Participation forms in .doc format.
  - The financial proposal in .doc format.

### 4. Proof of the participation guarantee

Proof of the participation guarantee shall be affixed to the outside of the parcel in a transparent envelope (*if applicable*).

**Missing any of these components will result in disqualification.**



## 2.7. Participation guarantee

According to para. (2) of art. 35 of HG 395/2016, the Contracting Authority has the right to require tenderers to provide a participation guarantee, but this provision is not mandatory. In order to simplify the running of the design competition procedure, the OAR does not recommend requiring a participation guarantee.

If, however, the CA opts to require a participation guarantee, it should be the lowest amount possible. The information on the participation guarantee will be mentioned in the Procurement Data Sheet and in the Competition Rules. **Each participant in the competition must attach a transparent envelope to the outside of the parcel. This envelope contains an original document certifying the bank guarantee and a document with the participant's contact details.** Like so, the participant can be contacted by the Reception Secretariat if any discrepancies are noted regarding the fulfilment of the formal requirements of the participation guarantee (following Art. 132 para. (3) of HG 395/2016).

The contracting authority has the right to retain the participation guarantee, the competitor thus forfeiting the amount provided, if they are in one of the situations provided for in Article 37 of the Methodological Norms of June 2, 2016 for the application of the provisions on the award of public procurement contract/framework agreement of Law no. 98/2016 on public procurement, adopted by HG 395/2016, namely:

- a) If the bid is withdrawn within the period of validity of the call for proposal
- b) If having been declared the winning bid, it does not provide an execution guarantee within the period of validity of the bid and, in any case, no later than 5 working days after the signature of the public procurement contract, as per Art. 39 para. (3) of the Methodological Norms of June 2, 2016, for the application of the provisions regarding the award of the public procurement contract/framework agreement of Law no. 98/2016 on public procurement, adopted by HG 395/2016
- c) If its proposal is established as the winning bid, it refuses to sign the public procurement contract/framework agreement within the period of validity of the bid

The reception secretariat verifies the document proving the payment of the guarantee and whether the guarantee has been lodged following the competition rules.

According to Art. (3) of HG 395/2016, "any inconsistencies regarding the fulfilment of the formal conditions of the participation guarantee, including those regarding the amount and validity, shall be clarified by the evaluation committee with the bidders within a maximum of 3 working days from the deadline for submission of bids, under penalty of rejection of the bid as unacceptable."

The participation guarantee, provided by the participants whose bid was not selected as the successful one, shall be returned by the CA after the signature of the public procurement contract/framework agreement with the successful bidder, but no later than 3 working days after the date of signature of the public procurement contract/framework agreement with the winning bidder.

## 2.8. Prizes

Although Law 98/2016 stipulates that competitions can take place without the awarding of prizes, **the Romanian Order of Architects only supports competitions with the awarding of a minimum of three prizes**, for several reasons that are decisive for the quality of the competition:

- Given that working for a competition is a great effort for the participants, the existence of prizes is also a moral recognition of that effort and a prospect of reward that encourages wider participation
- The existence of the prizes attracts more recognized professionals in the field, for whom the incentive is not only the design contract, but also the professional ranking that the prizes offer as a measure of the solutions to a particular problem
- The wider and higher quality participation stimulated by the existence of several prizes makes the selection more relevant both in terms of the larger number of projects and the variety of ideas submitted

The total value of the prizes depends on the complexity and difficulty of the competition, as well as its objective. The Professional Advisor, together with the Competition Coordinator, proposes the value of the prizes to the CA so that they reflect the difficulty of the objective for which the competition is organized.

According to Art. 99 para. 5 HG395/2016:

"(5) In the case where the design competition is organized with prizes or payments awarded to the participants, the contracting authority shall award prizes or payments to the participants by the provisions of the competition documentation, based on the ranking of the projects drawn up by the jury following the provisions of para. (4). The prizes or payments awarded to the participants shall be reflected as an expense of the same nature as the purchase or shall be reflected as a separate item in the budget and the executive account of the contracting authority, respectively."

The total value of the prizes for the design competition is calculated to motivate participation in the competition. In order to have broad participation in international competitions, the prizes should be attractive to all competitors, regardless of the country in which they operate.

A minimum of three prizes will be awarded. No ex-aequo (tied) prizes may be awarded. Depending on the complexity and difficulty of the competition, it is recommended to award remunerated mentions. In addition to these, the jury is also entitled to award honorary mentions for outstanding elements or approaches to a project, regardless of the ranking, but these are not included in the prize fund and have only value as a personal portfolio.

The remuneration for each prize must be clearly stated in the Competition package. The total amount of the prizes, mentions, or awards must be paid in full within the time limit specified in the Competition Package documents. The Contracting Authority commits to paying the prizes and mentions within 30 calendar days of the submission to the Contracting Authority's registry of all the relevant documents (request and invoice) by

the winners, but no later than 60 calendar days after the announcement of the results<sup>6</sup>.

If the Contracting Authority or the private promoter of the competition fails to sign the design services contract with the winner, for reasons not attributable to it, such as, but not limited to: fortuitous event, force majeure, withdrawal of the competitor from the procedure by not attending the negotiation procedure, the CA or the promoter has the right to invite the next ranked competitor to the negotiation procedure to conclude the contract, in descending order established by the jury.

## 2.9. Ensuring anonymity

Ensuring anonymity is a fundamental principle of competitions. The anonymization procedure must be rigorously followed both by the participants (by strictly following the requirements of the competition rules) and by the Organizer (by clearly stating the anonymization requirements in the competition rules and by **following the procedures of the Reception Secretariat and the Technical Committee**, described in chapters 3.7 and 3.8).

Thus, the participants in the competition will be informed by the Competition Rules of the following requirements:

- To preserve anonymity, each project will have an alphanumeric identity symbol. It will be composed of 2 letters followed by 4 digits of the participant's choice
- The identity symbol will be inscribed on the front of each sheet and the Financial Proposal in the top right-hand corner (exemplified in the image above), in a rectangle covered with 5x3 cm black paper, glued only on the outline on both sides
- The identity symbol will be placed, uncovered by the black paper, on a white, perfectly opaque A4 envelope
- The envelope must be delivered sealed and must not be placed in another envelope, but directly in the package / tube containing the sheets
- The identity symbol will be written on the USB memory stick in permanent black marker. The USB memory stick will be enclosed in the sealed envelope
- The Technical Committee ensures anonymity by assigning a random three-digit number to each project, which will be used throughout the jury sessions (competition number)
- Under sanction of elimination from the jury sessions, the competition entries must not contain any indication of the identity of the contestant
- Highly personalized graphic presentations, such as company logos, which could jeopardize anonymity, shall be avoided
- Anonymity will be lifted only after the members of the jury have signed the Jury's Report by opening the sealed envelopes
- The identification data of the authors of the awarded and mentioned projects will be made public once the results of the jury sessions are announced

---

<sup>6</sup> For the award of the contract for the design services, the winner of the First Prize will be invited by the CA to a negotiation procedure without prior publication of a contract notice.

