



“GRÜNEWALD-STEICHEN” PROJECT

APPENDIX 1

**Composition of the Preliminary assessment panel and Final
assessment panel**

Only the consortiums selected by the Final Assessment Panel at the end of phase I of the selection process are permitted to take part in phase II of the appointment process. Consortiums must participate in the formation in which they submitted their application for the selection phase.

The Final Assessment Panel will assess the submitted projects on the basis of defined assessment criteria (See Appendix 2: Compliance and selection criteria) for the phase I of selection and the phase II of appointment.

1.1 The Preliminary assessment panel in phase I of selection

The **Preliminary assessment panel**, made up of Fund agents, assisted where necessary by experts, will analyse and verify the admissibility (compliance, completeness, sufficient capacity, etc.) of the application files, in particular on the basis of the Rules, as amended where applicable by the questions and answers of the description, the deliverables for this Phase I (in appendix 3) and the criteria (in appendix 2), and in particular with regard to the following points:

- administrative documents,
- economic and financial capacity,
- references,
- letter of undertaking – service missions (appendix 3.2),
- letter of undertaking – project to be carried out (appendix 3.3),
- Letter of intent for a completion bond (appendices 3.4 and 3.5).

1.2 The preliminary assessment panel in phase II of appointment

In the interim phase (Phase II.1) and in the final phase (Phase II.2), before being submitted to the final assessment panel, the proposals are checked by the **preliminary assessment panel** for their compliance with:

- these rules, amended as applicable,
- the questions and answers of this request for proposals,
- the specifications, rules and their appendices

The examination of the preliminary assessment panel will report any errors of design, inscription or calculation in the competitors' documents, and will be reported to the final assessment panel before the start of the latter's operations.

2.1 The Final Assessment Panel

The Fund appoints a Final Assessment Panel of 9 members, of which at least one-third of the members must be qualified architects.

The selected members of the Final Assessment Panel are as follows:

- 1 chairman
- 1 architect representative of the Order of Architects and Consulting Engineers ("OAI")
- 1 representative of the City of Luxembourg
- 1 representative of the National Low-Cost Housing Company ("SNHBM") or other "Public developer" with experience in rental management
- 1 expert in office spaces (for lot 2)
- 1 representative of the Ministry of Housing for housing dedicated to employees (for lot 1)

- 4 Fund representatives, 1 of which represents the landscape architect

The Final Assessment Panel is autonomous in its judgement.

The Final Assessment Panel makes its decision by majority vote.

2.2 The operations of the final assessment panel

2.2.1 The Final Assessment Panel in phase I – Selection

On the basis of the preliminary assessment panel's report, the final assessment panel deliberates, rejects the inadmissible applicants and ranks the admissible applicants on the basis of the criteria set out in Appendix 2, so as to be able to select a maximum of five teams per lot.

2.2.2 The Final Assessment Panel in Phase II – Appointment

Phase II.1. Interim phase

After examining the report of the preliminary assessment panel, the final assessment panel will exclude from the request for proposals any project whose author has not complied with the essential conditions of the specifications, the programme and the other parts of the request for proposals. It also rejects projects that are blatant plagiarism or whose work must be considered inadequate.

The final assessment panel will assess the projects according to the criteria set out in Appendix 2, and will make work recommendations that will be sent to the teams so that they can finalise their project for the final submission

Phase II.2. Final phase

After examining the report of the preliminary assessment panel, the final assessment panel will exclude from the request for proposals any project whose author has not complied with the essential conditions of the specifications, the programme and the other parts of the request for proposals. It also rejects projects that are blatant plagiarism or whose work must be considered inadequate.

The final assessment panel will assess the projects according to the criteria set out in Appendix 2.

The proposals will be assessed individually by the members of the final assessment panel. The project considered to be the best will be awarded the maximum rating for the **architectural section** (40/40), and the other projects will be assessed proportionally on this basis.

The decisions of the Final Assessment Panel and any recommendations will be set out in a written report, which will be submitted as soon as possible for approval by all the members of the Panel present and signed by the Chairman and the secretary.

With a view to opening the economic bids, consortiums whose architectural proposals have not obtained at least 60% (i.e. 24/40) of the maximum points awarded to the architectural section will be eliminated. As a result, the economic bids will be opened only to those consortiums whose proposals have obtained at least 24/40 for the architectural section.



Once the economic bids have been opened, the **price bids for the land to be transferred by the Fund, the lot 1, respectively the lot 2, (for lot 1, the cost of developing the future public square is to be deducted from the offer),** will be converted into points (the best bid being awarded the maximum number of points, and the others being assessed proportionally), and the points obtained will be added to the points obtained in the architectural and landscaping section.

The Consortium that is awarded the request for proposals shall, in principle, be the one with the highest total points (Architectural section + Economic section).