



Dongjak-gu Mixed-Use Public Administration Complex Design Competition Guidelines



Jan. 2018

Dongjak-gu

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Design Competition Regulations

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2. Competition Schedule & Participation
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I. Design Competition Regulations

1. Competition Outline

1.1 Competition Purpose

The purpose of this competition is to encourage the future growth and to lead the local economic development by relocating Dongjak-gu's old public administration building which is in the commercial district of Noryangjin to a new underdeveloped site near Jangseungbaegi. At the central location of the Dongjak-gu district, new Mixed-Use Public Administration Complex is planned to be built. This competition is to take place in the hopes of upgrading the image of Dongjak-gu's downtown, stimulating its local economy, improving its public administration environment, overcoming its existing limited public administration capacity and offering better quality services through the centralization of its administrative features.

1.2 Competition Overview

1) Title: Dongjak-gu Mixed-Use Public Administration Complex Design Competition

2) Site & Scope

- Location: 176-3 Sangdo-dong, Dongjak-gu, Seoul
- Site area: 14,046m²
- Zoning: urban area, quasi-residential zone, and district-unit planning zone (Sangdo District)
- Scope of Work: Design Development and Construction Documents
- Function: Public administrative facilities and various mixed-use facilities
- Main Facilities: Dongjak-gu District Office building, District Council building, community health center, daycare center, facility management corporation, neighborhood living facilities, etc.
- Facility Overview

Category	Plan (proposed)
Building Coverage Ratio	max. 60%
Floor Area Ratio	max. 360%
Total Floor Area	48,350 m ²
Maximum Height Limit	75 meters

Main Facilities	Public administration building neighborhood living facilities
No. of Parking Spaces	At least the legally required number

- ※ Facilities subject to retention (for remodeling): Existing *Dongjak-gu Cultural & Welfare Center* that are currently used as a community health center and culture center
- ※ Design of the Parking lots should follow the parking space standards set forth in the ENFORCEMENT RULES OF THE PARKING LOT ACT(주차장법 시행규칙)

3) Estimated Construction Cost : KRW 93.750 billion

4) Design Fee Budget : KRW 3.875 billion

5) Expected Design Period : 420 days from the starting date

6) Expected Construction Start and End Date : 2019 / 2021

7) Website for Design Competition

- “Project Seoul” (<http://project.seoul.go.kr>) (hereinafter “Website”)

8) Host Organization : Administrative Town Construction Division of Dongjak-gu Office, Seoul Metropolitan City

9) Competition Management Team: Administrative Town Construction Division of Dongjak-gu Office

- Contact person : Lee, Haekyung (Tel.82-2-820-9751), Administrative Town Establishment Team of the Administrative Town Construction Division
- Address : Administrative Town Construction Division (Annex 4th FL.)
161 Jangseoungbaegi-ro, Dongjak-gu, Seoul (Noryangjin-dong, Dongjak-gu Office)

2. Competition Schedule & Participation

2.1 Competition Type

- **Open Competition** to all domestic and foreign professionals

2.2 Qualifications

- Domestic and foreign professionals in relevant fields such as architecture, landscape design and urban design can participate.
- If participating as a team, a domestic or foreign-licensed architect among the

participants/co-participants shall be designated and registered as the team leader. This team leader will have the right, on behalf of his/her co-participants, to submit and receive documents related to the competition as well as to acquire or waiver such right.

- To qualify for the competition, the team leader must be a licensed architect and not be disqualified under relevant law. The co-participating contractor must represent a firm that is also qualified under relevant laws and other legislation.
- Foreign-licensed architects can participate in the competition but are required to create a consortium/joint venture with domestically-licensed, qualified architects to conclude a service agreement after winning the competition, in accordance with the CERTIFIED ARCHITECT ACT of the Republic of Korea(건축사법).
- Design juries, technical reviewers, specialized juries, their employees or others related to the competition are not eligible to participate in the competition.
- Each person and team may enter the competition only ONCE.

2.3 Competition Schedule

Classification	Time Table
Announcement of competition	▶ For 90 days from Jan 17 (Wednesday), 2018
	- Website (http://project.seoul.go.kr)
Registration	▶ from Jan 17 (Wednesday) by 18:00, Feb 28 (Wed), 2018
	- Only via the website
Onsite Briefing	▶ 15:00, Feb 7 (Wednesday), 2018
	- Onsite briefing and project introduction are provided
Inquiry Submission Period	▶ from Feb 5 (Monday) by 18:00, Feb 14 (Wed), 2018
	- Only via the website
Responses to Inquiries	▶ Feb 27 (Tuesday), 2018
	- To be posted on the website at once
Entry Submission	▶ till 17:00, Apr 16 (Mon) 2018
	- Must be submitted both online and onsite
	- Onsite: from 10:00 till 17:00, Apr 16 (Monday), 2018 (on the day only)
	· How to submit: in person or by post (Must be delivered by the deadline)
	· Reception: The Administrative Town Construction Division (Annex 4 th fl.) Dongjak-gu Office, Seoul Metropolitan City
	· Address: Dongjak-gu Office, Annex 4 th fl., 161 Jangseoungbaegi-gil, Dongjak-gu, Seoul (zip code: 06928)
	- Online: from Apr 2 (Monday) by 17:00, Apr 16 (Mon), 2018
	· After submission to the website, a printed copy of the online submission

	confirmation must be included for onsite submission.
Technical Review	▶ Apr 26 (Thur), 2018
	- Submissions reviewed for any violations of the rules and guidelines before evaluation
1st Evaluation	▶ May 3 (Thur), 2018
	- Evaluation of architecture presentation boards and design descriptions Selection of submissions for the 2 nd evaluation
2nd Evaluation	▶ May 10 (Thur), 2018
	- Oral Presentation on the submissions Selection of winner and runners-up
Announcement of Winner and Runners-up	▶ May 11 (Fri), 2018
	- Posted on the website Additional notices to the winner and runners-up
Submissions Returned	▶ 10:00 to 17:00, May 00, 2018
	- Location and date to be announced on the website

※ The schedule above and other guidelines assume Korean Local Time (GMT+9) and are subject to change, depending on the situation of the organizer (the division). Any changes will be posted on the website.

2.4 Registration

- Participants should register via the website only.
- Visit the website and click [Register (Login) → Competitions → Select a Competition → Apply for registration] and fill out items required according to the website instructions to complete registration. The personal identification number (PIN) issued at this stage will be used to identify participants/co-participants and their submission documents throughout the competition period.
- Any modifications can be made to the registered information during the registration period but not after the registration period is over.

2.5 Onsite Briefing

- Date and Time : 15:00, Feb 7 (Wednesday), 2018 (Any change will be posted on the website)
- Location: Dongjak-gu Cultural & Welfare Center (176-3 Sangdo-dong, Dongjak-gu, Seoul)
- Note: It is not mandatory for participants/co-participants to attend the onsite briefing. However, attendance is strongly recommended as the briefing will include explanations of the background and purpose for the competition,

unique facilities, and related programs.

2.6 Inquiries & Answers

- Any individual or team who has completed registration can ask questions through “Q&A” on the website during the period specified herein. E-mailed or phoned-in questions will not be answered.
- Answers to questions will be posted and open to all participants (individuals and teams) on the website in both Korean and English. Any schedule changes will also be announced on the website.
- Answers will be regarded as additional changes or modifications to the competition regulations and guidelines.

2.7 Information Resources

- Guidelines and forms for the competition are available on the website.
- Only participants (individuals and teams) who have completed registration have access to the resources listed below on the website:
 - Map of the site (dxf)
 - ※ When planning, please note that the map may differ from the actual site.
 - Forms (design description, board layout and other forms)
 - Task instructions (in Korean)
 - Building plans for buildings subject to retention
 - Guidelines for Innovation of Space in the Public Sector (published by the Korean Ministry of the Interior and Safety)
- Additional resources other than the guidelines, forms, and Q&As will be in Korean only.
- The resources provided cannot be used, in whole or in part, for any purpose besides the design competition.
- If necessary, additional resources may be provided. In this case, they will be announced on the website.

2.8 Languages & Units

- Korean and English are the official languages for this competition. Figures must be expressed in Arabic numerals, and meters (M) of the International System of Units (SI) are used as the official unit of measurement.
- Submission documents from participants (individuals and teams) can be written in the creators' native language, but must also be written in either Korean or English.
- If the Korean version conflicts with the English version, the Korean version shall take precedence. To avoid disputes over interpretations, make sure that English versions are expressed in clear wording. If disputes arise over interpretations, the organizer (the division) shall determine the interpretation.

3. Submission & Preparation

3.1 Submission Requirement

1) Submission of Design Work (Documents)

- Participants (individuals and teams) shall submit all design work both online and onsite (in person or by post) during the period specified in the competition schedule.
 - Competition Entry (Form 1), 1 copy
 - Team Leader Designation (Form 2), 1 copy
 - Joint Application Agreement (for a team with more than two members) (Form 3), 1 copy
 - Written Oath (Form 4)
 - Power of Attorney (Form 5); and Proof of Employment (when submitted by proxy), 1 copy each
 - Online Submission Confirmation, 1 copy (Print out after online submission)
 - Architecture presentation boards (A0 vertical, 3 sheets), 1 set
 - Drawing set (A3 horizontal, 15 pages maximum)
 - Design descriptions (A4 vertical, 50 pages maximum), 20 copies
 - Architect license of the team leader, 1 certified copy

(Participants [individuals and teams] from a country not issuing architect licenses shall submit certification from the architect association in their respective countries.)

- USB memory stick, 1 unit

2) Onsite Submissions

- Submissions, in person or by post, must arrive at the site by the deadline specified in the competition schedule.

3) Online Submissions

- Participants (individuals and teams) must submit their work via the website.
- Visit the website and login ⇒ My project ⇒ Select the competition ⇒ Fill out items concerning work submission. Be sure to enter the same information as in your onsite submission.
- Please see below for the work to submit online.
 - Representative images (representative bird's-eye view), presentation boards, design drawings (site plans, floor plans, elevation, section), perspective view, conceptual diagram and their respective images (between 1 MB and 2 MB in size) as well as design concepts
 - Files of the design instructions and other forms should be compressed smaller than 10 MB in size and uploaded as "attached files".
 - After the online submission, print a copy of the online submission confirmation and send it with the onsite submission in person and or by post.

4) Cautionary Notes

- Participants (individuals and teams) who have not completed the registration process cannot submit their work.
- Each participant (individual or team) may submit only one design and must submit documents, including an attached Competition Entry, onsite in person or by post after submitting them online via the website.
- The materials submitted are assumed to be copies of the originals, and originals are assumed to remain in the possession of the participants. The organizer (the division) is not liable for any damage to submitted materials due to handling in transit or after submission. In case materials submitted are lost or damaged for some reasons, the affected participant (individual or team) is obliged to submit materials again upon the organizer's request.
- The organizer (the division) may ask for additional documents if necessary. In this case, relevant forms and submission methods will be announced on the

website or in some other way.