- Note: The Financial Proposal (anonymized) shall not be signed or stamped

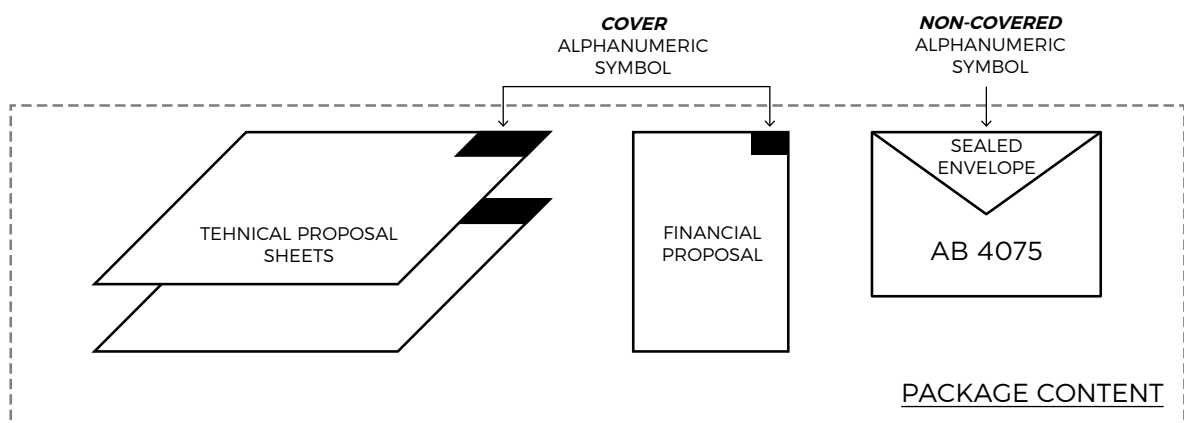
**The Financial Proposal (anonymized) shall not be signed or stamped**

After submission, the registered projects go through a double anonymization procedure:

- The reception secretariat removes any distinguishing marks from the outside of the delivered package and provides a registration number
- The Technical Committee separates the envelopes marked with the alphanumeric symbol from the competition sheets and ensures anonymity by assigning each project a random two- or three-digit number to be used throughout the jury assessment (other than the registration number, called the competition number)

**Anonymity will be lifted only after the members of the jury have signed the Jury Report**, by opening the sealed envelopes (according to Art. 109 para. (3) of Law no. 98/2016 on public procurement). The identification data of the authors of the awarded and mentioned projects will be made public once the jury assessment results are announced.

The identification data of the participants who did not win prizes or mentions will be made public only if the authors have given their consent to the disclosure of their identity.



## 2.10. Copyright

All projects submitted in the competition are subject to copyright within the meaning of Law no. 8/1996 on copyright and related rights, with subsequent amendments and additions (hereinafter Law 8/1996). Participants are recognized both moral rights and patrimonial rights over the accomplished works.

Winners of the competition may transfer their patrimonial copyrights through a copyright assignment contract, as regulated by Article 39 of Law no. 8/1996.

According to art. 13 of the same law, the use of the work gives rise to patrimonial copyrights, distinct and exclusive rights of the author to authorize or prohibit:

- The reproduction of the work.
- The distribution of the work.
- The import for commercialization on the domestic market of copies made, with the author's consent, from the work.
- The rental of the work.
- The lending of the work.
- Communication of the work to the public, directly or indirectly, by any means, including making the work available to the public so that members of the public may access it individually at any chosen place and at any time.
- The broadcasting of the work.
- Cable retransmission of the work.
- Creating derivative works.

Regarding moral copyrights, these will continue to belong to the authors and cannot be subject to cession.

The moral rights recognized by Romanian law are:

- The right to decide whether, in what manner, and when the work will be made public
- The right of authorship, being able to claim authorship of the work.
- The right to decide under what name the work will be made known to the public.
- The right to claim respect for the integrity of the work and to object to any alteration of or any interference with the work if it is prejudicial to its honour or reputation.
- The right to withdraw the work, compensating the holders of the rights of use prejudiced by the exercise of the right of withdrawal.

Following the competition and the award of the public procurement contract, the realization of the project will be conducted in collaboration with the AC. The project may change, but without affecting the architectural-urbanistic design in its essence.

The CA and the Competition Organizer do not assume any responsibility for possible copyright infringements by the participants in the competition. The sole responsibility lies with the submitting party.

## 2.II. Avoiding incompatibilities and conflicts of interest

In order to achieve the objectives pursued by organizing a competition, it is necessary to avoid any situation that could give rise to the suspicion of a conflict of interest or the appearance of any situation of incompatibility, as set out below.

Given that the Law no. 98/2016 on public procurement provides several rules to avoid conflict of interest, and the design competition is an award procedure governed by the law on public procurement, we consider it appropriate to refer to the related provisions (art. 59- art.63 of Law 98/2016).

At the same time, the provisions of the Order's regulations and the recommendations of the International Union of Architects (UIA) on the organization of design competitions are relevant for the proper conduct of the competition, regarding the members of the jury, the persons who participated in the organization of the competition, the development of the competition brief and the competition rules, and the members of their families or professional associations:

- Art. 5, Art. 9 of the Regulation of architectural and/or urban planning competitions, adopted by the Order's National Council in 2005
- 2016 UIA Guidelines
- Art. 19 of the 2011 Code of Ethics of the Architectural Profession.

The rules to avoid conflict of interest are also applicable to other categories of persons who, due to their attributions in the award procedure, could generate a possible conflict of interest.

1. Experts appointed as specialists, in case the opportunity arises for expertise in the field of public procurement or of technical, financial, legal, and/or specific contractual issues. The obligations for appointed experts to avoid conflict of interest and situations of incompatibility are established in the provisions of art. 129, art. 130 of HG 395/2016.
2. Jury members are subject to the same rules to avoid a conflict of interest.
3. Any category of specialists who may raise the suspicion of impartiality through activities undertaken before the start of the competition (e.g., studies, expert surveys, etc.) are obliged to desist from assuming any responsibility that has been requested of them by the Organizer or the CA.
4. If the OAR is required to appoint representatives to the jury of a competition (according to art. 49 of Law 184/2001, republished), the legal representative of the nominating organization may not subsequently participate in the competition. The procedure for appointing representatives to different juries or commissions shall specify how the legal representative may delegate such appointment.
5. To ensure the strict anonymity of the competitors, the persons in the local reception secretariat/project management or who have checked the documents relating to the lodging of the participation guarantee, thus having access to the identity of the competitors, shall not hold any other capacity, such as member of the Technical Committee or the jury sessions secretariat, and shall not have access to the venue where the Technical Committee is carrying out the project verification.
6. It is recommended that architects involved at an advanced stage of

discussions on the starting of a competition should decline to participate in that competition. Their participation in the competition could give rise to suspicions of a conflict of interest, even if this cannot be factually proven (in the absence of a partnership agreement or service contract).

7. Architects who have had advanced discussions leading to decisions on the competition are encouraged to continue to be involved in the preparation of the procedure by participating in the development of the competition brief or, where appropriate, in other advisory activities related to the design competition. However, it is not recommended to appoint these architects to the jury under the provisions of Article 19 of the Code of Ethics.

Regarding the elaboration of the brief, i.e., the rules (without the calendar, jury, and other particularizing details), it is advisable to establish a direct contractual relationship between the contracting authority and the architect(s) elaborating the brief, in which case the participation in the procedure of those involved in the consultancy will not be allowed. Sometimes, the Professional Advisor will supervise and control the work of the Technical Committee, assist the Jury, and be present during the evaluation process, but will not have the right to vote<sup>7</sup>.

