

"GRÜNEWALD-STEICHEN" PROJECT

APPENDIX 3

Deliverables

LIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANTS

PHASE I of SELECTION

1.1 Contents of the application file in Phase I of selection

In the selection phase, the application file to be submitted is intended to demonstrate the teams' qualifications in terms of their competence, experience, creativity, reliability and financial capacity.

The following must be submitted:

1.1.1 Information about the Developer

- The **coordinated articles of association** currently in force of the economic operator,
- A signed **sworn statement** (on a paper with a letterhead) that the applicant is not subject to a ban on participating in public tenders, nor to bankruptcy, court-ordered receivership or liquidation proceedings (statement less than 1 month old at the time of submission),
- The certificate(s) issued by the competent authority confirming that the applicant is up to date with its obligations relating to the **payment of social security contributions** in accordance with the legal provisions of the country where it is established (certificate less than 3 months old at the time of submission). In the case of a bid submitted by applicants incorporated as a legal entity, the certificate referred to is that of the legal entity as well as of its directors,
- The certificate(s) issued by the competent authority confirming that the applicant is up to date with its obligations relating to the **payment of taxes** in accordance with the legal provisions of the country where it is established (certificate less than 3 months old at the time of submission),
- The certificate(s) issued by the competent authority certifying the up-to-date status of its **payment of taxes** (VAT) in accordance with the legal provisions of the country where it is established (certificate less than 3 months old at the time of submission),
- An extract of **registration with the trade register or the professional register** (an official document, less than 3 months old, certifying the applicant's registration in the trade register or the public authority register listing commercial companies),
- One (or more) recent (max. 3 months old) extract(s) from the **criminal record** of the Developer (natural person), and/or of the directors/managers of the Developer (legal person), and/or of the natural persons or directors/managers of the legal person(s) that are members of a consortium,
- A copy of the **incorporation permit** authorising the applicant to work as a property developer (referred to as the Developer in this request for proposals),
- **The organisation chart of the group** of companies to which the applicant belongs,
- **An extract from the Register of Beneficial Owners (RBE)** showing the composition of the shareholding, the beneficial owners, as well as the direct and indirect economic interests within other entities, less than one (1) year old at the time of the Applicant's submission of its bid,
- A certificate of **third-party and professional liability insurance** valid for the current year as well as a certificate of a **ten-year guarantee**.

- **The turnover** for the last 3 financial years available, to be filled out in Appendix 3.6
- **The profit and loss accounts** for the last 3 financial years available.

Comment:

In the event that the Developer, or various members of the Developer consortium, have only been operating in Luxembourg since a date after 1 January 2022, the aforementioned certificates must be provided both for the period of activity in Luxembourg and for the period of activity abroad, from the authorities of the country of the registered office or the country of their main activity.

- **References**

The Developer must indicate at least one “comparable reference”, the most recent one possible.
A “comparable reference” means:

- For lot 1:
one or a set of collective housing buildings comprising at least 21 collective housing units (residence of 21 units or more) in an urban site, with a partially mixed-use ground floor and underground parking of at least 21 pitches, having an energy class of AAA, AAB, ABA or NZEB, and that have been built (and completed) in a single real estate operation and within a maximum period of 3 years (start of project to end of project). In addition to meeting the requirements described above, references with an environmental certification are a plus.
- For lot 2:
an office building in an urban site with a comparable surface area, AAA energy class or equivalent, with a commercial ground floor, and having been built (and completed) within a maximum period of 3 years (start of project to end of project). In addition to meeting the requirements described above, references with an environmental certification are a plus.

Comment:

In the case of a full mission entrusted to the project manager, the project manager's references for “comparable projects” must be references for projects in Luxembourg, and the Developer's references may not be for projects in Luxembourg.

In the case of a partial mission entrusted to the project manager, the references for “comparable projects” of the project manager and the Developer must be references for projects in Luxembourg.

Illustrated references should be documented with Appendix 3.7

- **Letter of undertaking (Developer) – Service mission**

The Developer must submit a sworn statement that it undertakes to grant, if the contract is signed, a service mission to the architect(s) and also to the landscape architect of the defined project and to honour its commitments in respect of the services in accordance with the template in appendix 3.2.

The full mission of the project manager will be preferred as part of this project for the building envelope, the complete finishing of the common areas and the outdoor and landscaping developments. Only the interior fittings of the housing units will be left to the Developer's discretion in compliance with the specifications relating to the categories of housing, namely the specifications for the Kirchberg Fund housing units.