3.2 Submission Guideline

1) General instruction

- All documents shall use white paper.
- Scale and direction must be clearly expressed on all drawings.
- Use the scale specified in the provided forms. Use a unified scale for the same types of drawings.
- Do not use clips to bind document submissions, and select either long-edge binding (left-side) or short-edge binding (upper side) with glue. Please print on one side of the paper only.
- Use the fonts designated in the applicable forms (Malgun Gothic for Korean, Arial for English) and follow the instructions on fonts. Other fonts may be used in case there are no designated fonts.
- Architectural presentation boards (bird's-eye, perspective and elevation views) may be expressed freely in color, however the design drawings and design descriptions must be presented in grey-scale only.
- Perspective drawings with Bird's-eye and other views of your choice are limited to 5 cuts, however multiple use of them throughout the presentation is allowed.
- Freely express conceptual and other diagrams.
- Various forms are available on the website. You may use other forms for the documents if no applicable forms are available on the website.
- Mark the title, area size, and facility size of each room directly on its location on drawings. Ensure no design differentiation between documents.
- No modifications or enhancements may be made to the design work after submission.

2) PIN & Presentation Board Number

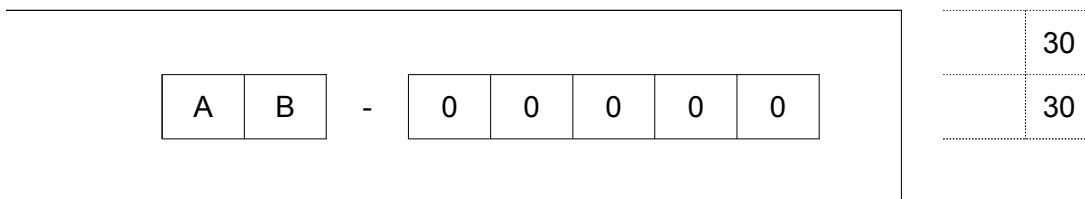
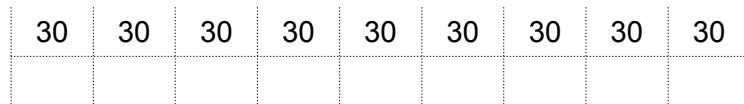
- All design work remains anonymous until the final evaluation results are revealed. To this end, participants (individuals and teams) shall mark their PIN—an alphanumeric combination of 2 letters and 5 numbers automatically given at the end of the registration process through the website—on each and

every document submitted. The PIN will be used until the competition ends.

- Mark the PIN on each and every document submitted as follows:
 - In the PIN field of the Competition Entry (Form 1)
 - At the upper right of the rear side of each presentation board
 - In a blank area at the upper right of the cover of design drawing and design description. (Mark PIN only on 1 copy of the 20 copies submitted; do not mark it on the other 19 copies.)
 - On the USB memory stick body (10-point font)
 - Must be marked at the upper right on the respective packages of document submissions, as illustrated below.
- Make sure there is no design difference between documents. Board numbers must be marked on the bottom right of the rear side of the board, as illustrated below.
- The font shall be 20 points (however, board numbers shall be 50 points), in Arial and black in color. Align the text to the center. The line shall be in black with a thickness of 1mm.

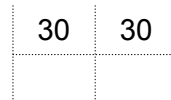
◦ **PIN field**

※ Unit: mm (refer to the bracketed numbers for board numbering)



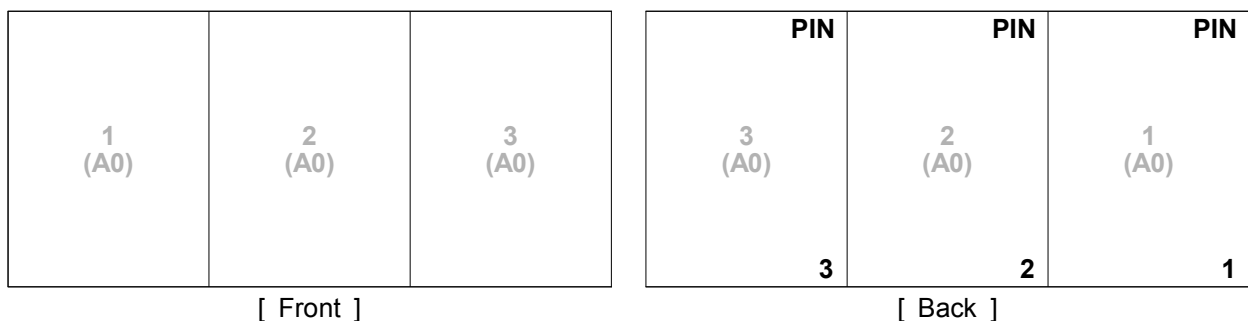
◦ **Board Number field**

※ Unit: mm



3) Presentation Boards (1 set)

- Size and number of sheets: A0 (841mm x 1,189mm; vertically) size, 3 sheets
- Prepare vertical presentation boards assuming that they will be exhibited side by side.
- The presentation materials shall be attached on compressed foam boards (with a thickness of 10 mm) without margins for evaluation purposes.
 - Bird's-eye views, site plans (1:450 scale), floor plans (1:500)
 - Section and elevation (four directions) (in a random scale)
 - Free formats
- Mark your PIN (Personal Identification Number) or the board number on the back of each board according to the applicable requirements before submission. Align boards as illustrated below.
- Please see below for how to align boards with your PIN or the board number marked on the back of each board for submission.



- The content and layout of the boards are subject to the formats provided. For the types of boards undefined, use your creativity for content and expression.
- Make sure the boards use the paper size, scales, orientations, color, and 3D expressions as specified in the general instructions.

4) Drawing Set (20 copies)

- Specification: A3-size(420mm x 297mm) paper in landscape format with left side binding with glue.
- Volume: Up to 15 sheets (excluding front cover, back cover, and slip sheets)
- Expression: All drawings shall be expressed in grey-scale, without using colors.
 - Cover for drawings: (Refer to Form 6)
 - Align the contents so they are centered horizontally and vertically.

- The project name shall be in 35 point / date in 25 point [Malgun Gothic font in Korean, Arial font in English], with character scale to 100%, character spacing to 0%, bold, centered alignment
- Neither symbols, shadow fonts, reflection fonts nor other special font features are allowed.
- Include text only: tables, page borders and background images are not allowed.
- Characters, including numbers, shall be unified in [Malgun Gothic font in Korean, Arial font in English] on all drawings. Make sure that characters are in a clearly-visible size on the drawings.
- Site plans and the floor plan for the ground floor shall indicate the indoor and outdoor floor layout, so that it can show indoor and outdoor access paths.
- Prepare a site plan, floor plans (starting from underground to above ground), elevations, sections (longitudinal and cross) in the order listed for the district office building, district council building, culture center and other buildings, respectively.
- Print out design drawings single-sided with the information below included (basic drawings) before submission.
 - Site plans (showing the entire area, including roads, parking lots and landscape)
 - Each floor plan (If all floors have the same design, a consolidated basic floor plan will suffice.)
 - Elevations (four directions) and sections (longitudinal and cross)

5) Design Description (20 copies)

- Specification: A4-size(210mm x 297mm) paper in portrait format with upper side binding. Single-sided printing.
- Volume: Maximum 50 pages (excluding cover and slip sheets)
- The design descriptions shall not be more than 50 pages long, using the applicable form provided.
- Prepare the contents and fonts of the design descriptions in the applicable forms.
- The color and 3D expressions in the design descriptions are subject to the general instructions.

- The design descriptions shall include the following information and be printed out single-sided in the applicable forms provided.
 - Cover
 - Architecture outline
 - Table of area by floor and space
 - Regulation review report
 - Summary of construction cost breakdown (estimated)
 - Key design points by field
 - Other key design points, etc.

6) USB Memory Stick (1 piece)

- Submit a USB memory stick storing backup data files, including presentation boards, design drawings, design instruction, bird's-eye views, etc.
- Save presentation boards in .jpg files and the design descriptions and drawing documents in .pdf files (additionally, drawings shall be saved as .dwg files) before submitting. Save each bird's-eye view and other separate images in .jpg files before submitting.
- All .jpg files shall be a minimum of 300 dpi, so that they can be clearly printed out in their actual size.
- Data in the USB memory stick will be used for the publication and promotion of a catalogue showcasing entries for this competition. Make sure the data contains the same design as in presentation boards, drawings, and descriptions.

4. Technical Review & Evaluation

4.1 Technical Review Committee

- Technical committee is consisted with several professionals in the relevant fields and preliminarily review the entries for any violations of the competition regulations and guidelines as well as the relevant laws before the evaluation process. They make a report of the results before submitting the entry to the jury committee.
- The procedure, content and application of a technical review are defined in 4.2 Technical Review below.

4.2 Technical Review Criteria

- The technical committee reviews each entry submitted, prior to the evaluation by the jury committee.
- The committee reviews competition entries, based on the listed criteria, for any major violations and writes up a report of the results for the jury committee.

Category	Criteria	Disqualification or Deduction	Result
Violation of Law or Regulations	- Design building exceeds building site by incorrectly defining the land boundary	Disqualified	Ruled out from evaluation
	- Building-to-land ratio, floor area ratio or height exceed regulations	Disqualified	
	- Violation of the guidelines on a district-unit planning zone (by item)	-0.1 point/instance	
	- Violations of parking space regulations (ordinary, handicapped and extended parking spaces to be separated)	-0.1 point/space	
	- Failure to comply with the installation of new/renewable energy facilities	-0.1 point	
Violation of Guidelines	- Violation of anonymity regulations (e.g. personally-identifiable codes and company name exposed)	Disqualified or -1 point	Max. -1 point in total by criterion
	- Failure to comply with facility area regulations and standards (within $\pm 2\%$ of total floor area)	-0.3 point	
	- Using scales other than those designated; failing to follow the orientation instructions or expression limitations for drawings	-0.1 point/instance	
	- Use of colors other than those designated	-0.1 point/instance	
	- Submitting bigger boards than designated; additional materials other than designated	-0.1 point/instance	
	- Omission of any document required	-0.5 point/copy	
	- Any drawing document or drawing description failing to comply with materials, specifications or binding requirements	-0.1 point/document type	
	- Additional sheets of drawing documents or design descriptions other than required	-0.1 point/sheet	

※ A maximum of 5 points may be deductible and the point is to be reported to the jury committee for the main evaluation.

- When conducting technical reviews, the committee may subdivide some of the criteria of violation of laws/regulations and guidelines into major subcriteria, considering the nature of this competition.

- The technical committee submits its report to the jury for evaluation. The jury may determine whether the violations are properly examined and whether to apply the findings on a given entry as a disadvantage in its evaluation.

4.3 Evaluation

1) Jury Committee

- The jury consists of seven jurors and two preliminary jurors as listed below.

