

Qiantang Bay

Future
Headquarters
Base

钱塘 湾

未来总部基地 城市设计国际竞赛

International Competition for
Urban Design of Hangzhou

Qiantang Bay

Future Headquarters Base

工作规则

WORK RULES

主办方：杭州市萧山钱江世纪城市管理委员会

Organizer: Qianjiang Century City Administrative Committee of Hangzhou Xiaoshan

组织策划：深圳市有方空间文化发展有限公司

Co-organizer: Shenzhen Position Spatial Culture Development Co., Ltd.

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一、组织机构

I Organizations

主办方:

杭州市萧山钱江世纪城管理委员会

Organizer:

Qianjiang Century City Administrative Committee of Hangzhou Xiaoshan

组织策划:

深圳市有方空间文化发展有限公司

Co-organizer:

Shenzhen Position Spatial Culture Development Co., Ltd.

项目主页:

<http://qiantangbay.archiposition.com/>

Project Homepage:

<http://qiantangbay.archiposition.com/>

发布渠道:

中国招标投标公共服务平台 <http://cebpubservice.cn/>

中国城市规划网 <http://www.planning.org.cn/>

有方网 <http://www.archiposition.com/>

Bustler <https://bustler.net/>

“钱江世纪城”官方微信公众号

“有方空间”微信公众号

Release Channels:

China Tendering and Bidding Public Service Platform

<http://cebpubservice.cn/>

Urban Planning Society of China Website

<http://www.planning.org.cn/>

POSITION <http://www.archiposition.com/>

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二、项目背景

杭州钱塘湾未来总部基地位于杭州市钱江世纪城核心区块，北邻2022年第19届亚运会亚运村，南靠杭州国际博览中心（2016年G20峰会主会场）。未来，基地将集聚国内外龙头企业、国际组织机构总部、未来产业领域“独角兽”企业总部等，并通过地下深度、地上高度、产出密度、开发强度的全方位构建，打造全球总部创新地和湾区活力未来城。

钱塘湾未来总部基地，将助力杭州作为长三角的中心性城市之一，对外积极承接上海，对内辐射带动杭州都市圈，助推长三角高质量一体化发展，提升杭州新一线城市的城市能级和核心竞争力。

为充分论证钱塘湾未来总部基地在杭州进入拥江发展战略背景下的产业策划方向、总体发展规模、建设总量、城市功能、城市空间形态塑造等，特举办此次城市设计国际竞赛。本次城市设计成果将择优充分吸纳入钱塘湾未来总部基地的控规调整。

此次竞赛面向全球设计团队开放，希望设计团队在理解长三角世界级城镇群的定位，理解杭州得天独厚的城市地理景观、人文山水，理解总部经济的基础上，提出钱塘湾未来总部基地的分工与产业定位，将多种层级、功能的总部纳入考虑范畴，发挥杭州的产业优势，打造职住融合的综合片区。

II Project Background

The Hangzhou Qiantang Bay Future Headquarters Base (QBFHB) is located in the core block of Qianjiang Century City in Hangzhou, adjacent to Asian Games Village of the 19th Asian Games in 2022 in the north and Hangzhou International Expo Center (main venue of G20 summit 2016) in the south. In the future, the base will gather leading enterprises, headquarters of international organizations, and headquarters of "unicorn" enterprises both in China and around the world. Through the planning of underground, above-ground, output density and development intensity, it will create an innovative place for the global headquarters and a dynamic future-oriented urban area.

QBFHB will support Hangzhou as one of the central cities in the Yangtze River Delta. It will perform as a landmark, enhance competitiveness and energy of Hangzhou as a new first-tier city and promote the high quality and integrated development of the Yangtze River Delta.

In order to fully demonstrate the industrial planning direction, overall development and construction plan, urban function and urban spatial form of QBFHB under the background of Hangzhou's development strategy to "Develop alongside Qiantang River", this international urban design competition is hereby held. The results of this urban design will be fully incorporated into the regulatory adjustment of QBFHB in the future.

The competition is open to design teams globally. Design team shall fully study and understand the location of the world-class urban agglomerations of Yangtze River Delta, and Hangzhou's unique geographical and cultural landscape, as well as headquarters economy. In this context, design team is expected to put forward industry positioning of QBFHB, taking into account a variety of enterprise types, giving full play to the advantages of industry in Hangzhou, creating comprehensive live-work area.

三、设计内容

本次国际竞赛要求在钱塘湾未来总部基地概念规划框架的基础上，进行钱塘湾未来总部基地总体概念性城市设计及核心启动区精细化城市设计。**项目总体规划应注重人性需求、经济规律、时代趋势及未来弹性。**

本次设计和研究范围包括三个范畴：

1. 精细化城市设计范围（启动区）：

约24.3公顷，设计范围为飞虹路、宁一路、民祥路、宁二路合围而成的地铁丰北站上盖综合开发区域。

2. 概念城市设计范围（钱塘湾未来总部基地）：

约179.8公顷，南邻民祥路，北邻丰北路，西邻钱塘江大堤，东临钱江世纪城环城绿廊（慢行系统）规划的沿杭甬铁路景观带。

3. 研究范围：

包含钱塘湾未来总部基地及其未来拓展区，以及两个区块之间的杭甬高速环城绿廊，并考虑与周边已建成区域及更大的城市片区的关系。

III Work Scope

The work scope covers the overall conceptual urban design of Qiantang Bay Future Headquarters Base and detailed urban design of the core start-up area, on the basis of the conceptual planning structure of the Future Headquarters Base. **The overall planning of the project should pay attention to human-centered demands, the law of economy, the trend of new age and the future elasticity.**

The area of urban design and research includes the following three categories:

1. Area for Advanced Urban Design (Start-up Area):

The design area is about 24.3 hectares, covering the development area of Fengbei Metro Station which is enclosed by Feihong Road, Ningyi Road, Minxiang Road and Ning'er Road.

2. Area for Conceptual Urban Design (Area of QBFHB):

The design area is about 179.8 hectares. It is adjacent to Minxiang Road in the south, Fengbei Road in the north, Qiantang River embankment in the west and Ring Road in the east.

3. Research Area:

It contains the design area of (QBFHB) and its "Extension Area", as well as the green corridor in-between. The area for research can be further defined according to various interests of research.