Developers are advised to take into account the services of an architect of their choice for the layout of the private parts of the housing units and the related site management.

- **Letter of undertaking (Developer) – Project to be carried out**

The Developer must submit a sworn statement (see appendix 3.3) stating that it undertakes, if the contract is signed, to carry out the winning project and comply with the specifications.



- **Letter of intent for a bank completion bond**

The Developer must draft the letter of intent for a bank completion bond (see appendix 3.4), which covers, according to the Fund's estimates, and without commitments in this regard, approximately 50% of the construction and development costs of the complexes.

For lot 1, an additional completion bond must be provided for the proper development of the public square to be created. This bond will also cover 50% of the costs of developing the public square.

It should be noted that any proposal offering a letter of intent for a bank guarantee that does not comply with the attached template will be rejected.

No changes may be made without resulting in the exclusion of the Developer from this request for proposals.

- **Information note** indicating the way in which the consortium will carry out the mission, from the design stage to its presence on the worksite, if applicable, a summary note signed by the members of the consortium, specifying the distribution of the mission between partners (from the request for proposals design stage, to the execution of the project including site supervision) / methodological note specifying the conceptual approach, the organisation of work and the planned phasing
- **The presentation files** of the team members and CVs of the people in charge of the project

1.1.2 Information about the Architect

Presentation and indication of the architect(s) to whom the Developer will entrust the development and execution of the project, namely their last name, first name, profession, company name, address, telephone number, email address, and, if applicable, the organisation chart of the consortium of architects as well as the distribution of the architect's mission within the framework of this request for proposals.

- **Administrative documents** to be provided by the architects:
 - a certificate of **third-party liability insurance**,
 - the **certificate of registration in the register of the *Ordre des Architectes et Ingénieurs*** [Association of Architects and Engineers] of Luxembourg, valid for the year 2025, **or, failing that**, the certificate of registration in the professional register of the country of origin, valid for the year 2025.
 - extract(s) from the criminal record less than 3 months old,
 - the turnover for the **last 3 financial years available**, to be filled out in Appendix 3.8.

- **Professional references:** a maximum of 5 references for "comparable projects", as recent as possible.

Illustrated references should be documented on the basis of Appendix 3.8.

A "comparable reference" means at least:

- For lot 1:
one or a set of collective housing buildings comprising at least 21 collective housing units (residence of 21 units or more) in an urban site, with a partially mixed-use ground floor and underground parking of at least 21 pitches, having an energy class of AAA, AAB, ABA or NZEB, and that have been built (and completed) in a single real estate operation and within a maximum period of 3 years (start of project to end of project). In addition to meeting the requirements described above, references with an environmental certification are a plus
- For lot 2:
an office building in an urban site with a comparable surface area, AAA energy class or equivalent, with a commercial ground floor, and having been built (and completed) within a maximum period of 3 years (start of project to end of project). In addition to meeting the

requirements described above, references with an environmental certification are a plus.

Some points to bear in mind: AAA energy class; in an existing urban neighbourhood, innovative energy design; quality of integration with its environment; use of healthy materials; innovative criteria in residential construction; integration of common areas, mix of housing types.

Comment

References will be assessed solely on the basis of the data and illustrations provided by the office in the application file.

1.1.3 Information related to the Landscape Architect (for lot 1 only)

Presentation and indication of the landscape architect(s) to whom the Developer will entrust the development and execution of the project, namely their last name, first name, profession, company name, address, telephone number, email address, and, if applicable, the organisation chart of the consortium of landscape architects within the framework of this request for proposals.

- **Administrative documents** to be provided by the Landscape Architect(s):
 - a certificate of **third-party liability insurance**,
 - extract(s) from the criminal record less than 3 months old,
 - the turnover for the **last 3 financial years available**, to be filled out in Appendix 3.9
- **Professional references**: a maximum of 3 references for “comparable projects”, less than 5 years old. Illustrated references should be documented on the basis of Appendix 3.9

A “comparable reference” means at least:

- For lot 1:

Outdoor developments in an urban environment and including at least:

- The development of a public square with a minimum surface area of 1500 m² and featuring vegetation, relaxation areas and terraces, as well as street furniture and equipment promoting the concept of living together and enabling the organisation and staging of cultural events.
- The development of private spaces in the centre of the block for guaranteeing the development of private green spaces of different categories (gardens, inner courtyard) and emphasising user comfort and the microclimate.
- The development of frontages allowing a good transition between private and public space and guaranteeing privacy for housing, openness for shops, etc.