2) List of Jurors

- Jury
 - Kwang-Hyun Kim (professor, Department of Architecture, Seoul National University)
 - Seungbom Roh (professor, Department of Architecture, Hanyang University)
 - Ok-Hwa Lee (Principal, HOM Design Group Architecture&Interiors&Remodeling)
 - Sae-young Lee (professor, Department of Architecture, Chung-Ang University)
 - Jae-Ho Shim (Principal, JPARTNERS&ARCHITECTS)
 - Hyo Seon Park (professor, Department of Architectural Engineering, Yonsei University)
 - Woo-jin Lim (Director-general of Urban planning, Nowongu-office Urbanplanning)
- Preliminary Jury
 - Jae-hyun Shim (professor, Department of Architecture, Sejong University)
 - Soomi Kim (professor, School of Architecture, Soongsil University)

3) Jury Operation

- To ensure the fairness of the evaluation process, an observer from the citizen's organization who overview the whole evaluation session can be designated.
- The jury committee will be convened with a majority of the jurors present. On the day of the evaluation, a chairperson of the committee shall be elected.
- The chairperson shall set up the evaluation process and award criteria for the winner and runners-up, based on the competition regulations and feedback from jurors, and presides over the evaluations. An evaluation log shall be kept in the applicable forms provided by the organizer (the division).
- A backup juror may participate in the evaluation, along with jurors, but has no voting rights, except in the following situations:
 - Should a juror fail to be present when the committee is convened, a backup juror becomes a juror, instead;

- If a juror is not available during the evaluation period, a backup juror may exercise a voting right instead.
- Any juror may be excluded from the evaluation process, if:
 - he/she or his/her spouse is associated with a company whose submission is being evaluated or holds jointly a right or obligation with a party related to such a company;
 - he/she is, or used to be, a relative of a person associated with a company whose submission is being evaluated;
 - he/she becomes an interested party (including a proxy) with an entry when it is implemented as a project after being designated as a prize-winning design;
 - any entity or organization to which he/she belongs to, or used to belong to, becomes a proxy of a party associated with an entry;
 - he/she worked for a company whose submission is being evaluated within the last three years as an executive or employee; or
 - he/she provided advice, research, service (including subcontract), appraisal or investigation related to a company whose submission is being evaluated within the last two years.
- Any entry may be disqualified on consensus of the jurors, regardless of the evaluation process, or any award for the entry may be retroactively called off based on a decision by the jury, if:
 - it belongs to a company that submits more than one entry;
 - it fails to comply with the competition regulations and requirements;
 - it neglects the anonymity requirements;
 - it is revealed to the public before the final evaluation results are announced; or
 - it is submitted by someone who is not qualified to enter this competition.
- A winner may not be appointed if the jury agrees that the purpose of this competition has not been fulfilled or that the quality of entry designs lags too far behind than desired.
- Competition participants may not file any objections to the result of the evaluation.
- The evaluation period is subject to change, depending on the quantity of entries. Any relevant change will be announced on the website.

4.4 Evaluation Purpose & Criteria

- The purpose of evaluation is to choose the best design suitable to the Competition Purpose and Design Goal for the project.
- The evaluation process consists of two phases: a first-phase evaluation done in accordance with a voting system and a second-phase evaluation done in accordance with a scoring system.
 - ※ If modification of the evaluation criteria or process becomes unavoidable, the jury committee may make modifications.
- Please refer to the table below for the score chart. Additional sub-criteria for evaluation may be decided, based on the GUIDELINES FOR IMPLEMENTATION OF DESIGN COMPETITION, BASIC DESIGN, AND ECONOMICAL EFFICIENCY OF DESIGN PROJECTS (Notification from the Ministry of Land, Infrastructure and Transport); the GUIDELINES FOR ARCHITECTURAL DESIGN COMPETITION (Notification from the Ministry of Land, Infrastructure and Transport); and the LOCAL GOVERNMENT DESIGN COMPETITION OPERATION GUIDELINES (established rules by the Ministry of the Interior and Safety).

< Evaluation Criteria & Score Chart for Design Competition >

Criteria	Sub criteria	Total Score
① Strategy for an interactive and open public building	<ul style="list-style-type: none"> ○ Layout and land use ○ Indoor and outdoor space planning ○ Convenient space layout and efficiency of space use ○ Ideas adopted to realize an interactive and open public administration building ○ Circulation & Access planning for public transportation/pedestrians 	25
② Symbiotic relations & development scheme of existing commercial buildings	<ul style="list-style-type: none"> ○ Ideas proposed to vitalize street environment ○ Space planning and strategy to mixed-use facilities ○ Feasibility of space planning and layout of private and public facilities 	15
③ Constructability of a SMART building	<ul style="list-style-type: none"> ○ Safety and security plans adoptable to an open public administration building ○ Plans for a SMART building with advanced technology within budgetary constraints 	10
④ Harmony between the old and the new	<ul style="list-style-type: none"> ○ Plans for consolidating public administration buildings or connecting them organically ○ Harmonious relationship with adjacent environment ○ Architectural elevation design ○ Suitability of color and material application 	20
⑤ Green construction	<ul style="list-style-type: none"> ○ Future-oriented ideas proposed in an energy self-sufficient building 	15

and technology	<input type="radio"/> Cost reductions and economic feasibility <input type="radio"/> Realistic constructability and methodology applied	
⑥ Other Schemes	<input type="radio"/> Excellence in adopting universal design <input type="radio"/> Excellence in adopting Guidelines for Innovation of Space in the Public Sector (proposed) (issued by the Ministry of the Interior and Security) <input type="radio"/> Additional needs including ways to improve the public nature of a building and respond to unique conditions	15
⑦ Technical Review	<input type="radio"/> Technical review report issued by the technical review committee	(-5)
Total	Seven (7) Criteria	(100)

4.5 Evaluation Process

- Evaluation consists of two phases.
- In the first evaluation, the jury will be informed about the technical review report and decide how to apply the report outcome to the evaluation.
- The jury will choose five (5) entries for the second evaluation. The selected entries (individuals and teams) will be notified within three (3) days after the first evaluation.
- The jury will select entries through a vote and keep a log on the results in an applicable form provided by the organizer (the division).
- The second evaluation is the final evaluation of the entries selected in the first evaluation to determine a winner and runners-up.
- In the second evaluation, each participants (individuals and teams) will make presentations of their designs, according to the following:

1) Oral Presentation

- Presentation is to be given orally on the design proposal submitted. The presenter(s) will be given 10 minutes to describe the design and additional 10 minutes for a Q&A session. Any changes to this will be posted on the website.
- The presenter(s) should be 1 or 2 people and appointed from those who have worked for their company prior to the date of the competition announcement and have participated in planning the design as a designer (CEO of a company or company employee who has actively participated in design is recommended). They must submit a proof of employment with their employment period specified and a copy of their ID cards, on the day of the presentation.
- The presentation content shall remain anonymous and be limited to the design

features and design intention.

2) Others

- Materials to submit in the second evaluation
 - Presentation file: in .pdf file format, no limitations to presentation format (irrelevant symbols, logos and characters must not appear.)
 - Design booklet: A compilation strictly of contents specified in the architecture presentation boards, design drawings, design description.
- On the day of the presentation, the participants (individuals and teams) shall attend with their presentation files (.pdf).
- Presentations will be given in sequence according to results of an open draw.
- On the day of the presentation, the presenter(s) must arrive at the designated location at the set time announced by the organizer (the division). If absent, the presenter(s) will be excluded from the competition.
- If the presenting individual or team uses expressions undermining anonymity, compares their entry with others, exceeds the time limit or does something likely to undermine the fairness of presentation, the chairperson has the right to stop their presentation immediately.
- The jury committee will select the winner and runners-up in the second evaluation, based on the technical review report and jury evaluation.
- Once the winner and runners-up are selected, the jurors will give written opinions individually on the winner and runners-up in the applicable form provided by the organizer (the division).

5. Selection of a Winner & Runners-up

5.1 Announcement of Results

- The evaluation results will be posted on the website, in accordance with the competition schedule. The winner and runners-up will also receive written notifications individually.

5.2 Winner and Runners-up

- One (1) winner and one (1) to four (4) runners-up will be selected.
- The winner will be given negotiating priority over a basic and working design

contract with the organizer (the division).

- Different monetary prizes will be given to runners-up as follows:

No. of Participants (individuals or teams)	Prize	Monetary Prize (unit: KRW)	Remarks
2 or fewer	2nd	33 Million	Prize certificate and monetary prize
3	2nd 3rd	40 Million 30 Million	Prize certificate and monetary prize
4	2nd 3rd Honorable Mention	40 Million 30 Million 20 Million	Prize certificate and monetary prize
5 or more	2nd 3rd 1st Honorable Mention 2nd Honorable Mention	40 Million 30 Million 20 Million 10 Million	Prize certificate and monetary prize

- Foreign runners-up will be provided with the monetary prize in USD, based on the exchange rate when it is announced. For runner-up teams, the monetary prize will be given to the team leader.
- Monetary prizes will be announced during an award ceremony and be given to the awardees within 30 days afterwards.
- Monetary prizes are assumed to include airfare (if the winners attend the ceremony), copyright royalties, taxes, and any fees for foreign currency exchange and wire transfer, in accordance with Korean tax law.
- The organizer (the division) may grant negotiating priority to the first runner-up if the winner gives up the right or if negotiations break down. In this case, the first runner-up must return the monetary prize granted previously once he/she concludes a contract, and the organizer (the division) will grant the returned prize to the winner.

6. Other Information

6.1 Design Contract

- Any design contract shall be subject to the relevant laws of the Republic of Korea and rules set forth by Seoul Metropolitan City and include the preparation of basic and working design as well as the drawing documents and materials that become necessary as a result of deliberation/permission/certification.
- The design costs of this project include all those necessary for any deliberation/permission/certification and other administrative duties and for ground investigations as well as basic and working design.
The interior design cost, however, shall be discussed as to scope, etc. when a design contract is made.
- The winner is obliged to enter into a design service contract with the organizer (the division). This is not the case if the service contract cannot be executed due to the organizer's (the division's) circumstances.
- The expected design period will be decided once a contract is entered into and will include public holidays, etc.
- The expected design period is subject to adjustments during project implementation, and the winner shall participate in any design modifications, etc. until construction ends.
- The design contract will be made in Korean, based on the task instructions (proposal) made by the organizer (the division). (※Task instructions [proposed] are available on the website).
- The task instructions include the tasks necessary for the winner to complete after the contract has been signed. The participants (individuals and teams) shall understand and acknowledge the tasks before participating in the competition. By submitting an entry, participants (individuals and teams) signal their agreement to complete such tasks. The scale of facilities specified in the task instructions (proposal) are subject to change, depending on the prize-winning design proposal.
- A design service contract must be made with the winner. If the winner is not representative of an architectural firm in Korea, however, the winner shall become partners with an architectural firm in Korea and enter into a joint contract. The purpose of this is to comply with Korean building codes and regulations and expedite the permission process.