In addition to the publication of the nominal composition of the Jury, which is mandatory, it is also recommended to publish in the competition documents the names of the persons involved in the preparation and organization of the competition, the name of the Professional Advisor, the Coordinator, and other consultants who participated in the preparation of the competition brief. In this way, those interested in participating in the competition can establish whether they may be in a conflict of interest by participating in the procedure.

For a more detailed description of the situations that could give rise to a suspicion of a conflict of interest or the occurrence of a situation of incompatibility, please refer to the ***Guide on the identification and avoidance of conflicts of interest and situations of incompatibility*** developed by the Romanian Order of Architects.

---

<sup>7</sup> According to the description/definition of Professional Advisor, UIA Competition Guide, pg. 41

# 3. ORGANIZING A DESIGN COMPETITION

## 3.1. The stages of organizing a design competition

### Stage I – DEFINING THE OBJECTIVE

Organizing a design competition can only start after a clear definition of the investment objective. For any investment, according to Government Decision 907/2016, the Contracting Authority must initially develop a concept note and a design brief. Based on the concept note, the Contracting Authority will draft a document containing background information and brief data/premises, to be submitted to the Competition Organizer (if different from the Contracting Authority – a professional entity with expertise in the field of competitions), for the start of the procedure. The background information and brief data/premises give a clear idea of what the Contracting Authority wants to achieve through the competition and thus constitutes the preliminary data assumed by the Contracting Authority, based on which the preparation of the Competition Package is initiated.

For the adequate preparation of a design competition, both the cost estimate for execution and design (included in the Concept Note) and the design brief will be drafted in collaboration with the Competition Organizer, which shall include in its team professionals with relevant expertise (art. 4, para. (1))” the design brief shall be drafted by the beneficiary of the investment or, where appropriate, by designers/consultants providing design/consultancy services in the field and shall be approved by the beneficiary”, as stated by article 4, paragraph (1) of the Government Decision 907/2016).

NAME OF THE ACTION	MONTH	1					2					3					4					5				
	WEEK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					
LIST OF STUDIES, DOCUMENTS, DOCUMENTATION REQUIRED TO SUPPORT THE BRIEF																										
FINALISING THE OBJECTIVE OF THE COMPETITION																										
CLEAR BRIEF DATA (DESIGN BRIEF)																										
DOCUMENTATION REQUIRED TO SUPPORT THE BRIEF																										
REQUIRED DOCUMENTS TO SUPPORT THE BRIEF																										
STUDIES REQUIRED TO SUPPORT THE BRIEF																										
FEEDBACK ON STUDIES																										
COMPLETION OF STUDIES																										
CONSULTATION WITH INVOLVED PARTIES																										
PHOTOGRAPHIC DOCUMENTATION																										
COMPETITION BRIEF																										
RULES OF THE COMPETITION																										
CA CONSULTATION / COMPETITION DOCUMENTATION																										
WINNING CONTRACT OBJECT (FINANCIAL PROPOSAL)																										
COST ESTIMATE ANALYSIS																										
APPROVAL OF THE CONTRACT AMOUNT + AWARDS																										
PROCEDURE PREPARATION / SEAP PREPARATION																										
OFFICIAL WEBSITE DESIGN																										

■ Actions of the Contracting Authority  
■ Actions of the OAR  
■ Joint actions AC - OAR

Reception of the necessary information for drafting the competition package

Closing of consultations for documentation and competition

## Stage II – PREPARATION OF THE DESIGN COMPETITION (from the start of the organization until the competition is published in SEAP<sup>8</sup>)

After defining the investment objective, for the preparation of the design competition, the following steps are followed:

1. Drafting the budget necessary for the whole procedure. The total budget is divided into three main sections: expenditure for the organization and running of the competition, the awarding fund, and the cost of the design services to be contracted as a result of the competition, via the procedure of negotiation without prior publication. The expenses associated with a competition constitute the budget of the competition and are covered by the Contracting Authority
2. Contracting the Organizer in the case where this service is outsourced by the Contracting Authority (to the Romanian Order of Architects or other professional entity with expertise/qualification in the fields concerned) and finalising the budget. Selection and/or contracting by the Organizer of the Professional Advisor according to the specifics of the competition
3. Establishing the list of documents, documentation, studies, and plans that the Contracting Authority will provide to the Professional Advisor for the substantiation of the Competition Package. Verification and assessment of their professional standard (documents, documentation, studies, and plans) by the Professional Advisor and their completion by the Contracting Authority, where appropriate. Drafting a cost analysis for the design services, based on comparative analyses and professional documentation for similar objectives in the EU, and setting a maximum threshold, in accordance with the provisions of Government Decision 907/2016)
4. Drafting the Competition Rules
5. Drafting of the Competition Brief by the Professional Advisor, in accordance with the background information and brief data/premises received from the Contracting Authority and on the basis of consultation with its representatives
6. Drafting, alongside the Contracting Authority's legal department, the framework contract for design services that will be awarded to the winner of the competition. The contract must be part of the Competition Package and may be amended during the Q&A period
7. Drafting of the competition calendar by the Organizer, by mutual agreement with the Contracting Authority, as required by law and the standards of the Romanian Order Architects
8. Collaboration of the Organizer with the Contracting Authority's Procurement department for the finalization of the Competition rules and determination of the forms that will be submitted by participants, in compliance with the legal provisions in effect
9. Drafting of the Competition Package is necessary for the publication of the competition
10. Design of the official competition website by the Organizer, which provides the means of communicating the competition to the professional community. The competition website will allow competitors access to electronic registration and represents the official platform where questions are addressed, answers to questions, relevant announcements, and communication of the final results of

---

<sup>8</sup> Electronic System of Public Procurements

the competition are published

11. Drafting of graphics by the Organizer, for promoting the competition
12. Jury composition:
  - The Jury will be composed of nationally and/or internationally recognized and respected professionals, will be independent, autonomous, and sovereign, to provide a guarantee of a successful outcome and give participants confidence in the professionalism of the judging.
  - The composition of the Jury will be appointed before the launch of the procedure, as it contributes decisively to attracting participants, giving them confidence in the correctness of the procedure.
  - Changes to the composition of the Jury after the launching of the procedure are not allowed, as they may lead to situations of incompatibility with potential participants, cancelling out the effort they have made up to that point.
13. Compliance by the Contracting Authority with the quality-based hierarchy established by the Jury is mandatory, as it is the result of a selection process in which, in addition to professionals, a representative of the Contracting Authority participates. If the Organizer wishes to have the Romanian Order of Architects' endorsement, the Competition Pack must be sent for verification, and the comments received (if any) must be entered
14. Translation of documents included in the Competition Package, in the case of international competitions
15. Submission of the Competition Package for validation by the National Agency for Public Procurement and publication of the notice on SEAP (Electronic System of Public Procurements)

NAME OF THE ACTION	MONTH	6			
	WEEK	21	22	23	24
PROCEDURE PREPARATION / SEAP PREPARATION					
APPROVAL OF COMPETITION DOCUMENTATION					
JUSTIFICATION OF AWARD CRITERIA FOR SEAP					
SETTING THE COMPETITION PROCEDURE CALENDAR					
NOMINATION/INVITATION OF THE JURY					
JURY MANDATE					
PRELIMINARY PROMOTION OF THE COMPETITION					
TRANSLATIONS APPROVED PACKAGE COMPETITION					
SEAP PUBLICATION					
TED PUBLICATION					
UPLOADING AND PUBLISHING ON THE OFFICIAL WEBSITE					
NATIONAL AND INTERNATIONAL PROMOTION OF THE COMPETITION					
OPEN PROCEDURE / COMPETITION					