四、工作依据

IV Work Basis

《钱塘湾未来总部基地城市设计国际竞赛——工作规则》；

International Competition for Urban Design of Qiantang Bay Future Headquarters Base – Work Rules;

《钱塘湾未来总部基地城市设计国际竞赛——技术任务书》；

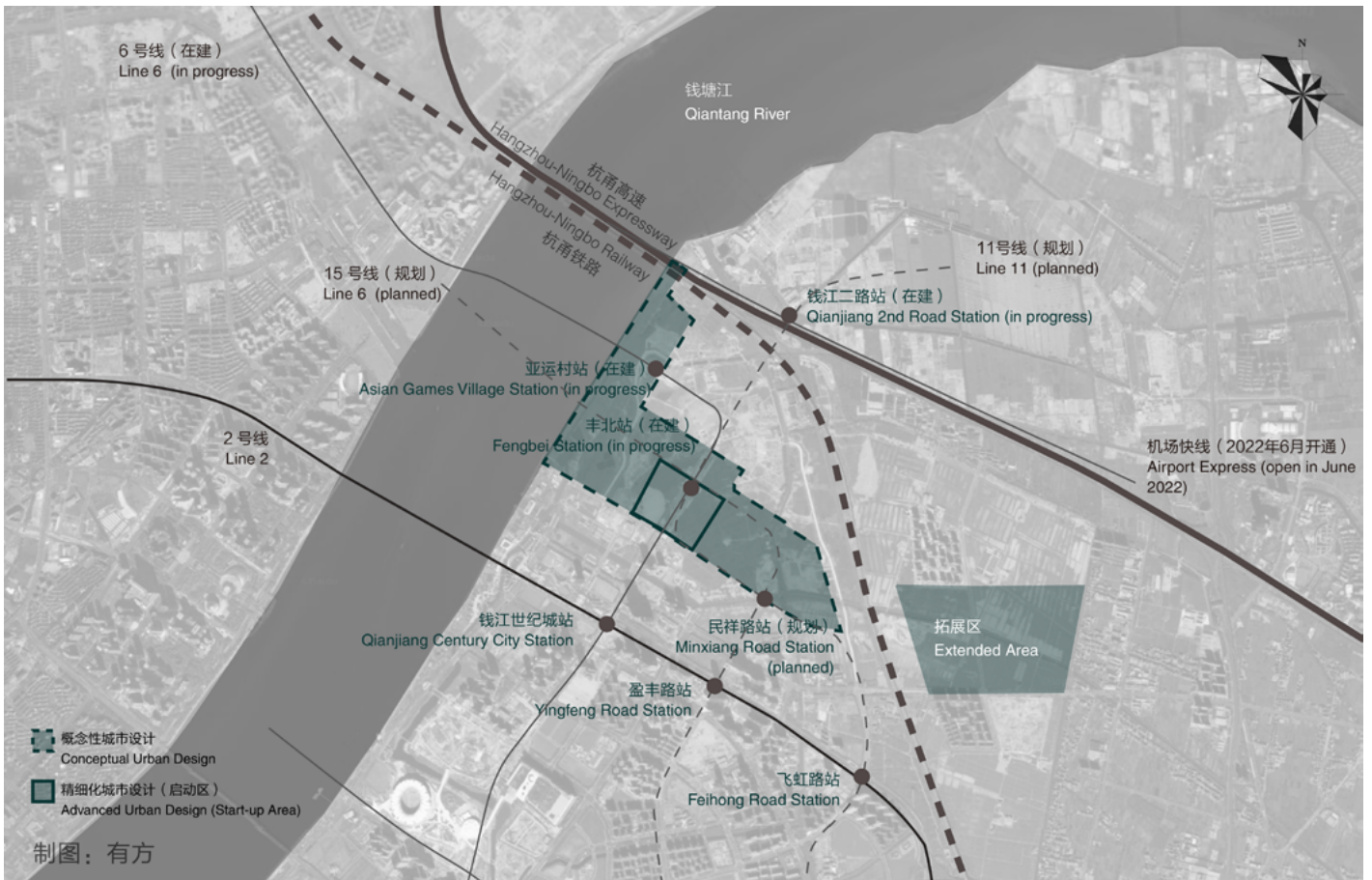
International Competition for Urban Design of Qiantang Bay Future Headquarters Base – Design Brief;

主办方提供的有关规划与基础材料；

Relevant planning and basic materials provided by the organizer;

中华人民共和国和浙江省、杭州市现行的有关法律法规、规章和规范性文件的规定。

Relevant laws and regulations, rules and normative documents in force of the People's Republic of China, Zhejiang Province and Hangzhou City.



设计范围 Site Areas

五、报名要求

本次竞赛采用公开报名的方式，在全球范围内公开征集设计机构参与竞赛，设计机构根据工作规则及技术任务书要求，提交相应的资格预审报名材料（详见八、资格预审文件的组成）。

1. 资质要求

本次国际竞赛不设资质要求，国内外注册的合法独立法人企业或机构均可报名参加。不接受个人及个人组合的报名。法定代表人为同一个人的两个及两个以上法人，母公司、全资子公司及其控股公司，不得同时报名参赛。

2. 允许联合体报名，不限联合体成员数量

鼓励设计团队跨界联合，融合城市设计、建筑设计、景观设计、产业与功能策划等不同经验的团队。联合体报名需提交《联合体协议》，明确牵头方；联合体各方不得再单独以自己名义，或者与另外的设计机构组成联合体参加本次竞赛。

3. 考虑到新冠疫情对国际航班等的影响，境外设计机构（在中国境内无分支机构）必须与境内设计机构，组成联合体参加本次国际竞赛。

4. 团队要求

参与本次国际竞赛的设计人员应为其所属设计机构的在册人员，主创设计师须由主持过多个同类型项目的设计师，或在相关领域获得国际国内重要建筑奖项的知名建筑师担任，且必须真正负责本项目，参与本次国际竞赛全过程，包括但不限于项目宣讲会、踏勘、中期汇报、成果汇报及评审答疑等重要节点（含视频会议）。如在本次国际竞赛

V Application Requirements

The competition is open to the public and design institutions worldwide are invited to participate. Design institutions shall submit application materials according to the requirements of Work Rules and Design Brief (see details in VIII. Composition of Pre-qualification Document).

1. Qualification Requirements

This Open Call is open to all international and local design firms or consortiums. Registration in name of individual or group of individuals is not accepted. Two or more entities whose legal representatives are the same person, may not register for the competition at the same time. Parent companies, wholly-owned subsidiaries and their holding companies may not register for the competition at the same time.

2. Consortium is allowed, no limitation on the number of consortium members

Design teams are encouraged to integrate different experience in urban design, architectural design, landscape design and industrial planning. Consortium Agreement shall be submitted for consortium application, and the leading party shall be identified; The parties in consortium shall not participate in the competition in their own name or in another consortium.

3. Considering the impact of Coronavirus (COVID-19) pandemic on international flights, overseas design firms (which have no branches in China) must form a consortium with domestic design firms to participate in this international competition.

4. Team Requirements

The designers involved in this competition should be the staff on the payroll of the corresponding design firm. The chief designer must have the experiences of directing multiple similar design projects, or have won important awards in relevant fields. The chief designer must directly participate in the whole process of this competition in person, including but not limited to project briefing session, site visit, interim report, final presentation and answering review questions (including video conference). In the course

过程中，发现主创设计师与报名材料所提交人员不符，主办方有权取消其参赛资格。为保证设计人员对本次国际竞赛背景和相关要求有准确理解，规划设计人员中应至少有一名以汉语为母语。

5. 经验要求

具有以下项目经验的设计机构（联合体）将被优先考虑：

- a. 具有总部基地城市设计的综合研究能力与实践经验；
- b. 具有城市重点片区的城市设计经验；
- c. 具有城市滨水区的城市设计经验。

of this international competition, the organizer reserves the right to disqualify the design team if chief designer(s) is found to be inconsistent with the person submitted in the application materials. At least one member on the team shall be a native speaker of Chinese to ensure accurate understanding of background and relevant requirements of the competition.

5. Experience Requirements

The design firms (consortium) with the following experiences on the similar projects would be given prioritized consideration:

- a. Comprehensive research capability and practical experiences of urban design of headquarters base;
- b. Urban design experience of urban downtown or central areas;
- c. Urban design experience of urban riverfront districts.

