



**TERMS AND CONDITIONS  
OPEN INTERNATIONAL PROFESSIONAL COMPETITION  
FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE  
STEPNOY ZAY RIVER VALLEY IN ALMETYEVSJ,  
REPUBLIC OF TATARSTAN**



## 1 Glossary

### 1.1. Meaning of terms

For the purposes of this document, the following words and expressions used in these Terms of the Competition (hereinafter – the “Terms of the Competition”) shall have the meanings listed below:

<b>“Client”</b>	Public Joint Stock Company “TATNEFT” named after V.D. Shashin
<b>“Application”</b>	The information and documents submitted by the Applicant/Participant in order to enter the Competition. By submitting the Application, the Applicant/Participant consents to entering the Competition in the manner and under the conditions provided for in the Competition Documentation.
<b>“Jury”</b>	The work group of Competition judges formed by the decision of the Competition Organizer. The judges in the Jury include experts on urban construction and planning, architecture, and economics, as well as the Client’s representatives. The Jury members are appointed and act in their personal capacity and not as representatives of organizations where they may be members of management bodies, shareholders, or employees. They must not follow, or request from any person, instructions on their decision-making within the competence of the Jury.
<b>“Catalog of Registered Applications”</b>	The document prepared by the Organizer and containing the Participants’ Applications that have passed the Technical Selection.
<b>“Competition”</b>	The process of selecting the best proposal developed by the Finalists.
<b>“Competition Documentation”</b>	Various documents about the Competition, including: - Invitation for participation (notification of the Competition); - Terms of the Competition; - Terms of reference.
<b>“Competition Criteria”</b>	Criteria by which the Jury assesses and compares the Competition Proposals submitted by the Finalists. The Competition Criteria are given in Appendix 4.
<b>“Proposal” (“Project”)</b>	Result of the Finalist’s work on the master plan for the Stepnoy Zay River Valley in Almetyevsk, Republic of Tatarstan, in accordance with the Terms of Reference and Competition Documentation.



	The Proposal's composition, contents, and requirements, as well as the requirements for the Proposal layout, are defined in Appendix 3.
<b>"Consortium"</b>	Association of two or more legal entities as a single Applicant/Participant.
<b>"Master Plan"</b>	Document that: defines the architectural and urban planning features of the spatial development of the Stepnoy Zay River Valley in Almet'yevsk, Republic of Tatarstan; contains a system of measures to implement the proposed master plan of social, economic, environmental, and other areas of focus, developed on the basis of analysis of internal and external medium-term risks (6-10 years) or long-term (10-20 years) risks for developing the territory; takes into consideration the interests of various population groups and includes not only architectural and urban planning and infrastructure decisions, but also institutional measures and proposals for the mechanisms to implement them.
<b>"Expert Panel"</b>	The Competition's advisory body formed by the Competition Organizer. Its composition is approved by the Competition Client at the suggestion of the Competition Organizer. The Expert Panel provides consultations and expertise during the Competition. Expert Panel members express their opinion on each application submitted by the Participants during the first stage of the Competition, as well as each Proposal submitted by the Finalists during the second stage of the Competition.
<b>"Organizer"</b>	Agency for Strategic Development CENTER, Limited Liability Company.
<b>"Winner"</b>	The Competition Finalist whose Proposal, after being discussed by the Jury, has been ranked first in the Rating of Proposals.
<b>"Applicant"</b>	Any legal entity, individual entrepreneur, or Consortium of legal entities or individual entrepreneurs, wishing to participate in the Competition.
<b>"Rating of Proposals"</b>	Rating of Proposals submitted by the Finalists for the Competition, formed by the Jury in accordance with the decision-making procedure for the Rating of Proposals.
<b>"Technical Selection"</b>	Selection of Applications by the Competition Organizer, based on their conformity with the Application requirements.
<b>"Terms of Reference"</b>	A detailed description of the requirements imposed by the Organizer on the Finalists' Proposals.
<b>"Terms of the Competition"</b>	The rules of the Competition contained in the Competition Documentation.



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**“Participant”**

The Applicant whose Application has passed the Technical Selection and has been accepted for Jury review. Participation is open to any legal entity, individual entrepreneur, or Consortium of legal entities or individual entrepreneurs, wishing to participate in the Competition and registered in the Russian Federation in compliance with the existing legislation of the Russian Federation. Foreign legal entities and individual entrepreneurs registered outside the Russian Federation can participate in the Competition only as part of a Consortium.