- It is recommended that a foreign winner appoint as a partner the most qualified firm in Korea to provide the best design service as possible.
- If the winner does not have qualifications or licenses required by the relevant laws and regulations to perform its duties before and after the contract, these deficiencies must be supplemented through legal procedure. The winner may build a consortium/joint venture to this end, in which case the members of the consortium/joint venture shall be legally qualified according to relevant domestic law.
- The winner shall build either a consortium or joint venture to conclude the contract. If a consortium is to be built, each participating party shall have participating interests of at least 5% for the contract.
- The design contract shall be concluded within 10 days after announcement of the evaluation results, barring any unforeseen circumstances. However, depending on the organizer's (the division's) circumstances or the project status, the 10-day period may be adjusted upon agreement between contracting parties.
- Any duties related to modifications to urban or non-urban planning facilities that may take place in the Sangdo district-unit planning zone shall be included in the tasks.
- The organizer (the division) may ask for changes to the winner's entry for reasons related to budget, policy, business plan, supplementary request by the jury committee or changes to design goal; the winner shall accept such changes and reflect them in the service contract.
- If the winner's entry exceeds the construction budget, the winner shall make the necessary changes to stay within budget, upon agreement with the organizer (the division).
- If the organizer (the division) terminates the project after the contract is executed, the actual expenses up to the point of termination shall be settled and paid.

6.2 Copyright & Publication/Exhibition

- All entries must be original creations and shall not infringe on copyrights held by other parties. The participants (individuals and teams) assume all responsibilities for any infringements, with any award consequently subject to cancellation.

- All rights (including copyright and ownership) over a given entry belong to the participants (individuals and teams). If necessary, the organizer (the division) may ask for the copyright to be transferred or ask for the use of the design work through a separate agreement with the participants (individuals and teams).
- The prize-winning entries, however, may be exhibited without compensation or agreement with the winner or runners-up. All entries may be published as a book or posted on the website or social networking services without compensation or agreement with the participants (individuals and teams) for non-commercial purposes. The participants (individuals and teams) are obliged to cooperate actively in exhibiting, posting, and publishing the entries. Submission of an entry signals agreement to do so.

6.3 Return of Submissions

- Submitted entries will be returned and shipped out at the date specified in the competition schedule at the participants' expense. Entries that are not shipped out during the return period will be taken care of at the organizer's (the division's) discretion; the relevant participants shall not file any objection to the decision reached on the manner of handling.

6.4 Disputes

- The design competition is implemented in accordance with the laws of the Republic of Korea. If any dispute arises in relation to the competition, Korean courts will have jurisdiction.

6.5 Anonymity

- The information registered on the website will not be made public until the evaluation results are announced. The participants (individuals and teams) will not publicize their entry before the winner is selected to ensure fairness of evaluation.
- Mark the PIN (automatically issued when registering for the competition) as instructed in 3.2 Preparations for Submission hereof.
- No document shall include symbols or expressions that may be personally identifiable. Pack all documents identifying the participants, and seal them before submission.

- All information registered on the website and the materials submitted shall remain anonymous throughout the competition. To this end, the participants shall not reveal their entry works via social networking services, etc., until the winner is selected.

6.6 Succession Regulations

- In the following cases, the winner designation may be revoked, and negotiating priority granted to the winner will move to the first runner-up (In this case, the monetary prize granted to the successor shall be returned to the organizer [the division], and the previous winner's obligations are automatically succeeded by the successor). The monetary prize returned will be granted to the winner.
 - If the winner gives up negotiating priority over the basic or working design;
 - If any matter that would disqualify the winner or cause revocation of the prize is identified after the winner is selected;
 - If the firm to which the winner belongs becomes legally ineligible to the basic and working design due to changes in that firm's conditions arising from the cancellation of registration, temporary shutdown, permanent shutdown or the suspension of business;
 - If the documents that winner submitted are found to have material falsehoods or material defects;
 - If the winner is not capable of implementing the design duties for unavoidable personal or external reasons; or
 - If the winner asks for extremely high design compensation.

Design Guidelines

1. Design Goal
2. Design Scope & Outline
3. Site Location & Surrounding Areas
4. Basic Design Guidelines
5. Detailed Design Guidelines
6. Estimated Construction Cost

II. Design Guidelines

1. Design objective

The design objective of Dongjak-gu Mixed-use Public Administration Complex is set to be an “open” place where citizens and public can access freely and interact with each other.

2. Design Scope & Outline

2.1 Scope of the Competition

- The site is at 176-3 Sangdo-dong, Dongjak-gu, Seoul. The scope of the competition is the entire public administration building site on 14,046m² in accordance with the determination (amendment) of the Sangdo district-unit planning zone.
- The competition scope includes remodeling of the existing Dongjak-gu Culture Center in the site.
- Not only the main public administration building, but also the planning of the other mixed used facilities, including the neighborhood supporting facilities to protect local merchants, is another important scope of the competition.

2.2 Competition Outline

- Facility outline: partial extension and remodeling

Category	Comprehensive Public Administration Town (Mixed-Use Complex) Plan (proposed)		
	Total	Subcategory	
		Spatial Extension	Remodeling (Status of building subject to retention)
Building-to-Land Ratio/ Floor Area Ratio	60% or less / 360% or less		
Building Area	14,046 m²		
Total Floor Area	Approx. 48,350 m²	38,327.81 m ²	10,022.02 m ²
Max. Height	75 M or less	75 M or less	27.9 M (2 underground/5 above ground levels)
Main Facilities	Public administration building Neighborhood living facilities	District administration building, district council, neighborhood living facilities, etc.	Community healthcare center, culture center
No. of Parking Spaces	At least the legally required number	At least the legally required number	70 spaces

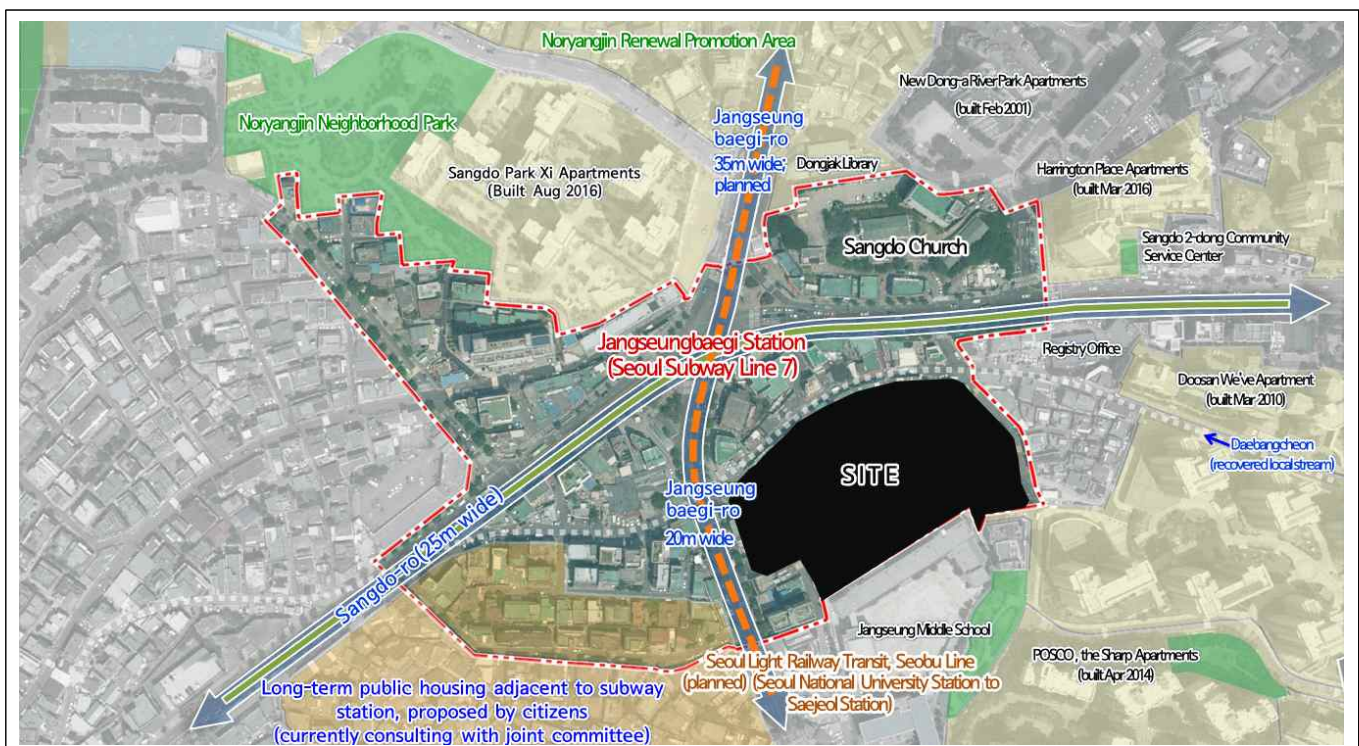
- ※ Parking lots are subject to the parking space standards set forth in the notice of proposed rulemaking for the ENFORCEMENT RULES OF THE PARKING LOT ACT (주차장법 시행규칙)
- ※ Facilities subject to retention (“retention facilities”) are basically to be remodeled and may be restructured—in terms of their function, location, and size—either as part of an “open public administration building” or utilized in connection with the building. Diverse plans, including partial demolition of the retention building, may be set up for the retention facilities within the permitted budget to improve building site use.

3. Site Location & Surrounding Areas

3.1 Community & Significance of the Site

- The site is located in the Sangdo Community in the southwest area Community Zoning Plan for Seoul.
- The site is located in the Sangdo district-unit planning zone and the center of Dongjak-gu where one axis spanning from Noryangjin to Jangseungbaegi intersects with another axis from Sindaebang to Soongsil University.

3.2 Transportation & Access



- The site is at a place where the main road, Jangseungbaegi-ro (four lanes, two-way), intersects with another main road, Sangdo-ro (five lanes, two-way) and is surrounded by Jangseungbaegi-ro 10-gil (one lane, two-way) and Jangseungbaegi-ro.
- Jangseungbaegi Station (Seoul Subway Line 7) and bus stops are adjacent to the site. As the Seobu Line of Seoul's Light Railway Transit (planned) will pass nearby, the site will have easy access to public transit and pedestrian roads.
- A 6-meter-long pathway has become a *de facto* road and has been made into a commercial district by local residents.

3.3 Local District & Environment

- The site is a quasi-residential zone as well as a district-unit planning zone. Jangseung Middle School is to the south and a residential zone with many apartment complexes and houses is to the southeast and west.
- A Traffic Plaza is north of the site and surrounds Jangseungbaegi Station, as does the Noryangjin Renewal Promotion Area with many apartment complexes and houses and Noryangjin Neighborhood Park.

4. Basic Design Guidelines

4.1 Basic Directions

A. **Interactive Spaces with Open Public Administration facilities**

The public administration building shall be planned to offer an open **interactive space** and carry symbolic and functional significance as an **open public administration space**. The mixed-use complex must be appealing to local residents for its welcoming accessibility and friendly environment with convenience as it provides high quality administrative and welfare services.