六、竞赛规则

本次国际竞赛分为两个阶段，第一阶段为资格预审及概念提案，第二阶段为城市设计方案竞赛。

6.1 第一阶段：资格预审及概念提案

6.1.1 资格预审阶段工作环节

- 1) 设计机构按要求提交报名材料。
- 2) 主办方组建资格预审委员会，对报名机构的公司履历、行业声誉、主创及团队的业绩和经验、概念提案等进行综合评审，评选出5家无排序的入围设计机构进入第二阶段（城市设计方案竞赛）。同时，评选出2家备选设计机构（须排序），如有入围设计机构退出，则由备选设计机构依序替补。
- 3) 5家入围设计机构应按时提交《参赛确认函》。如入围设计机构在提交《参赛确认函》截止时间前退出，则由备选设计机构依序替补。若已递交《参赛确认函》的设计机构因不可抗力因素中途退出或最终放弃参与，主办方有权在今后拒绝该机构参加主办方的其他项目，同时主办方将另行决议是否中途增加替补设计机构。

6.1.2 资格预审及概念提案原则/细则

- 1) 主办方依法组建资格预审委员会。资格预审委员会成员由熟悉全球行业动态的7名专家组成，专家专业背景为城市规划、城市设计、建筑设计、景观设计、产业策划等。

VI Competition Rules

The competition is divided into two phases. First phase is Pre-qualification and Concept Proposal, and second phase is Urban Design Scheme Competition.

6.1 Phase 1: Pre-qualification and Concept Proposal

6.1.1 Pre-qualification Phase Procedures

- 1) Design firms submit application materials as requested.
- 2) The organizer shall set up Pre-qualification Review Committee, to perform a comprehensive review on aspects of company experience, reputation, chief designer and the team's experience and achievements, concept proposal, etc. Five shortlisted teams will be selected for next stage. Two alternatives (with ranking) should be determined. In case any of the five teams quit, the alternative design firm will substitute in ranking order.
- 3) The 5 shortlisted design firms should submit the Confirmation Letter on time. If the shortlisted design firm withdraws from the competition before the deadline for submission of Confirmation Letter, the alternative design firm will be substituted in ranking order. If a design firm that has submitted the Confirmation Letter quits or finally gives up the participation not because of force majeure, the organizer has the right to refuse the firm to participate in other projects of the organizer in the future, and the organizer will decide whether to add a replacement design firm during the process.

6.1.2 Qualification Review Principles/Rules

- 1) The organizer shall set up Pre-qualification Review Committee, consisting of 7 experts with specialized background of city planning, urban design, architectural design, landscape design and industry planning.

2) **资格预审原则:** 资格预审委员会对设计机构提交的报名材料中的概念提案、相关项目业绩、奖项及团队构成等情况进行综合评判。

3) **资格预审办法:** 采用记名投票、逐轮票决的方式, 评选出5家入围设计机构及2家有排序的备选设计机构。

评审工作由评审组长主持, 评审组长在评审现场, 通过评委推举产生。评审组长在评审中与其他成员具有同等表决权。具体评审细则由资格预审委员会确定。

6.2 第二阶段: 城市设计方案竞赛

6.2.1 城市设计方案竞赛阶段工作环节

1) 组织策划单位将向递交《参赛确认函》的入围设计机构发送详细设计基础资料及设计任务书。主办方组织统一现场踏勘、项目宣讲会, 入围设计机构需派主创设计师及主要团队成员(共不低于3人)参加。

2) 主办方将组织入围设计机构进行一次中期汇报, 目的对设计方向进行把控, 并解答疑问。

3) 入围设计机构按相关规定及设计任务书要求提交设计成果文件。每个设计团队(联合体)仅可提交一个方案。

4) 方案评审委员会对5家设计机构提交的城市设计成果进行评审, 评选出一、二、三等奖各1名及入围奖2名, 并对每个方案出具书面评审意见, 提交给主办方。主办方在充分尊重专家评审意见的基础上, 复核确定一等奖得主。

2) **Qualification Review Principles:** Pre-qualification Review Committee will carry out comprehensive evaluation on the concept proposal, relevant project performance, awards and team composition in the application materials submitted by the design firm.

3) **Qualification Review Methods:** Five shortlisted design firms and two ranked alternative design firms will be selected by open ballot and round by round voting.

The review work shall be presided over by the Principal, who is elected by the juries at the review meeting. The Principal has the same voting rights as other members during the review. The detailed rules of evaluation shall be determined by the Pre-qualification Review Committee.

6.2 Phase 2: Urban Design Scheme Competition

6.2.1 Urban Design Scheme Competition Procedures

1) The co-organizer will send out design information package to shortlisted teams who have submitted Confirmation Letter. Site visit and Q&A will be organized for the shortlisted design firms. Chief designers and major members (no less than 3 persons in total) of each shortlisted team/consortium shall attend.

2) The organizer will hold an interim report meeting, to hear design presentations from shortlisted teams and answer questions.

3) The shortlisted design firms shall submit deliverables according to relevant requirements of the Design Brief. Each design team (consortium) may submit only one final scheme.

4) The Scheme Review Committee will evaluate the deliverables submitted by the five design teams, and determine the first, second and third prize and two finalists, and issue a written review comments on each scheme and submit it to the organizer. The organizer will confirm the First Prize winner with consideration with full respect for the juries' opinions.

6.2.2 城市设计方案评审原则/细则

1) 主办方依法组建方案评审委员会，成员由7名境内外知名设计专家组成，专业背景为城市规划、城市设计、建筑设计、景观设计、产业策划等方面。

2) 评审工作由评审组长主持，评审组长通过评委推举产生。评审组长在评审过程中与其他成员具有同等表决权。具体评审细则由方案评审委员会确定。

3) 评审采用“明标”的方式进行，评审中，设计机构主创设计师需汇报方案并回答评委的提问（具体方式及细节届时统一通知）。评审过程中发现的问题和产生的纠纷，由评委会讨论裁决。

4) **评审办法：**采用逐轮淘汰的记名投票法，专家经过充分讨论后进行独立投票，最终选出一等奖 1 名、二等奖 1 名、三等奖 1 名、入围奖 2 名，并对每个方案提出书面评审意见。

6.3 评审结果及后续工作

主办方将专家推荐的评审结果及评审意见报行政主管部门确定，最终竞赛结果公示后，获得一等奖的设计机构（联合体）将作为“钱塘湾未来总部基地城市设计”的技术咨询和顾问单位，负责深化城市设计概念方案，进行成果整合工作。该设计机构（联合体）需派出项目负责人或主创设计师和主要设计人员，现场参加主办方后续组织的3次技术成果整合协调工作坊。

原则上由获得一等奖的设计机构完成方案深化整合工作，如一等奖机构放弃深化整合工作，则主办方另行委托设计机构进行方案整合，并另行签订深化整合工作服务合同。设计深化整合工作费用为人民币2,500,000元（含税），包含在一等奖奖金中，若一等奖得主放弃深化整合工作，这部分费用将从奖金中剥离，由主办方支付给其他获得方案整合资格的单位。

6.2.2 Urban Design Scheme Review Principles/Rules

1) The organizer shall set up Scheme Review Committee, consisting of 7 experts from worldwide with specialized background of city planning, urban design, architectural design, landscape design and industry planning.

2) The review work shall be presided over by the Principal, who is elected by the juries at the review meeting. The Principal has the same voting rights as other members during the review. The detailed rules of evaluation shall be determined by the Scheme Review Committee.