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**“Finalist”**

Participant whose application, after being discussed by the Jury during the first meeting, has ranked 1 to 3 in the Qualifying Rating of Applications.

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## 2 General

### 2.1 Purpose of the Competition

Selection of the best Master Plan for developing the Stepnoy Zay Valley in Almetyevsjk, Republic of Tatarstan.

### 2.2 Subject of the Competition

Development of a Master Plan for the Stepnoy Zay Valley in Almetyevsjk, Republic of Tatarstan.

### 2.3 Schedule and Timing of the Competition

The Competition has two stages. The Competition Schedule is defined in Appendix 1 hereto.

### 2.4 Powers of the Organizer

The Organizer carries out the functions associated with the Competition, including:

- publishing and posting the notice of the Competition;
- receiving messages, information, and documents, including Applications and Proposals, from the Applicants and Participants;
- publishing notices and notifications related to the Competition;
- creating and maintaining the Competition Website;
- organizing and conducting preparatory and introductory activities;
- interacting with the members of the Jury and the Public Committee;
- preparing materials for Jury meetings, including the Catalog of Registered Applications;
- organizing Jury meetings;
- explaining the Proposal documentation requirements to the Applicants, Participants, Finalists, and the Winner;
- taking minutes of Jury meetings.

### 2.5 Powers and Principles of the Jury:

#### 2.5.1 The powers of the Jury include:

- Evaluating and comparing applications, selecting 3 (three) Competition Finalists;
- Evaluating and comparing the Proposals submitted by the Finalists, preparing the Rating of Proposals, choosing the Competition Winner;
- disqualifying Participants or Finalists.

The Jury is guided by the principles of professionalism, unbiased opinion, and objective judgment, as well as by the provisions of the Competition Documentation. Members of the Jury work free of charge.

#### 2.5.2. The powers of the Expert Panel include:



- previewing and pre-evaluating the Applications submitted by the Participants during the first stage of the Competition;
- bringing recommendations on Application assessment to the Jury's attention;
- previewing and pre-evaluating the Proposals submitted by the Finalists during the second stage of the Competition;
- bringing recommendations on assessing the Proposals submitted by the Finalists during the second stage of the Competition to the Jury's attention.

## 2.6 Applicable Law

Relations between the parties (the Applicants, the Participants, the Finalists, the Organizer, and the Client) in connection with the Competition shall be governed by the laws of the Russian Federation. It must be noted, however, that the provisions of Article 447 and Chapter 57 of the Civil Code of the Russian Federation shall not apply to the terms and conditions of the Competition.

## 2.7 Applicability of the Terms of the Competition

The Terms of the Competition become mandatory for each Applicant upon the submission of the Application.

## 2.8 Amendments to the Terms

2.8.1 The Organizer may, at its own initiative, decide to introduce amendments to the Terms of the Competition no later than three (3) working days prior to the Application deadline. Changing the subject of the Competition is not allowed.

2.8.2 Within five (5) working days from the date of making the decision to introduce amendments to the Terms of the Competition, the Organizer shall post the amendments on the Competition Website, whereupon they shall become mandatory for each Applicant/Participant.

## 2.9 Competition Documentation

The Competition Documentation includes the following sections, each of which is an integral part thereof:

- Section I: Terms of the Competition;
- Section II: Terms of Reference and Initial Data.

## 2.10 Procedure for Publishing the Competition Documentation

2.10.1 Section I (Terms of the Competition) of the Competition Documentation was published on the Competition Website in the public domain on November 27, 2019.

2.10.2 Section II (Terms of Reference and Initial Data) shall be provided to the Competition Finalist after written confirmation of participation in the second stage of the Competition.

## 2.11 Providing Clarification

2.11.1 Any Applicant, Participant, or Finalist shall be entitled to request clarification on the Competition Documentation provisions from the Organizer. Such request shall be sent in writing by mail or e-mail to the address specified in the Terms of the Competition.



2.11.2 The Organizer is obliged to respond to the request for clarification on the Competition Documentation provisions via digital means of communication within five (5) working days from the date of receipt of the request. Applicants' Requests shall be received no later than five (5) working days prior the Application deadline. The Organizer is not obliged to respond to requests received after this date.

