

# SEOUL EDUCATION HUB

International Competition for  
a New Headquarter Building for Seoul Metropolitan Office of Education

Competition Guideline Ver. 01.1

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# 1. Competition Regulations

## 1.1. Official Name of Competition

SEOUL EDUCATION HUB

International Competition for Seoul Metropolitan Office of Education Headquarter Building

## 1.2. Competition Goal

The purpose of the competition for Seoul Metropolitan Office of Education Headquarter Building is to create a comfortable and convenient working environment by securing appropriate office spaces and providing the Education Hub Space that may embrace the ideas and dreams of the Seoul educational families for the future education in Seoul.

## 1.3. Project Outline

- Location : 27, Duteopbawi-ro, Yongsan-gu, Seoul, Korea
- Site Area : 13,214.2m<sup>2</sup>
- Building Area : 39,967m<sup>2</sup>
- Construction Cost (Estimated): ₩100,689,000,000 KRW (surtax incl.)
  - The total of the construction cost shall not exceed the construction budget when the total gross area changed.
- Design Fee (Estimated): ₩5,081,000,000 KRW (surtax incl.)
  - Including Architecture, Civil, Landscape, Mechanical, Electrical, Plumbing, Data/Communications, Fire Protection, Interior design and etc.
- Design Period: 360 days from the beginning of project initiation (Schematic Design : 120 days, Construction Documentation : 240 days)

## 1.4. Competition Method

This competition is an open competition for both domestic and international architects(and firms).

## 1.5. Language & Units

The official languages of the competition are both English and Korean. Every official document will be published and distributed in English and Korean. In the case disputes should occur regarding the interpretation of the documents, the Korean version will prevail over the English version. All submitted documents shall be written in Korean.(If necessary, use English with Korean.) All measuring units should follow the metric system.

### 1.6. Eligibility

- Any domestically or internationally licensed architect is eligible to participate.
- In the case of joint application, a total of three(3) individuals or firms can apply. One(1) member of the team must be selected as representative.
- The representative of the competition should be a licensed architect according to the Architect Laws of Korea, and has registered the architectural firm under the same law.
- From the date of registration until the time of submission, a person who received administrative actions such as registration cancellation, vacation, closure, or suspension of business cannot apply for the competition as a representative of the competition.
- A juror, professional advisor, advisory committee, and operation committee member or a member of his/her company, organization or family cannot enter.
- A person(firm) cannot apply to the competition in plural teams.

### 1.7. Competition Schedule

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| • Competition Announcement           | Apr. 12, 2018                       |
| • Registration                       | Apr. 12, 2018 ~ Apr. 26, 2018 17:00 |
| • Questions Posted by Entrant        | Apr. 12, 2018 ~ Apr. 27, 2018 17:00 |
| • Answers to Questions posted        | May. 04, 2018                       |
| • Deadline for Submission of Entries | Jul. 3, 2018 10:00 ~ 17:00          |
| • Technical Review                   | Jul. 9, 2018 ~ Jul. 10, 2018 .      |
| • Judging of Entries                 | Jul. 12, 2018 ~Jul. 13, 2018        |
| • Announcement of Winners            | Jul. 16, 2018                       |
| • Award Ceremony                     | TBD                                 |

\* The above times are based on Korean Mean Time and the schedule is subject to change. The notice for change will be posted on the competition website.

### 1.8. Registration

- Entrants can download the competition guideline and pay the registration fee after creating an account on the competition website. ([www.seoul-eduhub.com](http://www.seoul-eduhub.com))
- Entrants can check the registration status by logging in the website. Once registration is complete, entrants can download reference materials and post queries.
- Within the registration period, entrants can add, delete or change team members. However, entrants cannot change after the registration period.
- The registration fee is 100,000KRW. The registration fee will not be returned after the registration deadline.

### 1.9. Inquiries (Q&A)

- An entrant can ask questions regarding the competition on the Questions and Answers board of the website but not by e-mail or phone.
- Questions should be written in either English or Korean and answers will be

provided to entrants in both English and Korean.

- Answers to the question should be regarded as revisions or addenda of the competition guidelines.

#### **1.10. Reference Materials**

- Reference materials will be provided through the website where entrants can download them once registration is confirmed.
- The reference materials cannot be used for other purposes other than the competition.
- In case of additional materials are provided, it will be posted on the competition website. Entrants should check the website before submission.

#### **1.11. Submission**

- Only one submission per an entrant is allowed. Dispatch of entries must be made by post or hand delivery.
- All submitted documents should arrive as one package and loss or damage of the package is not the responsibility of the promoter. The submission period is as follows:
- Hand Delivery
  - Submission period: Jul. 3, 2018 10:00 ~ 17:00
  - Address: Korea Architects Institute  
4<sup>th</sup> floor, 14-3, Songwol-gil, Jongno-gu, Seoul, Korea [03178]
- Post Delivery
  - Submission period: The submitted package must be postmarked by Jul. 2, 2018 (local time of entrant's country) and should arrive at the submissions address below between Jul. 3, 2018 and Jul. 7, 2018 17:00 (Korean time). Any delivery before or after this period will not be accepted. The postmark of the package should be legible to confirm the date of submission. To avoid delay in delivery or taxes, the package should be clearly marked as "No Commercial Value".
  - Address: Korea Architects Institute  
4<sup>th</sup> floor, 14-3, Songwol-gil, Jongno-gu, Seoul, Korea [03178]  
tel: 82-2-575-9751

#### **1.12. Anonymity**

- All submitted documents should be identified by the Personal Identification Number (PIN)
- The PIN is two alphabet letters and three numbers that the entrant selects.
- Any other indicators that reveal an entrant's identity will be considered a violation of competition rules and reported to the jury committee.

