

International Design Competition for the (NEW) GOYANG City Hall Design Guidelines

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국제설계공모 설계지침

Aug. 18 (Wed) ~ Dec. 13 (Mon), 2021

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일반 지침

Generals

Generals

1. Title

- The title of this design competition is International Design Competition for the (New) Goyang City Hall. (hereinafter referred to as the ‘design competition’)

2. Background

- Established in 1983, the current Goyang City Hall was originally constructed as a county office for 200,000 population, so its structure stability is vulnerable for current use. Also, the office areas, city council, and civil service areas of the city hall are extremely insufficient to satisfy the administrative demands of the 1,090,000 citizens of the special city.
- At present, 10 additional outside city halls are being used to resolve insufficient space of the current city hall, but not only the scattered spaces have resulted in inconvenience to users but also caused a great amount of rental expenses.
- Thus, in order to integrate the old and scattered city hall spaces and to provide high-quality administrative services to 1,090,000 citizens of Goyang-si, an international design competition is planned to establish a new city hall that is both future-oriented and environmentally friendly by reflecting various kinds of domestic and international ideas.

3. Purpose

- The primary purpose of the design competition is to provide high-quality administrative services to 1,090,000 citizens of Goyang-si. Moreover, it aims to select reasonable, creative, and future-oriented designs for building Goyang new city hall complex that will become a physical landmark of Goyang-si and emotional landmark of citizens of Goyang-si to promote balanced development of the city and to newly establish publicness of a public office building.

4. Overview

- Project Title: 「International Design Competition for the (New) GOYANG CITY Hall」
- Host: Goyang City Hall (New City Hall Construction Department)
- Site Address: 206-1, Jugyo-dong, Deogyang-gu, Goyang-si, Gyeonggi-do
- Zoning District: 2nd General Residential District
- Use: Public Office facilities
- Area Size: 73,095.90m² (Current competition site: 46,578.2m², Reserved site for the future development: 26,517.7m²)
- Total Floor Area: 73,946.62m² (allowable within $\pm 2\%$)
- Estimated Construction Cost: 201,327,000,000 KRW (including VAT and new renewable energy construction cost)
- Estimated Design Cost: 10,731,960,000 KRW (including VAT, certification costs, and liability compensation securities)
※ Certification costs: 1,423,000,000 KRW
- Competition Period: Aug. 18 (Wed) ~ Dec. 13 (Mon), 2021
- Design Period: 14 months from the commencement date (including the permission period and holidays / the design period is subject to be adjusted depending on the situation)

5. Method

5.1. Competition Method

- It is an open and international design competition, thus a collaboration with foreign enterprises is recommended.

6. Organization

6.1. Host

- 'Goyang-si office' (hereinafter host) orders this design competition and the finances for it. [L]
[SEP]
- Responsible Office: New City Hall Construction Department

6.2. Professional Advisor Committee

- The professional advisor committee is organized to take the advice for this design competition. [L]
[SEP]
- Head of professional advisor (PA): Chun, Eui Young(Kyonggi University)
- Professional advisors (in alphabetical order)
 - Cho, Kwang Hee (Daelim University)
 - Choi, Won Chul (Hanyang University)
 - Choi, Yong Hwa (Kyonggi University)
 - Im, Ji Yeol (Goyang Research Institute)
 - Jung, Jong Kook (Gyeonggi-do Provincial Government)
 - Kim, Hong Il (Dongguk University)
 - Kim, Jong Sun (Goyang City Hall)
 - Lee, Sang Yun (Yonsei University)

6.3. Competition Management Team

- The competition management team provides the guidelines of the jury members in the review process and supports the arrangement of the review for the works submitted. Also, it supports the smooth working process of them by participating in the review process. And it notifies the review results to the submitters after selecting the winning works.
- The senior researcher of the competition management team is Jo, Seungkoo(Professor at Tongmyong University) of Korean Institute of Architects.
- Inquiries about website registration, qualifications, participation application, and others are only accepted through the official e-mail, and it may take up to 24 hours for receiving responses. (Excluding weekends and holidays)
- Other inquiries regarding design competition guidelines, etc. are only accepted during the designated inquiry period. Refer to 13. Q&A for details.
 - Official website: <http://www.goyang-newcityhall.org>
 - Official e-mail: admin@goyang-newcityhall.org

7. Official Language and Units

7.1. Official Language

- The official language for the design competition is 'Korean' and 'English'.
- For any conflict of interpretation between the 'Korean' and 'English' version of the rules, guidelines and the Q&A of the design competition, the 'Korean' version shall prevail. ^[L]_[SEP]
- The entry (drawing plate, design description, and the summary of the design ^[L]_[SEP]concept) shall be in 'Korean'. But, it can be accepted to write 'English' side-by-side if necessary. ^[L]_[SEP]
- Documents submitted by the participants shall be either in 'Korean' or 'English'.

7.2 Units of Measurement

- All measurement units shall be the 'Metric System.'

8. Eligibility and Restrictions

8.1. Eligibility

- For Korean architects, it shall be an architect, completing the business registration and running the business pursuant to the 「Certified Architects Act」 of Korea as of the date of the participation registration and the architect shall be running an architectural business with no cause of disqualification pursuant to the relevant laws and regulations. (1)
- In the case of foreign architects, they shall be a qualified architect according to the laws of their countries by the time of the announcement date (2), and they must jointly participate with an architect who is qualified as presented in (1). ^[L]_[SEP]
- For the joint application, the list of joint participants shall be completed until the submission of the entry, and all of the joint participants must be qualified for (1) or (2). The total number of joint participants shall be

limited to 3 or less, and the representative should be designated as a Korean architect who is qualified for (1).

- The representative of the joint application shall play the role of generalizing and controlling the general works and receive construction permission as the representative of the joint body after winning, and the legal rights, responsibilities, and obligations related to the competition belong to the representative. [SEP]
- Participants in the Design Competition, registered as a representative or participant, shall not join any other design. [SEP]

8.2 Participation Restrictions

- Individuals and institutions directly participating in the development of the rules and guidelines of the Design Competition [SEP]
- Architect offices or architects whose business registration is cancelled, suspended, disqualified or temporarily closed as of the registration deadline

9. Schedule^{[L] [SEP]}

9.1. Schedule of the design competition

Classification	Schedule	Remarks
Announcement	Aug. 18 (Wed), 2021	
Participation Registration	Aug. 18 (Wed) ~ Oct. 01 (Fri), 2021	By an official website
Onsite Meeting	Sep. 01 (Wed), 2021 at 14:00	Online
Inquiries	Sep. 06 (Mon) ~ Sep. 10 (Fri), 2021 by 17:00	By e-mail
Answers	Sep. 27 (Mon), 2021 at 14:00	On an official website
Entry Submission	Nov. 26 (Fri), 2021, by 10:00~17:00	in person
Technical Review	Dec, 01 (Wed), 2021	
Main Review	Dec. 07 (Tue), 2021	
	Dec. 10 (Fri), 2021	
Result Announcement	Dec, 13 (Mon), 2021	On an official website

[Table 01] Design Competition Schedule

- The Design Competition schedule may be changed according to the government guidelines regarding COVID-19 and circumstances of the Organizer and if changed, it will be posted on the official website and also notified to the representative participant by e-mail. <sup>[L]
[SEP]</sup>
- All of the schedules and times of competition is based on the Korea Standard Time (UTC+09). <sup>[L]
[SEP]</sup>

10. Anonymity^[1]_[SEP]

10.1. Applicant PIN number

- The anonymity of the applicant shall be secured in all processes from the participation registration to the final review results, and in order to maintain anonymity, the identity of the applicant is substituted as the applicant's PIN number (hereinafter PIN number). ^[1]_[SEP]
- The PIN number is comprised of 2 random capital letters and 5 Arabic numerals chosen by the applicant, and it is created after checking the duplicates on the website. ^[1]_[SEP]
- The PIN number is substituted as the assigned registration number according to the order of the entry registration during the review process. ^[1]_[SEP]
- The writing (attachment) method of the PIN number for different submissions follows 3. Submission Guidelines. ^[1]_[SEP]

10.2. Ensuring Anonymity

- For the fair review evaluation, the applicants are not allowed to reveal the fact that they participated in the design competition and submitted the entry, the content of the entry, and the PIN number on their social media and other means, and if violated, they will lose the participation rights in the design competition.

11. Registration

11.1. Period and Method

- When: Aug. 18 (Wed) ~ Oct. 01 (Fri), 2021
- How: Register at the official website(<http://www.goyang-newcityhall.org>)

11.2. Notes

- Applicants shall enter the required information (company name, representative's name, nationality, contact, e-mail, etc,) according to the participation application guide by accessing the official website. After completing the application, one can identify if the application is approved on "My Page."
- It is possible to download data related to the competition from 'My Page' after the registration is approved. The provided data cannot be used for other purposes other than the Design Competition, and one shall agree with the 'Consent to the collection and use of the provided data and personal information' by the time of the website registration. [SEP]
- It is not allowed to change the representative until entry submission, but co-participants can be changed or added up to two people (excluding the representative), and the final co-participants will be confirmed through the [Joint Application Agreement] (Form 04) which will be submitted together with the final work.

12. Onsite Meeting

12.1. Schedule

- When: Sep. 01 (Wed), 2021 at 14:00
- How: Online meeting (download the material)
- Subject to change according to the government guidelines regarding COVID-19.
- Materials for the onsite meeting are in Korean.

13. Q&A

13.1. Receiving Inquiries

- When: up to Sep. 06 (Mon) ~ Sep. 10 (Fri), 2021 at 17:00(UTC+09)
- How: submit by an official email after filling out [Document 01. Design Competition Written Questionnaire].

13.2. Answers

- When: Sep. 27 (Mon), 2021 at 14:00(UTC+09)
- How: notified on the official website

13.3. Notes

- Every applicant (team) shall be given one chance to form a question.
- Answers to the questions will be posted on the website of the competition and an individual response will not be made. [L]
[SEP]
- When the questions are not relevant with the guidelines of the design competition or for not using the designated template, no response will be made. [L]
[SEP]
- Answers to the questions should be considered as an addition or modification to the design competition rules and guidelines and it shall have the same effect with this guideline. [L]
[SEP]
- When the answers are different from the existing guideline, including the design competition guidelines, then the answers shall prevail. [L]
[SEP]

14. Entry Submission

14.1. Date

- When: Nov. 26 (Fri), 2021 at 10:00~17:00(UTC+09)
- Only the submissions and documents (hereinafter entry) that are submitted within the submission period will be reviewed.
- Entry submission is not allowed if some of the submittals or documents are omitted.

14.2. Place

- Address: Undecided (will be announced on the official website)
- The place for submission may be changed according to the government guideline regarding COVID-19 and circumstances of the Organizer and if changed, it will be posted on the official website and also notified to the representative participant by e-mail. ^[L]_[SEP]

14.3. How to submit

- Visit the submission place in person.
- The applicants shall double wrap all of the entries with a white paper for submission, and the detailed packing method is provided in '3. Submission Guidelines'.

14.4 Entry

- Submittals

Classification	Size	Q	Remarks
Drawing Plate for Review	A1(594×841mm)	1 set	A1 × 4 sheets
Design Descriptions	A3(420×297mm)	15 copies	Within 30 pages
Model	600×1000mm (Scale=1/500)	1 set	Refer to [Document 08] Model Production Standards
Summary of the Design Concept	A4(210×297mm)	1 copy	Document 08 (Within 1 page)
USB		1 set	

[Table 02] List of Submittals

- Documentations

Classification	Submittals	Q	Form
1	Design Competition Proposal Form	1 copy	Document 02
2	Consent of the Design Competition	1 copy	Document 03
3	Joint Application Agreement	1 copy	Document 04
4	Architectural Overview and Facility Area Table	1 copy	Document 05
5	Detailed Area Table for Each Facility	1 copy	Document 06
6	Summary of Estimated Construction Cost	1 copy	Document 07
7	Pledge of Prohibition of Contact in Advance	1 copy	Document 09
8	Application for Avoiding and Excluding Jury Members	1 copy	Document 10
9	Architect License	1 copy	All applicants
10	Copy of Architectural Business Registration Document	1 copy	Representative only

[Table 03] List of Documents

- All of the joint applicants including the representative shall submit a copy of the architect license and a copy of the business registration certificate. However, only the representatives are responsible to submit the business registration certificate.
- If the architect license is not written in English or Korean, it should be translated it in English or Korean for submission.

14.5. Notes

- Every applicant is allowed to submit only one entry, and in the case of a duplicate application, it would be the cause of disqualification. [SEP]
- Modification, changing, and the supplementation of the submitted entry are not allowed. [SEP]

15. Review Committee

15.1. Technical Review Committee

- The technical review committee is comprised of 8 professionals in related fields of Architectural Regulations(3), Construction(2), Sustainability(1), Structure(2).