2.11.3 The delay in response shall not be considered a reason for deadline extension.

#### 2.12 Settlement of Disputes

All disputes that may arise from the relations of the parties in connection with the Competition shall be resolved in the Moscow Court in accordance with the jurisdiction defined by the procedural legislation of the Russian Federation.

#### 2.13 Language

The Competition has two official languages, Russian and English. Competition Proposals must be translated into both languages.

#### 2.14 Address

2.14.1 Official Competition Website: <https://www.almetyevsk.tatar>

2.14.2 The address for sending Notices and Applications (amendments to submitted Applications) and requests for clarification on the Competition Documentation:

Office 13, 21 Bolshaya Molchanovka, Moscow, Russian Federation 121069

Agency for Strategic Development CENTER LLC

E-mail: [info@almetyevsk.tatar](mailto:info@almetyevsk.tatar)

Label: COMPETITION. ALMETYEVSJK. Master Plan for the Stepnoy Zay Valley in Almetyevsjk, Republic of Tatarstan.

2.14.3. The address for sending Proposals (amendments to submitted Proposals):

Almetyevsjk, Republic of Tatarstan, (the exact address is specified in the agreement with the finalist).

E-mail: [info@almetyevsk.tatar](mailto:info@almetyevsk.tatar)

Label: COMPETITION. ALMETYEVSJK. Master Plan for the Stepnoy Zay Valley in Almetyevsjk, Republic of Tatarstan

### 3 Competition Procedure

#### The Competition has two stages

**Stage 1** – receiving applications and selecting Participants based on their portfolio and essay. At this stage, the expert Jury selects three (3) Finalists based on their portfolios, relevant experience, and essays.

**Stage 2** – developing the Finalists' Proposals, compiling the Rating of Proposals based on the Finalists' assessment by the Jury, choosing the Winner.





### 3.1. Application Submission

- 3.1.1. The form and structure of the Application are set out in Appendix 2 hereto. In order to submit an Application, it is necessary to register on the Competition Website.
- 3.1.2. Acceptance of Applications starts from the date of publication of the Notice of Competition on the Competition Website and ends at 12:00 midday on January 21, 2020.
- 3.1.3. The Applicant may amend their application by sending a notification, with amended documents attached, no later than five (5) working days before submission deadline.

### 3.2. Registration

- 3.2.1. Applicants shall be registered as Competition Participants based on the Applications submitted.
- 3.2.2. The Organizer has the right to refuse to register the Applicant as a Participant on the following grounds:
  - The Application does not comply with the Organizer's requirements;
  - The Application has not been selected by the Organizer;
  - The same Applicant has submitted more than one Application;
  - The Application has been submitted in violation of the deadline specified in Clause 3.1.2 hereof.
- 3.2.3. No later than ten (10) working days after Application submissions are closed, the Organizer shall inform all Applicants of their registration as Participants or of registration denial, by sending them an e-mail to the address specified in the Application, and provide the Jury with the Catalog of Registered Applications, which shall include the Applications accepted for registration.

### 3.3. Information Disclosure

Grounds for a possible conflict of interests:

If an Applicant/Participant (an official or employee of the Applicant/Participant), or, in cases when the Applicant is a Consortium, any member of the Consortium (an official or employee of the member of the Consortium) is affiliated:

- with a member of the Jury, or with an individual who is officially subordinated to a member of the Jury;
- with an individual performing the functions of the Organizer's sole executive body, or with an individual who is a member of the Organizer's collective executive body (including co-executors, subcontractors and consultants that contribute to the Competition), or an individual who is officially subordinated to such an individual (it must be noted that, for the purposes of this clause, an individual is not recognized as a subordinate if their job duties are limited to research, teaching, or creative work of any other kind), i.e. with an individual who, for the purposes of this clause, is deemed capable of influencing the Competition results, this Applicant/Participant may also be deemed capable of influencing the Competition results.