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 10px; background-color: #ADD8E6; margin-right: 5px;"></div> <span>Actions of the Contracting Authority</span> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 10px; background-color: #FF0000; margin-right: 5px;"></div> <span>Actions of the OAR</span> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 10px; background-color: #800080; margin-right: 5px;"></div> <span>Joint actions AC - OAR</span> </div> </div> </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 10px; background-color: #ADD8E6; margin-right: 5px;"></div> <span>Approval of the complete documentation for the competition</span> </div> </div> </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 10px; background-color: #ADD8E6; margin-right: 5px;"></div> <span>Publication in SEAP / TED</span> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 10px; background-color: #ADD8E6; margin-right: 5px;"></div> <span>Official launch of the competition</span> </div> </div> </div>
--	--	---



## 3.2. Drafting the Competition Package

The competition package will be prepared by the Organizer appointed by the Contracting Authority. The Competition Package contains all the documents, studies, and information necessary for the design of the competition solution by the participants (see chapter 2.4. Contents of the Competition a).

The competition package will be available on the competition website and SEAP (Electronic System of Public Procurements) starting from the competition launch date.

The information contained in the Competition Package may be supplemented during the competition, provided that any additions are published on the official competition website and SEAP (Electronic System of Public Procurements).

Apart from answering requests for clarification through the 'Questions and Answers' documents (which may supplement some of the provisions of the Competition Package and become an integral part of it), it is recommended that the documentation be amended only in critical cases. If this cannot be avoided, CA must comply with the provisions of Article 153 of Law No. 98/2016 and Article 55 of the Methodological Rules for the application of Law No. 98/2016.

## 3.3. Drafting the Competition Calendar

The competition calendar refers to the period of time between the launch of the competition and the closing date for the submission of appeals (Stage III described above - Running of the competition). As stated in Chapter 3.1. The stages of organizing a design competition, the launch itself is preceded by the competition preparation stage.

Preparing for a competition must be done thoroughly so that the outcome achieves the set goal, and the duration varies according to the complexity of the objective. During the preparation period, the decisive parameters that meet the purpose of the competition are clarified and established, the requirements and feasibility of the programme are examined, and the Competition Package is prepared. The actions that need to be undertaken but whose timeframe cannot be anticipated are:

- Possible negotiations between the Contracting Authority and the Professional Advisor on the competition brief.
- The provision and/or completion of the documents, documentation, studies, and plans necessary for the substantiation of the Brief and the preparation of the Competition Package.
- The period between the submission of the documents to ANAP and their publication on SEAP - Electronic System of Public Procurements (which includes the authority's comments and response to them).

The actual running of the competition can be fitted into a relatively similar pattern, and so there is predictability in the definition of times. The duration between the launch of the competition and the submission of projects is proposed by the Professional Advisor but will not be shorter than two months.

## Template for the competition calendar

<b>Official launch of the competition</b>	At the date of publication of the notice on SEAP (Electronic System of Public Procurements)
<b>Site visit registration until</b>	At least 5 days before the site visit
<b>Site visit</b>	<p>The site visit should be scheduled after the potential participants have received the competition package information, post-launch, so that they have time to plan a trip to the site (especially if they are from another city/country).</p> <p>At the same time, it cannot take place too late, as this would restrict the participants' work time.</p> <p>It is recommended that the site visit be scheduled at a quarter of the number of days allocated to the procedure (the time between the launch of the competition and the submission of the competition projects).</p>
<b>Deadline for receiving questions - Round 1 of Questions&amp;Answers</b>	<p>Round 1 of Questions&amp;Answers must also contain the questions asked by participants during the site visit (noted by the secretariat).</p> <p>It is recommended that the deadline for receiving Round 1 questions is as close as possible to the date of the site visit (max 1-3 days after), so that all participants receive the same information at the same time, regardless of whether or not they were present at the site visit.</p>
<b>Deadline for submitting answers - Round 1 of Questions&amp;Answers</b>	<p>A minimum of 5 working days is recommended for the preparation, compilation, and publication of responses.</p> <p>Possible additional round of „Questions and Answers”</p> <p>In the cases mentioned in the chapter. 3.5. Requests for Clarification and Answers, an additional round may be organized, but this must be announced at least 5 days before the deadline for receiving questions.</p>
<b>Deadline for receiving questions - Round 2 of Questions&amp;Answers</b>	At least 17 days before the deadline for project submission.
<b>Deadline for submitting answers - Round 2 of Questions&amp;Answers</b>	At least 10 days before the deadline for project submission (according to art. 161 of Law 98/2016)

Deadline for project submission	<p>It is recommended to take into account the date of the delivery, in order not to discriminate against competitors from other cities/countries in relation to the place of delivery, with a maximum time frame for delivery (3 days for national competitions and 5 days for international competitions) to be specified in the competition rules. In general, a professionally organized competition should allow a minimum of 60 days from launch (2 months), but this can be up to 4 months for highly complex projects.</p> <p>The correct assessment of the work time given to the participants is decisive for the number of participants and the quality of the results.</p>
Preliminary analysis of projects (Technical Commission verification)	Between 1 and 3 days, depending on the number of projects and the complexity of the Brief.
Jury Sessions	Between 3 and 5 days, depending on the number of projects and the complexity of the Brief.
Official winner announcement (press conference with the Jury)	The day after the end of the Jury Sessions and the signing of the Jury Report.
Publication of Results on the official competition website	After a maximum of 5 days from the announcement of the results.
Deadline for submitting appeals	<p>Within 10 days if the estimated value of the public procurement procedure is equal to or higher than the value thresholds referred to in Art. 7 para. 1 of Law 101/2016, respectively within 5 days if the estimated value of the public procurement procedure is lower than these value thresholds. The time limit shall be calculated from the day following the day on which the Contracting Authority's act deemed to be unlawful became public knowledge.</p>

### 3.4. Development of the official competition website

The official competition website provides communication of the competition in the professional environment and is designed by the Organizer, if it is a professional entity separate from the CA. Even if the competition is organized directly by the CA, it is recommended to create a separate page from the SEAP platform (Electronic System of Public Procurements), for several reasons, such as:

- Ensuring better promotion in the professional environment to attract as

- many competitors as possible
- Increase the degree of accessibility to the Competition Package for potential participants
- Structuring the information relevant to each competition specifically
- Facilitating communication with potential participants
- Increasing transparency by making it easier to follow the progress of the competition (viewing the results, the status of entries after the competition has ended, etc.)
- Archiving the competition

The official competition website must also permit:

- Electronic registration of potential participants in order to receive updates on the competition. The initial registration of participants is not compulsory, but it serves for the direct transmission of information relevant to the competition and for the estimation of the number of parcels submitted and is useful to the organizers for the estimation of the capacity of the hall where the question session of the visit will take place (if applicable) or for the organization of the visit in several sessions (if the target is an existing building, for example), for the preparation of the work of the Reception Secretariat, the Technical Commission and the space for the jury sessions.
- Centralising answers to participants' questions in «Question and Answer» sessions.
- Communicating the final results of the competition and the visualisation of the projects.
- Creation of an announcement section to follow the design and execution status, with permanent updates.
- Publication of a virtual gallery of participating projects.