Comment

References will be assessed solely on the basis of the data and illustrations provided by the office(s) in the application file. The application file should only contain references related to the intended project.

1.1.4 Non-compliant files

If the Fund finds that the application files are not complete, it reserves the right, but not the obligation, to inform the applicants concerned, giving them a new deadline, identical for all applicants, to allow them to complete their file, on penalty of exclusion.

PHASE II of APPOINTMENT

1.2 Contents of the application file in the 2nd phase of interim appointment

By submitting its architectural and financial proposal, the participating Consortium declares that it accepts the content of these rules and their appendices, which constitute the legal basis of the request for proposals.

Each consortium can only submit one project. Variants are not permitted. Entries on drawings and any other documents must be drafted in French.

The Fund reserves the right to modify the content requirements of Phase II at a later stage.

For the formulation of the proposals to be submitted for the project, the Consortium is required to comply with the documents of this request for proposals.

The deliverables in the interim and final submission phases consist of a summary rough-draft rendering at the scale of 1/200 including in particular:

- A descriptive brief of no more than 10 DIN A3 pages, providing information on:
 - o The overall urban planning and architectural approach of the project, at the scale of the district and the neighbourhood,
 - o The external and internal layout specific to the project (volumes, façades, location of functions, etc.),
 - o The uses of different surfaces,
 - o Explanations regarding traffic and access,
 - o The description of the materials used for the façades and for the development of the outdoor areas;
- The works schedule in the form of a table showing the completion deadlines for the various phases of the works until the completion of all the works and the opening of the site to the public;
- Reduction of DIN A0 graphic boards to DIN A3 landscape format,
- Reproduction of all graphic documents - drawings, cross-sections, facades, images, etc. at a scale of your choice, but allowing for a good understanding of the content;
- A USB stick with the documents in digital format in their original format and in PDF format;

1.2.1 Lot 1:

- Overall layout plan at a scale of 1:500 showing the plot boundaries, entrances, topography, outdoor facilities, shaded areas (as at 21/06) and fire brigade accesses.
- Overview of storeys showing all the facilities offered per building
- Plan of the basement(s) at a scale of 1:200 with indication of service rooms, housing unit cellars, cellar rooms for crèches and/or shops, car park operation and traffic flow management, etc.
- Layout drawings of outdoor spaces and frontage areas, with an indication of their use (common or private) and their levels
- 2 cross-sections and 2 longitudinal sections (1:200), showing the projected topography
- Elevations of façades (1:200) and detailed diagrams (1:20) showing the façade materials
- Diagram showing the distribution of housing unit types per building,
- Diagram of traffic flow management (of various users - including the car park)
- Operating concept for the thematic housing units
- Layout drawing of the public square (1:200) showing the levels, materials, building entrances, allocation of the different spaces, vegetation, street furniture, etc.



- 2 cross-sections of the public square
- Proposed landscaping for the reflection areas
- A range of plants specified by a planting plan;
- Maintenance logbook for buildings and outdoor spaces
- Detailed cost of the proposed development for the public square to be proposed
- Tables of surface areas with:
 - o The total gross built-up area (GBA) per building, function, storey, category and housing unit type,
 - o The above-ground gross surface area (GSA) per building and the gross basement area
 - o The gross living area (GLA) per building, storey and category of housing unit,
 - o The usable floor area (UFA) of shops, local services, hotels, restaurants and cafés, and offices, per building and total
 - o The usable floor area (UFA) of cellars, laundry rooms, rubbish rooms, meter rooms, bicycle room, pram room and underground car parks,
 - o The number of housing units per building, storey, type and category of housing unit
 - o The surface area of private balconies, terraces and loggias,
 - o The surface area of the outdoor facilities linked to the functions, specifying the following surface areas:
 - Terraces of shops / offices / housing units
 - Balconies / loggias of housing units
 - Inner courtyards intended for communal use,
 - Play areas for the housing part,
 - Roofs intended for communal use,
 - Roofs for photovoltaic/solar panels;
 - private frontage;
 - Other functional space (presentation area, space for bicycles, etc.)
 - o The surface area of the public square to be developed, specifying the surface areas of the different uses,
 - o Total number of parking spaces for general use, for PRM, and by function
 - o The number of parking spaces for bicycles and their allocation by function,

Comment

- A template of the table to be filled out will be provided for phase II
- The calculation of some data must be illustrated by graphic documents for control purposes.