No	Name	Title	Related fields	Note
1	Cho, Kwang Hee	Daelim University	Regulations	Head of the Technical review committee
2	Choi, Yong Hwa	Kyonggi University	Construction	
3	Im, Ji Yeol	Goyang Research Institute	Sustainability	
4	Kim, Jun Hee	Yonsei University	Structure	
5	Lee, Sang Yun	Yonsei University	Regulations	
6	Lee, Young Do	Kyungdong University	Construction	
7	Park, Hong Gun	Seoul National University	Structure	
8	Yoon, Diong Sik	Hongik University	Regulations	

[Table 04] List of Technical Review Committee (in alphabetical order)

15.2. Review Committee

- The Review Committee consists of 10 members (8 jury members and 2 preliminary members).
- The head of professional advisor takes a part in the review as the head of the review committee, but does not have the right to vote.
- The following is the list of jury members concluded by the fair review of the Competition Management Team. [SEP]

No.	Name	Title	Note
1	Chun, Eui Young	Kyonggi University	Head of the review committee (PA)
2	Baek, Jin	Seoul National University	
3	Cho, Byoung Soo	BCHO Architects Associates	
4	Chu, Beom	Konkuk University	
5	Kim, Yong Seung	Hanyang University	
6	Lee, Kyung Hoon	Kookmin University	
7	Lim, Jae Yong	OCA	
8	Oh, Jong Su	aandd architecture design lab.	
9	Kim, Jin Wook	Seoul National University of Science and Technology	Preliminary
11	Lee Hyun Hee	Gachon University	
10	Woo, Eui Jung	METAA Architects & Associates	

[Table 05] List of Jury Members (in alphabetical order)

15.3. Operation of the Review Committee

- The review committee shall be comprised of jury members and the management team of the design competition (Senior Researcher).
- Preliminary members do not participate in the review. However, in the case of absence of a jury member due to exclusion, avoidance, personal circumstances, etc., the preliminary member shall participate in the review as a substitution.
- More than 2/3 of the jury members must attend the review committee, and if the attendance is less than 2/3, the review committee will be re-opened.
- The chairperson shall collect the opinions of the jury members to process the review, and the review committee shall write and record the grounds for selection based on the given format. [L]
[SEP]
- The management team of the design competition and interest parties from the host shall join to support the review process. For a smooth review, they are not allowed to make any comments or actions that can affect the review results other than the review supporting the activities including answering the questions of the jury members or responding to the requests, etc.

16. Avoidance, Evasion, and Exclusion of Jury Members

16.1. Exclusion of Jury Members

- The jury members will be excluded from the Review Committee if falling under one of the following cases.
 - ① If the jury members or their current or past spouses are the participant or are joint holders of right or joint obligators
 - ② If the jury members are or were relatives of the company getting reviewed
 - ③ If the jury members become interested parties (including agency relations) by conducting businesses to be reviewed^[SEP]
 - ④ If the corporations or organizations where the jury members are employed are or were deputy of the company to be reviewed
 - ⑤ If the jury members worked for the company to be reviewed as executives or employees within the past 3 years^[SEP]
 - ⑥ If the jury members conducted consultations, researches, services (subcontract), valuations, or investigations related to the company to be reviewed within the past 2 years
- The jury members shall report their exclusion to the Competition Management Team within 1 week from receiving request for confirming the relevant issue, and they shall avoid participating in the review by themselves if falling in the issue presented above. If not reporting whether the jury members will be excluded from the review or not, it will be considered that they fall into the exclusion categories.

16.2. Evasion of Jury Members

- If a jury member falls into the cause for exclusion provided in Section 16.1 or fair review is hardly expected, one shall apply for evasion of jury members by submitting relevant grounds to the Competition Management Team by the entry submission deadline.
- For evasion of jury members, complete the Application for Evasion of Jury Members (Form 10) and submit it by the entry submission.
- Applicants who do not apply for evasion of jury members as provided shall not raise an objection for selection of jury members in the future.
- The entry of an applicant who did not apply for the evasion of a jury

member even if he/she falls into the cause for exclusion provided in Section 16.1 can be excluded from the review or winning from the decision of the Review Committee.

- In the case of application submission for evasion of jury members, professional advisors shall decide exclusion of specific jury members.

17. Review

17.1. Review Process

- The review is divided into a technical and main review.
- In the technical review, the technical review committee should review whether the entry complies with the rules of the design competition and guidelines and the results should be reported to the main review jury.
- The main review jury should decide whether to include the results of the technical review.
- The main review is comprised of the 1st and 2nd review. The 1st review is processed with voting to select about 5 pieces that will be evaluated in the 2nd review.
- In the 2nd main review, the participant will present for 15 minutes about his/her plan and then have 15 minutes of Q&A session with jury members.
[SEP]
- The presentation material shall be either the PPT or PDF format, and the content must consist of the contents of the submitted design drawing and description. It is not allowed to insert a video material, but it is possible to use PPT slide shows and animations.
- A total of 3 people can participate in the presentation including one presenter or two or less assistants for answering questions (for Q&A, presentation assistant).
- The participants in the presentation must be people who currently work at the relevant company and shall be limited to people who directly [SEP]

participate in this design competition, and it is required to submit the proof of employment on the day of the presentation.

- Further details about the location, time, method of presentation and presentation material submission date will be separately announced to participants who will be in the 2nd main review as soon as the 1st main review is done. [SEP]
- The 1st and 2nd review is performed by voting.
- The 2nd review decides winners. The number of winning pieces is in accordance with the 18.2 Winners and Awards. Yet, when the jury concludes that it is not reasonable to select any winners as the entries do not fulfill the purpose of the design competition or the quality of the entries is not enough to meet the standards, they may decide not to select the winners.

17.2. Criteria of the Technical Review

- What follows are the major criteria for an evaluation in the technical review.

Classification	Key Points of the Technical Review
Violation of Relevant Laws	<ul style="list-style-type: none"> - National Land Planning Act, Building Act, Parking Lot Act, Urban Development Act, etc. (direct, emergency stairs, evacuation distance, building line, attached parking lots, landscape areas, etc.)
Violation of the Guidelines	<ul style="list-style-type: none"> - Exceeding the allowable total floor area - Omission of the main rooms - Concerned of exceeding the predicted construction costs due to an excessive design^[SEP] - Exceeding the standard number of the sheets of the^[SEP] design description - Omission of the content of the drawing plate - Omission of the drawings and documents for submission^[SEP]
Others	<ul style="list-style-type: none"> - Other cases that require the review of the jury members in the main review

[Table 06] Criteria of the Technical Review

17.3. Criteria for Evaluation

- The entries are classified into the winning entry and others, and the winning entry is determined by the highest votes among the entries from thorough discussion of the Review Committee.
- What follows are the keynotes of an evaluation during the design competition review.

Criteria	Details
Site Plan	<ul style="list-style-type: none"> · Land usability and convenient use of the facilities and space · Well-arranged public transportation, parking, transportation, bicycles and pedestrians path · Creativity and suitability of the landscape and an outdoor space plan · Validity of mass arrangement suggestion
Space Layout	<ul style="list-style-type: none"> · Planning of a smart office that can realize future-oriented work methods · Separation and connection among the office area, civil service space, and rest areas · Relevance and connection with the internal and external space plan · Efficiency of the space use and the validity of circulation and zoning
Harmony with the Landscape and Surroundings	<ul style="list-style-type: none"> · Connection and harmony with the surrounding space and environments^[L]_[SEP] · Quality of facade design^[L]_[SEP] · Appropriate color and materials plan
Technical Plan	<ul style="list-style-type: none"> · Quality of Eco-friendly design methods^[L]_[SEP] · Validity of the construction plan for each stage and the economic feasibility including the cost reduction, etc.^[L]_[SEP] · Quality of Building structure and construction methods · Excellence of system suggestion for smart buildings · Integrated planning with architecture design
Specialization Plan	<ul style="list-style-type: none"> · Creativity-based specialized facility and space planning^[L]_[SEP] · Excellence of suggesting additional ideas · Suggestion of innovative and future-oriented programs (spaces)

[Table 07] Review Keynote

17.4. Disqualification

- Participation restriction of the applicant according to 8.2
- False statement for the qualification of the registered participants
- Disqualification of entry by the main review committee based on the technical review results
- Design work, imitating previously revealed another design^[1] of others or the applicant him/herself
- Design work that may violate the anonymity rule and the fairness of the evaluation by seeking the advice of the jury members or competition organizers, or any other similar behavior

18. Results and Announcement

18.1. Announcement of the Results

- The review results will be notified on the website of the competition and the website of Goyang-si office, etc. [L]
[SEP]
- The review results (statement of evaluation reasons of each jury member) will be revealed together with the names of jury members and applicants.
- The ordering body and management team of the design competition shall [L]
[SEP] not respond to the questions regarding the review results, and the applicant is not allowed to appeal to any objections about the jury member organization, review criteria, and review results. However, when the participants wish to inquire detailed evaluation results, they are allowed to request recordings or videos of review process to the host or other agencies within 7 days from review results announcement.

18.2. Winners and Awards

- Awards to the winners

Rank	Awards and Proceedings with the Design Project (Taxes and duties included)
1 st Place Winner (1 entry)	Award and the priority negotiation rights for the design development and construction document
2 nd Place Winner (1 entry)	Award and KRW 80 million in prize money
3 rd Place Winner (1 entry)	Award and KRW 60 million in prize money
4 th Place Winner (1 entry)	Award and KRW 40 million in prize money
5 th Place Winner (1 entry)	Award and KRW 20 million in prize money

[Table 08] Awards to the Winners

- Winners except for the 1st place winner shall claim the prize money within 15 days from the design competition results announcement date. [L]
[SEP]
- For the joint applications, the prize money is paid to the representative. [L]
[SEP]

18.3. Invalidation

- The applicants who are relevant with the following reasons can be disqualified regardless of the review process according to the agreement among the jury members, and their entries can be invalidated through the review committee's opinion even after the following cases are found after the review.
 - ① Not following the regulations and requirements of the design competition
 - ② Ignoring the anonymity of the entry^[1]_[SEP]
 - ③ Revealing the submitted work before the result announcements of the final review^[1]_[SEP]
 - ④ The work of others or the applicant that was revealed before or a similar work
 - ⑤ False information on the submitted documents^[1]_[SEP]
 - ⑥ Extreme violation of the related laws so that the entry cannot be supplemented or when resulting in a great change compared to the initial entry if supplemented

19. Contract

19.1. General

- The host shall decide the person who submitted the winning entry as the contractor.
- Once the contractor is determined, the host shall conclude a contract within 10 days unless there are special reasons. However, the contract conclusion period may be adjusted depending on the situations of the host or project after consulting with the contractor.
- When the contract is disqualified before concluding a contract and thus the decision of contractor is cancelled or when the contract cannot be concluded due to unavoidable reasons such as bankruptcy, etc., or when the contractor submits a waiver, the contractor can be selected from other winners

according to the decision of the Review Committee. Or, another contractor may not be chosen.

- The contractor shall not sign a sub-contract for any matter of the agreement, without the prior consent of the project owner. [SEP]
- The contractor shall sign an agreement on the division of work with the registered vendors in each field pursuant to the relevant laws in the field of machines, electricity, telecommunications, fire fighting, etc. [SEP]
- The design agreement is made, pursuant to the relevant laws and regulations, including the 「Act on the Contracts to which the State is a Party」 and this includes the design development and construction document and relevant permission and authorization. The contract is prepared in Korean and shall be complied with the terms of reference of the host. [SEP]
- If a foreign architect makes a contract with a domestic architect by organizing a joint body, it shall observe the following.
 - ① When an individual or corporate body that is qualified as a foreign architect forms a joint contract with a Korean architect, one shall submit a plan for the division of labor that specifically describes the roles of each joint participant in the different working stages (initial design, intermediate design, construction document) according to the guidelines when organizing a joint agreement with a Korean architect. Also, the written agreement among the joint participants (including shares) and the representative agreement shall be submitted for forming design development and construction document service agreements with the host.
 - ② The representative of a joint body shall be a domestic architect.
- If the host cancels the project due to unavoidable reasons before the date of the agreement conclusion, then the host shall provide the expenses to the winner that are 1.5 times greater the amount of the compensation for the next runner-up.
- The person who concluded an agreement (hereinafter designer) is responsible to direct the project until the completion of the building, and regarding this, the designer shall perform all the necessary works of designer designated by the law by charging the expenses, and shall be cooperative to the business

performance requested by the host such as the submission of the necessary documents, etc.