If the competition is organized by the OAR or is endorsed by the OAR, the official website is the special section dedicated to competitions on the OAR website, which is a guarantee of quality and can attract more participants.

### **3.5. Requests for clarification and responses**

According to Article 160(1) of Law 98/2016, „any interested economic operator has the right to request clarifications or additional information concerning the procurement documentation”. Responses to requests for clarification may supplement some provisions of the procurement documentation and become an integral part thereof.

The request for clarification responses is organized in several rounds. The number of rounds is determined according to the duration of the competition, with the observation that for competitions with a recommended minimum duration (45 working days/2 months), a minimum of two rounds of „Questions and Answers” will be organized as follows:

1. The document for Round 1 of „Questions and Answers” will be prepared and published after the organization of the site visit and will include:
  - i. Questions asked by participants during the visit (any answers or clarifications given in an individual setting are prohibited).

- ii. Questions asked on the competition website and the Electronic Public Procurement System.
  - iii. The answers to all the above questions. A minimum of 5 working days is recommended for the preparation, compilation, and publication of the answers. The answers should be centralised from several people involved (the experts who made the studies in the Competition Package, the Professional Advisor, the CA, the legal department, etc.).
2. The document for Round 2 „Questions and Answers” will be prepared and published as close as possible to the deadline for submission of the projects, so that the response to these requests will be sent at least 10 days, or 5 days in emergency situations, before the deadline for submission of projects (according to art. 161 of Law 98/2016)
3. In addition to the two mandatory „Questions and Answers” rounds, an additional round (to be announced at least 5 days before the deadline for receiving questions) may be organized in the following cases:
  - i. For complex competitions. In this case, the date of the additional round is announced at the same time as the launch of the competition, with a total of 3 rounds of «Questions and Answers».
  - ii. If (irrespective of the complexity of the competition), the Competition Secretariat receives a significant number of questions between the initially announced ‚Question and Answer’ rounds.
4. The closing dates for the submission of requests for clarification or questions and the closing dates for the submission of answers via the ‚Questions and Answers’ documents are set out in the competition calendar published with the Competition Package

Questions must be submitted in writing only, via the competition website or in SEAP (Electronic System of Public Procurements), in the «Questions» section of the competition notice (according to Art. 160 para. (3) of Law 98/2016).

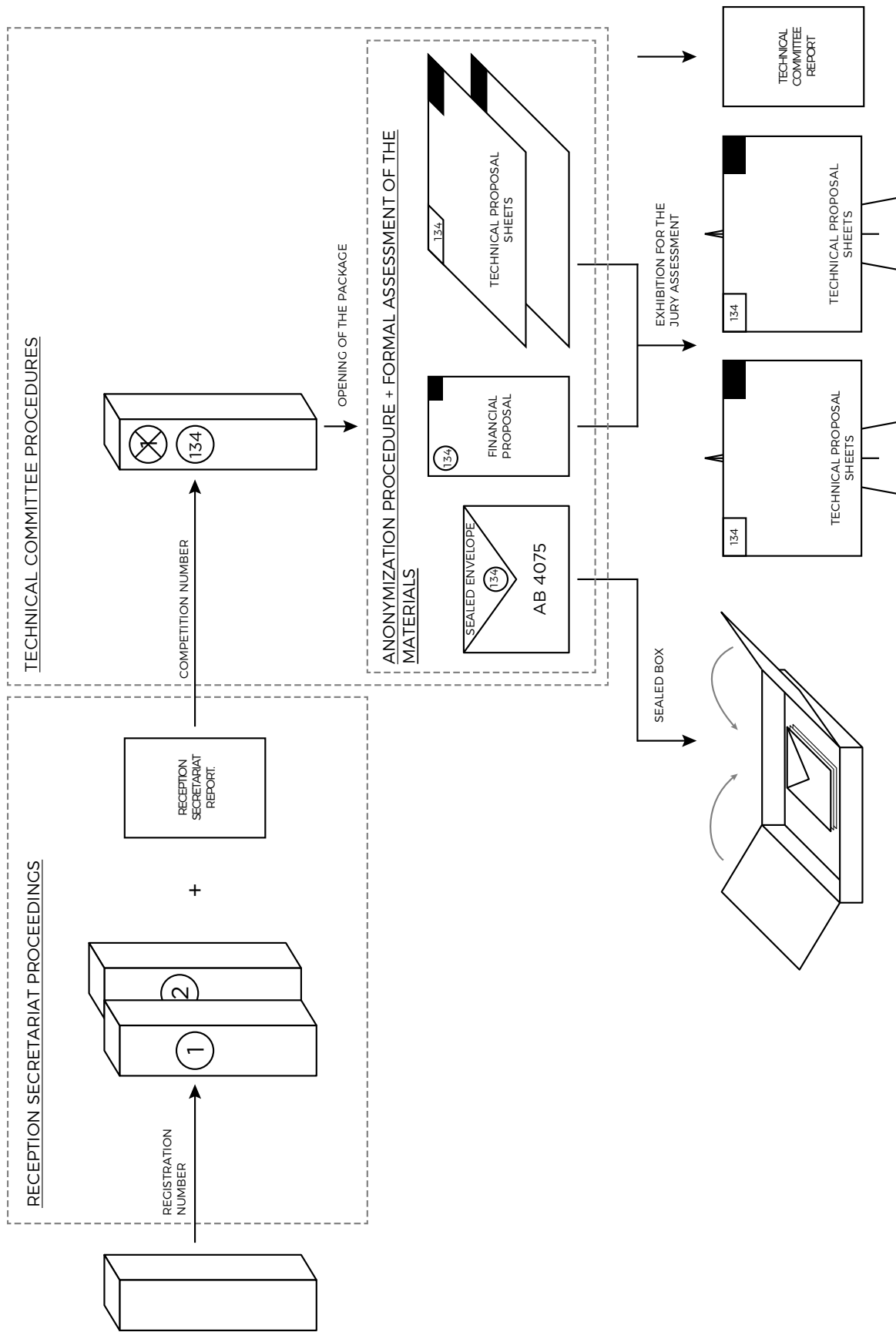
The publication of the answers to the requests for clarification on the competition website will be ensured by the Organizer and on the Electronic Public Procurement System by the Contracting Authority, respecting the deadlines established in the competition timetable and taking measures not to reveal the identity of those who have requested the respective clarifications (according to art. 160 para. (3) of Law 98/2016).

Answers must be accompanied by the corresponding questions, and must be clear, complete, and unambiguous.

Where there is an option to register via the official competition website (in order to facilitate dialogue with potential participants on possible amendments to the Competition Package), in addition to publication on the competition website and SEAP (Electronic System of Public Procurements), the competition secretariat will email the «Questions and Answers» document to registered participants after each round on the date specified in the competition calendar<sup>9</sup>.

---

<sup>9</sup> See Government Emergency Ordinance No 45 of 24 May 2018 on amending and supplementing certain regulatory acts with an impact on public procurement, amending Article 161 of Law No 98/2016.



## 3.6. Submission of projects

The package handed in by a participant contains all the sheets of the project entered in the competition, as well as other documents required by the rules (details in chapter 2.5. Contents of packages). The deadline for handing in the package will be fixed according to the complexity of the competition brief, but will not be less than two months from the date of the competition launch. The organizer will set a deadline (time, day, month, year) for the delivery of the projects, which will be mentioned in the competition notice.