### **1.13. Promoter**

The promoter of the competition is the Seoul Metropolitan Office of Education, which has the responsibility of financing and overseeing all issues related to the competition. The promoter approves the jury committee's decision and follows up on the outcome of the competition.

### **1.14. Competition Management**

For the smooth operation and efficient management of the design competition, the competition promoter has designated a Professional Advisor and Competition Management Team as indicated below. The Competition Management team will manage the design competition in conformance with the schedule and rules of the competition. The Professional Advisor will oversee the competition registration, Q&A, and the receipt/processing of entries.

- Professional Advisor
  - Zo, Hangman, Professor, Seoul National University, Dept. of Architecture
  
- Competition Management Team
  - Korea Architects Institute
  - Director of Operation: Kim, Donghyun, Professor, Sejong University, Dept. of Architecture

### **1.15. Technical Committee**

- The Technical Committee will judge submission entries for violations of the competition rules, guidelines, related regulations, etc., and will prepare a report of these infractions which will be submitted to the Professional Advisor and the Jury Committee.

### **1.16. Jury Committee**

- The Jury Committee is composed of the following five (5) jury members and one (1) deputy juror.

Jurors:

- Cho, Namho, SOLTOZIBIN Architects, Partner
- Choi, Moongyu, Yonsei University, Professor
- Kim, Dongjin, Hongik University, Professor
- Kim, Yongmi, G.S Architects & Associates, Partner
- Min, Hyunsik, Kiohun, Principal

Deputy Juror:

- Hong, John, Seoul National University, Professor

- The Jury Committee opens with the presence of a majority of the total number of jurors and elects a chair at the first meeting. The Chair of the Committee decides the evaluation and selection criteria by hearing the opinion of the jurors.

- The Jury Committee will be briefed on the technical review comments submitted by the technical committee and reflect on the evaluation through discussions.
- The Jury Committee may hold a discussion process on the competition entries, and the committee will compile a report of the judging results to be submitted to the competition promoter.
- For the smooth operation of the judge, the Professional Advisors can participate in the selection process but does not have a vote.
- The Deputy Juror may participate in the judging with the jurors as an equal, but he/she does not have a vote.
- If a juror is absent at the first meeting, he/she loses juror status and will be replaced by the deputy juror.
- The jurors can agree to drop submissions in the following categories, regardless of the evaluation process, and the jurors can cancel an award at a later date if such conduct comes to light:
  - Submission of more than one entry
  - Disregard of the stipulation on entry anonymity
  - A submission is leaked or exposed prior to the announcement of the final selection
  - A submission is that or similar to works previously revealed by the entrant or someone else
  - The entrant does not meet the eligibility criteria
- Evaluation Criteria
  - 1) Site Design
    - A proposal that would reveal the site's urban role and possibilities.
    - A proposal considering current and future context of the surrounding area.
  - 2) Education Hub Space Design
    - A design concept of Education Hub Space
    - A design idea of organization and use of the Education Hub Space.
  - 3) Office Space Design
    - A proposal for architectural implementation of Smart Office concept.
    - A design of space to accommodate various types of work activities.
    - An idea of space for balance between work and relax.

#### **1.17. Selection of Winners**

- The results will be posted on the competition website after judging is concluded, and winners will be informed. The winning entries and prizes are as follows:
  - First Prize (One entry) : Awarding of Design Contract
  - Second Prize (One entry) : 40,000,000 KRW
  - Third Prize (One entry) : 30,000,000 KRW
  - Fourth Prize (One entry) : 20,000,000 KRW
  - Fifth Prize (One entry) : 10,000,000 KRW
- The prize money will be inclusive of all fees, including copyright fees and taxes, etc.;

the tax laws of the Republic of Korea will be applied.

- In the case of joint application, the prize money will be awarded to the team representative.
- The design contract is signed with the selected winner(In the case of joint application, the contract is signed with the team representative), and the winner maintains the right to contract with the promotor.
- In the event that the selected winner waives their Right of First Offer or ends negotiations, the promotor may award the contract to the next place winner in line. In such case, the next place winner must return the prize money.

#### **1.18. Design Contract**

- The design contract will be written in compliance with the related laws of Korea and the Design Brief of The Seoul Metropolitan Office of Education Regulations.
- The design contract must be signed within a period of 10 days from the announcement of the judging results. However, should problems arise due to internal issues or execution of the project, the promotor may adjust the contract time limit after conferring with the opposite party.
- The design fee for the project includes all costs for survey, schematic design, construction documentation, the building permission, and certification cost to receive Green Building Certification(Best grade), Certification of Energy Efficiency Building (Grade 1), Certification of New & Renewable Energy Building(27%), Preliminary Certification for Intelligent Building(Grade 1), Certification of High-speed Communication (Grade 1), Preliminary Certification for Barrier Free Environment (Best grade).
- The promotor can demand certain modifications be made in the design according to circumstantial changes and the winner must accept such demands as deemed reasonable.

#### **1.19. Copyright & Publication/Exhibition**

- The submitted entries should be a creative work of their own and not infringe intellectual property rights of third parties. All responsibility for intellectual property rights infringements by others lies with the entrants, and awards may be revoked. If entrants use a third party's intellectual property, he/she must submit a document such as a letter of accreditation to prove proper use of intellectual property.
- The copyright and ownership of the submitted entries belongs to the entrants. However, The promotor reserves the right to use the submitted proposals free of charge for publication, exhibition, or for advertising in newspapers or broadcasting, etc. Entrants should cooperate in the exhibition and publication of the above, and by submitting the entries, it is considered to be agreed.