### 3.4 Letter on Disclosure

- 3.4.1 If there is evidence that Clause 3.3 hereof applies to the Applicant/Participant, the Applicant/Participant shall provide the Organizer with a Letter on Disclosure, depending on the time when the Clause becomes applicable:
- if the Clause becomes applicable at the time when the Applicant submits the Application, the Letter on Disclosure should be included in the Application;
  - if the Clause becomes applicable after the Applicant submits the Application, the Letter on Disclosure should be provided immediately afterwards.
- 3.4.2 The Letter on Disclosure shall be written in free form and shall contain:
- evidence that the Applicant/Participant may be deemed capable of influencing the Competition results in accordance with Clause 3.3, including an indication of the person with whom the Applicant/Participant is affiliated;
  - the nature of the relationship that results or may result in the Applicant/Participant being recognized as an affiliate of the relevant person;
  - any additional details of the relationship, which, in the Applicant's/Participant's opinion, may be useful for evaluating whether the Applicant/Participants may be truly capable for influencing the Competition results.
- 3.4.3 The Letter on Disclosure shall be included in the Catalog of Registered Applications. If, in accordance with Clauses 3.3 and 3.4.1 hereof, providing a Letter on Disclosure is deemed mandatory for the Applicant/Participant, their failure to do so shall constitute a clear and sufficient reason for disqualification.

### 3.5 Consortium Participation in the Competition

- 3.5.1 Consortium
- 3.5.1.1 Legal entities or individual entrepreneurs wishing to participate in the Competition can unite in a Consortium. Legal entities united in a Consortium shall submit a single Application on behalf of the entire Consortium, and shall be recognized for the purposes of the Competition as a single Applicant/Participant/Finalist.  
An Applicant wishing to participate in the Competition as a Consortium must include a Consortium Declaration and documents on hiring subcontractors and consultants (Appendix 5) as part of their Application.
- 3.5.1.2 A member of a Consortium cannot participate in the Competition individually or as part of another Consortium.
- 3.5.2 Consortium Leader.
- 3.5.2.1 Members of a Consortium must choose a Consortium Leader.
- 3.5.2.2 The Consortium Leader can only be a legal entity or an individual entrepreneur registered in Russia.
- 3.5.2.3 The Consortium portfolio must contain at least one project by the Consortium Leader
- 3.5.2.4 For the purposes of the Competition, the Consortium Leader shall be recognized as a representative of the entire Consortium's interests in its interactions with the Organizer.
- 3.5.2.5 For the purposes of further communication related to the Competition, the Consortium Leader shall provide their personal data, the personal data of their designated employee,



their contact details, and the information on subcontractors and consultants, by filling in a Consortium Declaration.

### 3.6 Working Procedure of the Jury

#### 3.6.1 There are two meetings of the Jury scheduled for the Competition:

The first Jury meeting - for selecting the three (3) Finalists of the Competition;

The second Jury meeting - for selecting the winning proposal from among those submitted by the Finalists.

#### 3.6.2 If there is no quorum on the date of the Jury meeting, or if no decision is reached, the meeting may be rescheduled for the next day (by decision of the Jury members present at the meeting or by absentee vote).

#### 3.6.3 The Organizer's representatives must attend Jury meetings in person. The Jury is presided by the Chairman of the Jury. The Organizer's representatives shall be entitled to inform the Jury about the powers of the Jury, the objectives of the meeting, as well as about the procedural rules of the Jury, including the decision-making and voting procedures.

#### 3.6.4 Chairman of the Jury.

##### 3.6.4.1 The Chairman of the Jury shall be chosen by the Organizer.

##### 3.6.4.2 Should the Chairman of the Jury be absent from the Jury meeting, their functions are fulfilled by the Deputy Chairman, also chosen by the Organizer.

##### 3.6.4.3 Powers of the Chairman of the Jury:

- presiding over the meeting;
- accepting the Jury members' proposals regarding the inclusion of specific issues onto the agenda;
- making proposals to the agenda;
- formulating the issues on the agenda;
- monitoring compliance of the Jury's work practices;

#### 3.6.5 Minutes of the in-person meeting.

##### 3.6.5.1 The issues on the agenda, the decisions made about them, and the votes cast are reflected in the minutes of the Jury meeting.

##### 3.6.5.2 All members of the Jury present at the meeting shall sign the attendance sheet attached to the minutes.

##### 3.6.5.3 The minutes of the meeting of the Jury shall be made in one (1) copy;

##### 3.6.5.4 The minutes of the Jury meeting (the extract from the minutes) containing the Jury's proceedings, the decisions adopted, and the voting results shall be published on the Competition Website within ten (10) working days from the date of the respective Jury meeting. The opinions of the members of the Jury, including those containing the number of points given to each Participant and recorded on ballots, are not subject to disclosure and publication on the Competition Website.