3) The evaluation shall be carried out by "**presentation and open review**". During the evaluation, the chief designer shall give presentation and answer questions from juries (details shall be notified later). Problems and disputes arising from the process of evaluation shall be discussed and decided by the Scheme Review Committee together.

4) **Scheme Review Methods:** Elimination by rounds with open ballot voting, juries vote with independent will after full discussion, and finally determine 1 team of First Prize, 1 team of Second Prize, 1 team of Third Prize and 2 finalists, and issue written review comments for each scheme.

6.3 Review Results and Follow-up Work

Organizers will report the review results and comments submitted by Scheme Review Committee to the competent administrative department for final confirmation. After announcing the review results, First Prize winner (consortium) will serve as a consultant for "Qiantang Bay Future Headquarters Base Urban Design", and will be responsible for optimizing the urban design scheme and integration work after competition. The winner (consortium) shall send the project leader or chief designer and main designers to participate in three subsequent technical coordination workshops organized by the organizer.

In principle, the First Prize winner will take on the follow-up consultant and integration work. If the First Prize winner gives up integration work, the organizer will entrust another design firm to complete the work. Follow-up work fee of RMB 2500000 (including taxes) is included in the bonus, if the First Prize winner refuses to take on the work, this part of fee will be deducted from the bonus. The organizer will then pay to the contracted firm for integration work.

七、日程安排

VII Schedule

阶段	工作节点	时间节点	备注
资格预审及概念提案阶段	发布正式公告	2月8日	发布《工作规则》及附件、《技术任务书》及相关设计基础资料
	设计团队提问截止	2月22日	设计团队提问文件需发送 doc 格式文件至本项目邮箱 (research@archiposition.com)
	主办方答疑截止	2月26日	主办方将在截止日期前在项目主页 (http://qiantangbay.archiposition.com/) 统一发布答疑内容, 设计团队自行查看。
	资格预申报名 电子邮件报名截止时间	4月6日 17:00	
	资格预申报名 纸质文件提交截止时间	4月8日 17:00	正式报名以纸质文件为准。
	资格预审会 发布资格预审结果	4月12日 (暂定)	
	入围单位提交《参赛确认函》	4月15日 (暂定)	接受电子签章。截止日期前提交盖章扫描件至邮箱, 后续将纸质原件邮寄至主办方指定地点。
城市设计方案竞赛阶段	发布第二阶段竞赛文件	4月16日 (暂定)	
	场地踏勘及项目宣讲会	4月23日 (暂定)	组织形式将根据疫情情况适时调整, 以主办方后续通知为准。
	中期汇报	5月31日 (暂定)	暂定为设计团队主创人员通过视频会议形式汇报。中期汇报会由主办方代表、相关省市发改、规划等技术主管部门参与。
	方案设计成果 提交截止时间	7月15日 15:00 (暂定)	
	方案评审会	7月16日 (暂定)	

注: 以上时间以北京时间为准, 主办方保留调整日程安排的权利。

Phase	Matter	Date & Time	Notes
Phase 1: Pre-qualification and Concept Proposal	Open Call	February 8	Release Work Rules, Design Brief and Attachments
	Query Deadline	February 22	Design firms send questions in DOC format to project email address at research@archiposition.com
	Organizer Answer Deadline	February 26	The organizer will publish Q&A collectively on the project homepage (http://qiantangbay.archiposition.com/) before the deadline, design teams shall check on the website.
	Pre-qualification Application Email Application Deadline	April 6, 17:00	
	Pre-qualification Application Paper Documents Submission Deadline	April 8, 17:00	Formal application is subject to paper documents.
	Pre-qualification Review and Results Announcing	April 12 (tentative)	
	Shortlisted teams submit Confirmation Letter	April 15 (tentative)	Electronic signatures are accepted. Submit stamped scanned copy to email before the deadline, and then mail the original paper copy to designated address.
Phase 2: Urban Design Scheme Competition	Phase 2 Competition Document Release	April 16 (tentative)	
	Site Visit and Project Briefing Session	April 23 (tentative)	The organization will be adjusted according to the epidemic situation and subject to the follow-up notice.
	Interim Report Meeting	May 31 (tentative)	Tentative plan: Representatives of the organizers, technical departments in charge of development and reform, planning, will attend Interim Report Meeting and hear presentation by chief designer of each team through video conference.
	Final Deliverables Submission Deadline	July 15, 15:00 (tentative)	
	Scheme Review Meeting	July 16 (tentative)	

Note: The above schedule is Beijing time. The organizer reserves the right to adjust the schedule.

八、资格预审文件的组成

VIII Composition of Pre-qualification Document

资格预审文件由**报名文件和概念提案**两部分组成，须分别独立成册。

Pre-qualification document consists of two parts, the **Application Document** and **Concept Proposal**, which should be bound into two separate books.

8.1 报名文件

8.1 Application Document

报名文件为明标，内容需按以下顺序进行编辑，并制作目录：

The **Application Document**, marked with design team's name, should be edited in the following order, and table of contents should be included:

- 1. 竞赛报名函：**原件，加盖公章和签字，联合体报名的需加盖联合体所有成员公章和签字。
- 2. 联合体协议（如需）：**联合体报名的必须提供原件，并明确牵头单位，以及合同实施阶段中联合体各方的权益份额、工作内容和工作量。加盖联合体所有成员公章和签字。
- 3. 参赛设计机构基本情况：**参赛申请人（含联合体牵头单位和成员单位）简介、公司规模（总公司及相关竞赛分公司各专业人数等等信息），相关项目经验简述。联合体报名的，联合体各方均需单独填写。
- 4. 法定代表人身份证明文件：**原件，加盖公章。附法定代表人身份证明复印件，联合体各方需单独提供。
- 5. 法定代表人授权委托书（如有）：**原件，加盖公章和签字。附被委托人身份证明复印件，联合体各方单独根据实际情况提供。

- 1. Application Letter:** original copy, official stamp or signed, all members of consortium should apply their official stamps or sign.
- 2. Consortium Agreement (if necessary):** The original copy must be provided by the consortium applicant, and leading member must be specified, as well as the equity shares, work content and workload of each party of the consortium during the implementation stage. The seal and signature of all members in the consortium shall be affixed.
- 3. Basic Information of the Applicant:** Introduction of the applicant (including each member of the consortium), company size (the number of professionals in the head office and relevant branches), and brief description of relevant project experience. In case of consortium, each member shall fill in the form separately.
- 4. Certificate of Legal Representative:** Original copy, official stamp or signed, attached with personal ID certificate of Legal Representative (photocopy with official stamp); each member in consortium should provide separately.
- 5. Power of Attorney of Legal Representative (if applicable):** Original copy, official stamp or signed, attached with ID of authorized person (photocopy with official stamp); if apply as consortium, it can be provided by each member as needed.