#### **1.20. Return of the Submitted Entries**

- Return period : Jul. 16, 2018 ~ Jul. 20, 2018 . 10:00 ~ 17:00
- Address: Korea Architects Institute  
4<sup>th</sup> floor, 14-3, Songwol-gil, Jongno-gu, Seoul, Korea
- Entries, other than awarding entries, can be carried out in person with a document or proxy that can prove the entrant's identity during the return period.
- Submittals other than panels cannot be returned.
- The promoter can handle the submission that has not been taken out within the period, and the entrants can not object.

#### **1.21. Disputes**

This competition is based on the law of the Republic of Korea and will be conducted according to such laws; if any disputes related to the competition arises, they will be resolved by a court of the Republic of Korea.

## 2. Design Guidelines

### 2.1. Background and Goals of Design

The Headquarter Building of Seoul Metropolitan Office of Education(SMOE), previously located in Yeouido, was moved to the present location in 1981. The number of staff was about 350 at that time, but now it is about 760, as the type and scope of the work have been varied and extended for the last 37 years. The user of the building has also been varied including various education-related entities and citizens.

However, the current headquarter building of SMOE, adjacent to the Gyeonghuigung Palace, is located in the Cultural Heritage Protection Zone, making it impossible to extend or rebuild the existing building to accommodate the changing demands of the current occupants and citizens. Therefore, in 2009, SMOE decided to relocate its headquarter building to the former Sudo Girls' High School site in Yongsan-gu, and move to the new headquarter building in 2021.

The new headquarter building of SMOE is a space to realize the "Innovative Future Education for the Happiness of All," and it will break away from the bureaucratic and authoritative appearance of conventional public office buildings. The goal of the new headquarter building is to create a facility that has 'Openness' for the communication with various education-related entities and residents, 'Functionality' for creative and efficient working, and 'Publicity' for providing high-quality administrative services in the local society.

The area around the site will undergo a variety of changes. The site is adjacent to Mt. Namsan as well as the Yongsan Park, which will be constructed as the largest park in Seoul following the relocation of the US Military Camp, and is located in a region where urban regeneration will be promoted. Therefore, this project should be planned to harmonize the current urban area with the surrounding nature and to propose the future directions for the urban regeneration.

### 2.2. Design Tasks and Evaluation Criteria

Primary design tasks required by the SMOE will be summarized as follows and evaluated by the jurors according to the competition guidelines. Entrants should propose their architectural ideas and solutions with the focus on the following major design challenges.

(1) Site Design

The region around the site embraces the urban areas with various historical traces in the landscape of Mt. Namsan as well as the Yongsan Park site. Various changes are expected to occur around the area as the sites for the new US Embassy and Yongsan Park are located in the south, and the Huam-dong Special Planning Area is located in the north. Entrants are required to present the urban roles and potentials of the site which is located at the center of the large urban development planning area and to provide an idea to reconcile the current and future contexts of the site.

(2) Education Hub Space Design

Although the SMOE should be a space for communication and cooperation for various education-related entities, the current headquarter building has various limitations. The new headquarter building will be dramatically improved through the project, and the Seoul Education Hub Space will play the central role. The Seoul Education Hub Space will be a cultural complex for the education workers to communicate and cooperate, for the students to undergo creative activities, and for the residents to use it for various purposes. The entrants should present the design concept, spatial configuration, application ideas, and spatial atmosphere of the Seoul Education Hub Space.

(3) Office Space Design

Entrants should design Smart Office environments that will enable collaboration, communication, and creativity to emerge, rather than the conventionally exclusive and hierarchical office spaces. A Smart Office refers to both the working method and the office environment based on Information & Communication Technologies, including the cloud technology and the online-offline integrated system technology. Entrants should introduce the concept of the Smart Office to design the new office spaces in the Headquarter Building of Seoul Metropolitan Office of Education and propose spaces where various work activities may be performed in harmony with appropriate relaxation.

## 2.3. The Site

(1) Urban Development Plan Around the Site

- The urban areas around the site are designated as Special Plan Zones and Urban Renewal Zones for the urban regeneration.
- As shown in [Figure 1], in the Huam-dong area where the site is located, roads and pedestrian roads will be established or widened.
- As shown in [Figure 1], parks will be constructed in the areas near to the key public buildings, roads, or along the ridgeline of hills.
- Building height regulation on the Special Planning Zone in Huam-dong is twelve (12) floors or less on average(max. eighteen (18) floors). The maximum height of