The projects can be handed in directly to the competition secretariat on the deadline date indicated in the calendar. For dispatch by courier, participants are responsible for ensuring that the projects arrive at their destination in the conditions required by the regulations and within the time specified in the competition timetable.

The projects are handed over to the Reception Secretariat, considering the following:

- Exceeding the deadline date and time will result in rejection of the offer
- The reception secretariat is not responsible for confirming the reception of the project to the sender
- After submission of a project, no additions or replacements of drawings, forms, or any other parts required by the rules are allowed
- If a participant requests the withdrawal of a submitted project, this is permitted only up to the deadline date and time set out in the competition timetable for submission, subject to the completion of a withdrawal report

## 3.7. The Proceedings of the Reception Secretariat

The role of the Reception Secretariat is to receive and register the competition packages and to assign a registration number to each package that was accepted under the conditions provided for by the Competition Rules. The deviations found before the jury proceedings by the Reception Secretariat, and which automatically lead to the rejection of a project, under HG 395/2016, are:

- Exceeding the deadline set in the Competition calendar - date and time - for direct submission to the secretariat or the submission to an address other than the one established in the call for entries and the Competition Rules, as established by the secretariat upon reception of the project.
- The absence of a valid document relating to the participation guarantee in the amount, form, and period of validity required in the competition rules, as established by the secretariat upon reception of the project.
- Separate delivery or sticking a secret envelope on the outside of the package, as established by the secretariat upon reception of the project.

Depending on the estimated participation, the Reception Secretariat may consist of one or more persons. Attendance can be estimated if there is an official competition website that allows participants to register (Chapter 3.4. Development of the official competition website); otherwise, it is an approximate estimate, based on the number of registrations for the site visit.

All those involved in the Reception Secretariat will declare confidentiality and that they have no conflict of interest. Procedure to be followed by the Reception Secretariat:

1. Each submitted package receives a registration number in the order in which it was received by the secretariat. The registration number is written by the secretariat on the outside of the package, on the receipt given to the participant (in case the package was handed in directly), in the anonymous registration table of participants — specifying the time of entry into the secretariat and the method of submission (direct or by courier) — and on the supporting document regarding the participation guarantee.
2. The Reception secretariat verifies the existence of supporting documents regarding the participation guarantee for each package (only if applicable), in accordance with the Competition Rules. If the project does not contain proof of the participation guarantee, the project is rejected. The secretariat issues a written notification to the participant in this regard (in accordance with Article 64, paragraphs (3)– (5) of the Methodological Norms for the application of Law no. 98/2016) and prepares a rejection report for each project in this situation.
3. Under no circumstances shall the Reception secretariat open the packages.
4. The secretariat removes from the package the supporting documents regarding the participation guarantee and places them in a separate sealed envelope.
5. After registration and verification of the guarantee, the secretariat removes any indication of the sender's identity from the outside of the package.
6. The secretariat eliminates from the competition any projects submitted after the deadline. Projects submitted after the deadline are not accepted into the competition. The secretariat issues a written notification to the participant in this regard (in accordance with Article 64, paragraphs (3)– (5) of the Methodological Norms for the application of Law no. 98/2016) and prepares a rejection report for each project in this situation.
7. The Reception secretariat prepares a Reception Report in which the entire Reception procedure is recorded.
8. The envelope containing the supporting documents regarding the participation guarantee is sealed after the last package is received; the sealed envelope will only be opened at the end of the Jury's proceedings.

On the date and time specified in the Competition calendar, the Reception secretariat hands over to:

**The Technical Committee**

All (unopened) packages for which no violations specified in the Competition Rules have been identified.  
The Reception report.

**The Competition Coordinator**

The sealed envelope containing the supporting documents regarding the participation guarantee.  
The rejection reports (if applicable).

## 3.8. The Proceedings of the Technical Committee

The Reception secretariat hands over the Reception Report, along with all packages for which no violations have been found, to the Technical Committee.

The Technical Committee ensures the formal verification of the contents of the packages and submits its findings and observations to the Jury, including those regarding the possible elimination of certain projects from the Jury Sessions—a decision that can only be made by the Jury.

The Technical Committee is composed of at least three professionals with the same specialization required of the participants (one of whom is the President of the Technical Committee). These members cannot also be part of the Reception secretariat. The number of Technical Committee members can be increased by two if the number of received projects exceeds 100. The President of the Technical Committee will participate in the Jury's proceedings without voting rights.

All individuals involved in the Technical Committee will sign confidentiality statements and declare that they are not in a conflict-of-interest situation.

The Proceedings of the Technical Committee:

1. The Reception secretariat hands over to the President of the Technical Committee the packages that contain the projects and the Reception Report, in which the registration number of the projects is recorded.
2. The Technical Committee opens the packages on the date and time specified in the Competition calendar.
3. Competition numbers are assigned in random order (consisting of two or three digits, which will be written both on the package and on all items contained within it: boards, sealed envelope, anonymous financial proposal), and the registration numbers on the package are erased.
4. The sealed envelopes are separated from the sheets. The sealed envelopes of the verified projects will be placed by the President of the Technical Committee into a sealed box, which will be kept in a location inaccessible to the public at the Organizer's headquarters. In this way, at the end of the Technical Committee's work, all projects can be identified only by their competition number.
5. The competition number, the alphanumeric code (found on the sealed envelope containing the participation documents), and the registration number are recorded in a correspondence table accessible only to the President of the Technical Committee.
6. Formal compliance with the Competition Brief, the Rules, and the manner of their presentation is verified in accordance with the Brief and the Rules (e.g., missing drawn pieces, failure to follow the specified format, etc.).
7. The Technical Committee Report regarding compliance with the Rules for the projects entered in the competition is prepared (documenting how the formal presentation requirements and participation conditions are met) and, if applicable, proposes projects for disqualification.
8. The President of the Technical Committee submits and presents their Report to the Jury (the only body authorized to decide on the possible disqualification of a contestant).

The violations that may lead the Jury to decide to exclude a project from the Jury Sessions, and which the Technical Committee monitors and records before the Jury Sessions, are:

- The absence of the sealed envelope or failure to include it in the package, as specified in the competition rules (a white, opaque, A4-sized sealed envelope on which the alphanumeric identity symbol chosen by the participant will be written), as determined by the technical committee during the content verification of the packages.
- Failure to mark the identity symbol on the competition materials and on the sealed envelope, or failure to cover it with black paper on the competition materials, as found during the formal verification of the projects.
- The absence of the financial proposal.
- Any possible violation of the provisions regarding anonymity.
- Any deviations from the requirements concerning the content of the sheets.

### **3.9. Jury evaluation of the projects**

All members of the Jury (including deputy members) participate in all Jury sessions. Deputy members participate without voting rights, except in cases where they are called upon to replace a full member of the Jury, in which case they assume all responsibilities and rights of full Jury members.

If a full member of the Jury is absent from the first judging session, an alternate member from the same profession/specialization—according to the order listed in the jury list (as stated in the Rules)—will replace them as a voting member for the entire duration of the Jury sessions.

If, for any reason, a full member is temporarily absent from the Jury Sessions for a short period (less than 4 hours), a deputy member will vote in their place, and any decisions made during that time will be final and irreversible. If a Jury member is absent for an extended period (more than 4 hours) or leaves before the completion of the Jury process, their vote will be permanently transferred to a deputy member.

