

## ADDITIONAL INFORMATION Nr. 6 to the architectural competition „NEW TOWN HALL FOR PRAGUE 7 DISTRICT“

Identification data of the contracting authority:  
 Name: The District of Prague 7  
 Represented by: Mgr. Janem Čížinským – Mayor  
 Seat: nábr. Kpt. Jaroše 1000/7, 170 00 Praha 7  
 ID: 00063754  
 VAT: CZ00063754  
 Contact person: Ing. arch. Igor Kovačević, Ph.D.  
 E-mail: kovacevic@ccea.cz

Contracting authority, in connection with the above architectural design contests, was asked for additional information. For this reason, the contracting authority provide this additional information.

Additional information is posted on the profile of the contracting authority  
<https://stavebnionline.cz/Profil/profil.asp?Typ=2&ID=234&IDZak=5984>  
 and on the competition website  
[www.novaradnicepraha7.cz/?page\\_id=59](http://www.novaradnicepraha7.cz/?page_id=59)

### Additional information no. 6.01

#### question:

The dwg documentation shows major discrepancies, e.g. the roof enclosure position differs in 9.NP and section A-A by 1,6 m! Its widths differs by 0,8 m. These dimensions affect the facade of the building. What should the contestant follow?

#### answer:

**Yes, it can.**

### Additional information no. 6.02

#### question:

The staircase is drawn in section A-A leading up on the roof. Is that a mistake?

#### answer:

**Yes, it is a mistake. The staircase leads to the 8. NP.**

### Additional information no. 6.03

#### question:

There is written in the brief: "Another entrance point is the side entrance for the social welfare unit, as well as other areas with a clientele that might require special demands in terms of security or hygiene. In particular, the room for the social welfare section..." What other areas do you mean except for the social welfare unit and the room for social welfare section?

#### answer:

**It concerns the social welfare unit.**

*February 29, 2016  
Delivery Time: 17:12*

### Additional information no. 6.04

#### question:

Is it possible to move "core" of the building with the shafts?

#### answer:

**Yes, it is possible.**

### Additional information no. 6.05

#### question:

Is it possible to move the supporting walls?

#### answer:

**In theory, yes. However these walls secure statically the whole building. Therefore it is necessary to evaluate all the risks generated by such decision, be it the statics of the building or the financial issue.**

### Additional information no. 6.06

#### question:

Is it possible to cancel the cargo lifts or should we keep them in order for the town hall to operate (0-2)?

#### answer:

**Yes, it is possible.**

*February 29, 2016  
Delivery Time: 17:27*

### Additional information no. 6.07

#### question:

The photo for the sketch was probably adjusted in Photoshop and has deformed perspective. It is not possible to set correctly the vanishing points.

#### answer:

**In the photo there were adjusted colours, contrast and some cars were retouched. The perspective has not been adjusted. The photo was shot with Tilt-Shift 24 mm f/3.5 lens.**

*March 1, 2016  
Delivery Time: 14:49*

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### Additional information no. 6.08

#### question:

Could you provide us with dwg of façade elevations? We will have to draw them in any case for the new facades and for the visualization.

#### answer:

See answer to question no. 3.03 in DI 3 and annex 3.01 – Fasady objektu – Building elevations.

March 1, 2016  
 Delivery Time: 14:49

### Additional information no. 6.09

#### question:

Is it possible to specify how the social welfare unit functions, especially with regards to the separate entrance and the room for the social welfare section (how does the reception of the clients work; for whom is the sanitary facility – client/employee; does the employee have a fixed place in the room or do they use it only occasionally; is there a separate entrance to the social welfare section at the town hall)?

#### answer:

The separate entrance should ensure easier access, taking into account that the clientele includes persons with lower ability of orientation or socially excluded groups (homeless persons, persons under drug influence etc.) The room for the social welfare section is an office with no permanent employee, used for communication with client that for some reason needs special approach, e.g. because of hygiene etc. This room should be easily disinfected, ventilated and should allow for access to the shower. The shower could be also used by employees from other departments in case they deal with clients with similar needs.

### Additional information no. 6.10

#### question:

What kind of regime is expected for the side entrance? Will there be security, or will there be a bell with a camera? For whom is this entrance and how is it linked with the room for the social welfare section?

#### answer:

It is assumed that this entrance will be open during the normal office hours, including Friday when the meetings are scheduled. Based on the character of this entrance there can be one security service employee, who could then give directions to the clients.

### Additional information no. 6.11

#### question:

What are the opening hours and how busy is the social welfare unit?

#### answer:

##### Visitors hours

Monday: 8.00 – 11.30, 12.30 – 17.30

Tuesday: 8.00 – 11.30, 12.30 – 14.00

Wednesday: 8.00 – 11.30, 12.30 – 17.30

Thursday: 8.00 – 11.30, 12.30 – 14.00

Friday: SCHEDULED APPOINTMENTS ONLY

It is dealt with 80–100 clients per day approximately. Typical average appointment is 10–60 minutes, but also very individual based on the needs of the client.

### Additional information no. 6.12

#### question:

In the documentation there is missing the position of the outer face of the enveloping walls, hence the limitation of the maximum volume of the building, which we should respect. It can be assumed that measured (drawn) edges of slabs do not represent this (including the fact that they are different on every floor). In the existing state drawings the walls have thickness that does not correspond to them. Is it possible to provide us this information?