#### 3.6.6 Voting and Decision Making.

##### 3.6.6.1 The Jury meeting shall be authorized to make decisions (shall have a quorum) if more than half of the Jury members are present.

##### 3.6.7 Decision Making at the Meeting of the Jury.



- 3.6.7.1 The Jury shall compile the Rating of Proposals (unless it decides otherwise) as follows: each member of the Jury shall arrange the Participants by place in the rating; the number of places must equal the number of Participants. Based on the sum of the scores awarded by all members of the Jury, the Participants shall be assigned numbers in the ascending order. The result of this arrangement shall be discussed by the Jury and accepted as final.
- 3.6.7.2 Voting is closed and shall be carried out by filling in secret ballots. The Rating of Proposals shall be based on the sum of the scores awarded to the Participants by all members of the Jury.
- 3.6.7.3 The decision on disqualifying a Finalist shall be adopted by a quantitative vote on the principle of "one Jury member, one vote" by a simple majority of the Jury members present at the meeting. Voting is open and shall be carried out by a show of hands.

### 3.7 Selecting the Finalists.

- 3.7.1.1 The decision to select the Finalists shall be made by the Jury through the Qualification Selection.
- 3.7.1.2 Those Participants that the Jury has deemed truly capable of influencing the Competition results shall not be eligible for the Qualification Selection.
- 3.7.1.3 No more than three (3) Participants, eligible for the Competition and awarded a place from 1 to 3 in the Qualification Rating, shall be recognized as Finalists.
- 3.7.1.4 Should Applications submitted by several Participants be awarded an equal score at the Jury meeting, priority shall be given based on the date and time of submitting the digital Application via the Competition Website <https://www.almetyevsk.tatar>.
- 3.7.1.5 The Finalists must confirm further participation in the Competition by notifying the Organizer within five (5) days of the Finalists being announced, by sending an e-mail to the address specified in Clause 2.14.2 hereof.
- 3.7.1.6 If by February 10, 2020 the Finalist is disqualified from participation in the Competition for any reason, the Participant whose Proposal was assigned the next number is recognized as a Finalist, except when the Jury has made a special decision to choose a certain Participant as a replacement for the eliminated Finalist.

### 3.8 Consideration of the Terms of Reference.

- 3.8.1.1 The final version of the Terms of Reference shall be provided to the Applicants in accordance with Clause 2.10.2 hereof.

### 3.9 Procedure and Timing for Proposal Submission.

- 3.9.1. The composition, content, and requirements for the Proposals are set out in Appendix 3 hereto. The Finalists must submit the Proposals to the Organizer no later than noon (12:00) on April 06, 2020.
- 3.9.2. Form of Proposal Submission:
- Electronically: the Proposal shall be sent to the e-mail address of the Competition,
  - Hard copy: the Proposal shall be sent to the address indicated in Clause 2.14.3 hereto.
- 3.9.3. If delivering the Proposals by mail, courier delivery or courier shipment, the Proposals are considered submitted on time if they are received by noon (12:00) on April 06, 2020 at the relevant delivery address indicated herein.



- 3.9.4. The Participant shall be entitled to make changes in the Proposal composition at any time before the submission deadline by sending the Organizer a notification and attaching the documents to be amended.
- 3.9.5. Terms of using the Participants' Proposals:
- 3.9.5.1. Each Participant shall grant the Competition Organizer and Client the following rights related to the use of the Works that are part of the Proposal:
- the right to copy the Works;
  - the right to put the Works on public display;
  - the right to broadcast the Works;
  - the right to transfer the Works by cable;
  - the right to translate the Works;
  - the right to make the public aware of the Works.

The above rights to use Proposals shall be transferred by the Participant to the Organizer only in relation to the Competition.

The Organizer has the right to publish the Applications and Proposals of the Applicants, Participants, and Finalists on the Competition Website.

## 4. Grounds for Disqualifying Finalists

- 4.1 A Finalist may be denied further participation in the Competition on the following grounds:
- 4.1.1 The structure and content of the submitted Proposal do not meet the requirements of the Competition Documentation;
- 4.1.2 The Proposals has been submitted in violation of the deadlines;
- 4.2 The decision on disqualification is made by the Jury.
- 4.3 The decision on disqualification is posted on the Competition Website.