6. **有效的营业执照（或商业登记证明）复印件：**加盖公章。联合体各方均需提供，加盖所对应的公司公章。

7. **企业相关资质证明文件复印件（如有）：**加盖公章。联合体各方均可提供，加盖所对应的公司公章。

8. **同类项目业绩：**提交2010年1月1日至公告截止之日（以合同签订时间为准）相关类型设计业绩。业绩应充分体现参赛单位的水平、能力、创意。参赛申请人需提供最契合本次竞赛项目类型的业绩，总数不超过3个（联合体参赛的共同提供3个），超过3项的只取前3项。

业绩材料：

- 1) 项目名称、规模（总建筑面积和用地面积）、甲方信息、设计时间、设计内容，以及包含以上信息及签订时间、签字页的设计合同关键页扫描；
- 2) 项目实施情况，建成照片或主要效果图（如项目在建）3—4张；
- 3) 上述业绩所获奖项（如有，奖项总数不超过3项，只取前3项）。

9. **项目负责人情况及业绩表：**参赛申请人须指定项目负责人1人（联合体参赛共同指派1人，提供超过1人的，只参考前1人），提供其担任过同类项目负责人的业绩，需提供最契合本次竞赛项目类型的业绩，总数不超过2个，数量超过2项的，只取前2项。**项目负责人在竞赛全过程及后续工作中统筹整个设计团队，并同时兼任主创设计师，负责主导设计工作。联合体的项目负责人必须由牵头方指派。**

业绩材料：

- 1) 项目名称、规模（总建筑面积和用地面积）、甲方信息、设计时间、设计内容；
- 2) 项目实施情况，建成照片或主要效果图（如项目在建）3—4张；
- 3) 个人所获行业、国家、国际奖项或荣誉，或类似业绩所获奖项（如有，总数不超过3项，只取前3项）。

6. **Valid Business License (or business registration certificate) Photocopy:** Apply with official stamp, each member of consortium should provide their own license photocopy with corresponding company stamp.

7. **Design Qualifications Photocopy (if applicable):** Apply with official stamp. Each member of consortium can provide separately and apply with corresponding company stamp.

8. **Similar Experience of the Applicant:** Provide similar project experience from January 1st 2010 to the date of the application deadline (subject to the date of contract signing). The projects should best reflect the applicant's professional abilities and creativity that fit the project type of this competition. The total number of projects should not exceed 3 (for consortium, 3 in total). If there are more than 3 items, only the first 3 items will be considered.

Proof Materials:

- 1) Project name, scale (total gross floor area and land area), client, design time, design content, and scanned copies of key pages of design contract that reflect the above information as well as contract signing date and signature page;
- 2) Project implementation status, 3 – 4 photos or major renderings (if under construction);
- 3) Awards won by the above projects (if applicable, no more than 3 items in total).

9. **Profile of Project Leader:** The applicant (include consortium) must designate ONLY 1 project leader (if the number of project leader exceeds 1, only the first 1 shall be considered), who once served as project leader on similar type of projects. Provide no more than 2 projects that are most similar with this competition type. If number of projects exceeds 2, only the first 2 shall be considered. **Project leader should coordinate the whole design team in the whole process of this competition and follow-up work, and at the same time serve as a chief designer to lead the design work. The project leader of consortium shall be appointed by the leading member.**

Proof Materials:

- 1) Project name, scale (total gross floor area and land area), client, design time, design content;
- 2) Project implementation status, 3 – 4 photos or major renderings (if under construction);
- 3) Awards or honors received by the individual, or the above projects (if applicable, provide photocopy of certificates, no more than 3 items in total).

10. 主创设计师情况及业绩表：参赛申请人须指定其他主创设计师不超过2人（联合体参赛共同指派2人，提供超过2名的，只参考前2名）。提供其担任过同类项目主创设计师的业绩，需提供最契合本次竞赛项目类型的业绩，每名主创设计师的业绩数量不超过2项，超过2项的，只取前2项。

每名主创设计师的业绩材料：

- 1) 项目名称、规模（总建筑面积和用地面积）、甲方信息、设计时间、设计内容；
- 2) 项目实施情况，建成照片或主要效果图（如项目在建）3—4张；
- 3) 个人所获行业、国家、国际奖项或荣誉，或类似业绩所获奖项（如有，总数不超过3项，只取前3项）。

11. 设计机构认为有帮助的其他资料。

12. 知识产权承诺书：原件，加盖公章和签字，联合体报名的需加盖联合体所有成员公章和签字。

13. 签字盖章页：加盖公章和签字，联合体报名的由牵头单位盖章及签字。

注：后续项目竞赛及实施过程中除因不可抗力外，不可更换项目负责人或主创设计师。如确需更换人员，需书面与主办方详细确认更换情况并取得主办方书面同意。如联合体参赛，需标明人员所属的联合体成员单位。

（现场递交文件）授权委托书：原件，加盖公章或签字，现场递交文件时由递交人携带，无需编制在报名文件中。

10. Profile of Chief Designers: The applicant (include consortium) can designate 2 other chief designers (if the number of project leader exceeds 2, only the first 2 shall be considered), who once served as chief designer on similar type of projects. For each chief designer, provide no more than 2 projects that are most similar with this competition type. If number of projects exceeds 2, only the first 2 shall be considered.

Proof Materials for Each Chief Designer:

- 1) Project name, scale (total gross floor area and land area), client, design time, design content;
- 2) Project implementation status, 3 – 4 photos or major renderings (if under construction);
- 3) Awards or honors received by the individual, or the above projects (if applicable, provide photocopy of certificates, no more than 3 items in total).

11. Other materials that applicants think valuable to provide.

12. Intellectual Property Commitment: Original copy, official stamp or signed, all members of consortium should apply their official stamps or sign.

13. Signature and Stamp Page: Official stamp and signed by legal representative, for consortium, the leading member shall stamp and sign.

Note: The project leader or the chief designers shall not be changed during this competition and follow-up work except for force majeure. If it is necessary to replace the personnel, design teams should confirm the replacement with the organizer in detail in writing and obtain the written consent of the organizer. In case of consortium, the member of the consortium to which the person belongs shall be indicated.

Letter of Attorney (for on-site submission): Original copy, with official seal or signature, the documents should be carried by the person when submitting on site. It does not need to be compiled in the Application Document.

8.2 概念提案

概念提案根据阶段项目设计任务书中定位、相关规划、设计内容等信息的解读，提出独特见解及构思。文字表达应规范、准确、含义清晰。

8.2.1 概念提案内容

概念提案为 A3 横版图图文排版设计文本，单面彩色打印不超过 15 页（不含封面封底）。内容包括但不限于以下（详见技术任务书）：

- 1) 对项目的愿景描述
- 2) 对项目的总体想法和总体空间结构
- 3) 对项目未来空间特色的描述或局部设计
- 4) 具有参考价值的案例及其与本项目关联内容的相关分析
- 5) 设计单位过去的设计项目中可以借鉴的内容与做法

8.2 Concept Proposal

The Concept Proposal puts forward unique insights and ideas according to the interpretation of positioning, related city planning, design content and other information in the Design Brief. The written expression should be standard, accurate and clear in meaning.