- The designer must finish the construction document within the given estimated construction cost. When the designer's plan exceeds the construction expenses provided by the design competition guidelines, the designer is responsible for changing the plan through consultation with the host.
- The host has a right to request modification of the winning piece due to relevant changes in the budget, policy, project plan, supplementation request by the Review Committee, etc., and the architect shall reflect the changes in the contract after discussing the appropriateness of the modification.
- When the construction cost is changed, the project cost shall be calculated based on the agreement between the host and the preferred bidder, for the changes in the period, area and programs, etc. In principle, it shall be dealt with following "the Act on Contracts with Local Authority as a Party."^[1]_[SEP]
- If the content of the entry submitted by the designer is intentionally distorted or is not honest, or the smooth performance of the project is impossible due to the excessive exceeding of the construction and other expenses from the mistakes made by the designer, the designer shall change the plan with their own money and allow the project to proceed within the range so that the host can handle it. If the designer rejects to make such efforts or a serious failure occurs in the project due to the exceeded budget or technical reasons despite the efforts made, the host shall cancel the contract with the designer. If so, the designer shall return its rights in design development and construction document as well as the provided expenses for planning.

20. Copyright and Publication Rights

20.1. General

- The entry shall be a creation and shall not violate the copyright of others. The applicant is responsible for any copyright violations, and if the entry won the prize, it may be canceled.
- All of the rights of the entries (including copyright, ownership) lie with the participant (team). If necessary, one can transfer the copyright of the entry (other than the winning piece) or receive permission to use, and if it's the case, a separate agreement with the participant (team) shall be made. [SEP]
- However, the host can use the entry to the content business (archiving, work reproduction, exhibition, distribution, public transmission, secondary work preparation) and publication that do not aim for any commercial interests without extra rewards and consultation with the participant (team). The participant shall provide full cooperation to the exhibition, publication, and issuance, and the submission of the entry is regarded that the participant has agreed to the term.
- Follow the copyright law regarding any individual matters related to other copyright issues. [SEP]

21. Return of the Entry

21.1. General

- For the return of entries other than the winning entry, the participants themselves or their representatives shall directly visit the designated place by presenting an identification document or letter of attorney.
- The return of the entries is possible within 7 days from the winner announcement date, and the submittals for return are limited to drawing plates and models, and any other submittals won't be returned.
- The place of return will be posted on the official website.
- The entries that are not returned during the returning period will be randomly disposed by the host, and the applicants shall not raise any objections regarding the host's action.
- The returning period of the winning entry and other entries is subject to change depending on the exhibition/promotion schedules of the host, and the information about relevant date, place, etc., will be notified separately.

22. Other Regulations

22.1 Complying with the Competition Regulations

- All the materials and information provided to the applicants for the design competition shall not be shared with a 3rd party and any use of such materials and information is not allowed, except for the purpose of the design competition. [SEP]
- Changes of the materials, information and guidelines and other various kinds of notifications during the design competition period are announced to the applicants through the official website and email, and the applicants are responsible for checking the notifications. The applicants shall be responsible for not checking the announcements.
- It is advised to apply for the design competition, after thoroughly reading the notification and notices and for any disadvantages from not reading the notification, the participants shall be held responsible. [SEP]
- For any dispute on the interpretation of the guidelines of the design competition and the application procedures or for matters not stated in the rules or the guidelines, no objection can be accepted. [SEP]
- No extra expenses other than the prize money from 18.2. will be provided for the submission of the entry and participation to the awards ceremony. [SEP]

22.2. Disputes

- The design competition shall be held pursuant to the relevant laws and regulations of Korea and for any dispute over the competition, it shall be settled or ruled by the court of jurisdiction in the area where the host is situated.

2

설계 지침

Design Guidelines

Design Guidelines

1. Visions and Objectives of (New) Goyang City Hall

1.1. Vision

- The vision of Goyang New City Hall is ‘a future-oriented and eco-friendly city hall for citizens’.
- Provision of high-quality administrative services to the citizens and vitalization of local economy from integrated administrative functions

1.2. Objectives

- A public city hall for expressing the vision of Goyang-si
 - Construction plan that understands and interprets the visions of Goyang-si which are ‘special city for peaceful economy,’ ‘people-centered city,’ ‘city for public happiness,’ and ‘sustainable developmental city’
 - Construction plan that can provide symbolism and identity associated with the status of a special city
- A public city hall open for citizens of Goyang-si
 - Open space layout for inspiring autonomous citizenship as a principal agent in decision-making
 - Planning a open complex cultural space where citizens can participate and enjoy
- A public city hall that is prepared for work efficiency and changes in the future administration
 - Space layout for providing high-quality administrative services from integrated administrative functions
 - Space layout that considers expansion and contraction possibilities of the area to respond to changes and demands of administrative environment
- A sustainable and eco-friendly public city hall that is in harmony with nature

- Construction plan to provide a pleasant environment to citizens and employees due to in harmony with nature
- Planning an energy-independent green building through eco-friendly ideas
- A public city hall flexible to the pandemic
 - Flexible space layout preparing for spread of infectious diseases and situation after recovery
 - Planning a new office area suitable for expanded online decision-making process and changes in working and lifestyle due to the pandemic

2. Current Competition Site

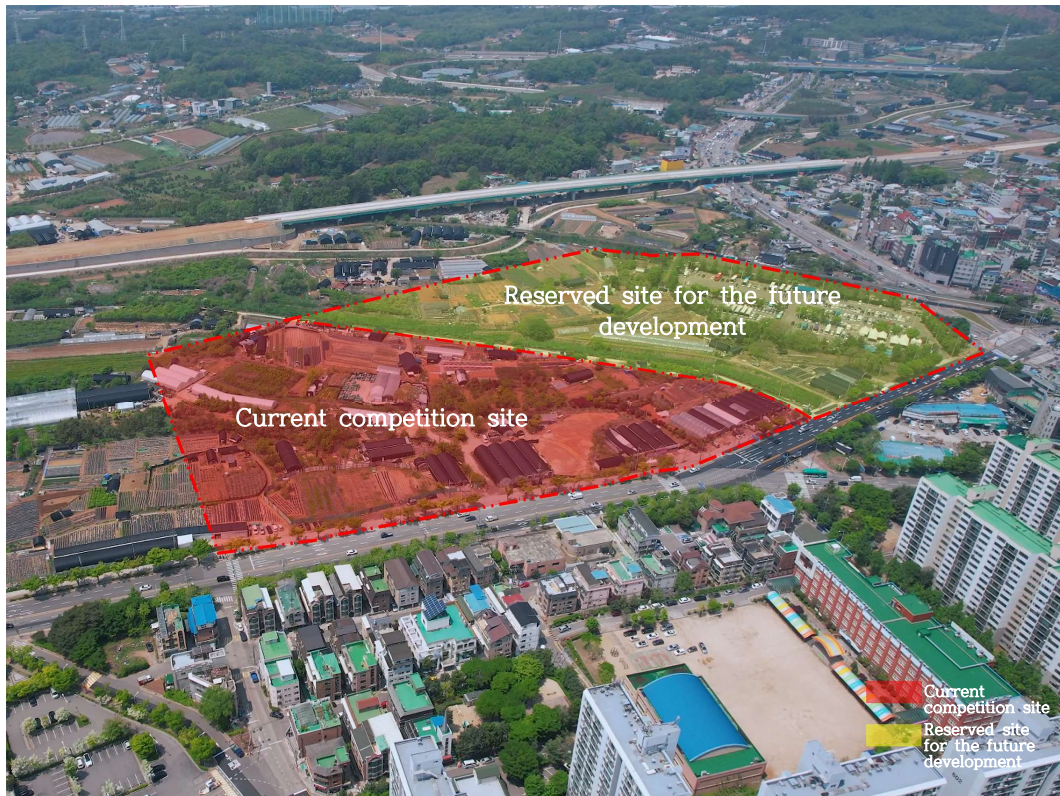
2.1. Current Competition Site Overview

- Address: 206-1, Jugyo-dong, Deogyang-gu, Goyang-si, Gyeonggi-do
- Zoning District: 2nd General Residential District
- Area: 73,095.90m² (classified into the competition site and reserved site for the future development)
 - ✓ Current Competition Site: 46,578.2m² (area with construction plan)
 - ✓ Reserved Site for the Future Development: 26,517.7m² (non-construction plan area)
- Legal Floor Area Ratio: 60%
- Legal Total Floor Area Ratio: 230%

2.2. Current Competition Site Location



[Figure 01] Location of the Current Competition Site and Reserved Site for the Future Development

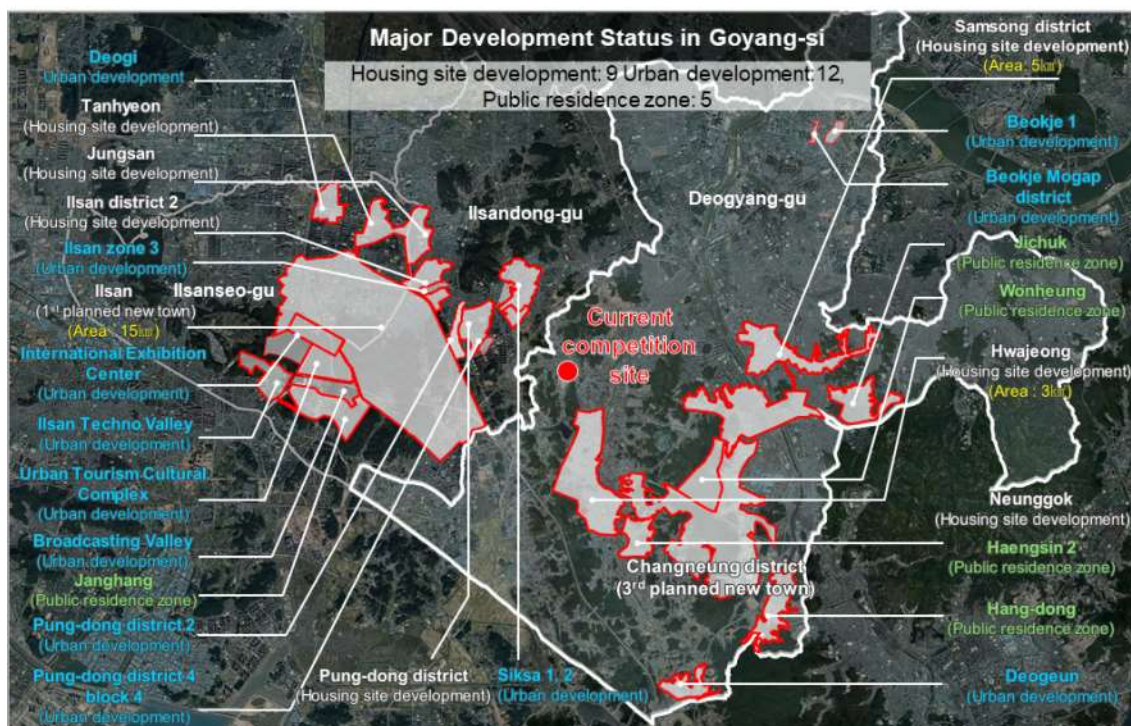


[Figure 02] Aerial View of the Current Competition Site and Reserved Site for the Future Development

2.3 Natural Environment of the Current Competition Site Location

- The altitude of the current competition site is mostly 10~15m, and 0~10m for some of the sections where Daejangcheon Stream flows. When planning underground floors, it is estimated that the underground level would be lower than the river bed.
- Located in the north of the current project site, Daejangcheon Stream is the first tributary of Hangang River. Included in the national Hangang river system, Daejangcheon Stream is a 5.6km long local stream that connects from Jugyo-dong, Deogyang-gu, Goyang-si to Sinpyeong reservoir in Todang-dong, Deogyang-gu, Goyang-si.
- The river is covered from Wondang-ro, and the upstream is an open channel where few small bridges cross Daejangcheon Stream.
- The current competition site is a flatland where the level difference is less than 1m, and refer to [Document 01] Competition Site Digital Topographic Map for more details about topography.