Once the replacement has taken place, the status of full Jury member is assumed by the deputy member, who will carry out the associated responsibilities until the conclusion of the competition.

The Jury is sovereign. The Jury's decision cannot be contested and is binding for the Contracting Authority.

Each member of the Jury has one vote.

Jury decisions are made by majority vote. In the event of a tie, the President of the Jury has the casting vote.

The following individuals participate in the judging process without voting rights: the Competition Coordinator, the Professional Advisor, the President of the Technical Committee, the Jury Secretariat, and the Jury's specialized consultants (individuals who have signed a mandate contract declaring that they are not in any conflict of interest

and that they will maintain the confidentiality of the Jury's proceedings).

Except for the above-mentioned individuals, all other persons admitted to the premises where the Jury sessions take place must sign confidentiality statements and declare that they are not in a conflict-of-interest situation.

Jury Proceedings:

1. During the first judging session, the Jury elects a President by vote, reviews and decides on the Report of the Technical Committee presented by its President (the Jury is the only body authorized to decide on the possible disqualification of a contestant as proposed in this Report), and jointly establishes its working methodology.
2. The Jury evaluates all submitted projects to determine the winning project, based on the evaluation criteria specified in the competition brief and the call for entries, as well as the requirements provided to the participants.
3. The Jury establishes a final ranking and selects a single winner of the competition. A clear ranking of the contestants will be established, and ex-aequo prizes are not permitted.
4. The Jury prepares the Jury Report on the conduct and results of the evaluation process, explaining the decisions made and including professional recommendations for the Contracting Authority. The Jury Report is signed by all members of the Jury and is drafted in Romanian or both Romanian and an internationally used language, as specified in the Competition Rules, in the case of international competitions.
5. After the Jury Report is signed, the Jury Secretary opens the envelopes of the winning contestants. If incompatibilities are identified, the contestant found to be ineligible is disqualified, and the next-ranked contestant is advanced. In cases where incompatibilities are identified for the first prize winners (the contractor for the design services), the Jury members record in the Envelope Opening Report the authors of the admitted projects and the reassignment of first place to the next-ranked contestant. Additionally, for all awarded projects, the absence of completed and signed participation forms, as required by the Rules, will automatically result in the withdrawal of the prize.
6. The Jury Secretary submits the Jury Report and the Envelope Opening Report (if applicable) to the President of the Jury. The President validates the result of the Jury sessions and announces the winner.

### **3.10. Publication of Results and Announcement of Winners**

The results are communicated to all participants, as well as to the public, by the Contracting Authority (CA) and the Organizer on the date announced in the Competition Rules. The CA uploads the results document to the Electronic System of Public Procurements (SEAP), where a contract award notice will later be published (after the conclusion of the negotiation), and the Organizer uploads the results to the official competition website.

The following documents shall be published:

- Jury Report
- Envelope Opening Report (if applicable)
- The names of the winners and the correspondence table between the registration number, competition number, and the alphanumeric identity symbol of the project

It is recommended that, in addition to being published on the official competition website, all projects included in the Jury Sessions be made accessible to the general public through an exhibition (with the names of participants who have given consent for the disclosure of their identities indicated).

After the deadline for resolving any appeals has passed, the exhibition may host the awards ceremony.

Following the communication of the results, appeals may be submitted. The Jury's decision regarding the evaluation of the projects cannot be contested and does not constitute a subject of legal dispute. Any appeals may be filed, according to Article 2 in conjunction with Article 4 of Law No. 101/2016 concerning remedies and means of appeal in the awarding of public procurement contracts, sectoral contracts, and concession contracts for works and services, with the National Council for Solving Complaints (Consiliul Național de Soluționare a Contestațiilor) located at Str. Stavropoleos no. 6, Sector 3, Bucharest, postal code 030084, email: office@cnsr.ro, phone: (4)021.310.46.41, fax: (4)021.310.46.42, website: www.cnsr.ro, or with the competent court of law.

Complaints may be submitted to the Council, according to Article 8 of Law No. 101/2016, concerning Article 7 of Law No. 98/2016, within 10 days or 5 days, respectively, depending on the estimated value of the public procurement, sectoral procurement, or concession procedure<sup>10</sup>.

### **3.11. Subsequent Procedures – Contract Conclusion**

The Jury's decision in the competition is binding for the Contracting Authority (CA) regarding the selection of the projects submitted, the design proposal designated as the winner, and the design proposals that will be awarded.

The winner of the competition, to whom the contract for design services will be awarded, will be invited by the CA to the negotiation procedure without prior publication of a participation notice, according to the provisions of Article 104, paragraph (7) of Law No. 98/2016 on public procurement. Along with the invitation to negotiate without prior publication of a participation notice, the CA will request the winning competitor to submit, if applicable, documents specified at the start of the procedure, legally translated into Romanian, proving their capacity to conclude and execute a design services contract on Romanian territory, in accordance with the law.

The negotiation focuses on adjusting the offered price, duration, and phases of

---

<sup>10</sup> According to the Government Emergency Ordinance No. 45 of May 24, 2018, regarding the amendment and completion of certain normative acts impacting the field of public procurement, the articles concerning prior notification have been repealed.

execution, and cannot address the architectural qualities of the design that led to the award. The Contracting Authority (CA) will announce the final result of the awarding procedure after completing the phase of negotiation without prior publication.

If the CA is unable to conclude the design services contract with the winner, for reasons not attributable to the CA, it has the right to invite the next-ranked competitors, in descending order as established by the Jury, to the negotiation procedure without prior publication of a participation notice, to conclude the contract. The CA commits to paying the prizes within a maximum of 30 days after the conclusion of the negotiation procedure and signing of the design services contract. This deadline may be extended only for objective reasons beyond the CA's will and control (for more details, see chapter 2.7 Payment of prizes).