## 5 Winner Selection and Rating Compilation

- 5.1. The Jury shall consider the Proposals submitted by the Participants, and, taking into account the Competition Criteria set out in Appendix 4, shall assign them number in the Rating of Proposals.
- 5.2. Should two or more Proposals receive an equal score, the Jury shall vote again to determine which of them is the best.
- 5.3. The Finalist whose Proposal has been ranked first by the Jury shall be considered the Winner of the Competition.
- 5.4. The message about the compilation of the Rating of Proposals shall be posted on the Competition Website within three (3) working days from the date of the Jury's relevant decision. The opinions of the Jury members recorded on Ballots cannot be disclosed and published on the Competition Website.



## 6. Reward for the Winner and Finalists

6.1. The Finalist whose Proposal has been ranked first by the Jury shall be declared Winner of the Competition.

6.2. The Client shall pay each Finalist 2,500,000 (two million five hundred thousand) rubles, including all the fees and taxes applicable to the Finalist, as a reward for developing the Proposal in accordance with the contract signed by the Client and the Finalist. The sum paid to the Finalist shall include:

- Compensation in the amount of one hundred and twenty-five thousand (125,000) rubles (including all the fees and taxes applicable to the Finalist) for transferring the exclusive rights provided for by Articles 1229 and 1270 of the Civil Code of the Russian Federation, including the right to rework the project, to the Organizer.
- Compensation in the amount of two million three hundred and seventy-five thousand (2,375,000) rubles (including all the fees and taxes applicable to the Finalist) for any costs incurred by the Finalist during the preparation and submission of the Proposal.

6.3. Following a meeting of the Jury, the Client makes an additional payment in accordance with prize distribution:

6.3.1. The sum of four million (4,000,000) rubles, including all the fees and taxes applicable to the Finalist, is paid to the Finalist ranked first at the second stage of the Competition and recognized as the Competition Winner by the Jury.

6.3.2. The sum of two million (2,000,000) rubles, including all the fees and taxes applicable to the Finalist, is paid to the Finalist ranked second at the second stage of the Competition;

6.3.3. The sum of one million (1,000,000) rubles, including all the fees and taxes applicable to the Finalist, is paid to the Finalist ranked third at the second stage of the Competition.

## 7. Voiding the Competition

7.1. The Competition shall be deemed invalid when fewer than three (3) Participants have registered to participate in the Competition;

7.2. Upon the occurrence of the grounds stipulated in Clause 7.1. of the Terms, the Organizer publishes a notice on the Competition Website declaring the Competition invalid.

7.3. The Competition is declared invalid from the date of publication of such notice.



## APPENDIX 1 Competition Schedule

The Organizer has the right to amend the Competition schedule. Information about the amendments shall be published on the Competition Website.

Date	Event
27.11.2019	Press conference about the start of the Competition
13.12.2019	Orientation webinar for competition participants in Russian and English
21.01.2020	Submission deadline
29.01.2020	Meeting of the Expert Panel
30.01.2020	Meeting of the Jury for selecting the three (3) Finalists
19.02.2020	Orientation seminar for the finalists; workshop with residents
06.04.2020	Submission of proposals by the finalists
22.04.2020	Meeting of the Expert Panel
23.04.2020	Meeting of the Jury; winner selection; press conference





## APPENDIX 2

### Composition, Content and Requirements for the Application Composition and Content of the Application

Information about the Applicant (individual Applicant or, in case of a Consortium, the Consortium Leader):

1. The form of participation: individual participation or participation as a Consortium;
2. Full name of the Applicant;
3. Abbreviated name of the Applicant;
4. Company staff;
5. Registration date of the Applicant;
6. Brief history, brief description of the Applicant's activity, main specialization fields (up to 1,500 characters);
7. Information on any awards and competitions won over the past 5 years, no less than 10 in total (name, year when received, up to 1,500 characters);
8. Top manager of the Applicant (full name and position);
9. E-mail address of the top manager;
10. Website of the Applicant;
11. The designated employee of the Applicant responsible for submitting the Application (full name and position);
12. E-mail of the designated employee responsible for submitting the Application;
13. Phone number of the designated employee responsible for submitting the Application;
14. Postal address of the Applicant, phone, fax (including area code);
15. Legal address of the Applicant;
16. Additional information that the Applicant wishes to share (up to 1,500 characters).
17. Documents on the Applicant (in PDF format, vertical orientation, maximum file size: 5 Mb):
  - Certificate of registration of the legal entity (OGRN);
  - Statement from the Unified State Register of Legal Entities (EGRYuL);
  - Authorization certificate of the self-regulating organization, allowing to develop the Project Documentation (or a corresponding ISO Certificate for foreign legal entities);
  - Document confirming the authority of the top manager or other representative of the legal entity, such as a resolution/report on appointing the CEO (the document is not included in the list of documents that must be provided by an Individual Entrepreneur);
  - Letter on Disclosure (in cases when the Participant could be recognized as an affiliate with a connection to an individual capable of influencing the Competition results), written in free form and taking into account the clauses specified in the Terms of Participation (document to be provided if necessary);
  - Consortium Declaration (in cases when the Participant is a Consortium) (Appendix 5 of the Terms of Participation);
  - Statement of Informed Consent to the Competition Documentation (Appendix 6 of the Terms of Participation).
18. The portfolio must include 5 projects by the Participant (in case of a Consortium, by all Consortium members) relevant to the Competition and developed by the Participant