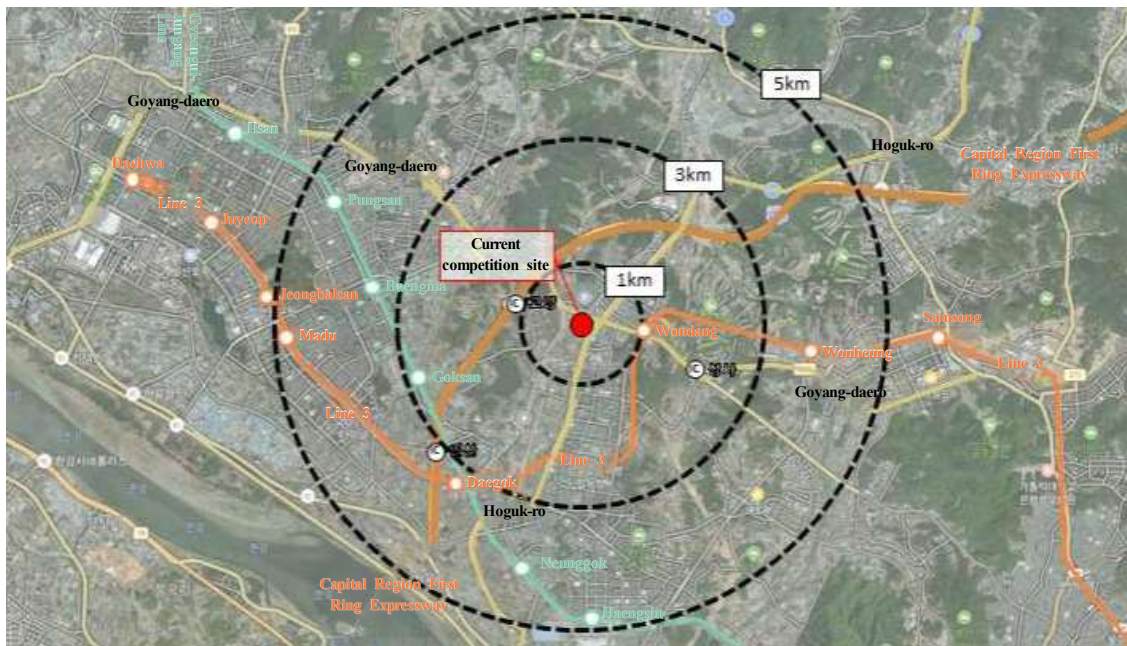
2.4. Major Business Projects Around the Current Competition Site



[Figure 03] Major Business Projects Around the Current Competition Site

- Geographically adjacent to the current Goyang City Hall, the location of the current competition site is familiar to the citizens. Due to the recent development of Wonheung and Samsong districts, the current competition site has been highlighted as the hub for connecting Ilsan and Deogyang new downtown.
- In surrounding areas of the current competition site, urban development and regeneration projects have been carried out including Wondang urban regeneration, Wondang innovation district, Daegok station district development, Neunggok urban regeneration, etc.

2.5 Surrounding Traffic Network of the Current Competition Site



[Figure 04] Surrounding Traffic Network of the Current Competition Site

- The current competition site is located in the public parking lot in Jugyo-dong. It is accessible from Goyang-daero and Hoguk-ro, and since Goyang Interchange is adjacent, the site offers a wide range of accessibility.
- Wondang station (Line 3), Daegok station (Line 3), Goksan station (Gyeongui Jungang Line), etc., are situated near the current competition site, thus offering a high accessibility to citizens with public transportation.
- Also, development projects including GTX A route development, Daegok-Sosa subway line, and extension of subway line 3, etc., have been carried out near the current competition site, and other new projects are scheduled including the development of Suburb Line (Neunggok-Uijeongbu) in northern Gyeonggi, the connection of Gyeongui-Jungang Line, and new construction of Goyang Line.

3. Design Guidelines

3.1. Basic Guidelines

- The new city hall complex shall provide familiarity and convenience as a public office area, and it shall be planned for efficient space use and making flexible responses to situational changes.
- The new city hall must be planned to realize the concept of an open city hall as a open public space that also took account of security and safety.
- While making a social, technological, and formative harmony, it shall fulfill all of other requirements including solidity, durability, economics, constructability, aesthetics, and environmental-friendliness and other factors that are suitable for structure standards, etc.
- Consider the history and culture of Jugyo-dong where the new city hall will be located to design functions and symbols as a public facility. Design a space that makes harmony with the surrounding environment including the adjacent Daejangcheon Stream and natural green area.
- Design suitable arrangements, car entry and exit, public open space area and layout, landscaping area, elevation and cross-sectional drawing, etc. to fulfill the requirements of the relevant laws.

3.2. Site Plan

- The total area size of the design competition is 73,095.90m² which is classified into the 46,454m² of the ‘current competition site’ on the south of Daejangcheon Stream and 26,641.9m² of the ‘reserved site for the future development’ on the north including Daejangcheon Stream.
- Connect public parking lots and natural greens adjacent to the site to the layout plan of the current competition site to suggest an application plan. Also, suggest methods to connect the current competition site and reserved site for the future development that are separated by Daejangcheon Stream.

- Current Competition Site (area with construction plan)

- Design all of the buildings of the city hall, city council, etc. in the current competition site, and the floor area ratio, total floor area ratio, public open space, landscaping area, and other elements related to the law shall be based on the area of the current competition site which is 46,454m².
- Separately design the city hall and city council, but plan flexibly to respond to the changes in demand of space in the future.
- Consider the city hall building area and floors that would be expanded horizontally by total ground floor area of 10,000m² in the future.(included in legal Floor Area Ratio and Total Area Ratio of Current Competition Site)
The mass and site for expansion shall be roughly marked on the drawing plate and design descriptions such that the brief size and number of floors can be expressed.

- Reserved Site for the Future Development (non-construction plan area)

- A master plan for the 26,517.7m² reserved site for the future development shall be planned including the landscape plan, plaza for assembly and outdoor activities of citizens, and waterfront space adjacent to Daejangcheon Stream that are connected to the current competition site, and minimize the construction cost.
- The waterfront space adjacent to Daejangcheon Stream shall be planned by thoroughly considering the related topography and surrounding situation, and it shall satisfy the 「River Act」 and 「River Maintenance Master Plan」.
- The areas for landscaping or public open space cannot be included in landscaping and public open space area to fulfill the relevant laws of the current competition site.

3.3. Circulation and Vehicular Movement

- Separate the pedestrian circulation and vehicular movement, and make a reasonable plan by considering security and safety.

- Vehicular Movement

- Secure space of turning at the entrance to the vehicle for smooth traffic flow. Design the entrance to the parking lot wide enough and allow easy recognition between vehicles entering and exiting the parking lot.
- Plan the moving lines for emergency vehicles (ambulances, fire trucks, etc.) to allow relief activities near the building.
- Secure more than two entrances and exits for vehicles to minimize traffic congestion.
- Plan a temporary parking space near the kindergarten for safety of children.

- Pedestrian Circulation

- The pedestrian passage for accessing major facilities from the boundary of current competition site shall be free from any obstacles for disabled people and the old and weak including wheelchair users and visually-impaired people so that it would acquire the barrier-free living environment certification.
- Separate the access routes to the civic area, office area, city council, and other areas. For the office area, plan a separate exit applied with the gate management system for security purposes.

3.4. Parking Plan

- The parking lot must be drive-in parking, and secure more than 995 parking slots. Suggest methods to secure additional parking space in preparation for increased parking demands in the future while taking into consideration of economic feasibility and availability.
- Secure as much as underground parking area within the provided indoor parking area of 30,000m².
- Plan an open type multipurpose indoor space (5m or higher ceiling) with at least 100 parking slots on the ground floor other than the 1st floor. (Included in the indoor parking area of 30,000m²)
- Plan a space for Drive-Thru civil complaints on the ground floor.
- Plan a rooftop for future Vertiport (a heliport) installation for taking off and landing of the UAM (Urban Air Mobility).
- Secure the height of the entrance and exit to allow the entry to B1 parking lot by 2.5 ton trucks, and separately plan a loading zone.
- Ensure more than 4% of the total parking slots for parking of disabled people.
- Plan the zone more than 2% and less than 4% of the total parking slots as expanded parking slots for transportation vulnerable. Plan the zone more than 30% of the total parking lots as expanded parking slots. [SEP]
- Plan additional 10 parking slots on the ground parking lot for truck loading, etc.
- Plan 15 parking slots and a bus stop on the ground floor for large vehicles (buses) that fulfill the requirements from relevant laws regarding space of turning, entrance and exit.
- Plan more than 5% of the total parking slots for eco-friendly vehicles.
- It is possible to plan the zone less than 3% of the total parking lot as parking slots exclusive for small cars. [SEP]
- Refer to [Appendix 03 Parking Lot Design Standards] for detailed parking lot plan.

3.5. Floor Plan

- Clearly distinguish the moving lines between the office space and non-office space so that each area is not invaded, and design zoning with different functions to minimize crowding. Provide connectivity for the characteristics of each facility.
- Civil service-related facilities, community facilities are planned to facilitate user access, and clearly distinguish the moving lines between the office space and non-office space so that each area is not invaded.
- Pursue an office area that is variable and flexible for possible office reorganization and extension of the department in the future.
- Plan a space that allows cooperation, communication, and inducing creativity. Refer to the [Document 07] ‘Space Innovation Guidelines for Public Sector (Ministry of the Interior and Safety).’
- In addition to corridors and lobbies, connect the public space with office areas, convenient facilities for residents, and cultural space to make it flexible and display its identity as a public area.
- Apply the universal design to all space layout including architecture, indoor and outdoor environment to promote convenience of every user. (Refer to the [Document 06] Integrated Guidelines for Universal Design in Goyang-si)
- Integrate the equipment and management support facilities including the electrical room, machine room, emergency room, maintenance office, and others to unify management operation.
- Predict the spatial response and recovered situation of spread of infectious disease to plan an area for flexible use.
- Separate the kindergarten from the office area.

3.6. Section and Elevation Plan

- Refrain from authoritative or excessive symbolism, and allow realization of the vision of the new city hall (Design Guidelines 1.1).
- Maintain the overall harmony between the surrounding natural environment and the existing downtown area while at the same time providing familiarity to the citizens.^[L]_[SEP]
- For exterior finishing materials, use materials with easy maintenance for energy efficiency and reducing maintenance expenses. Refrain from excessive curtain wall facade.^[L]_[SEP]
- As they become independent of each other through function-specific zoning, participants arrange vertical and horizontal lines to enable inter-organic connection.
- Consider spatial comfort for the ceiling height of each room. Calculate the adequate ceiling height for the purpose, scale, and function of the room to achieve maintenance efficiency and economic feasibility.
- The elevation of the city council shall make a harmony with the city hall and represent its independency as a representative institution for citizens.

3.7. Outdoor Space and Landscaping Plan

- Design an outdoor space that makes a harmony with the surrounding environment and is open to the public to hold various kinds of activities as a multipurpose area. If necessary, it is possible to suggest special programs for the outdoor space, and it is also allowed to suggest partial adjustments to the adjacent Daejangcheon Stream and public parking lot.
- The outdoor space shall be friendly and ideal for easy access of local residents, and it shall be associated with the characteristics of the indoor space.
- Plan public open space that is larger than the legal area. Refer to the Goyang-si Building Ordinance for organizing public open space.
- Suggest a symbolical landscaping plan that can represent the spirit of Goyang-si, pursuant to Article 42, Clause 2 of Building Act Landscaping Standards (No. 2018-413 announced by Ministry of Land, Infrastructure and Transport) and Goyang-si Building Ordinance.
- Consider plantation that meets the concept of the building and select appropriate tree species.

3.8. Eco-friendly Plan

- Plan an eco-friendly building that would increase energy independence level as much as possible.
- Fulfill the requirements of 「Act on the Promotion of the Development, Use and Diffusion of New and Renewable Energy」 and 「Regulations for Promoting Energy Use Rationalization in Public Institutions」 according to the 「Energy Use Rationalization Act」.
- Acquire an excellent or higher grade (green grade 2 or higher) for green building certification pursuant to Green Buildings Construction Support Act, 1++ grade or higher energy efficiency rating, and grade 5 or higher in zero energy building certification.
- Suggest a plan by considering more than 32% renewable energy portfolio standard.
- Follow [Document 04] Detailed Design Criteria for Goyang-si Green Building Standards when planning.
- Rooftops and greenwalls can be planned for energy saving purposes and an eco-friendly building.

3.9. Digitization and Automation Plan

- The communication equipment shall be special grade or higher pursuant to the 「Broadband Building Certification Process Guide」 of the Ministry of Science and ICT.
- Plan a control room complex for controlling and surveillance of machines, electricity, communications equipment, and different security devices. Plan a system integration to minimize the number of management staff.
- Plan to acquire grade 1 intelligent building certification.

4. Detailed Design Guidelines for Different Facilities

4.1. Area Standards for Different Spaces

Classification		Area (m ²)	Ratio (%)	Note
City Hall	Office Area	12,621.17	17.07	±5%
	Subspace	12,237.59	16.55	±5%
	Sum	24,858.76	33.62	
City Council		4,717.86	6.38	±5%
Equipment		1,770	2.39	±5%
Public Space		12,600	17.04	±5%
Indoor Parking Area		30,000	40.57	±5%
Total		73,946.62	100.00	±2%

[Table 09] Area Standards for Different Domains

- The total floor area of the new city hall shall be ±2% of 73,946.62m².
- The detailed areas provided are reference area. The architect shall plan the reference area ±5%.