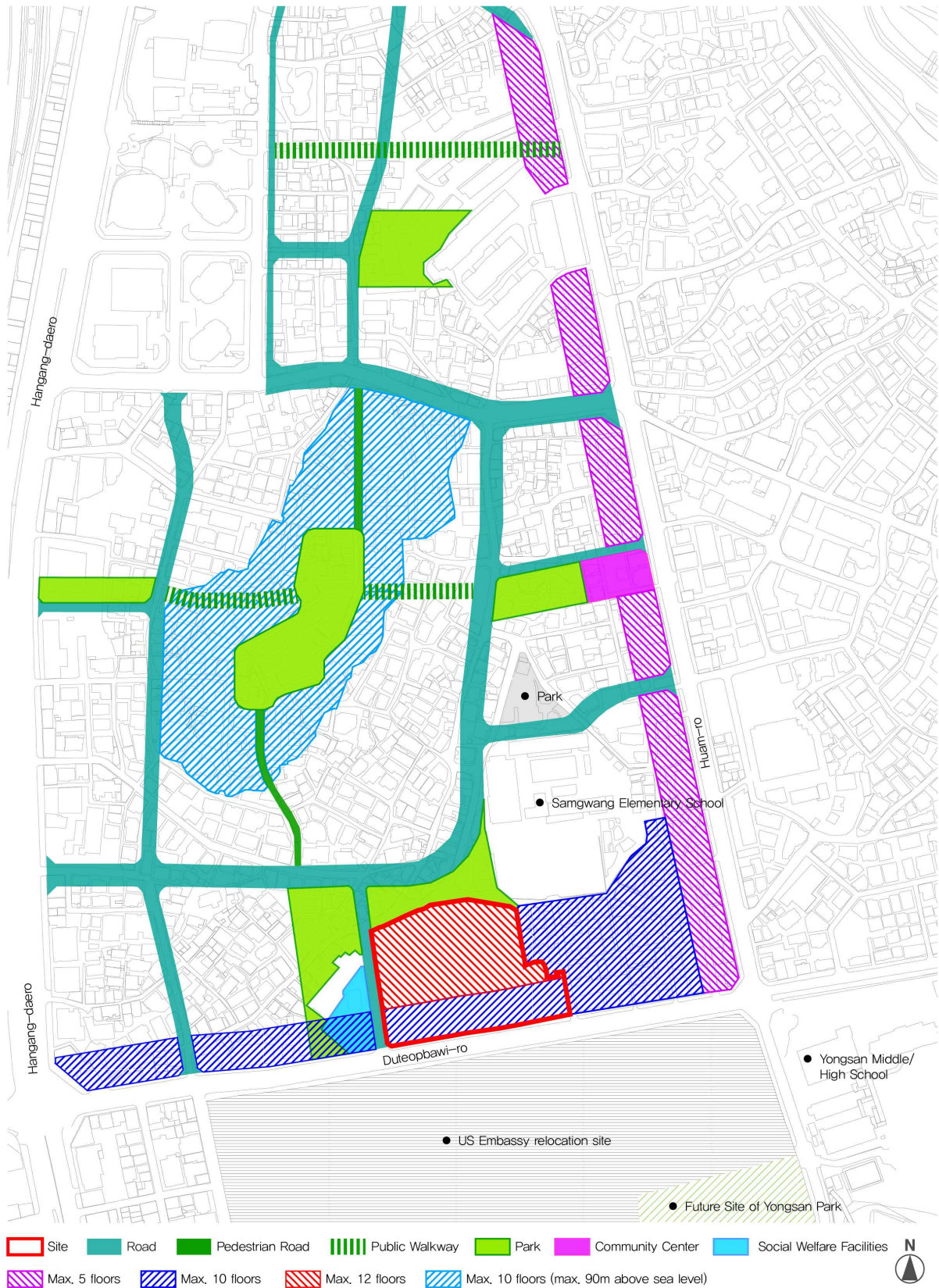


Figure 1 Urban Development Plan Around the Site



Figure 2 Surrounding Areas of the Site

the building is ten (10) floors within the 30m wide area along the Duteopbawi-ro. The maximum height of the building is five (5) floors within the 30m wide area along the Huam-ro and the area of a south side of the Samgwang Elementary School.

### (2) Surrounding Areas

- The site, where the former Sudo Girls' High School was located, is located at the center of the area where Natural Green Area, Residential Area, and Commercial Area are interlinked.
- Mt. Namsan is located on the east of the site, forming a gentle slope to the site, and small houses are densely populated on the slope.
- On the west of the site, commercial buildings are located along the Hangang-daero.
- The Yongsan US Army Camp is located on the south of the site. After the relocation of the US Army Camp, the Yongsan Park will be constructed, and the US Embassy will move into the Army Camp site.
- Refer to the [Reference Materials-2] for the current conditions & historical background of the site area.

### (3) The Site

- Accessibility
  - The site is adjacent to the Hangang-daero and close to the subway stations. (Line No. 1 Namyong Station; Line No. 4 Sookmyung Women's University