independently or as part of an ad hoc creative team. The projects may belong to the following fields:

- Urban planning;
- Architecture;
- Landscape design;
- Creation and development of public spaces.

A Consortium's portfolio must include no less than one project by each member of the Consortium.

Required information:

- Project name;
- Year of completion, location;
- Description, a brief analysis of economic feasibility, and visual materials: no more than 3 images per project in JPEG format (A4 horizontal orientation). The size of each JPEG file must not exceed 5 Mb.

The portfolio must be submitted digitally as a PDF file.

19. Essay describing the key ideas and approaches to developing the master plan for the Stepnoy Zay River Valley. The essay cannot be longer than 5,000 characters, including spaces.

The Applicant's portfolio and information shall be uploaded to the personal account page on [almetyevsk.tatar](http://almetyevsk.tatar) in accordance with the computer-generated form. Graphics shall be uploaded as separate JPEG files in the horizontal A3 format to the personal account page using the application form. The size of each file shall not exceed 20 Mb.

All materials must be uploaded to the Participant's personal account page on [almetyevsk.tatar](http://almetyevsk.tatar) before noon (12:00) on January 21, 2020 (Moscow time).



## APPENDIX 3

### Composition, Content and Requirements for Stage Two Proposals

#### Requirements for the Format of Second Stage Proposals

During the second stage, participants submit:

- An architectural and urban planning concept for developing the Stepnoy Zay River Valley (scale of provided materials, 1:5000).
- A detailed architectural and urban planning concept for developing the site of the first stage of master plan implementation.

#### COMPETITION SUBMISSION CONTENTS

- Project albums, including cover letter and visual materials for the proposed solutions;
- Sketch boards;
- Presentation;
- A video with 3D simulation elements;
- Any other additional materials that the participants might need for presenting their concept.



## APPENDIX 4

### Competition Criteria

The Jury members review the proposals according to the following criteria:

1. Correspondence of proposals to the key idea for developing the territory.
2. Landscape eco-rehabilitation.
3. Comprehensive development.
4. Correspondence of proposals to global trends.
5. Approach to master planning as a development tool for the territory.
6. Stage-by-stage implementation.
7. Socio-economic effectiveness and investment attractiveness of the most important facilities.



## APPENDIX 5

### Consortium Declaration

We, the undersigned, hereby declare the following:

1. This Declaration has been composed in accordance with our participation in the **OPEN INTERNATIONAL PROFESSIONAL COMPETITION FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE STEPNOY ZAY RIVER VALLEY IN ALMETYEVSJ, REPUBLIC OF TATARSTAN**
2. If the terms (words and expressions written herein with a capital letter) have been defined in the Competition Documentation published on the Competition Website before the Declaration date, this means that they are being used in this Declaration in the same meaning.
3. This Declaration is an integral part of our Application.
4. We intend to take part in the Competition as part of a Consortium. For the purposes of the Competition, please refer to us as follows: [NAME OF THE CONSORTIUM].
5. This Declaration is the only document defining the structure of the Consortium. We do not possess any documents or commitments allowing any person not mentioned in the present Declaration to contribute to our Project as a Consortium Participant or a Competition Participant, or implying that such a person may be allowed to do so.
6. We have given the Consortium Leader all the powers and rights required to represent any and all Consortium members during the Competition, particularly when submitting the Application and entering a Contract with the Client, and during further Client interactions, particularly when negotiating and signing the Contract. All interactions with the Consortium with regard to the Proposals developed by the Consortium members, both during and after the Competition, shall be carried out through the Consortium Leader.
7. Consortium members:
  - a. Consortium Leader: [NAME, REGISTRATION NUMBER, LOCATION OF LEGAL ENTITY, INDICATION OF FUNCTION IN THE CONSORTIUM WHILE WORKING THE PROPOSAL]
  - b. Other Consortium members: [FOR EACH MEMBER:
    - [NAME, REGISTRATION NUMBER, LOCATION OF LEGAL ENTITY]
    - [indication of function in the Consortium while working the Proposal]
    - [Nature of legal connection to the Consortium Leader and other Consortium members (e.g. simple partnership, contract etc.)]
    - OTHER INFORMATION PROVIDED BY THE CONSORTIUM].