4.2. Detailed Area Standards for Different Rooms

- City Hall

Classification		No.	Area (m ²)	Note
Domain	Facility			
City Hall	Mayor's Office	1	132.00	
	Deputy Mayor's Office	2	142.56	
	Future Policy Management	1	226.27	
	Inspector	1	56.95	
	General	1	213.07	
	Media Public Relation Center	1	272.22	
	Youth Management Center	1	96.51	
	Office of Planning & Coordination	Director's office	2	113.9
		Planning and Policy Center	1	248.93
		Budget Supervision Center	1	170.73
		City Brand Center	1	115.69
		Legal Affairs Center	1	180.82
		Information and Communications Center	1	280.81
	Office of Self-Governing Administration	Director's office	1	56.95
		General Service Division	1	478.81
		Civil Autonomy Division	1	207.09
		Civil Complaints Division	1	96.01
		Tax Administration Division	1	170.73
		Tax Collection Division	1	234.36
		Accounting Division	1	253.04
		Property Management Division	1	327.26
	Office of Economy and Occupation	Director's Office	1	56.95
		Job Policy Division	1	161.64
		Enterprise Supporting Division	1	190.41
		Small Enterprise Supporting Division	1	180.82
		Strategic Business Division	1	235.36
	Office of Welfare and Women	Director's Office	1	56.95
		Welfare Policy Division	1	188.91
		Welfare Division	1	133.37

Classification				No.	Area (m ²)	Note	
Domain		Facility					
			Women & Family Division	1	197.5		
			Senior Welfare Division	1	198		
			Handicapped Welfare Division	1	151.55		
			Child and Youth Division	1	243.45		
		Office of Climate and Environment	Director's Office	1	56.95		
			Environmental Policy Division	1	188.91		
			Climate and Energy Division	1	216.18		
			Resource Circulation Division	1	225.77		
			Food Safety Division	1	161.14		
		Office of Education Culture	Director's Office	1	56.95		
			Lifelong Education Division	1	199		
			Arts and Culture Division	1	217.18		
			Tourism Division	1	162.14		
			Sports Policy Division	1	143.46		
			Global Taekwondo Competition Promotion Bureau	1	78.33		
		New City Hall Construction Bureau			1	78.33	
		Green City Bureau			1	142.96	
		City Traffic Policy Center	Director's Office	2	113.9		
			City Traffic Policy Division	1	312.57		
			City Maintenance Division	1	270.73		
			Railroad Traffic Division	1	162.14		
			Bus Policy Division	1	152.05		
			Parking Traffic Division	1	169.73		
			Road Policy Division	1	142.96		
		Office of Citizen Safety	Director's Office	1	56.95		
			Public Safety Division	1	154.05		
			Disaster Response Division	1	355.53		
			Housing Division	1	243.45		
			Architecture Design Division	1	234.86		
			Land Information	1	170.73		

Classification				No.	Area (m ²)	Note
Domain		Facility				
			Division			
		Balanced Urban Development Bureau	Director's Office	1	56.95	
			Balanced Urban Development Division	1	189.91	
			Urban Regeneration Division	1	252.54	
			Reorganization Management Division	1	124.28	
		Green City Business Center	Director's Office	1	56.95	
			Green Management Division	1	253.04	
			Park Management Division	1	335.35	
			Ecological Stream Management Division	1	198.5	
		Road Management Business Center	Director's Office	1	56.95	
			Construction Division	1	324.77	
			Road Management Division	1	235.36	
		Subtotal				12,621.17
	Subspace	Conference Room	Main Conference Room	3	450	40-50 people
			Meeting room for each department	9	900	25~30 people
			Small Meeting Room	6	270	15 or less people
		Cafeteria, Lounge	Cafeteria	1	1200	
			Lounge		433.5	
			Women's Lounge	3	150	
			Nursing Room	1	45	
			Health Care Center	1	90.06	
			Waiting Room	1	96.4	Security guards
			Waiting Room	1	94.9	Vehicle support
			Lounge	1	57.2	Cleaning crew
			Public Service Center	General Civil Petition Center	1	626.40
		Civic Counseling Center			300	Every floor
		Office Supporting	Night-duty Room	1	84.9	
			Underground Storage	1	300	

Classification		No.	Area (m ²)	Note
Domain	Facility			
	Facility	Gas Mask Storage	1	200
		Pressroom	3	135
		Studio	1	100
		Computer Education Center	1	227
		Fitness Center	1	430
		Disaster Control Center	1	330
		Archive	1	1000
		Security Control Center	1	44
		Communications Room	1	396
		Computer Room	1	368.94
		Affiliated Group, Labor Union Center, etc.	1	33.1
		Audit Center	1	108
		HR Center	1	33.2
		Staff Counseling Center	1	32
		Budget Duty Counseling Center	1	33.2
	Relevant Institutions and Convenience Facilities	Unification Council	1	60.00
		Bank	1	120
		Community Center	1	300
		Daycare Center	1	1047.22
		Book Cafe	1	300
		Convenience store, Cafe	1	102.80
	Culture Space	Auditorium	1	1090
		Small Library	1	142.10
		Toy Library	1	131.67
		Culture Classroom	1	375.00
	Subtotal			12,237.59
	Total			24,858.76

[Table 10] City Hall Area Standards

- City Council

Classification				No.	Area (m ²)	Note
Domain		Facility				
City Council	Council Room	President’s Office		1	132.00	
		Vice-president’s Office		1	71.28	
		Chairperson’s Office		5	280.8	
		Councilor’s Office		40	1324	
		Policy Support Center		20	176	
	Conference Room	Main Conference Room		1	455.1	
		Meeting Room		1	132	
		Committee Room		5	600	
	Sub Space	Secretary General’s Office		1	56.16	
		Office		1	240.3	
		Archives and Library		1	247	
		Waiting Room	Councilors	1	82.5	
			Reporters	1	50.00	
			Drivers	1	9.00	
		Professional Advisor’s Office		1	286.72	
		Video Conference Room		1	100	
		Public Service Center		1	53.00	
		Studio		1	30	
		Lounge	Councilors	1	66.00	
			Employees	1	94.00	
			Audiences	1	132.00	
		Public Relations Center		1	100.00	Open space
Total					4,717.86	

[Table 11] City Council Area Standards

4.3. General

- Refer to the「Goyang-si Public Property and Commodity Management Ordinance」and [Document 03] Standard Design Criteria for City Hall, Public Hall, Public Health Center, etc. when planning.

4.4. City Hall Area

- Office area

- Refer to [Document 07] Goyang-si Local Public Official Crew Regulation to suggest an arrangement for enhancing work efficiency according to the organizational composition system and connectivity of the work.
- The office area shall be an open space that can be changeable for new establishment and discontinuation of different departments.
- Due to the frequent visit of local residents, the office area shall be designed with open arrangement that includes spaces for waiting, reception, and counseling for inhabitants depending on the characteristics of each department.
- The office area shall be organically connected with the conference room and lounge.
- Plan restrooms and lounges in the offices of mayor and deputy mayors.
- Plan the offices of mayor, deputy mayors, and directors adjacent to one another on the same floor.
- Access floors can be designed for efficient electric and communication networks by considering the characteristics of the office area.

- Subspace

- Plan three main conference rooms (accommodate 40~50 people) for regular meeting and education of employees and large scale events, nine meeting rooms for each office and department (accommodate 25~30 people) for

holding deliberation commission and business conferences of each office and department, and more than six small meeting rooms (accommodate 15 people or less) for small-scale events or business conferences of each division.

- Meeting rooms for different offices and departments should be able to install variable partition walls for changing into small meeting rooms if necessary.
- Meeting rooms are the space used for holding conferences related to employees and administrative works. Allow convenient usage and access of employees, and plan for partial multipurpose usage of the area depending on hours of use and space zoning.
- Plan a separate secretary's office for the offices of mayor and deputy mayors. For director's offices, arrange a secretary's office by integrating two departments as one.
- Use the open space to plan a unique lounge as a waiting space for residents that is adjacent to the public service center and convenient facilities for residents.
- Plan the public service center and convenient facilities for comfortableness and familiarity of visitors to provide a feeling of open administration. Plan an electronic civil service system for quick processing of simple administrative works and resolving any inconvenience of the visitors.
- Arrange restrooms open for 24 hours a day for citizens.
- Cafeteria, Lounge
 - ✓ Allow convenient food distribution and management in the kitchen. Plan a lounge for cafeteria staff and food storage, etc.
 - ✓ Suggest methods to enhance availability of rooms such as the cafeteria that are open for a certain period of hours and allow diversified use of the space.
 - ✓ Arrange the cafeteria with a fine view (upper floors if possible) and provide connection with the lounge after dining.
 - ✓ Adjacently place the health care center to the employee's lounge for

providing first aid or treating slight injuries with favorable ventilation and lighting.

- Public Service Center

- ✓ Public service center provides civil services of the General Civil Petition Center. Plan it adjacent to the office area, and arrange the space on the lower floor for easier accessibility of residents. Consider the connection with the lobby.
- ✓ In principle, the civic counseling center shall not be found in each department. Arrange 3~4 spaces on each floor for providing civic counseling services.

- Office Supporting Facility

- ✓ Consist the night-duty room with an office area for incident processing and a sleeping zone and resting area for night shift workers. The office area is for both women and men, and separate the sleeping and resting zone for different genders.
- ✓ Locate the computer education center as close as possible to the office of information and communications director where it offers easy accessibility to employees.
- ✓ The fitness center shall consist of basic healthcare equipment, a group exercise room (yoga, etc.), fitting rooms and shower rooms for women and men, etc. Separate the shower rooms for women and men by the exercise area. For the women's shower room, plan a buffer zone to prepare for any safety accidents.
- ✓ Disaster control center shall be adjacent to the Disaster Response Division of the Public Safety Bureau and include a lounge and shower room for giving a break to 2~3 people. Install the access floor in the situation room to provide electricity and network, and prepare a base isolation system.
- ✓ The communication and computer rooms shall be adjacent to each other, and place the integrated operation center between the two rooms.
- ✓ For the communication and computer rooms, plan necessary facilities such as for maintaining constant temperature and humidity, UPS, access floor,

etc.

- Convenient Facilities for Residents

- ✓ Convenient facilities for residents must be easily accessible by local residents, and arrange separate operating hours different from the business hours of the city hall.
- ✓ Arrange a bank facility for employees and residents. Allow easy entry and loading of cash transportation cars, and plan a separate entrance for using ATM at night.
- ✓ Plan the kindergarten pursuant to Article 9 of Enforcement Decree of the Child Care Act about kindergarten installation standards, etc.
- ✓ It is recommended to plan the kindergarten on a lower floor. For free play activities, connect the indoor and outdoor spaces (use the outside open space or rooftop garden) and plan a separate moving line.
- ✓ Connect the book cafe with the public service center and other places for citizens. Integrate the functions of a library and cafe.

- Culture Space

- ✓ Plan the library according to the 'Public Library Establishment and Operation Manual.'
- ✓ Plan a multipurpose auditorium for accommodating about 500 people. During office hours, it will be used to provide a large-scale education and events for residents. After the office hours, it shall become a space for allowing sports club activities such as table tennis, etc. Plan ancillary rooms for events including a studio, light control room, etc.

- Refer to [Table 12] for room arrangements.

Classification	Room	Location
Closely located	Pressroom, Studio	Media Public Relations Center
	Budget Duty Counseling Center	Budget Management Center
	Communications Office, Integrated Operations Center, Computer Room	ICT Center
	HR Center	Administrative Support Division
	Disaster Control Center	Disaster Response Division
	Health Care Center	Staff Lounge
Adjacent	Audit Center	Inspector General's Office
	Public Service Center	General Civil Petition Center

[Table 12] Room Arrangements

4.5. City Council

- The city council is a place for public participation that is open for communications with local residents.
- Separate the city council area of Goyang-si into a space for parliamentary politics and research activities of councilors and a space for office areas that support parliamentary politics.

- Council Room

- Plan independent areas for each of 47 councilors (including the president, vice-president, and chairman of standing committee) and include ancillary rooms such as a secretary's office, restroom, etc. in the president's office and vice-president's office.
- There will be one integrated secretary's office for five chairman's offices.

- Subspace

- For the main conference room, consider meeting efficiency, comfortable environment, and spatial expandability according to the increased number of councilors. It shall be a space that can symbolize the city council from its location, size, and inside composition.
- Arrange about 50 audience seats at the area with a fair view of the main conference room. Plan separate moving lines for visitors to look around the inside of the main conference room.
- The main conference room shall be close to the studio and adjacent to the councilors' waiting room.
- Locate the office close to the council room (office of the president, vice-president, chairman, secretary-general).
- Locate the professional advisor's office adjacent to the council secretariat.
- Arrange a policy support center adjacent to a councilor's office and locate the subspace on the same floor of the councilor room.
- Plan a separate lounge adjacent to each committee's office that can be used as a meeting room or resting area.

- Arrange a common secretary's office for the president, vice-president, and secretary general and a common secretary's office for five chairmans. Plan an office pantry for preparing some teas for meeting in each secretary's office.
- Plan a small meeting room adjacent to the office of the council secretariat. Plan another meeting room located on the same floor with the council room to be used as a waiting space.