B. **Inclusiveness, Symbiosis and Revitalization** of Existing Commercial Buildings

Strategy to **Shared growth with the local community** through the **vitalization of the local commercial area** need to be considered carefully. Strategies should be based on a clear understanding of Dongjak-gu's plans to build facilities that accommodate merchants from Yeongdo Marketplace and its influence to make Dongjak-gu a better place and to share the benefits with local residents. Also,

strategy to avoid the danger of ‘the gentrification’ of the area need to be considered.

C. Information Technology-based **SMART Building**

In pursuit of constructing an IT-based **SMART public administration building** with safety and security systems, plans should include supplementing building maintenance to better protect the open concept.

D. **Harmony between the Old & the New Facilities**

Designs with a focus on **harmonization and convergence** of the **remodeling building** with the **newly constructing building** should also reflect the realistic issues like reducing resource use and project costs.

E. **Eco-friendly and Energy Self-Sufficient** Construction

Future-oriented ideas for green construction that is **eco-friendly** and **energy self-sufficient**, suitable for diverse purposes (production, restoration and expansion) need to be proposed.

F. Universal Design **for All** in a Super-Aging Society

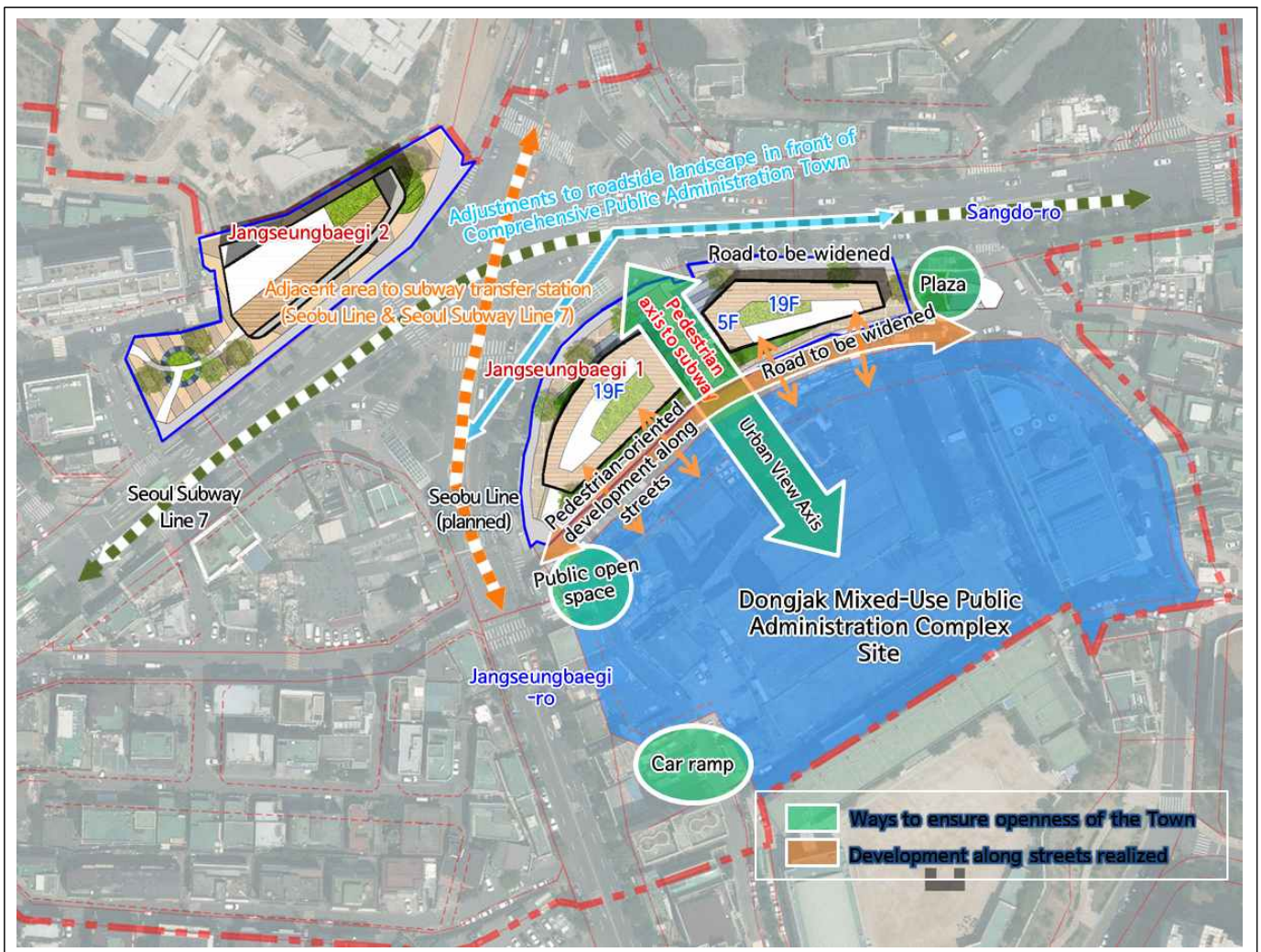
A **universal design** to a mixed-use complex that accommodates the convenient use of facilities without exclusion in this super-aging society needs to be applied to the design.

4.2 General

- Carefully consider connecting buildings with the Sangdo district-unit planning zone to give an imposing façade to an comprehensive public administration town as a public and open office building.
- Offer plans to create a landscape that blends with the Jangseungbaegi 1 which is assigned as a ‘Special Planning Zone’ in legal terminology.
- Secure a pedestrian axis by connecting public pedestrian passageways (15 m in width) in the Jangseungbaegi 1 Special Plannable Zone to the subway (Exit 1 of Jangseungbaegi Station) and improve access to the public administration building through a landscape axis that leads to the façade. This is ultimately to improve the street level landscape and shall be reflected in the design, based on the realization of creative urban and architectural planning.
- To ensure visibility of the Mixed-use Public Administration Complex from the adjacent street and roads, consider elements such as an open plaza in the

north, a public open space in the west and a ramp for vehicles while designing the building.

- As the Town is to be constructed behind a block of the Jangseungbaegi 1 Special Planning Zone, access paths for people shall be designed in connection with Jangseungbaegi Station (Seoul Subway Line 7), bus stops and the Seobu Line of Seoul's Light Railway Transit (planned). Design an underground passageway connecting the Town to a Seobu Line station (to be built) and arrange facilities suitable to access paths that visitors coming through the underground passage will use and for operational efficiency.



- **Stimulate the community's commercial development along streets by connecting adjacent commercial districts and the non-urban planning facilities (neighborhood living facilities) that were built as protection for the existing merchants at the site.**
- The road between the Town and the Jangseungbaegi 1 Special Planning Zone has served as a pedestrian axis for years in this community. The width of the road shall be expanded only for pedestrians in pursuit of greater commercial development along streets. The road shall be developed further in connection

with the far side of the Jangseungbaegi 1 Special Planning Zone and non-urban planning facilities.

- The location and area of the non-urban planning facilities (2,500m²) excluded from the spatial scope of the Sangdo District can be modified. (Changing urban planning will be pursued after the basic design is completed.)
- **The Town shall be designed to blend with the existing Dongjak-gu Culture Center through their connection.**
 - Seek ways to spatially connect the building to be extended and the culture center, considering user access paths and operational efficiency.
 - Consider visibility and landscape of the culture center when planning story height, facility arrangement and elevations.
- **Design the Comprehensive Public Administration Town as a diverse, IT-based SMART complex.**
 - Design the Town so that it is variable, fluid, and future-oriented to better respond to social changes, harmonizing and converging the indoor/outdoor spaces and the surroundings.
 - Instead of a closed hierarchical space, the Town shall be a place of interaction, cooperation, and creativity. Please refer to the Guidelines for Innovation of Space in the Public Sector (proposed) issued by the Ministry of the Interior and Safety.
- **Adopt eco-friendly concepts in designing the Town in a concerted manner while seeking to make it energy self-sufficient.**
 - Efficiency related to sunshine, view, visibility and functionality needs to be considered so that the design becomes more creative. However, avoid excessive design. Prepare practical plans, taking into account the permitted budget.
 - The design plans must include obtaining certifications for the office building (public administration building) if applicable. (Please refer to the Task Instructions provided.)
 - The design shall comply with the ACT ON THE PROMOTION OF THE DEVELOPMENT, USE AND DIFFUSION OF NEW AND RENEWABLE ENERGY(신에너지 및 재생에너지 개발·이용·보급 촉진법); the ENERGY USE RATIONALIZATION ACT(에너지이용합리화법); and the REGULATIONS ON THE PROMOTION OF PUBLIC ORGANIZATION ENERGY USE RATIONALIZATION ACT

(공공기관 에너지이용합리화 추진에 관한 규정).

- **Apply universal design concepts to all space planning for construction of the interior and exterior to ensure convenience for all.**
 - A comprehensive plan—inclusive of access paths for every user—shall be created and applied to the design.
- **The designers may be liberal in their proposal of the number of buildings and stories to build within the allowed total floor area, construction budget and relevant laws and regulations.**
- **Design the landscape of rooftops and other outdoor spaces.**
 - Outdoor spaces shall act as a catalyst and buffer in connecting the Town and the surrounding areas and an open, efficient venue where diverse programs are operated.

4.3 Site planning

- Design the building complex as multi-purpose spaces with organic interconnection between indoor/outdoor spaces and facilities, according to site conditions.
- To respond actively to any changes related to the number of workers and future demand for public administration, the site use plan shall be efficient with reasonable parking space plans and access paths for people and cars. Facility arrangement shall take into account safety and security.
- Improve site efficiency, carefully considering site conditions (size and shape) and surroundings (adjacent roads, buildings and orientations). Also, ensure reasonable building arrangement, mass, outdoor spaces, access path network and energy efficiency.
- Prepare for potential spatial extension (vertically and horizontally) of buildings arising from changes in working conditions when setting the layout.

4.4 Floor space planning

- Make sure floors are properly interconnected, depending on the nature of each facility.
- Construct floors for easy distinguishing between areas with different functions and minimize confusing elements. Strengthen the spatial independence of each facility with gates and lobbies.

- The building complex shall be operated without difficulty, with a better ability to respond to hourly demands as a mixed-use complex as well as an open-concept public building.
- Realization of an open-concept public administration building
 - Keep lobbies and halls spacious and open, so as to appeal to residents.
 - Utilize a civil petitioners' lounge, build various conveniences such as an exhibition space (including a permanent exhibition area) or a book cafe.
 - Design a space where people can relax, convene or enjoy the surrounding views.
- Design the lower floors primarily with facilities for easy access (civil affairs division) and allocate parts of office spaces on the higher floors for relaxation or cooperation, in an attempt to increase work efficiency and use of space.
- In planning space, design meeting rooms, a cafeteria, or other space used only for certain hours during the day to be usable as multi-purpose rooms. Utilize public areas such as hallways as permanent exhibition spaces to maximize use of the space and encourage more use by residents.
- Design flexible office spaces capable of responding to future demands that may arise from changes related to public administration, selecting appropriate modules for purposes and structures of rooms in the spaces.
- Design public areas so they will increase building use and avoid any dead space.
- Plan non-urban planning facilities carefully as they may be used in a variety of ways in the future in preparation for possible vacancy or changes related to public administration.