8.2.1 Content of Concept Proposal

The applicant should submit a pre-qualification concept proposal, which shall contain no more than 15 single-sided printing pages (excluded cover and title page), in A3 landscape layout. The contents include but are not limited to (see details in Design Brief):

- 1) A vision description of the project
- 2) The overall idea of the project and the overall spatial structure
- 3) A description or partial design of the future spatial character
- 4) Description of reference cases and correlation analysis
- 5) Cases that the design entities have designed, which has reference value for this competition

九、资格预审文件的编制

9.1 提交语言

报名文件内容如为非中文的需同时提供中文翻译，设计合同关键页及相关证明文件需翻译关键信息。若中英文表达出现不一致的情况，以中文为准。

概念提案设计成果文字必须采用中英双语，若中英文表达出现不一致的情况，以中文为准。

9.2 盖章要求

9.2.1 以联合体形式参赛的：

- 1) 资格预审文件中的“竞赛报名函”“联合体协议”“签字盖章”“知识产权承诺书”需联合体所有成员签字盖章。
- 2) 所提供的各类证明材料复印件，联合体各方应在各自的证明材料复印件上加盖公章。
- 3) 其余文件（包括概念提案文本）均可由联合体牵头单位盖章。

9.2.2 资格预审报名文件的正本需按照上述要求盖章，每页加盖公章或加盖骑缝章，**概念提案正本**的封面或扉页需加盖公章。

9.2.3 所有要求盖章处均接受鲜章、电子签章、电子签名。

IX Compilation of Pre-qualification Document

9.1 Language

If the contents of Application Document are not in Chinese, Chinese translation shall be provided at the same time. The key pages of the design contract and relevant supporting documents shall be translated with key information. In case of any discrepancy between the two versions, the Chinese version shall prevail.

The Concept Proposal shall be in both Chinese and English. In case of any discrepancy between the two, the Chinese version shall prevail.

9.2 Seal Requirements

9.2.1 Apply as Consortium:

- 1) The "Application Letter", "Consortium Agreement", and "Intellectual Property Commitment" in the pre-qualification document shall be signed and stamped by all members of the consortium.
- 2) Each member in the consortium shall affix its official seal on the photocopies of certification materials provided.
- 3) The remaining documents (including the concept proposal) could be stamped only by the consortium leading member.

9.2.2 The **original copy of Application Document** shall be sealed in accordance with the above requirement. Each page should be stamped with the official seal or seal of riding seam. The cover or title page of the **Concept Proposal original copy** shall be affixed with an official seal.

9.2.3 Fresh stamp, electronic stamp and signatures are accepted.

9.3 资格预审文件编制规格及数量

文件编制形式包括纸质文件和电子文件（电子邮件及U盘）。

9.3.1 纸质文件

所有纸质文件提供1套正本及7套副本，副本可为正本的彩色复印件。报名机构需确保副本与正本内容完全一致，如出现不一致时，以正本为准。

1) 报名文件：

A4规格（210mm×297mm），竖版，需列目录，自行编制封面封底及扉页。正本需按照上述要求盖章，每页加盖公章或加盖骑缝章。封面需标注“**钱塘湾未来总部基地城市设计国际竞赛资格预审报名文件**”及**参赛设计机构名称**。最后一页为签字盖章页（格式详见附件一）。页数不限，双面打印，简装，推荐胶装，软皮封面。

2) 概念提案：

A3规格（420mm×297mm），横版，不超过15页（不含封面封底及扉页），单面彩色打印，简装，正本的封面或扉页需加盖公章，封面需标注“**钱塘湾未来总部基地城市设计国际竞赛资格预审概念提案**”及**参赛设计机构名称**。

9.3.2 电子文件

1) 报名文件：提供可编辑doc格式文件及PDF格式文件，PDF文件中的盖章页面（竞赛报名函、签字盖章页、联合体协议、法定代表人授权书、知识产权承诺书等）需扫描；

2) 概念提案：提供PDF格式文件（无需盖章扫描）。

3) 资格预审文件精简版（仅电子文件）：内容包括公司简介及主创介绍（4张）、3个重点项目配图片（3张）、概念提案图（5张），整体页数不超过13张。16:9比例PPT格式，无需提交纸质版。

9.3 Specification and Quantity of Pre-qualification Document

Documentation forms include paper documents and electronic documents (E-mail and USB flash disk).

9.3.1 Paper Documents

All paper documents shall be provided with 1 set of originals and 7 sets of copies. The copies may be color copies of the original set. The applicant should ensure that the copies are exactly the same as the original copy. In case of any inconsistency, the original copy shall prevail.

1) Application Document

A4 specification (210mm×297mm), portrait layout, table of contents shall be included, self-customize front cover and title page. The cover shall be marked with "**Pre-qualification Application Document of International Competition for Urban Design of Qiantang Bay Future Headquarters Base**" and the **name of the applicant**. The last page is the Stamp and Signature page (see Annex I for the format). There's no limitation for number of pages, double-sided printing, recommending adhesive binding with soft cover.

2) Concept Proposal

A3 specification (420mm×297mm), horizontal layout, not exceeding 15 pages (excluding covers and back cover), single sided color printing, recommending adhesive binding with soft cover, simple packing, cover of original version or title page should be stamped with official seal. The cover shall be marked with "**Concept Proposal of International Competition for Urban Design of Qiantang Bay Future Headquarters Base**" and the **name of the applicant**.

9.3.2 Electronic Files

1) Application Document: Editable documents in DOC format and PDF format shall be provided. Seal pages in PDF (Application Letter, Consortium Agreement, Legal Representative's Certificate, Letter of Authorization of Legal Representative, Intellectual Property Commitment, Stamp and Signature Page, etc.) shall be scanned.

2) Concept Proposal: in PDF format (not scanned version).

3) Brief Presentation: no more than 13 slides of PPT format, including 4 slides of company and design teams introduction, 3 slides of 3 featured projects with pictures, 5 slides of Concept Proposal drawings. Slides shall be in 16:9, no paper version is needed.

以上所有内容需同时提供电子文件，以电子邮件及U盘形式提交，U盘一份。

9.3.3 封装要求

资格预审文件的报名文件、概念提案、电子文件（U盘）分别独立包装后，封装在一个大包装盒中。避免多层过度包装。最外包装需密封，密封袋或密封盒上需标注“钱塘湾未来总部基地城市设计国际竞赛报名文件”“设计机构名称”。

密封袋的封口处均应加盖参赛设计机构公章或电子签章（或张贴盖公章或电子签章的封条）。联合体参赛的，最外包装袋上需写明所有联合体成员单位名称，由联合体牵头单位在密封口处盖公章或电子签章（或张贴盖公章或电子签章的封条）。

9.4 递交方式

9.4.1 电子邮件报名：2021年4月6日17:00前

报名的设计机构应在北京时间2021年4月6日17:00前，以电子邮件形式向组织策划单位的邮箱发送电子版报名材料（电子邮件名请标注：钱塘湾未来总部基地城市设计国际竞赛报名文件-设计机构名称）。组织策划方将在4月6日20:00前邮件回复电子版材料接收情况。电子版报名材料须与纸质文件一致。

递交邮箱：research@archiposition.com

9.4.2 纸质文件提交：2021年4月8日17:00前

报名的设计机构应于北京时间2021年4月6日（周二）9:00至4月8日（周四）17:00前，将完整的纸质报名文件提交至主办方指定地点。

All the above contents should be provided with electronic documents, send via E-mail and store into 1 set of USB flash drive.

9.3.3 Packaging Requirements

Pre-qualification Application Document, Concept Proposal and electronic documents (USB flash drive) shall be separately packaged, and seal together into one big package. Avoid excessive packaging. The outer packing should be sealed, and be marked with "Pre-qualification Application Document of International Competition for Urban Design of Qiantang Bay Future Headquarters Base" and "name of applicant".