3

제출물 지침

Submission Guidelines

Submission Guidelines

1. Submittals and Documentation Guidelines

1.1. General Matters

- All drawings shall be in Korean and Arabic numerals and shall be metered (to the second decimal place). However, it may be expressed in English in parallel if it is inevitable that a different marking is required.
- It is possible to use rendered three-dimensional images, and any colors can be used for aerial view, indoor and outdoor perspective, elevation drawing, etc. However, minimize color use for floor drawing as they shall be complete with achromatic colors only.
- All submissions shall be freely scaled (except for the site plan), but shall be accurately marked on each plan.
- Do not show any schematics and methods of identification.

1.2. Drawing Plate (A1×4 sheets, 1 set)

- The drawing plate shall be 4 individual pieces in the size of A1 paper (W:594mm×H:841mm_vertical), and the review will be done accordingly with the [Figure 5].



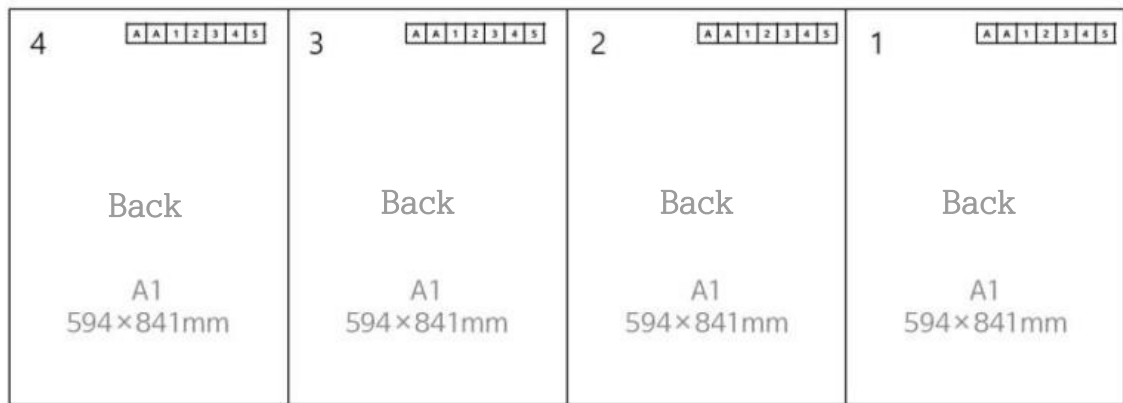
[Figure 05] Front Side of the Drawing Plate

- The drawing plate is included as follows.
 - ① Aerial view or perspective view^{[L][SEP]}
 - ② The design descriptions (briefly display the land area, building area, total floor area, total floor area ratio, floor area ratio, the number of floors, landscape area, public open space, the number of parking lots, etc.)^{[L][SEP]}(※Drawing Plate No. 1)
 - ③ Concept of design: Design theme, development direction and strategy, eco-friendly plan, etc.^{[L][SEP]}
 - ④ Site plan (scale 1:1000, GN and DN direction)^{[L][SEP]}(※Drawing Plate No. 1)
 - ⑤ Floor, elevation, cross-sectional drawings (recommended scale of 1:400 or 1:500)
 - ⑥ More than 2 frames of the interior perspective view^{[L][SEP]}
 - ⑦ Others (content that the applicant is intended to express, is created according to the participants' intentions)
- The plate shall be submitted on a foam board of no more than a thickness of 10 mm without boundaries to ensure that it be displayed during the jury.^{[L][SEP]}
- Mark the PIN number on the right upper part of the back of each drawing plate. Write the PIN number by applying the format with a of width 210mm and height of 30mm, and use a black 50pt 'Arial' font on white paper.



[Figure 06] How to Write a PIN Number

- For review, the assembly of drawing plate shall be done by according to the numbers written on the top left side on the back of each drawing plate. (Assemble in the order of 4, 3, 2, 1 when seen from the back)



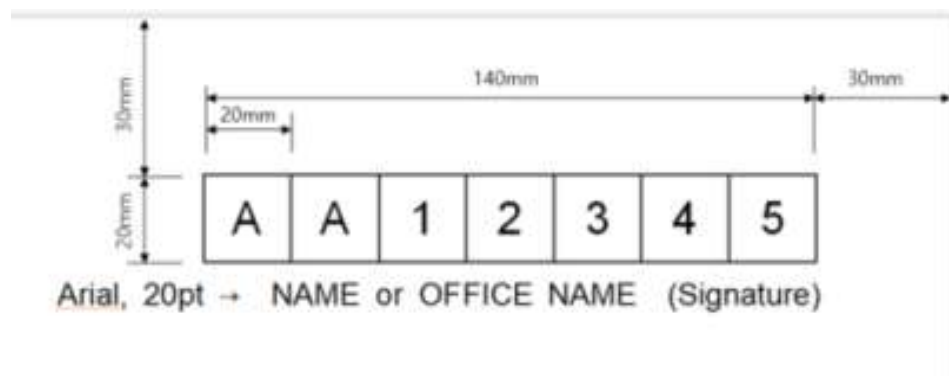
[Figure 07] Back of the Drawing Plate

1.3. Design Descriptions (A3×30 sheets, 15 copies)

- Make the design descriptions in the size of an A3 paper (W:420mm×H:297mm_horizontal).
- Write the design description within 30 sheets, and do not include the slip sheet. However, exclude the front and back covers and table of contents from the total number of sheets.
- Include the following in the design descriptions.
 - ① Design overview (Refer to [Form 05] Architectural Overview and the Facility Area Table)
 - ② Detailed use for each floor and the area table for each facility (Refer to [Form 06] Detailed Area Table for Each Facility)
 - ③ Design development direction (design intent and idea)^[LSEP]
 - ④ Site plan, floor, elevation, cross-sectional drawings^[LSEP]
 - ⑤ Aerial view, perspective view
- Refer to the following contents and freely write the design description ^[LSEP] according to the designer's intention.
 - ⑥ Analysis on the current status of the site^[LSEP]
 - ⑦ Outside space plan^[LSEP]
 - ⑧ Public space and plan
 - ⑨ Parking and traffic lines planning^[LSEP]
 - ⑩ Structural system review and plan^[LSEP]
 - ⑪ Environmental equipment specialization plan^[LSEP]
 - ⑫ Machinery, electricity, and fire extinguishing facilities plan (plan a proper system to reduce energy use and equipment system to respond to particulate matter and infectious disease.)
 - ⑬ Construction method plan and suggestions^[LSEP]

- ⑭ Disaster prevention and safety plan
- ⑮ Space plan for prevention of spread of infectious disease
- ⑯ Others (content that the applicant is intended to express, is created according to the participants' intentions)

- For the design description cover, use [Form 12] and for the one copy to keep, write the name of the applicant's company (only the applicant's name if an individual applicant) in English on the upper right corner of the cover as in the following figure. Submit by sealing or writing a signature.

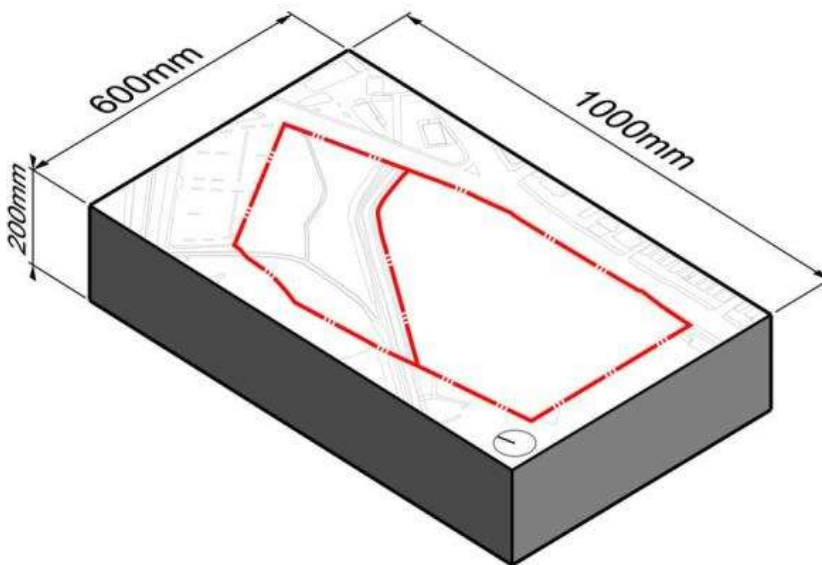


[Figure 08] How to Write the PIN Number and Company Name on the Design Description Cover

- 14 copies other than to keep will be used for the review, and anything other than the PIN number that can show the applicant's information is not allowed.
- Use a white paper for the design description.
- Bind the left side of the design description.

1.4. Model

- The scale of the model shall be 1/500 and refer to [Document 08] Model Production Standards.
- The model shall be 600mm in width, 1000mm in length, and 200mm in height as provided in [Figure 09].
- Use foam boards or styrofoam or 3D printed plastic. Avoid excessive expression and all of the building must be in white. However, it is allowed to attach a digital topographic map or aerial photograph (black and white) on the bottom.
- For submission, make a separate box to prevent the model from getting damaged. The applicant is responsible for the model and box production costs.



[Figure 09] Example of a Model Production

1.5. Summary of the Design Concept (A4×1 sheet, 1 copy)

- Use [Form 08] to briefly describe the purpose of the design plan within 500 Korean words.

1.6. USB (1 Set)

- Save and submit the aerial view or perspective view used to the drawing plate, the summary of the design concept and design description by the file type of [Table 13]. [SEP]
- The files must be identical with the printed original copy, and anything that may show the applicant's information is not allowed.
- Save the submissions in the following format.

Submittal	Size	Quality	File Type	File Name
Drawing Plate 1	A1	150dpi	JPEG	PANEL-1
Drawing Plate 2	A1	150dpi	JPEG	PANEL-2
Drawing Plate 3	A1	150dpi	JPEG	PANEL-3
Drawing Plate 4	A1	150dpi	JPEG	PANEL-4
Summary of the Design Concept	A4	High-quality printing	PDF	SUMMARY
Design Description	A3	High-quality printing	PDF	DESCRIPTION
Aerial View (Perspective View)	-	Publishable size	JPEG or PNG	IMAGE

[Table 13] Files in the USB

2. How to Submit

- Wrap the drawing plate for submission with a white paper and attach [Form 11] on the outside.
- Put the summary of the design concept and concept and design description (to keep and review) in an adequately sized envelope or wrap with the white paper and then print and attach [Form 11] on the outside.
- Put the submitting documents and USB in an adequately sized envelope or wrap with the white paper and then print and attach it [Form 11] on the outside.
- Wrap the packaged 3 submissions with white paper, and then print and attach [Form 11] on the outside to submit. Do not mark anything other than [Form 11].

4

부록

Appendix

[Appendix 01]

Google Maps (NAVER Map) Around the Current Competition Site

- The current competition site is available on Google Maps. Click the link provided below.
- <https://goo.gl/maps/XW9yTntEg1nd3z5UA>
- The current competition site is available on NAVER Map. Click the link provided below.
- <http://naver.me/GNyGaFed>
- The urban planning facilities for the current competition site are still in draft form, so the boundary line is not expressed on Google Maps and NAVER Map. Refer to the maps only to confirm the current competition site location.

[Appendix 02]

Law and Regulation Review (Summary)

Use the following content for reference purposes only since it only provides the minimum content for the understanding of the foreign applicants regarding the various building regulations of Korea.