4.5 Circulation Planning

- Considering that the site is located behind Jangseungbaegi 1 Special Planning Zone, plan access paths for people in connection with the Seobu Line of Seoul's Light Railway Transit that is currently planned.
- Separate access paths to work spaces from those to non-urban planning facilities (neighborhood living facilities) to prevent their unique spaces from being interrupted.
- Design each facility (e.g. district office and council) so that they are separately

accessible and manageable, according to the functional nature of each, but ensure convenient access paths and space layout.

- Design access paths for security-related rooms, a night duty room and situation rooms and for the security of the buildings, utilizing advanced IT technology. Also, plan service-related passageways for bringing various devices inside, befitting SMART buildings.
- Place priority on access paths for the disabled and senior citizens, and have access paths pass through the entire site area.
- Design access paths for cars to induce easy access to the office building, council, resident convenience facilities and neighborhood facilities from an underground parking lot. Separate them appropriate with building maintenance in mind.

4.6 Facade Planning

- Design a future-oriented complex with bright and friendly vibes and an eco-friendly identity.
- Pursue elevations that blend with the surroundings.
- Connect elevations of the lower floors to commercial stores to seek development along streets.
- The number of stories in buildings shall be planned in accordance with the relevant laws and in consideration of site uses and surroundings.
- Plan to use external finishing materials that can be maintained easily for energy efficiency and to decrease the cost of maintenance.
- Decide where to locate the complex's logo and building names on the walls before allocating wall areas for advertising purposes. (keep in mind laws on outdoor advertising, etc.) (옥외광고물 등 관리법).

4.7 Sectional space Planning

- Ensure independence and interconnection between spaces through functional zoning, based on vertical and horizontal access paths.
- Determine the appropriate ceiling height for each room according to its purpose, size and function to give a feeling of spaciousness while also ensuring economical space planning and low maintenance.

4.8 Outdoor Space Planning

- Bring openness to the Comprehensive Public Administration Town by building a small square in connection with the public open space, and plan a lounge and cultural spaces for both residents and workers.
 - Feel free to put the open space in another location if other creative ways of bringing openness and convenience to residents is planned with the public space.
- Consider installing a sunken garden to direct sunshine and open up underground spaces.

5. Detailed Design Guidelines (proposal)

5.1 Spatial Requirements and Area Standards by Functional units

(1) Facility Configuration

A. District Office Building: a space for office work (duties) and an affiliated facility for public administration

B. District Council: a space for office work (duties) and an affiliated facility for administrative decision-making

C. Other facilities: a space for neighborhood living facilities, a daycare center and facility management corporation (office work)

D. Community healthcare center: a space for office work (duties) and an affiliated facility for improving community public health

E. Culture and art center: a cultural space and an affiliated facility for culture

※ Each facility has fluid features as an open-concept public building, depending on its function. In planning, please refer to the Guidelines for Innovation of Space in the Public Sector (proposed) issued by the Ministry of the Interior and Safety.

(2) Site Area Standards (proposal)

[Dongjak-gu Mixed Use Public Administration Complex: Area Requirement]

Category		Total Floor Area (m ²)	Remarks	
Comprehensive Public Administration Town	① Comprehensive Public Administration Town (Spatial extension)	Office building	22,368.54	
		Council	2,820.27	
		Neighborhood living facilities	3,844.00	
		Daycare center	900.00	
		Facility maintenance corporation	450.00	
		Parking lot	7,945.00	
		Subtotal	38,327.81	
	② Cultural Welfare Center(Remodeling)	Community healthcare center	3,541.73	
		Culture and art center	4,236.29	
		Parking lot	2,244.00	
		Subtotal	10,022.02	
	Total		48,349.83	

- ※ Rearranging, including consolidating facilities or reallocating spaces, may be done between the extension and building remodeling.
- ※ For facility standards (proposal) for the design competition, please see below. The proposed standards request to create *required space* in construction. The required area for each space can be adjusted.

[① Spatial Extension Facilities for Dongjak-gu Mixed Use Public Administration Complex (proposal)]

Category		Area (m ²)		Remarks		
Facility	Sub-facility (Required Space)					
A. District Office Area	Office work space	Gu Mayor's Office		99.00		
		Gu Deputy Mayor's Office		38.88		
		Auditing & Inspection		243.96		
		Employment & Economy		229.03		
		Administrative Affairs Office	Director's Office	38.88	1,462.40	※ Including each division's storage room and civil service room
			Administrative Support Division	196.38		
			Autonomous Administration Division	180.28		
			PR & Computer Division	285.38		
			Social Village Division	180.28		

		Sports Division	147.63		
		Civil Affairs & Passport Division	433.57		
	Planning & Financial Affairs Office	Director's Office	38.88	1,541.69	
		Planning & Budget Division	220.98		
		Financial Affairs Division	171.78		
		Education & Culture Division	204.43		
		Tax Collection Division	198.56		
		Tax Imposition Division	360.46		
		Real Estate Information Division	346.60		
	Welfare & Environment Office	Director's Office	38.88	1,433.00	
		Welfare Policy Division	363.02		
		Social Welfare Division	237.08		
		Seniors & Youth Division	188.33		
		Childcare & Women's Division	212.93		
		Cleaning Division	196.38		
		Clean Environment Division	196.38		
	Urban Management Office	Director's Office	38.88	1,023.95	
		Housing Division	244.82		
		Urban Planning Division	204.43		
		Urban Development Division	170.62		
		Construction Division	217.57		
		Park & Greenbelt Division	147.63		
	Safety, Construction & Transportation	Director's Office	38.88	1,251.66	
		Construction Management	172.23		

		Office	Division				
			Traffic Administration Division	319.87			
			Traffic Control Division	279.17			
			Road Management Division	220.98			
			Safety & Measurement Division	220.53			
		Future Vision Strategy Planning Office	Director's Office	38.88			
			Administrative Town Construction Division	123.48	293.89		
			Urban Strategy Division	131.53			
		Subtotal				7,617.46	
		Annex	Meeting Rooms	Planning & Situation Room		145.20	
Auditorium (conference room)				668.00			
Private Meeting Room				300.00	3 rooms		
Exclusive Meeting Room for each office				390.00	5 rooms		
Subtotal				1,503.20			
Administrative Facilities	Night Duty Office (Situation Room)			70.80			
	Library			1,205.00			
	Drawing Library			80.00	Real Estate Information Division		
	Administrative Resource Room			332.40			
	District Politics Monitoring Center			27.60	Auditing & Inspection		
	Main Situation Center			330.00			
	Control Center			44.37	Safety & Measurement Division		
	<i>Chungmu</i> Facility & Civil Defense Evacuation			660.00			

		Civil Defense Storage	49.60	
		Storage	88.40	
		Cyberattack Response Center	48.00	PR & Computer Division
		Data Center	176.22	PR & Computer Division
		Office Supply Center	47.85	PR & Computer Division
		Administrative Support Center	88.74	
		Sanitation Workers' Lounge	30.00	
		Sanitation Workers' & Drivers' Lounge	30.00	
		Car Maintenance	60.00	
		Green Maintenance	30.00	
		Sewage Mobile Team	30.00	
		Road Mender Waiting Room	30.00	
		Roadside Monitoring Team	30.00	
		Job Plus Center	195.00	
		Computer Training Center	134.00	
		Fitness Center	213.56	
		Cafeteria	471.88	
		Workers Lounge	249.30	
		Subtotal	4,752.72	
	Affiliation	Peaceful Unification Advisory Committee	88.00	
		Dongjak-gu Sport Association	27.60	
		Local Reserve Forces	44.37	
		Korean Government Employees' Union	55.20	

		Federation of Korean Government Workers' Unions	27.60
		Seoul Metropolitan Government Employees' Union	30.00
		Sanitation Workers' Union	30.00
		Subtotal	302.77
	Amenities	Civil Petitioners' Lounge & Exhibition	477.00
		Bank	270.00
		Convenient facilities for residents (book store, grocery store, snack bar, cafeteria and convenience stores)	200.00
		Subtotal	947.00
	Total		15,123.15
B. District Councils	Office work space	Chairperson's Office	99.00
		Vice Chairperson's Office	38.88
		Chairperson's Office for the Council Operation Committee	38.88
		Chairperson's Office for the Welfare Construction Committee	38.88
		Chairperson's Office for the Administration & Finance Committee	38.88
		Subtotal	254.52
	Annex	Assembly Room	248.00
		Meeting Room	56.10
		Council Operation Committee	82.00
		Welfare Construction Committee	82.00
		Administration & Finance Committee	82.00
		Administrative Director's Office	64.00
		Office	187.20
		Resource Room	297.00
		Waiting Room (council members)	42.50
		Waiting Room (reporters)	50.00

		Waiting Room (drivers)	30.60		
		Lounge (council members)	34.00		
		Lounge (workers)	54.00		
		Lounge (audience)	112.00		
		Broadcasting Room	12.33		
		Expert Members' Room	54.00		
		Council Members' Room (council research center)	204.00		
		Document Room	43.20		
		Secretaries' Office	50.00		
		Civil Service Room	12.00		
		Lounge for Security Guards	22.36		
		Subtotal	1,819.29		
		Total	2,073.81		
C. Other Facility Area		Neighborhood Living Facilities	3,844.00		
		Daycare Center	900.00		
		Facility Maintenance Corporation	Chief Director's Office	38.88	
			Executive Director's Office	17.92	
			Office	240.00	
			Meeting Room	20.00	
			Storage & Document Library	30.00	
			Lounge	10.00	
			Subtotal	356.80	
			Total	5,100.80	
	TOTAL	22,297.76			

【② Remodeling Facilities for Dongjak-gu Mixed Use Public Administration Complex (Proposal)】

Category		Area (m ²)	Remarks
Facility	Sub-facility		
D.	Office work	President's Office	31.60
		Healthcare Planning Division	102.60
		Healthcare & Hygiene Division	102.96
		Healthcare & Health Division	135.40
		Healthcare & Medicine Division	91.26

Community Health Center	space &	Hygiene Consulting Center	38.64	
		Vehicle Management Center	18.76	
		Healthcare Center	219.02	
		Alzheimer's & Psychological Health	14.26	
		Contagious Disease Emergency Diagnosis	39.35	
		Checkups	230.78	
		Mother & Child Health	105.87	
		Tuberculosis Prevention	69.35	
		Smoking Clinic	49.23	
		Nutrition Plus	16.64	
	Annex	Dispensary	10.21	
		Oriental Medicine Treatment	78.77	
		Dental Health Clinic	67.10	
		Physiotherapy Clinic	92.00	
		Healthcare Training Room	99.20	
		Civil Service Center and Civil Petitioners' Lounge	179.68	
		Waiting Room for Prevention of Epidemics	24.00	
		Library	95.20	
		Storage	42.40	
		Cafeteria	287.00	
Subtotal		2,241.28		
E. Culture & Art Center	Office work space	Dongjak Social Welfare Center	136.00	
		Folk History Research Center	58.00	
		Dongjak Culture Center	93.00	
		Private Meeting Room	86.00	
		Korean Traditional Music Class	77.76	
		Computer Class	93.00	
	&	Women's Class	121.00	
		Multi-purpose Room	219.60	
		Conference Room	1,225.40	
		Meeting Room	137.00	
		Annex	39.00	
		Fitness Room	290.00	
	Annex	Janitors' Room	67.00	
		HVAC & Storage	29.00	
		Storage	105.25	9 locations
Subtotal		2,777.01		
TOTAL		5,018.29		

5.2 District Office Building

1) General

- Comply with SEOUL'S DONGJAK-GU MUNICIPAL ORDINANCE ON THE MANAGEMENT OF PROPERTIES IN POSSESSION AND COMMODITY, Article 44, Attachment 1.
- Regarding the office work space, consider an open design, but ensure that adjustable partitions are used to separate work areas by division.
- Refer to the areas listed above by department and division, and offer the best proposal containing layout ideas that can improve work efficiency.
- Ensure the work-related facilities are arranged properly to organically connect meeting facilities and workers' welfare facilities. These, however, shall be independent from the facilities used by residents.