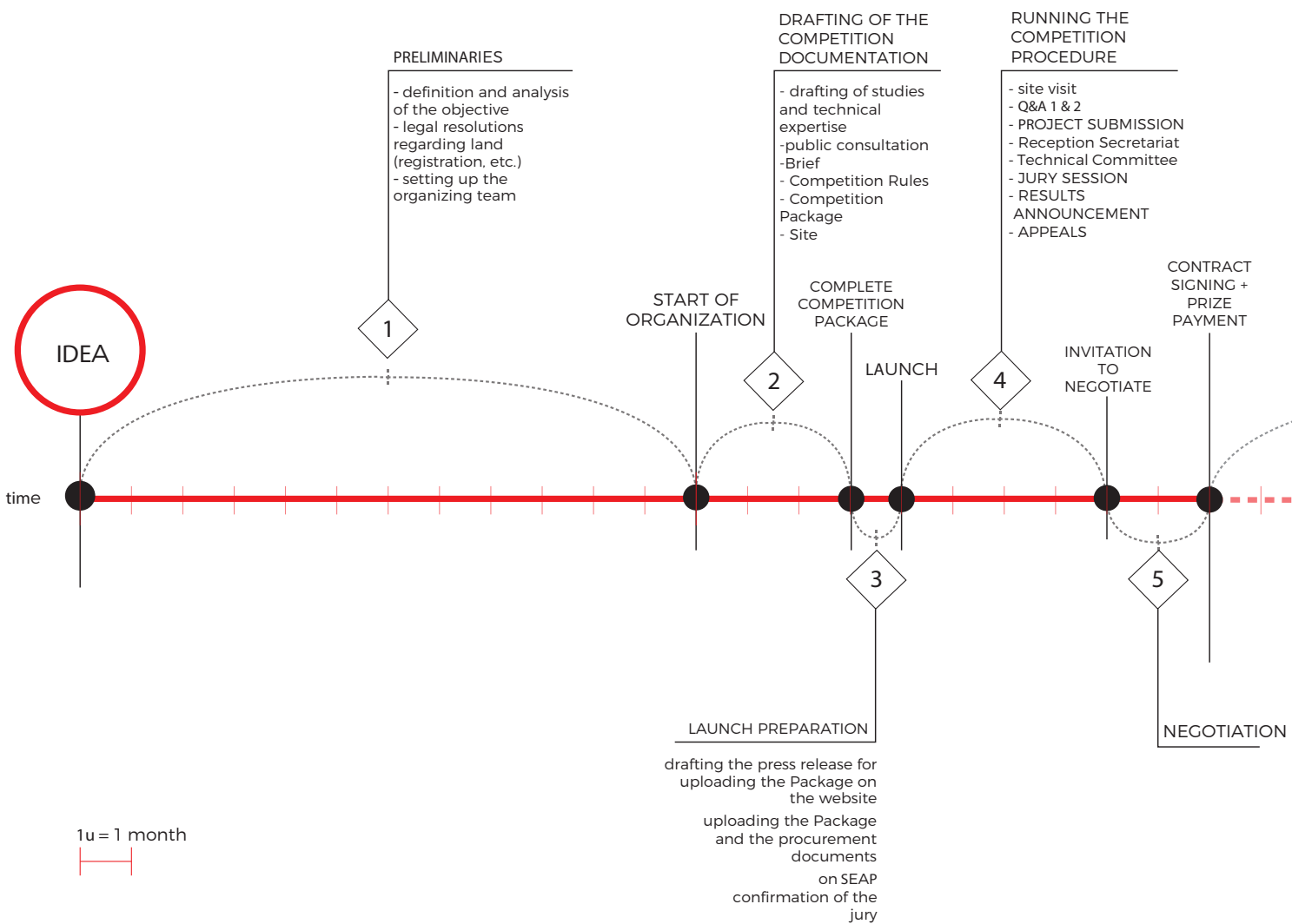
### **3.12. The Practice of organizing a design competition according to OAR standards**

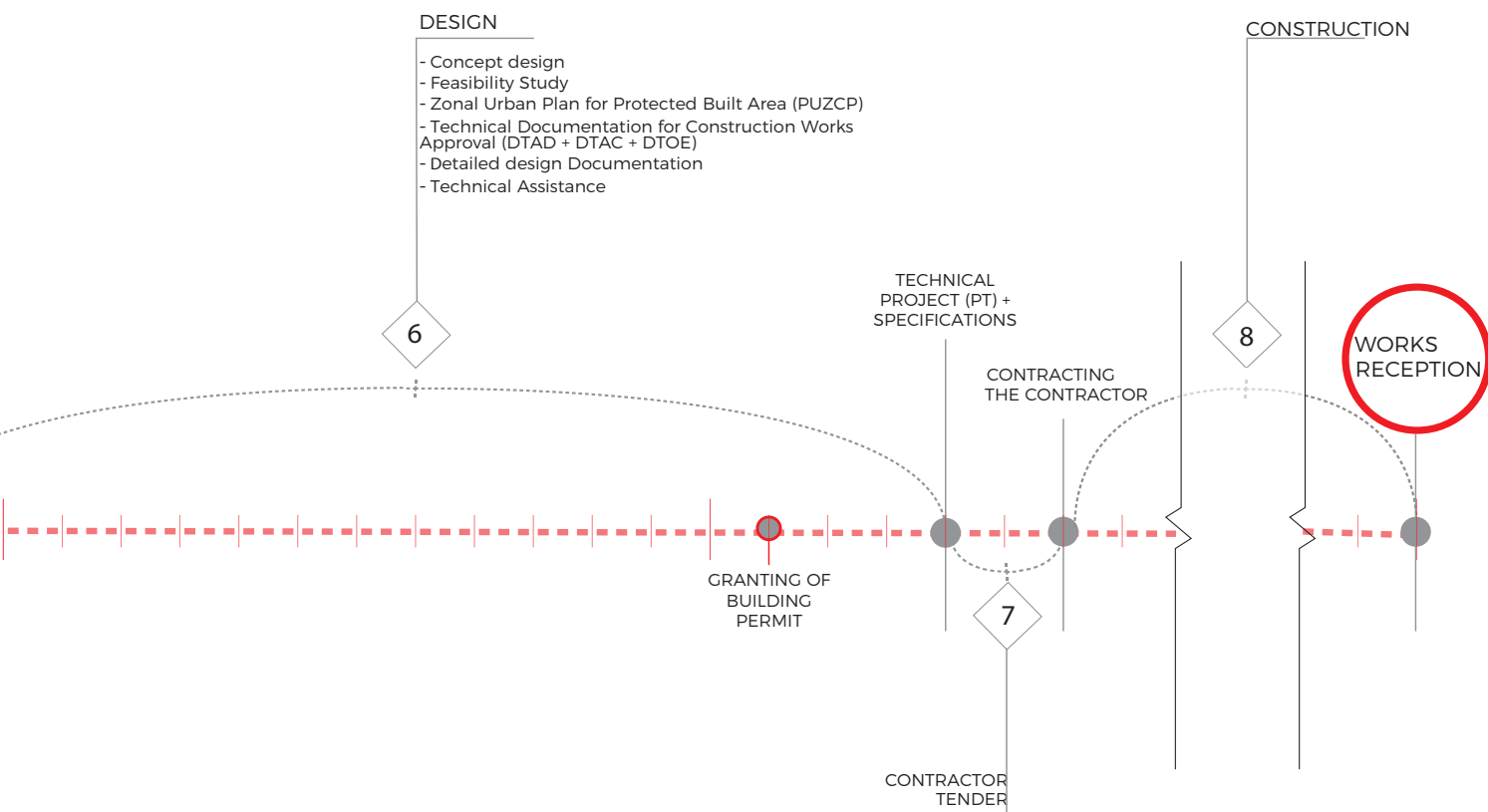
Previous versions of this guide (the initial version from 2018, as well as the previous update from 2020) included a series of annexes and templates used by the Romanian Order of Architects (OAR), intended in this context to facilitate the practical implementation of the principles outlined in the document. However, monitoring architectural and urban design competitions launched over the past four years in Romania by public authorities or private promoters shows that merely formally adopting these documents does not ensure the quality of a design competition and does not guarantee that OAR standards are respected.

The *Good Practice Guide for Organizing Architectural and Urban Design Competitions* broadly presents the OAR's requirements and constitutes only the basis for good practices in organizing a design competition.

As mentioned in Chapter 1.3, under the section Methods of Engagement to Support the Design Competition, OAR members, OAR Territorial Branches, private promoters, contracting authorities, and any other type of public or private actors can request from the Romanian Order of Architects the organization of know-how transfers, in the form of courses on organizing design competitions.

Additionally, we note that any public or private authority may develop its own competition procedure; however, OAR can only support those initiatives that meet the minimum conditions presented in this document.







ORDINUL  
ARHITECTILOR  
DIN ROMÂNIA