The seal of the sealing bag shall be stamped with the official seal of the applicant (or apply the seal with official sealing strip). In case of consortium, the name of all consortium members shall be stated on the outer package, and the consortium leading member may stamp on the seal (or apply the seal with official sealing strip).

9.4 Submission Methods

9.4.1 Email Application: before 17:00 April 6, 2021

The applicant should send the electronic materials to the email address before 17:00, April 6, 2021 (the email title should be marked as: Application of International Competition for Urban Design of Qiantang Bay Future Headquarters Base - Name of the applicant). The co-organizer will reply the receiving of electronic materials by email before 20:00 on April 6th. The electronic materials must be consistent with the paper documents.

Email: research@archiposition.com

9.4.2 Paper Document Submission: before 17:00 on April 8, 2021

The completed paper application documents should be submitted to the designated address from 9:00 on Tuesday, April 6, 2021 (Beijing Time) to 17:00 on Thursday, April 8, 2021 (Beijing Time).

纸质文件可现场递交或邮寄提交。

如采用邮寄方式，需确保邮寄包裹在截止时间之前抵达指定地点，请设计机构预留充分的邮寄时间，并及时跟进物流信息。设计机构在寄出包裹后需将“快递单号-设计机构名称-设计机构联系人姓名、手机号”发送至本项目邮箱，以便后续核对。

本次竞赛报名以收到现场或邮寄提交的完整的纸质文件为准。接收报名材料时间为工作日9:00—17:00，逾期到达或不符合规定的报名材料恕不接受。

9.4.3 纸质文件及U盘提交地点

地址：杭州市萧山钱江世纪城市管理委员会（浙江省杭州市萧山区民和路 525 号三宏国际大厦 21 层 2111）

收件联系人：

陈杨 +86-19129915597

金心铭 +86-15957197227

Paper documents can be submitted on site or by mail.

If submitting by mail, it is necessary to ensure that the package arrives at the designated place before the due time. The applicant should allow sufficient time for mailing and timely follow up the deliver information. After sending out the package, please send the "tracking number - name of applicant - contact person and mobile phone number" to the project email address for follow-up check.

Application for this competition is subject to the receipt of complete paper documents submitted on site or by mail. Application paper documents will be received from 9:00 to 17:00 on weekdays. Late arrival or non-conforming materials will not be accepted.

9.4.3 Submitting Address

Address: Qianjiang Century City Administrative Committee of Hangzhou Xiaoshan (Room 2111, 21 / F, Sanhong International Building, 525 Minhe Road, Xiaoshan District, Hangzhou City, Zhejiang Province, China)

Contact:

Yang Chen +86-19129915597

Xinming Jin +86-15957197227

十、城市设计方案竞赛阶段成果

X Deliverables of Urban Design Scheme Competition Phase

第二阶段城市设计方案竞赛成果要求包含城市设计报告及方案文本、展板、实体模型、多媒体演示视频等，具体信息详见技术任务书。

The deliverables of the second phase shall include Urban Design Report, boards, physical models, and multimedia video, etc. For detailed information, please refer to the Design Brief.

城市设计方案竞赛阶段，入围设计机构需派主创设计人员参与主办方组织的中期汇报会，并对阶段性设计成果进行汇报。汇报会的组织形式将另行通知。

In the Urban Design Scheme Competition phase, the shortlisted teams shall send chief designers to participate in the interim report meeting and present design scheme. The organization of the meeting will be notified later.

第二阶段方案设计成果需按要求在截止时间递交到主办方处，如在截止时间以后收到的相关文件，将拒绝接收。

The final deliverables should be submitted to the organizer by the deadline as required. Any relevant documents arrived after the deadline will be rejected.

递交截止时间：暂定为2021年7月15日15:00（北京时间，以主办方收到全部方案设计成果文件时间为准），具体时间以后续通知为准。

Deadline for Submission: 15:00 on July 15, 2021 tentatively (Beijing time, subject to the time of all deliverables arrived). The specific time is subject to the subsequent notice.

递交地址：具体地址详见后续补遗文件。

Submission Address: see later notice.

十一、成果文件有效性

XI Validity of Deliverables

11.1 方案设计成果必须符合中华人民共和国、浙江省及杭州市有关城市规划与城市设计规章和规范性文件的规定要求，满足《技术任务书》对方案设计成果的要求，内容表达必须做到完整、清晰、准确。

11.1 The deliverables must meet requirements of urban planning and urban design regulations and normative documents of the People's Republic of China, Zhejiang Province and Hangzhou City, as well as the requirements of the Design Brief, and the content expression must be complete, clear and accurate.

11.2 每家设计机构或设计联合体只允许提交单一方案设计成果，仅允许提交一次成果。

11.2 Each applicant must submit ONLY one scheme, and submit at one time.

11.3 在规定截止日期前送达、并满足国际竞赛要求的方案设计成果文件为有效设计成果，有下列情形之一者，视为无效设计成果：

11.3 Design submissions received by the deadline and meeting the requirements of this competition shall be deemed as eligible. In any of the following cases, the design submissions should be deemed as ineligible:

- 1) 设计成果逾期送达，设计成果分次提交；
- 2) 设计成果提交后，更改设计成果的内容；
- 3) 设计成果正本没有按要求签字、盖章；
- 4) 设计成果不符合任务书要求，包括成果内容不全的情况；
- 5) 设计成果非原创、已经发表过、与其它设计方案雷同的（认定标准：经方案评审委员会半数及以上评委认定）；
- 6) 将设计任务转包或混合其他机构设计人员完成的设计成果；
- 7) 设计成果深度未达到咨询要求设计深度要求的（认定标准：经方案评审委员会半数及以上评委认定）。

- 1) Late submission, or submit separately;
- 2) Change content after deliverables are submitted;
- 3) The original copies are not signed and sealed as required;
- 4) The deliverables do not meet requirements of Design Brief, including incomplete content;
- 5) The design scheme is not original, has been published, or is similar to other design schemes (approved by no less than half of the juries on Scheme Review Committee);
- 6) The design tasks are sub-contracted to others or designers from other design firms are solicited to work on the design;
- 7) The detailing level of design submissions fails to meet the requirements of the competition (agreed by no less than half of the juries on Scheme Review Committee).

十二、奖金及有关费用

XII Bonus and Fees

12.1 奖金设置

方案评审委员会按程序对5家入围机构提交的方案设计成果进行评审，并确定排名，设计机构将获得如下奖金（含税）：

一等奖（1名）获得人民币陆佰万元整（小写¥6,000,000元）；其中包括奖金叁佰伍拾万元整（小写¥3,500,000元）及方案深化整合费用人民币贰佰伍拾万元整（小写¥2,500,000元）。

二等奖（1名）奖金为人民币叁佰万元整（小写¥3,000,000元）。

三等奖（1名）奖金为人民币贰佰伍拾万元整（小写¥2,500,000元）。

入围奖（两名）各获得奖金为人民币贰佰万元整（小写¥2,000,000元）。

12.2 支付方式

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

12.2.2 国内外获奖设计机构或获奖设计机构牵头单位（以联合体名义参加国际竞赛的）均应按照主办方要求提供国内合法发票等付款资料，并按照主办方要求配合完成奖金结算各项手续。

12.1 Bonus

The Scheme Review Committee will evaluate the scheme design deliverables submitted by the 5 shortlisted teams according to the procedures and determine the ranking. The shortlists will receive the following bonuses (tax included):

First Prize (1 team) will be awarded RMB 6,000,000, including bonus of RMB 3,500,000 and follow-up work fee of RMB 2,500,000.