2) Office Space for the *Gu* Mayor

- Set up space for office work and small-group executive meetings presided over by the *Gu* Mayor.
- Plan installation of audio-visual equipment for meetings, an exclusive bathroom for the *Gu* Mayor and a lounge in the *Gu* Mayor's office.
- Set up a reception space and secretary's office.

3) Office Space for *Gu* Deputy Mayor

- Set up space for office work and small-group executive meetings presided over by the *Gu* Deputy Mayor.
- Set up a reception space and a secretary's office.

4) Office Space for Each Director

- Set up space for office work and quick meetings with workers or visitors.
- Set up a reception space and a secretary's office.

5) Office Space for Each Division

- General
 - Set up space for quick meetings between workers and visitors, close to the entrance, so that the visitor does not need to go to the desk of the worker they need to see.
- Auditing & Inspection
 - Direct Civil Affairs Center: Set up a private room for addressing complaints and

collective civil appeals.

- Internal Auditing Room: Set up a room for internal and external audits.
- Administrative Support Division
 - HR Consulting Room: Set up a room for consulting on HR-related issues or meetings that require some privacy.
- Civil Affairs & Passport Division
 - Legal Counselling Room: Set up a room where residents can obtain legal advice.
 - Passport Storage Room: Set up a room to store passports that are issued but have not yet been distributed.
- Welfare Policy Division
 - Welfare Consulting Room: Set up a room where residents can consult with government workers regarding welfare.
- Housing Division/Urban Development Division
 - Set up a separate room to address collective civil petitions.
- Construction Division
 - Set up a room where residents can consult with an architect at no cost.

6) Meeting Facilities of District Office Building

- General
 - Besides meeting rooms allocated to the Offices, set up independent meeting rooms with various capacities in preparation for meetings, events and training sessions of different sizes.
 - Meeting rooms may require a control center where internal broadcasting and meeting equipment is operated and managed, depending on its the size and purpose of a meeting.
 - Use sound-proof materials as interior finishing for meeting facilities to ensure seamless sound insulation.
- Auditorium (1,000 seats)
 - Set up a multi-purpose space for meetings and training sessions. Plan so that bottlenecking is avoided near the entrance.
 - Allocate coordination rooms such as an audio control (stage performance-level equipment) and lighting control rooms.

- Planning & Situation Room (65 seats)
 - Set up an exclusive executive meeting room.
 - Design floors to enable remote video conferencing, with the installation of audio and video equipment (network equipment, monitors, cameras and conference microphones).
- Private Meeting Rooms (3 locations)
 - These meeting rooms are to facilitate small events or training sessions.
 - Allocate these rooms at convenient locations with easy access to residents.
- Exclusive Meeting Rooms for each office (5 locations)
 - Set up rooms for office/division meetings, committee meetings, training sessions and events.

7) Administrative Facilities, etc.

- General Civil Service Desk
 - Place the General Civil Service Desk in connection with the main entrance or building lobby to provide easy access to people and easy management of building security.
 - Arrange the desks with proper access paths to spatially interconnect with civil affairs divisions such as the Civil Affairs & Passport Division, the Real Estate Information Division, the Traffic Administration Division, the Traffic Control Division, the Tax Imposition Division, and the Tax Collection Division
- Night Duty Office (Situation Room)
 - Set up a working area that is separate from a rest area in the office.
 - Consider that the men and women working at night will need separate rest areas.
 - Set up a room exclusive for those who deliver a walking-you-home service for women at night (Note: Seoul provides a public service for women who need companions on their way home at night for safety reasons).
- Library
 - This is a large facility that will retain key documents for the district office. Place this at a convenient location for the related workers to access easily.
 - This facility requires security measures. Separate the access paths leading here from those toward neighborhood living facilities. Set up a large elevator and

entrance to outside areas close to this facility to facilitate easy carrying of large volumes of documents in and out. Make sure people can use the elevator and the entrance with the carrier.

- Set up a document library, a working area, a reading room and a document display room in the library.
- Drawing Library (Real Estate Information Division)
 - Set up a library that stores drawings for 100,000 lots, close to the Real Estate Information Division.
- Administrative Resource Room
 - In this room, workers can read documents, books and periodicals and listen to and watch audio or video materials necessary to perform their duties. This should consist of an information desk, a reading room, and an ordinary library.
- Storage
 - Set up a storage for disaster or emergency survival items at a convenient location ensuring easy access.
- District Politics Monitoring Center
 - Set up a space where worker attitudes towards residents can be improved, and their response to civil affairs monitored.
- Main Situation Center
 - This is a secure place for controlling and monitoring the safety of Dongjak-gu residents. Set up a separate space for this center, and plan for a situation room, equipment room, office, lounge and meeting room.
 - As this center is run 24/7, ensure comfortable working conditions for shift workers. This shall be located close to the Control Center for more organic cooperation in tackling situations.
 - Set up the center in accordance with the Construction Guidelines for Main Situation Center (issued by the Ministry of the Interior and Safety) and plan installation of a thermo-hygrostat, UPS device, access floor and any other required facilities.
 - To keep communication distance to a minimum, place this facility at the center of the building (load center).
- Civil Defense Evacuation Facility (also known as the *Chungmu Facility*)
 - Plan for installation of a civil defense evacuation facility in accordance with the

REGULATIONS ON THE INSTALLATION OF GOVERNMENT EVACUATION FACILITIES, Subparagraph 3 (Order of the Ministry of the Interior and Safety).

- Civil servants need to be able to perform their duties uninterrupted even in war. The facilities should be isolated from hazardous facilities and equipped with proper security measures. The facility should also be connected to a road network to facilitate easy evacuation of the workers if necessary.
- The facility must be a reinforced concrete building and have underground facilities with a national map network, a heating and cooling system, a backup water and power supply, accommodations and cooking and hygiene systems that can be used in war.
- The facility will be used as shelter to protect people from natural disasters.
- This will serve as an integrated defense situation room in war or emergency. Therefore, it shall be located underground and equipped with meeting rooms and support facilities installed close to it.
- Design it to be used as an **integrated security control room** in peacetime.
- When an integrated military defense drill is being held or during an emergency, the facility shall be cordoned off and become an Integrated Defense Support Center and a joint military-police situation room and command post installed immediately. To this end, it shall be located in a separate space with security measures (security communication network and monitors showing views from surveillance cameras inside the building)—all to be considered during design.
- Cyberattack Response Center
 - This Center is to enable the monitoring of various security systems (on large displays).
- Data Center
 - The data center is to accommodate servers and other data facilities and equipment. Set up a space with a security system to enable persons in charge to control data equipment.
 - Design the center to ensure easy maintenance of data facilities and equipment.
 - Design the space in consideration of the potential scalability of data servers and network security equipment.
 - Ensure the optic and network cables are wired between the MDF and TPS without much difficulty, and that the potential scalability of data servers and network security equipment are properly considered.

- Office Supply Center
 - For greater work efficiency, place it close to the Cyberattack Response Center.
- Administrative Support Center
 - Provide separate men's and women's lounges for rest.
- Sanitation Workers' Lounge / Sanitation Workers' & Drivers' Lounge
 - Design this space where workers can relax, wait and perform office work.
- Job Plus Center
 - Set up desks for recruiting and job replacement of local residents, along with data processing equipment, a consulting room, a job training room, and a waiting room.
- Computer Training Center
 - Design a space for narrowing the digital gap between civil servants and residents.
- Fitness Center
 - Set up a fitness center as the main facility, along with lockers and shower rooms as annexes.
 - This shall be open only to Dongjak-gu residents; consider it during the design process.
- Cafeteria
 - Set up this space to have a clean, comfortable environment with suitable ventilation and good views.
- Workers' Lounges
 - Set up workers' lounges on every floor at suitable locations, depending on partitioned areas, to provide spaces to take short breaks. Include locations of smoke exhaust and ventilation systems and views in floor planning.
 - Set up separate women's and men's lounges and arrange appropriately.

8) Convenient Facilities for Residents

- Secure facility spaces efficiently as part of an open public administration building. Design the facilities in a way that good use is made of them.
- Civil Petitioners' Lounge
 - Set up a space for the Civil Petitioners' Lounge with easy access from the main entrance of the building. The lounge shall be at a convenient location for

visiting the General Civil Service Desk and other convenient facilities for residents.

- Design it in connection with a book cafe open to residents.
- Install convenient facilities for pregnant women.
- Exhibition Area
 - This is a place for promotion of Dongjak-gu events or projects (showing the district history, core achievements, progress, future visions in various media forms). Design it as an open plan in connection with the Civil Petitioners' Lounge, not as a separate space. Please consider that this shall accommodate numerous featured exhibitions (as a culture space).
 - Install electrical, communications, audio and lighting systems to maximize the effectiveness of promotion of district politics.
 - Design it as a symbolic space for interaction with residents.
- Bank
 - Place a bank at a suitable location where workers will be the main customers and where residents can use and for use as a vault for the district office.
 - Design it so there is easy access to cash delivery vehicles and loading and unloading operations.
 - The bank shall have a separate entrance for ATMs at night.
- Rooftop Gardens
 - Rooftop gardens shall be open to residents.
 - Design the rooftop gardens in consideration of the access paths from the cafeteria, as a place for relaxation.

5.3 District Council Area

1) Council Meeting Facilities

- Comply with SEOUL'S DONGJAK-GU MUNICIPAL ORDINANCE ON THE MANAGEMENT OF PROPERTIES IN POSSESSION AND COMMODITY, Article 44, Attachment 1.
- Council Meeting Facilities shall be designed to allocate spaces based on the public nature of the district political services. Facility area may be determined by use, depending on the required facility areas and the current status of the

existing district council. Ensure the facilities are the best through cooperation with the organizer (the division) during the task implementation period.