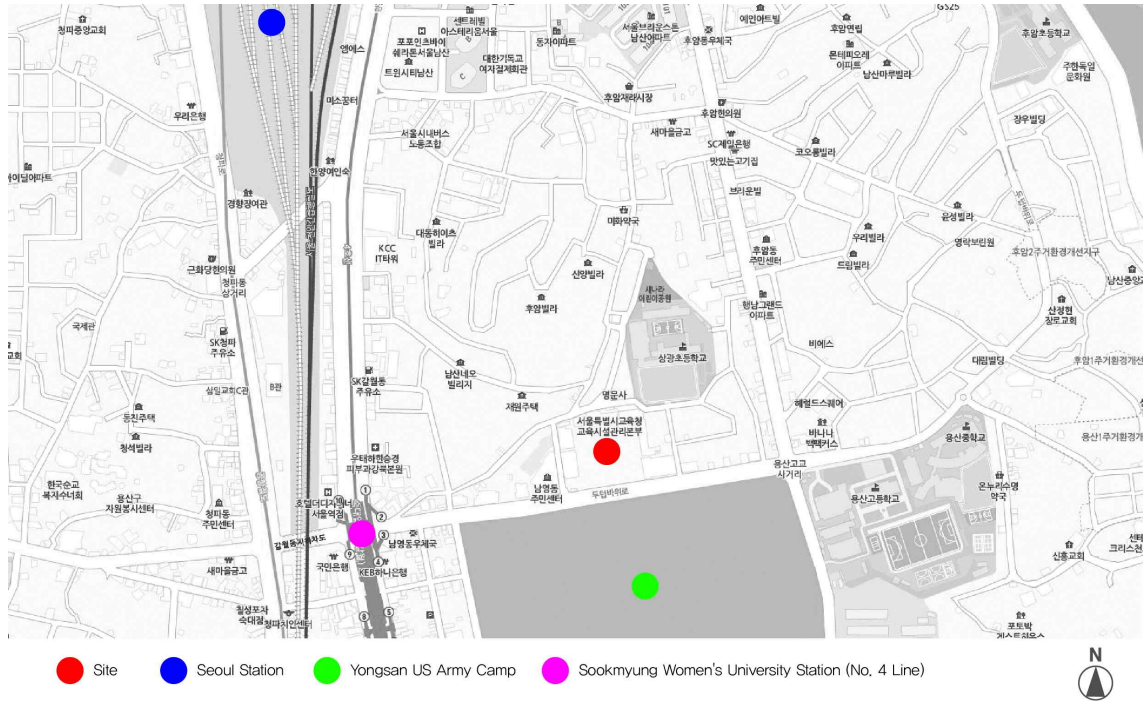


Figure 3 Location (27, Duteopbawi-ro, Yongsan-gu, Seoul, Korea)

Station) Therefore, the access to the site through the public transportation is very convenient.

- The site is adjacent to the 23m-wide Duteopbawi-ro on the south and an 8m-wide small road on the west.
- Refer to the [Reference Materials-2] for the locations of the bus stops and subway stations near to the site.

- Current Site Status

- The facilities of the former Sudo Girls' High School are located on the site, which is currently used by the SMOE as its facility management center. The facilities will be demolished for the construction of the new headquarter building.

- Space Information

- Refer to the Korea National Spatial Data Infrastructure Portal of the Ministry of Land, Infrastructure, and Transport for the various space information about the site and its surrounding areas. (<http://map.vworld.kr/map/maps.do>)

## 2.4. Legal Considerations

- Building-to-Land Ratio : below 60%
- Floor Area Ratio : below 190%
- Maximum Floors: Max. 12 floors (Partially 10 floors or less)
- Maximum Height : 52m
- Landscape Area : over 30%



Figure 4 Site plan and Building layout area

- Open Space Area: over 7%
  - ※ Entrants shall plan following all applicable laws and regulations applicable to the site.

## 2.5. Design Guidelines

### (1) Site Design

- Refer to the [Figure 4] for the site plan.
- Consider the surrounding green areas and topography including Mt. Namsan and parks to be constructed around the site.
- An open space should be planned on the northern part of the site in connection with the outdoor space of the Samgung Elementary School and the park of the Huam-dong Special Plan Zone on the north of the site.
- Ssamji-type open spaces (small open spaces at walkway nodes) over 45m<sup>2</sup> each should be planned on the east and west sides of the Dutepbawi-ro to provide resting spaces for the visitors and residents.
- Among the welfare facilities, a daycare center should be planned as an annex building.
- Consider the adjacent roads and vehicle access areas, and propose separate circulations for pedestrians, vehicles, and service vehicles.
- Provide a large bus access area for group visits and to consider the movement of group visitors.
- Ensure easy access for ambulances and fire trucks in case of emergency.

## (2) Circulation Plan

- Consider security classification of the spaces(refer to the Space Program & Summary), users types(staff, education–related visitors, student/parent, residents)
- Separate each circulation accessed into Education Hub Space, Office Space, and Civil Service Center Space, and consider service circulation for each space.

## (3) Education Hub Space

- Design Education Hub Space available for employees, teachers, students, parents, and residents.
- Education Hub Space consists of a convention center and restaurant, and design each space to open selectively to the public.
- Convention Center
  - The convention center consists of an auditorium, audio–video room, conference room, education room, meeting rooms, studio, pitching box, preparation room, and maintenance office.
  - The auditorium is composed of tiered seats and a stage. The auditorium will be used as a venue for various events, performance(plays, musicals, movies, etc.) and presentations.
  - The conference room is a space capable of holding exhibitions, training sessions, forums, and seminars where space can be divided into mobile partitions to convert into a small discussion and conference space. It will also be open for weddings and academic seminars during the weekends and nights.
  - The studio is a space where students can practice performance, film and edit lectures. The pitching box is a video lab for teaching practice.
  - Design a convention center to accommodate activities such as catering and meals, and plan in conjunction with restaurant facilities.

## (4) Office Space

- Design communal spaces such as meeting room, lounge, workroom within working area for efficient use of space and to accommodate various work activities.
- Design facilities and spaces such as work area, personal work area, meeting room, smart work zone, phone room, free meeting room lounge, and OA, etc to accommodate various types of work activities.
- Consider security system in the Office Space of the public institution.
- Design office area (incl. Smart Work Zone) to be able to modify space layout flexibly by the changes of organization and its' scale.
- Each space in the same department shall be on the same floor. However, if such a layout is not possible, it should be located on the adjacent floors.
- Entrants should propose the Smart Office concept and design one floor plan drawing of the building(s) to show details of the idea.



(5) Civil Service Center Space

- Integrate Civil Service facilities to improve convenience of visitors.
- Civil Service Center Space is composed of Counseling Center(with various sizes of group counseling rooms, call center, Student Human Rights Education Center), Civil Service Facilities, and Welfare Facilities(with a daycare center, nursing room, and convenience store, etc.).

(6) Shared Space

- Each lobby spaces of Education Hub Space, Office Space, Civil Service Center Space shall be designed to be interconnected. However, entrants should propose a way to ensure that each user's activities are not disrupted.
- Entrants should propose facilities such as book cafe, exhibition space, convenience facilities in lobby or hall areas, so that it can be a multi-educational cultural space accommodating a variety of users, such as residents, students, parents, teachers, and employees.