Classification	Act	Description
Landscaping of the Building Sites	Article 42 of Building Act Article 33 of Goyang-si Building Ordinance	Greater than 15%
Securement of Open Space etc.	Article 43 of Building Act Article 35 of Goyang-si Building Ordinance	Greater than 10% of the area size
Restrictions on Buildings by the Building Line	Article 47 of Building Act	Neither a building nor its walls shall protrude over the vertical bounds of the building line: Provided, That the same shall not apply to the section below ground level.
Installation of the Direct Stairs	Article 34 of Enforcement Decree of the Building Act	On each floor of a building, the direct stairs leading to the shelter floor or the ground floor (including slope ways; hereinafter the same shall apply) shall be installed in the way that the walking distance from each part of the living room to the stairs (referring to one stair nearest to the living room) does not exceed 30 meters: Provided, That in the cases of a building main structural part of which is made of a fireproof structure or noncombustible materials, the walking distance shall not exceed 50 meters.
		A third or upper floor where the total floor area of the living room is greater than 400 square meters and an underground floor on which the total floor area of the living room is greater than 200 square meters should be installed as direct staircases leading to the shelter floor or the ground floor.
Installation Criteria of the Direct Stairs	Article 8 of the Rules on the Criteria of the Evacuation, Fire Extinguishing Structure, etc. of a Building	<p>If the direct stairs more than 2 locations are installed, they shall be complied with the following^{[1][2]}:</p> <ol style="list-style-type: none"> 1. The closest straight distance (it means the closest walking distance between entrances if the corridor connecting with direct stairs is combined to the other section and the fire fighting district) between the entrances of 2 locations to be installed a direct stair shall be more than half of the maximum diagonal distance of the floor of a building. However, of a sprinkler or other similar automatic fire extinguishing system are installed, The closest straight distance shall be more than one third of it. 2. The passage such as the corridor connected to each living

		room between each direct stair shall be installed.
Limits on Heights of Buildings for Solar Access	Article 61 of Building Act Article 41 of Goyang-si Building Ordinance	<p>Each part of the building shall be apart from the adjacent boundary line due north as designated follows.</p> <ol style="list-style-type: none"> 1. Heights of 9m or lower: 1.5m or wider from the adjacent boundary line 2. Heights of 9m or higher: More than half of the height of each building part from the adjacent boundary line

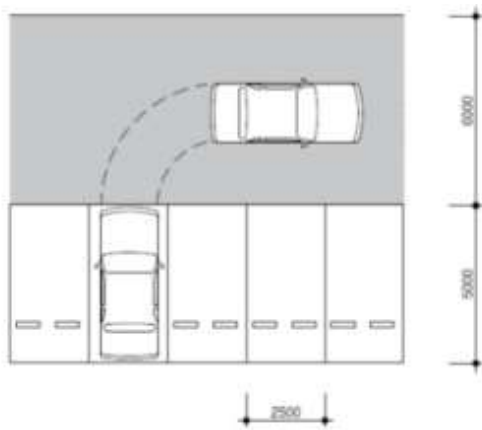
[Appendix 03]

Parking Lot Designing Standards

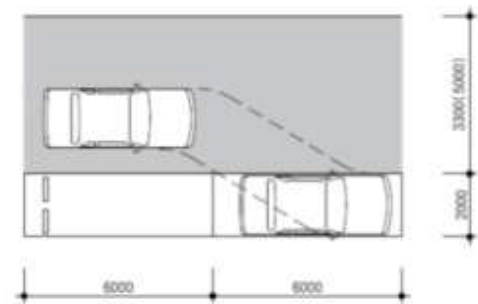
1. The width of the road depending on the parking systems

Parking system	Less than 8 vehicles	2 exits	1 exit
Parallel parking	3.0	3.3	5.0
45-degree angled parking	3.5	3.5	5.0
60-degree angled parking	4.0	4.5	5.5
Perpendicular parking	6.0	6.0	6.0

(1) Perpendicular parking

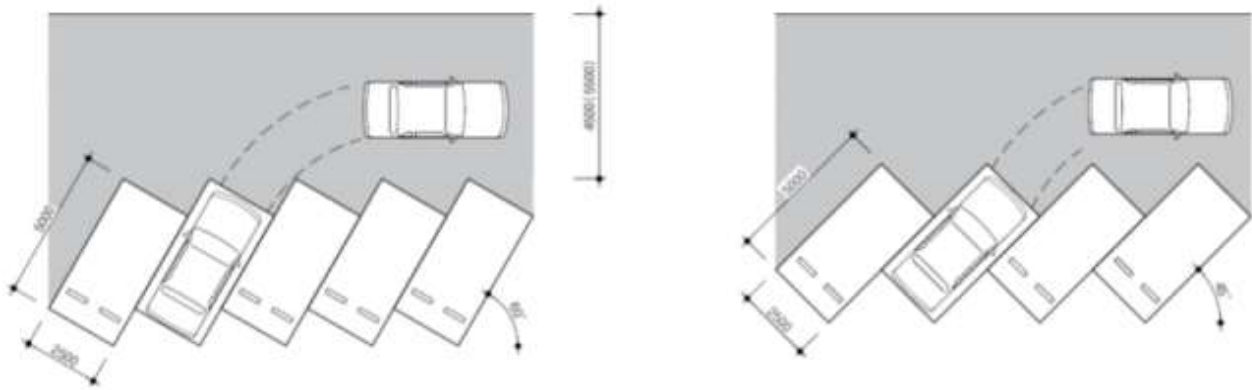


(2) Parallel parking



(3) 60-degree angled parking

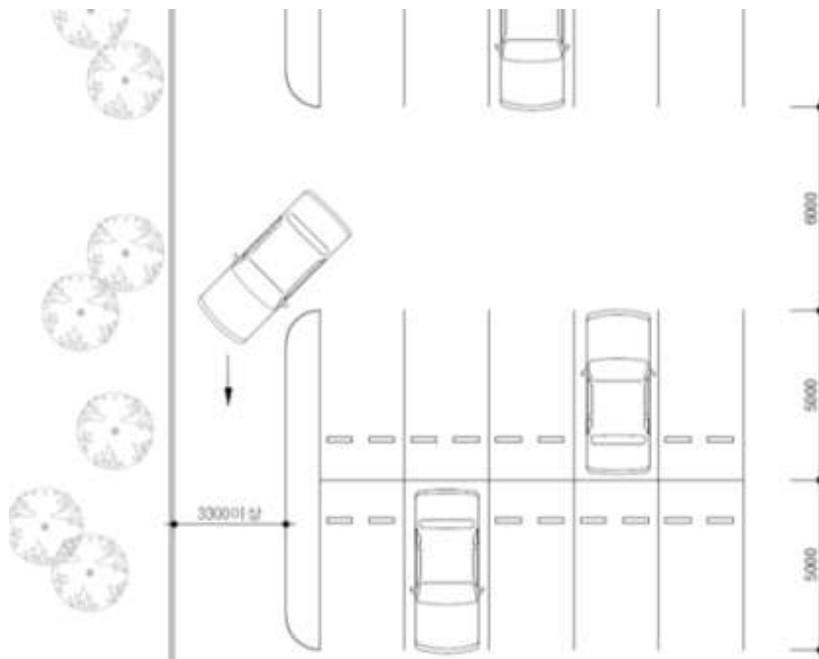
(4) 45-degree angled parking



2. Minimum road width^[SEP]

The minimum width of the road without the parking slot overlap^[SEP]

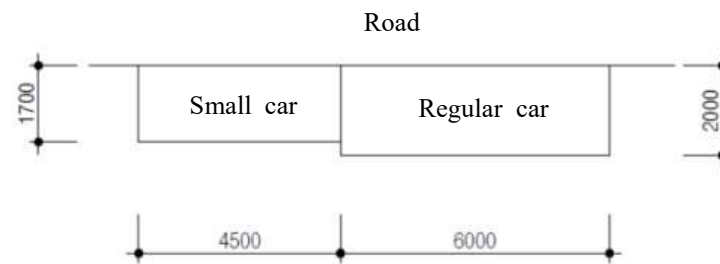
- (1) Less than 8 vehicles: 2.5m if there are no obstacles for communications among the vehicles^[SEP]
- (2) Other cases: 3.3m



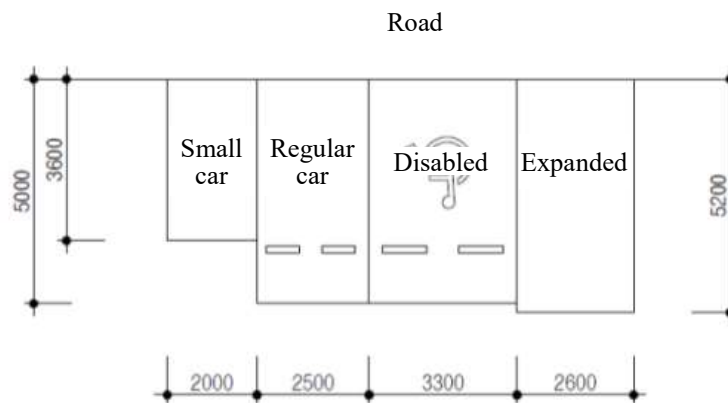
3. Parking slot

Parking system		Parking slot (m)
Parallel parking	Small car	Greater than 1.7×4.5
	Regular car	Greater than 2.0×6.0
Other parking	Small car	Greater than 2.0×3.6
	Regular car	Greater than 2.5×5.0
	Expanded	Greater than 2.6×5.2
	Disabled	Greater than 3.3×5.0
	Truck	Greater than 3.0×7.0

(1) Parallel parking



(2) Other parking



[Appendix 04]

List of the materials

No.	Name of the document	Format	Notes
Document 01	Current Competition Site Digital Topographic Map	dwg	
Document 02	Drone Image (Unedited)	mp4	
Document 03	Standard Design Criteria for City Hall, Public Hall, Public Health Center, etc. (Goyang-si Public Property and Commodity Management Ordinance)	pdf	
Document 04	Detailed Design Criteria for Goyang-si Green Building Standards	pdf	
Document 05	Integrated Guidelines for Goyang-si Universal Design	pdf	
Document 06	Space Innovation Guidelines for Public Sector (Ministry of the Interior and Safety)	pdf	
Document 07	Goyang-si Local Public Official Crew Regulation	pdf	
Document 08	Model Production Standards	dwg, pdf	

※ English translation won't be provided for some documents.

5

서식

Forms

[Form 01] Design Competition Written Questionnaire

Design Competition Written Questionnaire	
PIN No.	
Company/Representative	(signature or stamp)
E-mail	
Design Guideline (Page)	Questionnaire Description
	<p>※ Please refer to the pages and the table of contents number for the questionnaire (ex. p14 II. 3.1.2.)</p>

※ Please submit your questionnaire via e-mail(admin@goyang-newcityhall.org).

[Form 02] Design Competition Proposal

Design Competition Proposal					
PIN NO.		Receipt No, ※			
Representative	Company/Rep. Name				
	Address				
	Architect License Country				
	Architect No,				
	Phone				
	E-mail				
<p>As above, I submit the design competition proposal for the 「International Design Competition for the (New) Goyang City Hall」 hosted by Goyang-si in accordance with the guidelines of the Architectural Design Competition.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px dotted black; padding-top: 5px;"> <p><u>Submitted Document</u></p> <p>Design Competition Work Submission</p> <p>1. (1 copy)</p> <p>Consent of the Design Competition</p> <p>2. (1 copy)</p> <p>Joint Application Agreement</p> <p>3. (1 copy)</p> <p>Architectural Overview and Facility Area Table (1 copy)</p> <p>Detailed Area Table for Each Facility</p> <p>5. (1 copy)</p> <p>6. Summary of Estimated Construction Cost</p> <p>7. Architect License (1 copy) (all applicants)</p> <p>8. Architectural Business Registration Document (1 copy) (representative)</p> </td> <td style="width: 50%; border-top: 1px dotted black; padding-top: 5px;"> <p><u>Document to be submitted</u></p> <p>1. Drawing Plate (1 set)</p> <p>2. Design Description (15 copies)</p> <p>Summary of the Design Concept</p> <p>3. (1 copy)</p> <p>4. USB Storage (1 set)</p> </td> </tr> </table> <div style="text-align: right; margin-top: 20px;"> <p>..... 2021</p> <p>Representative (applicant) [Signature] (Signature or Stamp)</p> </div> <p style="text-align: center; margin-top: 10px;">To the Head of Goyang-si Office</p>				<p><u>Submitted Document</u></p> <p>Design Competition Work Submission</p> <p>1. (1 copy)</p> <p>Consent of the Design Competition</p> <p>2. (1 copy)</p> <p>Joint Application Agreement</p> <p>3. (1 copy)</p> <p>Architectural Overview and Facility Area Table (1 copy)</p> <p>Detailed Area Table for Each Facility</p> <p>5. (1 copy)</p> <p>6. Summary of Estimated Construction Cost</p> <p>7. Architect License (1 copy) (all applicants)</p> <p>8. Architectural Business Registration Document (1 copy) (representative)</p>	<p><u>Document to be submitted</u></p> <p>1. Drawing Plate (1 set)</p> <p>2. Design Description (15 copies)</p> <p>Summary of the Design Concept</p> <p>3. (1 copy)</p> <p>4. USB Storage (1 set)</p>
<p><u>Submitted Document</u></p> <p>Design Competition Work Submission</p> <p>1. (1 copy)</p> <p>Consent of the Design Competition</p> <p>2. (1 copy)</p> <p>Joint Application Agreement</p> <p>3. (1 copy)</p> <p>Architectural Overview and Facility Area Table (1 copy)</p> <p>Detailed Area Table for Each Facility</p> <p>5. (1 copy)</p> <p>6. Summary of Estimated Construction Cost</p> <p>7. Architect License (1 copy) (all applicants)</p> <p>8. Architectural Business Registration Document (1 copy) (representative)</p>	<p><u>Document to be submitted</u></p> <p>1. Drawing Plate (1 set)</p> <p>2. Design Description (15 copies)</p> <p>Summary of the Design Concept</p> <p>3. (1 copy)</p> <p>4. USB Storage (1 set)</p>				

Dotted

line

Filling the receipt of the design competition proposal			
※ Receipt No.			Receiver
PIN No.		Name	
Address		Date	

※ Do not fill out the Receipt No.