Date \_\_\_\_\_

Signature/seal of each Consortium representative \_\_\_\_\_



## APPENDIX 6

### FORM OF STATEMENT OF INFORMED CONSENT TO THE COMPETITION DOCUMENTATION

[OFFICIAL FORM OF THE ORGANIZATION APPLYING INDIVIDUALLY, OR IN CASE OF A CONSORTIUM APPLICATION, OFFICIAL FORM OF THE CONSORTIUM LEADER]

We are referring to the Competition Documentation in relation to the **OPEN INTERNATIONAL PROFESSIONAL COMPETITION FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE STEPNOY ZAY RIVER VALLEY IN ALMETYEVSJ, REPUBLIC OF TATARSTAN.**

The terms defined in the Competition Documentation shall be used herein in the same meaning.

Hereby we [CHOOSE: as individual Applicant OR as Consortium leader on behalf of all Consortium members listed in the Application] make the following statement:

- We understand and agree with the Competition Documentation and the Terms of the Competition. In particular, should the Consortium be selected as the Winner or Finalist of the Competition, we agree to transfer the exclusive rights to the Proposal in accordance with the Terms of Competition.
- We confirm the accuracy of the data provided in the Application and reaffirm the right of the Organizer to request additional information on such data from the Consortium, the appropriate authorities, or from individuals and legal entities listed in our Application.
- We are aware that our Application may be rejected, and that we may be disqualified even after passing the Qualification Selection, if the information we provided is proved to be false, inaccurate, or incomplete, including cases when a Letter on Disclosure mandatory as per the Terms of the Competition, and we fail to provide it.
- We agree to accept the decisions of the Jury as final.

Date \_\_\_\_\_

Signature/seal \_\_\_\_\_



## APPENDIX 7

### Declaration of Authorship Form

DECLARATION OF AUTHORSHIP

Organization (Consortium Leader)

Full name of the project manager

Position

Phone number

E-mail

We are referring to the Terms of the Competition in relation to the **OPEN INTERNATIONAL PROFESSIONAL COMPETITION FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE STEPNOY ZAY RIVER VALLEY IN ALMETYEVSJK, REPUBLIC OF TATARSTAN.**

We hereby declare that the Proposal submitted by us is the result of our collaborative work and that all documentation has been prepared personally by us or by our organization/team under our direct control.

We hereby agree to accept the decisions of the Jury as final.

We hereby express our consent to posting and publicly displaying our Proposal as part of the **OPEN INTERNATIONAL PROFESSIONAL COMPETITION FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE STEPNOY ZAY RIVER VALLEY IN ALMETYEVSJK, REPUBLIC OF TATARSTAN.**

Date

Signature



## APPENDIX 8

### Letter on Disclosure Form

[OFFICIAL FORM OF THE ORGANIZATION APPLYING INDIVIDUALLY, OR IN CASE OF A CONSORTIUM APPLICATION, OFFICIAL FORM OF THE CONSORTIUM LEADER]

We are referring to the Competition Documentation in relation to the **OPEN INTERNATIONAL PROFESSIONAL COMPETITION FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE STEPNOY ZAY RIVER VALLEY IN ALMETYEVSJ, REPUBLIC OF TATARSTAN.**

The terms defined in the Competition Documentation shall be used herein in the same meaning.

Hereby we [CHOOSE: as individual Applicant OR as Consortium leader on behalf of all Consortium members listed in the Application] make the following statement:

Date \_\_\_\_\_

Signature/seal \_\_\_\_\_