(7) Parking Plan

- The parking lot should be a drive-in parking lot, and establish a system for clear and smooth movement of vehicles so as not to hinder the inflow and exit of parking lots.
- Distinguish vehicle circulation and parking area based on users (employees, visitors, the disabled, etc).
- The underground parking lot should accommodate 270 parking spots. (Including parking lot in Emergency Evacuation Facilities area)
- The ground parking lot should accommodate 30 parking spots including 2 large bus parking spots.

(8) Future Extension Plan

- Entrants should consider possible future extension(either horizontal or vertical) in a gross area of about 3,000m<sup>2</sup>.
- The extension is mainly for office spaces, and the facilities needed for the extension should be appropriately proposed.
- The design summary, the design concept of a site, plan, elevation, circulation, and parking design should be proposed briefly.
- The extension is not included in the construction budget.

(9) Facility Area

- Considering the intention of the design, the area of each space may be varied within a range of  $\pm 10\%$  (Office Space areas with the specified number of occupancies shall be varied within a range of  $\pm 3\%$ ), and the entire area of the

facility may be varied within a range of  $\pm 3\%$ .

- Refer to the [Reference Materials–1] for the Space Program & Summary.

(10) Security Plan

- The areas of the headquarter building are classified into four categories by the type of the task; Top Security Area, Security Area, Selectively Open Area, and Open Area.
- The Security Areas should be separated from non–security areas. Consider a security facility and an access control system that may prevent an unauthorized person from entering or may check the identity of visitors.
- The Top Security Areas should be located within a Security Area, and the highest level of security should be provided to these areas where only a small number of people selected from those who are allowed to access.
- The Selectively Open Areas, used together by the employees and visitors, should be accessed easily and freely, but a convenient method of turning a Selectively Open Area to a Security Area when necessary should be provided.

(11) Emergency Evacuation Facility Plan

- An emergency evacuation facility should be installed following the 「Rules on Establishment of Emergency Evacuation Facility at Governmental Institutions」 (Ministry of Government Administration and Home Affairs Official Order No. 3).
- The emergency evacuation facility should be planned as a facility that allows emergency evacuation during a war or an emergency.
- A part of the emergency evacuation facility should be planned to be normally used as a parking lot and a gym.
- The parking lot in the emergency evacuation facility should be planned to allow the normal use of other general parking lots, even if it is used as an emergency evacuation facility when necessary.
- The emergency evacuation facility should conform to the standards for the installation of a chemical, biological, and radiological defense facility.

(12) Barrier–Free Design

- All spaces of the site should be planned to be barrier–free for all users including children, the disabled, and senior citizens.

(13) Crime Prevention Through Environmental Design

- The interior and exterior spaces within the site should be planned by considering the Crime Prevention Through Environmental Design.
- The interior and exterior spaces as well as the surrounding spaces of the daycare center should be planned to secure the privacy of the indoor and outdoor education activities, and to apply the Crime Prevention Through Environmental

Design including natural surveillance and protection.

## **2.6. Estimated Construction Cost**

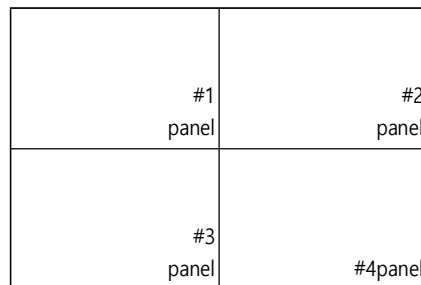
- The estimated construction cost of the project is about 100,689,000,000 KRW.
- If the winning proposal exceeds the suggested budget, the entrant has an obligation to confer with the client to alter the proposal.

## 3. Submission Documents & Format

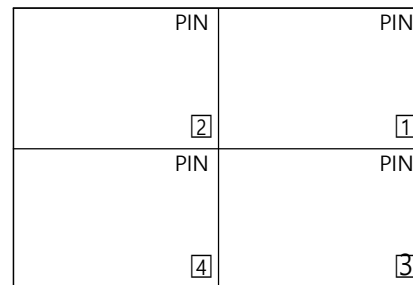
### 3.1. Submission Documents

#### (1) Drawing Panels

- Drawing panels consist of four (4) A1-size(841mm x 594mm) sheets mounted on 10mm thick foam boards in landscape orientation.
- Refer to the information on the CAD file distributed on the official website for orientation of the site plan drawing. The scale of the site plan shall be 1:600 and orient north toward to the top of a panel.
- Include perspective or bird' s eye view image(s) on #1 panel, and site plan on #3 panel. The scale of the floor plans shall be 1:400 (recommended).
- Include the perspective image(s) showing shared space(lobby or hall area with book cafe, exhibition space, convenient facilities, etc.)
- The panels will be displayed as follows without any space in-between. A PIN and panel number shall be marked on the back of each panel. (refer to 3.4)



[Front]



[Back]

#### (2) Design Description

- Submit 10 copies of design description that is 35 pages (cover and blank pages are not counted) or less in A3(297mm x 420mm) and include the contents below:
  - Cover Page [Form 5]
  - 1. Perspective image(s) : Perspective(or bird' s eye view) image(s) as shown on the #1 Panel.
  - 2. Project Summary, Facility Area Table, Construction Cost Estimate Table [Form 4]
  - 3. Design Description, Design Concept(Diagram), etc.
  - 4. Site Design Concept (refer to 2.2.(1))
  - 5. Site, Exterior Space, Circulation Design (refer to 2.5.(1) 2.5.(2))
  - 6. Education Hub Space Design (refer to 2.2.(2), 2.5.(3))
  - 7. Office Space Design (refer to 2.2.(3), 2.5.(4))
  - 8. Enlarged typical floor plan drawing of Office Space (refer to 2.5.(4)) :