[Form 03] Consent of the Design Competition Regulation Compliance

Consent of the Design Competition Regulation Compliance

In relation to the 「International Design Competition for the (New) Goyang City Hall」 hosted by Goyang-si Office, ^[SEP] I agree with the regulations of the competition and comply with the following items, that I don't raise any objection for civil and criminal cases as well as being wholly responsible for it based on the relevant regulations and rules if I violate them.

1. I do not take any interruptive action for free competition or the unfair actions of the design competition such as collusion to achieve success for a specific person, etc.
2. I will not provide valuables, treats, or unjust profits to any jury members or the related people in the review process of the design evaluation regardless of what the reason may have been.
3. I comply with the design guideline such as the content and procedures specified in the competition, etc. and accept any disadvantages such as the cancellation of the victory if I violate this guideline.
4. I make up all the matters on the proposal of the design competition based on the facts, and I am responsible for any legal, administrative, and financial issues regarding them.
5. I do not raise any objections for the jury members, review methods, and review results related to the evaluation of the design competition.

. . . 2021

Representative (applicant) ^[SEP]

(Signature or Stamp)

To the head of Goyang-si Office

[Form 04] Joint Application Agreement

Joint Application Agreement

Article 1 (Purpose) This agreement is to define what should be followed by each applicant in jointly applying for the 「International Design Competition for the (New) Goyang City Hall」, and to appoint the representative.

Article 2 (Representative of the joint application) The name and nationality for the representative of the joint application are as follows.

1 Company /
Representative
Address

Article 3 (Members of the joint application) The members of the joint application except for the representative are as follows.

2 Company /
Representative
Address

3 Company /
Representative
Address

Article 4 (Co-application ratio) The application ratio is as follows.

1	Company / Representative	Participati on ratio
2	Company / Representative	Participati on ratio
3	Company / Representative	Participati on ratio

Article 5 (Authority of representative) The representative shall have the authority to express their opinions regarding the submission and receipt of the documents, acquisition and the renunciation of rights, etc. on behalf of the members of the joint application company to the host organization and any third parties.

Article 6 (Effective period) This agreement shall be entered into force upon signature by the parties, and the company shall terminate upon the implementation of the competition. However, when the company's work has been deemed successful and the company concludes an agreement with the host organization, it will be finished after completion of the final task.

Article 7 (obligations) Members of joint application are committed to utilize all necessary knowledge and skills in good faith and faithfulness in order to achieve the purposes specified in Article 1.

Article 8 (Responsibilities between members) Members shall compensate each other for damages inflicted on other members by any members in relation to the implementation of the task.

Article 9 (Limitation on the transfer of rights and duties) Any member cannot transfer the rights and duties under this agreement to the third party.

Article 10 (measures for withdrawal) Any member cannot be changed after submitting the competition proposal, and the competition proposal submitted for a joint application team is excluded from the review if any member is changed or withdrawn.

Article 11 (Appointment of representative) This joint application agreement is substituted for the appointment of a representative.

Article 12 (Preparation and storage of the agreement) As above, the joint application agreement is concluded, and each party stores one copy of the agreement signed by one of the members as evidence.

. 2021

Rep. Applicant	Company/ Representative	(signature or stamp)
Co-applicant	Company/ Representative	Fill out your name only if you are an individual (signature or stamp)
	Company/ Representative	Fill out your name only if you are an individual (signature or stamp)

※ One representative shall be appointed when two or more representative architects are part of one design office or two or more design offices jointly submit the works.

To the head of Goyang-si Office

[Form 05] Architectural Overview and the Facility Area Table

Project title		International Design Competition for the (New) Goyang City Hall
Site address		
Zoning district		
Area size		m ²
Construction size		m ²
Total floor area	Total	m ²
	Underground	m ²
	Ground	m ²
Building-land ratio		%
Ratio of the floor area to site		%
Structure		
Number of floors		
MAX. Height		m
Number of parking vehicles		00 units (00 units on the ground, 00 units on the underground)
Public open space		m ²
Landscaping area		m ²

[Form 06] Detailed Area Table for Each Facility

- Area of different domains

Classification		Reference area (m ²)	Ratio (%)	Planned area (m ²)	Ratio (%)	Deviation
City hall	Office area	12,621.17	17.07			±00%
	Subspace	12,237.59	16.55			±00%
	Total	24,858.76	33.62			
City council		4,717.86	6.38			±00%
Facility area		1,770	2.39			±00%
Public area		12,600	17.04			±00%
Indoor parking area		30,000	40.57			±00%
Total		73,946.62	100.00			±00%

※ The total area shall be within ±2%, and the six partial areas shall be within ±5%.

- City Hall

Classification		No.	Reference area (m ²)	Area (m ²)
Area	Facility			
City Hall	Office Area	Mayor's Office	1	132.00
		Deputy Mayor's Office	2	142.56
		Future Policy Management	1	226.27
		Inspector General's Office	1	56.95
		Inspector General's Office	1	213.07
		Media Public Relation Center	1	272.22

Classification			No.	Reference area (㎡)	Area (㎡)	
Area	Facility					
		Youth Management Center		1	96.51	
		Office of Planning & Coordination	Director’s office	2	113.9	
			Planning and Policy Center	1	248.93	
			Budget Supervision Center	1	170.73	
			City Brand Center	1	115.69	
			Legal Affairs Center	1	180.82	
			Information and Communications Center	1	280.81	
		Office of Self-Governing Administration	Director’s office	1	56.95	
			General Service Division	1	478.81	
			Civil Autonomy Division	1	207.09	
			Civil Complaints Division	1	96.01	
			Tax Administration Division	1	170.73	
			Tax Collection Division	1	234.36	
			Accounting Division	1	253.04	
			Property Management Division	1	327.26	
		Office of Economy and Occupation	Director’s Office	1	56.95	
			Job Policy Division	1	161.64	
			Enterprise Supporting Division	1	190.41	
			Small Enterprise Supporting Division	1	180.82	
			Strategic Business Division	1	235.36	

International Design Competition for the (New) Goyang City Hall

Classification		No.	Reference area (m ²)	Area (m ²)
Area	Facility			
	Office of Welfare and Women	Director's Office	56.95	
		Welfare Policy Division	188.91	
		Welfare Division	133.37	
		Women & Family Division	197.5	
		Senior Welfare Division	198	
		Handicapped Welfare Division	151.55	
		Child and Youth Division	243.45	
	Office of Climate and Environment	Director's Office	56.95	
		Environmental Policy Division	188.91	
		Climate and Energy Division	216.18	
		Resource Circulation Division	225.77	
		Food Safety Division	161.14	
	Office of Education Culture	Director's Office	56.95	
		Lifelong Education Division	199	
		Arts and Culture Division	217.18	
		Tourism Division	162.14	
		Sports Policy Division	143.46	
		Global Taekwondo Competition Promotion Bureau	78.33	
	New City Hall Construction Bureau		78.33	
	Green City Bureau		142.96	

International Design Competition for the (New) Goyang City Hall

Classification		No.	Reference area (㎡)	Area (㎡)
Area	Facility			
	City Traffic Policy Center	Director's Office	2	113.9
		City Traffic Policy Division	1	312.57
		City Maintenance Division	1	270.73
		Railroad Traffic Division	1	162.14
		Bus Policy Division	1	152.05
		Parking Traffic Division	1	169.73
		Road Policy Division	1	142.96
	Office of Citizen Safety	Director's Office	1	56.95
		Public Safety Division	1	154.05
		Disaster Response Division	1	355.53
		Housing Division	1	243.45
		Architecture Design Division	1	234.86
		Land Information Division	1	170.73
	Balanced Urban Development Bureau	Director's Office	1	56.95
		Balanced Urban Development Division	1	189.91
		Urban Regeneration Division	1	252.54
		Reorganization Management Division	1	124.28
	Green City Business Center	Director's Office	1	56.95
		Green Management Division	1	253.04
		Park Management Division	1	335.35

Classification				No.	Reference area (m ²)	Area (m ²)
Area	Facility					
			Ecological Stream Management Division	1	198.5	
		Road Management Business Center	Director's Office	1	56.95	
			Construction Division	1	324.77	
			Road Management Division	1	235.36	
		Subtotal				12,621.17
	Subspace	Conference Room	Main Conference Room	3	450	
			Meeting room for each department	9	900	
			Small Meeting Room	6	270	
		Cafeteria, Lounge	Cafeteria	1	1200	
			Lounge		433.5	
			Women's Lounge	3	150	
			Nursing Room	1	45	
			Health Care Center	1	90.06	
			Waiting Room	1	96.4	
			Waiting Room	1	94.9	
			Lounge	1	57.2	
			Public Service Center	General Civil Petition Center	1	626.40
		Civic Counseling Center			300	
		Office Supporting Facility	Night-duty Room	1	84.9	
			Underground Storage	1	300	
			Gas Mask Storage	1	200	
			Pressroom	3	135	
			Studio	1	100	
			Computer Education Center	1	227	

Classification				No.	Reference area (㎡)	Area (㎡)		
Area		Facility						
			Fitness Center	1	430			
			Disaster Control Center	1	330			
			Archive	1	1000			
			Security Control Center	1	44			
			Communications Room	1	396			
			Computer Room	1	368.94			
			Affiliated Group, Labor Union Center, etc.	1	33.1			
			Audit Center	1	108			
			HR Center	1	33.2			
			Staff Counseling Center	1	32			
			Budget Duty Counseling Center	1	33.2			
		Relevant Institutions and Convenience Facilities	Unification Council	1	60.00			
			Bank	1	120			
			Community Center	1	300			
			Daycare Center	1	1047.22			
			Book Cafe	1	300			
			Convenience store, Cafe	1	102.80			
		Culture Space	Auditorium	1	1090			
			Small Library	1	142.10			
			Toy Library	1	131.67			
			Culture Classroom	1	375.00			
		Subtotal					12,237.59	
		Total					24,858.76	

- City Council

Area		Classification	No.	Reference area (m ²)	Area (m ²)	
		Facility				
City Council	Council Room	President’s Office	1	132.00		
		Vice-president’s Office	1	71.28		
		Chairperson’s Office	5	280.8		
		Councilor’s Office	40	1324		
		Policy Support Center	20	176		
	Conference Room	Main Conference Room	1	455.1		
		Meeting Room	1	132		
		Committee Room	5	600		
	Sub Space	Secretary General’s Office	1	56.16		
		Office	1	240.3		
		Archives and Library	1	247		
		Waiting Room	Councilors	1	82.5	
			Reporters	1	50.00	
			Drivers	1	9.00	
		Professional Advisor’s Office	1	286.72		
		Video Conference Room	1	100		
		Public Service Center	1	53.00		
		Studio	1	30		
		Lounge	Councilors	1	66.00	
			Employees	1	94.00	
			Audiences	1	132.00	
		Public Relations Center	1	100.00		
Total				4,717.86		

※ New tables, space. and rooms shall be added if necessary, and the same form for each facility must be provided.

[Form 07] Summary of Estimated Construction Cost

☐ Construction title: Construction of (New) Goyang City Hall

Classification	Standards	Unit	Q.	Material cost	Labor cost	Expenses	Total	Notes
Construction work	Framing							
	Exterior finish							
	Finishing work							
Landscaping work								
Civil engineering works								
Mechanical work								
Landscaping work								
Electric work								
Communication work								
Firefighting construction								
Demolition work								
○○ work								
○○ work								
Overhead expenses (by ratio)								
Total								

※ Can be written in horizontally.

To the head of Goyang-si Office

[Form 08] Summary of the Design Concept

PIN NUMBER : _____

[Form 09]

Pledge of Prohibition of Contact in Advance

In relation to the “International Design Competition for the (New) Goyang City Hall,” I confirm that will follow the design competition guidelines and other related regulations. To be specific, I pledge that I won’t make any contact in advance with jury members to prevent any unfair practices regarding the competition. In case of violating the pledge, I will endure any civil or penal objections in the future.

. . 2021

Recognizor: ☐ Representative company

Company:

Address:

Representative: (Signature)

Contact:

☐ Co-participant

Company:

Address:

Representative: (Signature)

Contact:

Company:

Address:

Representative: (Signature)

Contact:

To the head of Goyang-si Office

[Form 10]

Application for Avoiding and Excluding Jury Members

☐ Competition Title: International Design Competition for the (New) Goyang City Hall

☐ Members to be avoided and excluded

Name	Office	Reasons for avoidance and exclusion

. . 2021

Submitter Office:

Contact:

Position:

Name: (Signature)

To the head of Goyang-si Office

SUBMISSION

A	A	1	2	3	4	5
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Modify the above PIN number, then use it.

Delete the red-colored words, then print it.

A	A	1	2	3	4	5
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Arial, 20pt → NAME or OFFICE NAME (Signature)

*INTERNATIONAL DESIGN COMPETITION for
the (New) GOYANG City Hall*

[DESIGN DESCRIPTION]

GOYANG-SI

The font cannot be modified. (all fonts: ARIAL in English)
Delete the red-colored words, then submit it for submission.