1.2.2 Lot 2:

- General, at the scale of 1:500 or 1:200:
- Overall layout plan showing the plot boundaries, entrances, topography, outdoor facilities, shaded areas (as at 21/06) and fire brigade accesses,
- Overview of storeys showing all the facilities offered per building, the division into foreseeable separate entites,
- Drawing of all storeys (including the basement) showing the proposed layout, traffic flow, possible divisions into separate private entities, ducts and service rooms, cellars, etc.
- Ground floor plan and its relationship with the outdoor space
- Drawing of outdoor spaces and frontage areas, with an indication of their use (common or private)
- 1 cross-section and 1 longitudinal section showing the projected topography
- Elevations of façades and details of façades showing the façade materials
- Diagram of traffic flow management
- Table of surface areas with:
 - o Details of the programme, by function and storey
 - o The GSA, GBA and UFA (total, by storey and by function,)
 - o The UFA/GBA, UFA/GSA ratios
 - o Number of parking spaces required, according to the ratio of parking spaces per function

**1.3 Contents of the application file in the final appointment phase**

The deliverables for the final submission are identical to those of the interim phase, with a refinement of the proposals by integrating the panel's recommendations.

In addition:

- the financial bid to be submitted for the acquisition of the emphyteusis rights (to be submitted in a separate envelope)
- the letters of intent for a bank guarantee.

The form of the financial bid for the emphyteusis rights will be specified and communicated for phase II.

1.3.1 Formulation of the economic section:

See appendix B.13

2.1 Submission of application files, projects and bids

Files, projects and bids must be submitted in accordance with the time and technical requirements set out in the Tendering Rules.

2.1.1 Selection phase – the application file

The application file with all its appendices must be submitted electronically in PDF format and in A4 or A3 format.

The documents must be submitted **in a single email** to the following address:
grsteichen@fondskirchberg.lu

If the size of the files attached to the application email exceeds the maximum permitted capacity (for information, this is 20 megabits), the Consortium may submit its application via any platform that allows the transfer of larger files (such as WeTransfer or any other equivalent).

A detailed acknowledgement of receipt of the documents received will be sent to each applicant. All the documents attached to the Consortium's bid must strictly use the same naming scheme as that indicated in the documents sent by the Fund.

2.1.2 Appointment phase

For phase II of appointment, anonymity is compulsory.

The proposals to be submitted will therefore bear no signature, motto or logo.

All documents must be identified with a code chosen by the team and written in the top right-hand corner. This consists of six different dark-coloured Arabic numerals, with a height of 1 cm and a total length of 6 cm.

Projects whose Consortium can be recognised in any way other than by simply unsealing the envelope will be excluded from the competition.

The documents to be submitted in the interim and final phases will be deposited with a bailiff's office, the address of which will be communicated for phase II.

2.1.2.1 Interim submission:

The Consortium's proposal must be submitted in a sealed, **anonymous**, opaque white envelope bearing the six-digit code chosen by the Consortium and the words "**Lot 1**" or "**Lot 2**" respectively, with

1. an envelope marked "**Architectural and landscaping proposal**" containing:
 - The boards representing the proposal in **DIN A0 landscape** format, glued to semi-rigid panels (foam board), with the drawings oriented with North facing upwards and including all information requested/necessary for a good understanding of the architectural/landscaping project
 - For lot 1: maximum of x DIN A0 boards in landscape orientation
 - For lot 2: maximum of y DIN A0 boards in landscape orientation
 - In the format of a DIN A3 landscape folder, the DIN A3 reduction of the presentation boards, the descriptive brief, the tables, the cost of development of the public square (for lot 1), the letters of intent with a view to obtaining a completion bond and all other required and necessary documents
 - A USB stick with all the documents in their original digital format and in PDF format
2. an envelope marked "**Identification**" containing:
 - The identification and full contact details of each participant in the Consortium

**2.1.2.2 Final submission:**

In addition to the two envelopes stated above, each Consortium will submit a

3. an envelope marked "**Land fees bid**" containing:

- The financial bid for the acquisition of the emphyteusis rights

The final submission will therefore consist of three envelopes, which are to be grouped together in a single sealed, anonymous packet bearing the words "Lot 1" or "Lot 2" respectively, and the six-digit identification code chosen by the Consortium.