Enlarged typical floor plan including furniture layout to show new Office Space design concept, (scale : 1/200)

– 9. Shared Space Design (refer to 2.5.(6))

– 10. Expansion Plan (refer to 2.5.(8))

– 11. Security Plan (refer to 2.5.(10))

– 12. Sustainable Design

– 13. Drawings : Site Plan (scale : 1/500)

Floor Plans (scale : 1/400)

Elevations (4 sides), Sections (more than 2), (scale : free)

- Numbers and titles shown above must be marked and described at the top left corner of the pages and entrants cannot change titles and its order. Maximum of two pages per titles are allowed.
- Contents of the design description should be based on the answers to the design guidelines and sublate extraneous contents.
- Display only one floor on each page for plan drawings and include all floors of the building(s). Orient north toward to the top of a page and mark name and area of each space.
- The design description should be in landscape orientation, single side print on white paper, perfect bound at the left edge.

### (3) Submission Documents

- Entry form – Printable from website
- Power of Attorney – Form 1 (In case of joint representative)
- Joint Application Agreement – Form 2 (In case of joint application)
- Pledge – Form 3 (Submit all team members)
- A copy of the team representative's Business Registration Certificate
- A copy of the architect's license (Submit all team members)

### 3.2. Digital Submission

- All submittals must be uploaded as digital files, and contents of the data should be identical with the submittals.
- All submission files must be compressed as a single “AA000.zip” file and uploaded to the competition website.
- All submission documents must be combined into a single “AA000\_Forms.pdf” file. Follow the table below for the order of each document.
- The file must be uploaded before the deadline of the submission of entries (Jul. 03, 2018, 17:00). The upload link is as follows:
- Upload Link : <https://www.dropbox.com/request/eYxeoMv7UtXKgsHTSUIP>
- Submission will be recorded at the upload finish time. Any files submitted after the deadline will be checked as not submitted.



- If the entrants have uploaded multiple times, the last file uploaded will be submitted. The previous files will be deleted.
- Folder structure and file name (use PIN instead of AA000)

File Name	File Name	Items	
AA000.zip	AA000_Panel_all.jpg	One image file of four panels put together(150dpi, jpeg)	
	AA000_Panel1.jpg	Four image files of each panel(300dpi, jpeg)	
	AA000_Description.pdf	Design Description (pdf, high quality print)	
	AA000_Plans.dwg	CAD files of the drawings included in the Design Description	
	AA000_Outline.xlsx	Excel file of Form 4	
	AA000_Forms.pdf		Entry form
			Power of Attorney
			Joint Application Agreement
			Pledge
			A copy of the team representative's Business Registration Certificate
		A copy of the architect's license	

### 3.3. Documentation Guideline

- Use of color is allowed.(No restriction in panel expression)
- Unless otherwise noted, entrants can decide the scale of the drawings. Scale and orientation should be precise.
- Violation of the above items including arbitrary modification of perspective images resulting in being much different from the drawings will be reported to the jury and the jury can decide upon possible elimination of the entry for that reason.

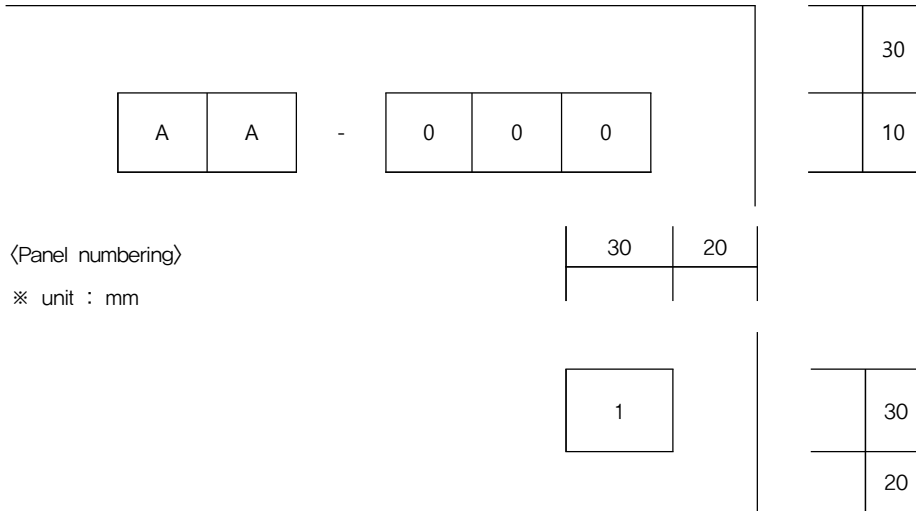
### 3.4. PIN and Numbering of Panels

- In order to secure anonymity, a PIN (Personal Identity Number) selected by the entrant is used to mark the upper right corner on the back of the panels.(See the image below)
- The PIN consists of two uppercase alphabet and three Arabic numerals.
- The numbering of the panels (indicating the order of panel layout) should be attached on the lower right corner on the back of each panel as follows:
- The PIN and panel numbering is ARIAL 24 point, black, center aligned.

<PIN>

※ unit: mm,

10	10	10	10	10	10	30
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### 3.5. List of Forms

- Form 1. Power of Attorney (can be submitted in English form)
- Form 2. Joint Application Agreement (can be submitted in English form)
- Form 3. Pledge (can be submitted in English form)
- Form 4. Project Summary, Facility Area Table, Construction Cost Estimate Table
- Form 5. Cover page of Design Description

### 3.6. List of Reference Materials

- Space Program & Summary [Reference Materials-1]
- Current Conditions & Historical Background of the Site Area [Reference Materials-2]
- Technical Review Checklist
- Form 1, 2, 3, 5 (MS Word file)
- Form 4 (MS Excel file)
- Geological Survey Report (Available in Korean version only)
- Site map (CAD file)

\* These materials can differ slightly from the actuality and the winner must adjust the design accordingly after the contract. Follow site area provided in section 1.3 of the competition guidelines for the design proposal such as building-to-land ratio and the floor area ratio, etc.