- Incorporate the meeting facilities into the Mixed-Use Complex with a separate entrance from separate access paths from the complex.
- Assembly Room
 - Design as a meeting room with 17 seats for council members. As this symbolizes a municipal government, carefully choose its location, size and internal layout, in terms of their symbolic images, and ensure comfortable conditions and meeting efficiency for this room.
 - During times when no general meetings are held, this room shall be basically open to residents. Set up a passageway for visitors who will be able to look around inside.
 - Install a chair at the front center and, in front of it, a podium and a stenographer's seat. Save spaces both to the left and right of the chair, as workers at the council secretariat will assist the chairperson in those spaces. Set up a separate access path to the entrance of the Assembly Room exclusively for the chairperson.
 - Place 16 council member seats at fixed positions, and make aisles large enough to avoid inconvenience. Consider possible increases in the number of seats to accommodate additional members.
 - The seat for the executive board, whose members will answer any inquiries, shall be located next to the chair. Place a preparation room for the executive board at a close location.
 - Install seats for the audience at fixed positions at the back of the room to give uninterrupted views for the audience. Seats for people in wheelchairs or others with disabilities shall be installed.
 - The lobby of the Assembly Room shall be designed to have spaces where participants can relax when the assembly is adjourned.
- Council Operation Committee Office & Administration, Finance Committee Office, Welfare Construction Committee Office
 - Arrange the chair and other council member seats in a ⊞ shape, with the seats for the executive board to answer inquiries and the audience seats installed across from the chair.
 - Set up a separate small meeting room where members from different

committees can meet and where executive board members and the assembly secretariat workers can prepare answers while waiting.

2) District Office Work Space

- Chairperson's Office
 - Set up space for office work and small-group executive meetings presided over by the Chairperson. Install audio-visual equipment for meetings, a private bathroom for the Chairperson and a place to relax in the office.
 - Set up a reception space and a secretary's office.
- Vice Chairperson's Office
 - Set up an office work space, a reception space and a secretary's office.
- Offices for the chairpersons of the three committees shall be designed as work spaces for the respective chairpersons and vice chairpersons.
- Council Members' Offices (Council Research Center)
 - To enhance the conveniences for council members to research data and prepare for council activities, set up 12 working cubicles where they can prepare for and wrap up meetings with a personal computer.
- Council Secretariat
 - Administrative Director's Office shall have a working space, reception space, meeting room and a secretary's office.
 - The Secretariat Office shall be designed to have three different working spaces: one each for a council activity team, a decision-making team, and an information team. Set up a space for quick meetings between a worker or visitors and the person in charge, close to the entrance, so that the worker does not need to go to the desk of the person in charge. Install a small library.

3) Annex to Council

- Resource Room
 - This room is for storage of documents and books necessary for council activities of council members, with a reading space installed.
- Waiting Room
 - This room is where council members and reporters wait, and shall be located close to the Committee Office.

5.4 Other Facilities

1) Neighborhood Living Facilities (non-urban planning facilities)

- The location of non-urban planning facilities (neighborhood living facilities) in Sangdo district-unit planning zone is allowed to be changed within the zone.
- A total of 93 commercial stores shall be built, each with an area of 24.75m².
- Neighborhood living facilities are interconnected with the public administration building (office work space) in terms of function but shall have a separate access path for the workers from the path for residents, considering the security of the public organization.
- If applicable, arrange neighborhood living facilities along a street in the interest of stimulating commercial development along streets
- As these facilities are to be used by many people, they shall be designed to brace for unexpected incidents and ensure smooth and safe evacuation in emergency.
- Consider possible administration demand or the possibility that some facilities remain vacant, and plan to allow effective response to such changes with multi-purpose spaces.

2) Daycare Center

- Comply with the standards for installation of daycare centers specified in the Article 9 of the ENFORCEMENT RULE OF THE INFANT CARE ACT.(영유아보육법 시행규칙)
- Build a daycare center with a capacity of 150 children available to workers in the district and residents.
- Design the ground floor and other floors while making sure that no facilities hazardous to infants and children are located nearby.
- To enable children to participate in activities freely, design the center to have interconnected indoor and outdoor spaces and separate entrances from other complex buildings.

3) Dongjak-gu Facility Maintenance Corporation

- Arrange eight teams appropriately at adjustable office spaces (Management Support Team, Planning & Finance Team, Customer Service Safety Team, Park Business Team, Sports Business Team, Library Operation Team, Public Business Team, and Management Innovation Team).

5.5 Community Health Center

- Design the facility area set forth in the amendment to the Support Standards for Sharing Office Building Construction.
- Consider the nature (public health, administration and civil affairs) of a community health center in designing it.
- Contagious disease-related facility areas shall be designed with separate access paths while connected with other areas in the center.
- Make the best possible use of the area, minimizing any unnecessary space.

5.6 Culture & Art Facility

- Set up an office work space at Dongjak Culture Center (to be built) in accordance with the PROMOTION OF LOCAL CULTURAL INSTITUTES ACT.(지방문화원진흥법)
- The center shall be designed in harmony with the surroundings and the Comprehensive Public Administration Town (exterior design, etc.) that will be built.
- The center shall be designed in connection with the Comprehensive Public Administration Town, in terms of access paths and other elements for comprehensive maintenance.
- Find out if any areas can be shared with other facilities to make the best use of the area.
- By analyzing the suitability, area and programs of the spaces currently in use, set up the best usage environment, and choose suitable interior and exterior materials to create a comfortable environment.

6. Preliminary Estimation of Construction Cost

- An estimated construction budget for this competition is KRW 93.632 billion (including overhead expenses and VAT).
- The participants (individuals or teams) shall produce a design that can be realized within the budget. To this end, a summarized written construction cost breakdown shall be attached to the design description.
- If the winner's entry exceeds the estimated construction cost, he/she is obliged to modify the design upon agreement with the organizer (the division). If he/she fails to do so, it is assumed that the designer(s) do not intend to enter/win the competition.

III. Miscellaneous

[Form 1]

Competition Entry					
※ PIN					
Team Leader	Name of Team Leader		Name of Company	(if necessary)	
	Date of Birth		Tel.		
	E-mail				
	Mailing Address				
Participants	1	Name / Company	/	Tel.	
				E-mail	
	2	Name / Company	/	Tel.	
				E-mail	
	3	Name / Company	/	Tel.	
				E-mail	
	4	Name / Company	/	Tel.	
				E-mail	
<p>I hereby pledge to comply with the competition announcement and guidelines and wish to enter the Dongjak-gu Mixed-use Public Administration Complex Design Competition hosted by Dongjak-gu Office.</p> <p style="text-align: right; margin-right: 100px;">2018</p> <p style="text-align: center;">Applicant: _____ (Signature) (team leader)</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">To the Mayor of Dongjak-gu</p>					

----- Cut -----

Receipt of Registration				
Dongjak-gu Mixed-use Public Administration Complex Design Competition				
※ Registration No. (PIN)				Recipient
Name of Team Leader		Name of Company	(if necessary)	
Registration No.		Tel.		
Ordering Organization	Administrative Town Construction Division, Dongjak-gu Office			

Team Leader Designation

Competition Title:

Appointed Leader:

① Affiliation:

② Name: _____ (Date of Birth: _____)

We hereby appoint the person above as our team leader by common consent and delegate all authority to this person in relation to the competition above hosted by Dongjak-gu Office, Seoul Metropolitan City.

_____, 2018

Joint leader: _____ (signature)

To the Mayor of Dongjak-gu

※ This form shall be submitted if there your participant team has joint leaders. All joint leaders shall fill out this form and submit it individually.

Joint Application Agreement

Article 1. (Purpose) This agreement is prescribed for () and () jointly to agree on the matters that the related company/individual shall follow to enter and fulfill the duties related to the Dongjak-gu Mixed-use Public Administration Complex Design Competition hosted by Dongjak-gu Office.

Article 2. The name and address of the representative company for joint application (“representative company”) are as follows:

1. Company Name:
2. Address:
3. Name of Representative:

Article 3 (Joint Applicants) The joint applicants, excluding the representative (company) above, are as follows:

1. Company Name:
(Address: Representative:)
2. Company Name:
(Address: Representative:)

Article 4 (Rights of the Representative Company) The representative company holds the right to submit and receive documents and express willingness to obtain or waive the right toward the organizer or a 3rd party, on behalf of the joint applicants mentioned hereon.

Article 5 (Terms of Effect) This agreement takes effect with the signatures of both parties and is terminated upon execution of the competition. For the winner of the competition, however, completion of the basic and working design will terminate this agreement.

Article 6 (Duty) The Joint Applicants promise to utilize all knowledge and techniques diligently and in good faith to fulfill the purpose defined in Article 1.

Article 7 (Responsibilities between Members) If an applicant causes any damages to a third party or the other applicants in relation to fulfillment of their tasks, that applicant shall compensate for the damage as agreed upon

between the relevant applicants.

Article 8 (Limitations on Transfer of Rights and Duties) Applicants shall not transfer any right or duty imposed upon by this agreement to a third party.

Article 9 ① If the representative company withdraws from the joint application, or the withdrawal constitutes disqualification of the other applicants, the entry cannot be submitted.

② If any applicant withdraws from the joint application, a written notification shall be made and reported immediately. The withdrawing applicant (company) cannot be substituted with another person (company).

Article 10 (Written Agreement and Retention) A Joint Application Agreement is hereby entered into, and () copies of this agreement are signed as proof. Each applicant shall retain a signed copy.

. , 2018

Representative Company

Company Name: (Tel.)
Address:
Representative: (signature)

Joint Applicant

Company Name: (Tel.)
Address:
Representative: (signature)

To the Mayor of Dongjak-gu

Pledge

In relation to my (our) application to enter the Dongjak-gu Mixed-use Public Administration Complex Design Competition, hosted by Dongjak-gu Office, I (my team) pledge(s) to comply faithfully with the competition regulations and guidelines, prepare and submit the documents and the relevant proofs in good faith. If the submissions are found to be prepared in an unjustifiable way or falsified, I accept any related penalties.

. , 2018

Leader: (Signature)

To the Mayor of Dongjak-gu

Power of Attorney

Team Leader	Name		Date of Birth	
	Address			
	Company Name		Tel.	
Proxy	Name		Date of Birth	
	Address			
	Company Name		Tel.	

The person above is appointed with power of attorney for the team leader and will be delegated all the rights relevant to the entry submitted to the Dongjak-gu Mixed-use Public Administration Complex Design Competition, hosted by Dongjak-gu Office.

. , 2018

Proxy: (signature)
 Representative Applicant: (signature)

To the Mayor of Dongjak-gu

- ※ Documents to submit: 1 copy of ID card (front and back)
- ※ The name stamp used for this power of attorney shall be the seal used by the team leader.
- ※ All consequences arising from registration by the proxy are the responsibility of the team leader and the related participants.

[Form 6] ← Delete before printing out

Paper Size: A3

Dongjak-gu Mixed-use Pub Design D

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