Second Prize (1 team) will be awarded RMB 3,000,000.

Third Prize (1 team) will be awarded RMB 2,500,000.

Shortlists (2 teams) will be awarded RMB 2,000,000 each.

12.2 Payment

12.2.1 The rewards will be paid in RMB. Any tax incurred will be borne by the design firms.

12.2.2 The winning design firms or the leading member of the winning design firms (in case of a consortium) within and outside China should provide payment materials such as the legal invoices, and complete the procedures for the prize settlement as per the organizer's requirements.

12.2.3 国外设计机构若无法使用本机构帐户收取人民币的，可授权国内合法独立法人代收款项及开具发票。

12.2.4 方案评审结果公布后，主办方与获奖机构签订奖金协议，并安排后续支付。

12.3 其他

12.3.1 所有参加本次国际竞赛的设计机构在参与竞赛期间所发生的所有差旅等相关费用须自理。

12.3.2 若经评审委员会审核，认为不符合本竞赛文件规定的内容和工作深度要求，内容不全、没有具体体现方案设计要求的应征文件将被视为无效，主办单位将不予支付其奖金。

12.3.3 对于未按规定时间提交参赛方案文件，或被取消参赛资格的机构，将不支付设计奖金。

12.2.3 International design firms which cannot receive RMB payment may authorize a legitimate entity in China to collect the payment and issue invoice on their behalf.

12.2.4 After the evaluation result is announced, the organizer will sign the award agreement with the winning teams and arrange subsequent payment.

12.3 Others

12.3.1 All travel expenses incurred during the competition shall be covered by the participating design firms .

12.3.2 If the Scheme Review Committee consider that the deliverables do not meet do not meet the requirements of work scope specified in this document, the contents are incomplete or do not reflect the design requirements, such deliverables will be regarded as invalid, and the organizer will not pay any bonus.

12.3.3 Bonus will not be paid to any team that fails to submit deliverables by the specified time or is disqualified.

十三、知识产权及相关法律

XIII Copyright and Laws

13.1 所有参加本次国际竞赛的设计成果署名权归设计机构所有，但所有参与咨询的设计成果在评审后不退回设计机构。

13.1 The authors' rights of all submitted design works are owned by the design firms. However, none of the submitted deliverables will be returned to design firms after the review.

13.2 主办方享有已支付竞赛奖金的方案设计成果的版权。

13.2 The copyrights are vested in the Organizer after bonus is paid.

13.3 主办方有权对提交的所有设计成果进行无偿使用，包括在评审结束后公布评审成果，并通过传媒、专业杂志、专业书刊或其它形式介绍、展示及评价设计成果。

13.3 The Organizer is entitled to use all design submissions for free, including the publication of the results, and the introduction, display and evaluation of the design submissions through media, professional magazines, books or other forms.

13.4 设计机构应保证设计成果中所有内容均为设计机构原创，不得包含任何侵犯第三者知识产权的资料。如发生侵权行为，将由涉及侵权的设计机构自行承担一切法律后果，并取消其参与本次国际竞赛的资格。

13.4 Design firms shall ensure that all contents of the design submissions are originally developed by themselves and contain no content which may infringe upon the intellectual property rights of a third party. Otherwise, the design firm involved in infringement will be held liable to bear all legal consequences and disqualified for this competition.

13.5 主办方提供所有资料（文字、图纸、电子数据等）均受版权保护。未得授权，任何人不得将内容复制、改编、分发、发布、外借、转让，否则将依法追究其相应法律责任，并取消其参与本次国际竞赛的资格。

13.5 All data (texts, drawings, electronic data and etc.) provided by the Organizer are under copyright protection. Without due authorization, none of the organizations and individuals is allowed to duplicate, adapt, distribute, release, lend or transfer the contents thereof; otherwise the corresponding party will be investigated for legal liability and disqualified for this competition.

13.6 使用法律

13.5 Applicable laws

本次国际竞赛规则受中华人民共和国法律管辖，竞赛工作和所有文件适用中国法律，因本次竞赛引发或与本次国际竞赛活动相关的一切争议，各方应协商解决；若协商不成时，任何一方有权向杭州市人民法院提起诉讼。

The Work Rules is governed by the laws of the People's Republic which are also applicable to all works and documentation under the competition. Should any dispute arise and cannot be settled through negotiation, the parties shall settle the matter through consultation; If no agreement can be reached through negotiation, either party shall have the right to file a lawsuit with Hangzhou People's Court.

十四、保密原则

国际竞赛结束前，设计机构或其设计人员未征得主办方的许可，不得以任何方式披露、公开或展示设计成果，否则将依法追究其相应法律责任，并取消其参与本次国际竞赛的资格。

十五、语言、单位及时间

1. 语言：本次国际竞赛采用中英文对照格式；当中英文内容不一致时，以中文为准。

2. 计量单位：除国家相关标准及本次竞赛文件中另有规定外，设计成果文件使用的度量单位，均采用中华人民共和国法定计量单位。

3. 时间：主办方的日程安排时间均以北京时间为准。主办方保留更改日程安排时间表的权力。如有改动，将及时通知设计机构。

XIV Confidentiality

Before the announcement of final review results of this competition, none of the design firms or their designers is allowed to disclose, made public or display the design submissions in any manner without the permission of the Organizer; otherwise, the corresponding party will be investigated for legal liability and disqualified for the competition.

XV Language, Units and Time

1. Language: The documents of this competition is bilingual in Chinese and English. In case of any discrepancy between English and Chinese, the Chinese version shall prevail.

2. Units: The units of measurement used in the deliverables shall be the legal units of measurement of the People's Republic of China, unless otherwise provided in relevant standards of China and the technical requirements in this competition documents.

3. Time: The schedule is Beijing time. The organizer reserves the right to change the schedule. If there is any change, the design teams will be informed in time.

十六、其他

16.1 设计机构参加现场踏勘活动、项目宣讲会、答疑和方案评审会时需自带翻译。

16.2 所有参加本次国际竞赛的设计机构的主创设计师和主要设计人员须始终参与规划设计工作；与境外设计机构合作的，应确保有境外设计机构的人员参与、签名和加盖机构印章。

16.3 参加本次国际竞赛的设计机构均视为承认本次国际竞赛规则以及各阶段相应的文件内容要求。

16.4 与本次国际竞赛相关的其他未尽事项，以主办方后续发布的补遗通知为准。

16.5 主办方及组织策划方对本次国际竞赛工作规则拥有最终解释权，解释语言以中文为准。

十七、附件

附件一：资格预报名文件格式

XVI Miscellaneous

16.1 Design teams shall bring interpreters when attending site visit, briefing and Q&A session, and scheme review meeting.

16.2 The chief designer and main design personnel of all participating design firms must work on the project throughout the whole planning and design process. In case of a consortium with an international design firm, the participation, signature and stamping of the international designers should be ensured.

16.3 All participating design firms are deemed to have accepted the Work Rules and the documentation requirements of corresponding phases.

16.4 For other matters not mentioned in this document, the Addendum issued by the Organizer shall prevail.

16.5 The final right to construe the Work Rules resides in the Organizer and Co-organizer, while the interpretation in Chinese shall prevail.

XVII Appendix

Appendix 1: Format of Pre-qualification Application Document