<Form 1>

# Power of Attorney

I \_\_\_\_\_(name) of \_\_\_\_\_(Firm name), hereby appoint  
\_\_\_\_\_(name) to be a representative of the competition,  
and delegate all rights to the representative for International  
Competition for a New Headquarter Building for Seoul  
Metropolitan Office of Education.

2018. . .

Co-Representative: (name) \_\_\_\_\_ (Signature) \_\_\_\_\_

※ Submit only when there are two or more representatives(partners) within a firm. Each representative should sign on each form.



<Form 2>

# Joint Application Agreement

**Article 01 [Goal]** This agreement is to establish the rules between each firm and each individual as part of the subject joint application for the representative for International Competition for a New Headquarter Building for Seoul Metropolitan Office of Education.

**Article 03 [Team Representative]** The name, firm and the address of team representative entering the competition are as follows:

- Name(Name of Firm Representative) :
- Name of Firm(Name of Firm Representative) :
- Address(Firm Address):

**Article 03 [Team Members1]** The team members excluding the team representative are as follows:

- Name(Name of Firm Representative) :
- Name of Firm(Name of Firm Representative) :
- Address(Firm Address):

**Article 04 [Team Members2]** The team members excluding the team representative are as follows:

- Name(Name of Firm Representative) :
- Name of Firm(Name of Firm Representative) :
- Address(Firm Address):

**Article 05 [Rights of Team Representative]** The team representative on behalf of other members has the authority to express his/her will of its team regarding the reception and submission of documents and acquisition and abandonment of rights.

**Article 06 [Period of Agreement]** This agreement shall come into effect as of the signing date of this document and shall be automatically invalidated as of the time of submission to the competition. As for the winner of the competition, the agreement shall be invalidated as of the termination of the design contract.

**Article 07 [Obligations]** Members of the team promise to apply all knowledge and skills necessary in good faith to achieve the goal as stated in Article 1.

**Article 08 [Responsibilities]** Members of the team shall share all responsibilities in relation to the performance of the work submitted to the competition.

**Article 09 [Limits on Transfer of Rights and Responsibilities]** Members of the team including the representative cannot transfer their rights and/or responsibilities as stated in this agreement to a third party.

**Article 10 [Withdrawal]** Entrants cannot submit their work if the representative or team member withdraws from the competition and/or causes the team to fail to meet the eligibility requirements.

**Article 11 [Agreement Documentation]** Each member of the Joint Application Agreement agrees to abide by all articles stated above. Each member shall sign and submit the subject agreement and also retain a copy for their records.

2018. . .

■ Team Representative Name(Firm Representative) : \_\_\_\_\_ (Signature)

■ Team Members 1 Name(Firm Representative) : \_\_\_\_\_ (Signature)

■ Team Members 2 Name(Firm Representative) : \_\_\_\_\_ (Signature)

# Pledge

I (We), the undersigned entrant(s), will faithfully follow the regulations and guidelines of the Client, Seoul Metropolitan Office of Education. If any violation occurs, I (we) am willing to accept any incurring disadvantage.

I (We) hereby submit the pledge confirming that I (We) will take legal, financial and administrative responsibility for our proposals, and will not contest the process or the result of the competition such as the submission, evaluation, selection of winners.

2018. . .

Name(Firm Representative) : \_\_\_\_\_ (Signature)

<Form 4>

## 2. Project Summary, Facility Area Table, Construction Cost Estimate Table

### 1. Project Summary

Category	—	Unit	Note
Site Area		m <sup>2</sup>	
Building Area		m <sup>2</sup>	
Total Floor Area		m <sup>2</sup>	
Total floor area of		m <sup>2</sup>	
Total floor area of basement		m <sup>2</sup>	
Building-to-Land Ratio		%	
Floor Area Ratio		%	
maximum floors		floors	
maximum height		m	

### 3. Construction Cost Estimate Table

(unit : 1,000 KRW)

Category	Materials	Labor	Expenses	Unit Price (₩/m <sup>2</sup> )	Totals	Ratio
Architectural						
Site Work						
Landscape						
Mechanical/ Plumbing						
Electrical						
Data, Communications						
Fire Protection						
Demolition						
Contingency-Unknown						
Sub Total	-	-	-	-	0	0.0%
Overhead, Profit (by rate)	-	-	-	-		
Total	-	-	-	-	0	0.0%

### 2. Facility Area Table

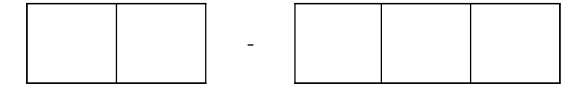
(unit : m<sup>2</sup>)

Category	Standard Area (a)	Design Area (b)	Rate (b-a)/a
Office Space	19,411		
Education Hub Space	7,453		
Civil Service Center Space	3,128		
Service Space	9,975		
Total	39,967		

\* The area of each space may be varied within a range of ± 10%(Office Space areas with a specified number of occupancies shall be varied within a range of ±3%), and the entire area of the facility may be varied within a range of ± 3%.

\* The figures listed can be verified in the technical review compared to the CAD files submitted, and will be reported to the jury if different.

※This form is for reference only. Use MS Excel file provided and insert to the design description.



<서식 5>

# Design Description

**International Competition for  
a New Headquarter Building for Seoul Metropolitan Office of Education**