#### answer:

In the annex 6.01 – Vnější rozměry – outer dimensions we provide this information.

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### Additional information no. 6.13 question:

Is it possible to specify the space requirements for the storage (in general)? What are the ideal dimensions of accessible archives and what about their equipment (if need, can these archives be replaced by shelves in individual offices)?

### answer:

Requirements for the accessible archives can not be precisely defined, but generally can be summarized that these areas should be maximized. I. e., it would be ideal to use the largest possible area for the archives, while maintaining other necessary facilities on each floor (e. g. kitchen and toilets). Part of the archives can be placed directly in the offices, where there is again advised the most optimal use of storage area for documents. In terms of use the archives can be divided into those that harbor: the actual writings (e. g. the documentation of ongoing construction management at the Department of construction and zoning planning), as well as documents that should be available in a handy archive (e.g. on the floor or elsewhere in the building), and documents that can be placed in the archives at the remote site. In some departments the archives have form of index cards (e.g. the Department of administrative duties in the department of documents and records of the population).

### Additional information no. 6.14 question:

What legal codes do the passport counters follow? Is it possible to share these demands? To which department do the passport counters belong (based on documentation, it seems that to the registry office) and how many of them are expected?

### answer:

The passport counters are part of the Department of Administrative Agendas – Section of documents and resident registration.

The passport counters, or booths, are assumed 2. The demands are following:

- bearing capacity of the floor (the booth weighs around 500 kg)
- there should not come direct light into the window of the booth

- each booth should have its own separate power supply fitted with one single circuit breaker (16 A, Class C)
- each booth needs data input connection (connected to the network of the Ministry of Interior)
- each issuing workplace needs one data socket (connected to the network of the Ministry of Interior) and at least three power double sockets and also her ethere should not come direct light

Floor plan dimensions of the booth are: 1830 x 1630 mm. It entered through a door 990 mm wide on the longer side (1830 mm) of the booth. The window through which the client communicates with the employee is in the shorter side (1630 mm). The booth is connected to the workplace of the employee so that the communication is possible and convenient.

March 2, 2016  
 Delivery Time: 10:43

### Additional information no. 6.15 question:

Can design be submitted digitally only, that is – emailed to you and not posted?

### answer:

It is not possible to deliver your work only digitally via e-mail. It has to be in hard copy delivered by post or in person before deadline for submission of competition designs (round I), i. e. to 16th of March 2016 by 6:00 pm CET, at the mailroom of the Municipal office of the Prague 7. Adress: Městská část Praha 7, nábr. Kpt. Jaroše 1000/7, 170 00 Praha 7 (see competition conditions, point 8).

March 2, 2016  
 Delivery Time: 13:56

### Additional information no. 6.16 question:

If we want to place a roof above the small terrace at 8. NP at D2, would web e in conflict with the competition conditions? In this case the change might pass in the building permit procedure only and might not be an issue of the zoning plan procedure.

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### answer:

Competition conditions state that there should be no zoning plan procedure. Changes which will not raise the issue of this procedure are allowed. Please respect that the building volume should not be increased. The FSI – floor space index has reached its maximum.

March 2, 2016  
 Delivery Time: 16:08

### Additional information no. 6.17

#### question:

We would like to address a question regarding the architectural competition for a design of new town hall Prague7. Is „portfolio of A4 format“ intended to be a portfolio of related projects of our office or a portfolio with additional information of this project?

#### answer:

Portfolio is just about your proposal for the New City Hall for Prague 7 District. Please do not send any material which can identify your studio as it will be treated as break of anonymity, and your proposal would be disqualified.

March 2, 2016  
 Delivery Time: 17:00

### Additional information no. 6.18

#### question:

Our question refers to FSI – floor space index:\* According to the Prague zoning plan, \*what is the FLOOR SPACE INDEX for plot no. 881\* (on which New town hall is to be located)?

#### answer:

In the master plan of Prague there is index floor area ratio KPP which is for given location 2,2. Beside this there is coefficient of greenery KZ which is for given location between 0,25 up to 0,4 according to the urban structure. Coefficient of built-up area KZP = KPP / floors.

March 2, 2016  
 Delivery Time: 17:30

LAND USE CODE	KPP	KZ	floors	KZP	Typical development
guidelines			Informative part		
H	2,2	0,25	<= 4	0,55	compact urban type
		0,3	5	0,44	compact urban type
		0,35	6	0,36	urban type
		0,4	7	0,31	urban type
		0,4	8+	0,28	loose urban type

### Additional information no. 6.19

#### question:

Is it advised for any reason to keep the elevators on the rear side of the building? Do these walls constitute a significant element of the structure?

#### answer:

If you mean cargo elevators, these can be removed.

### Additional information no. 6.20

#### question:

In reference to additional information no. 3.01, it still seems a bit unclear whether the location procedure could be avoided if the new façade would slightly change the outline of the building? Could such intervention be taken into account as a possibility at all?

#### answer:

Please see answer to question No. 6.12.

March 2, 2016  
 Delivery Time: 17:52

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### Additional information no. 6.21

#### question:

We need to know if it is ok if we send our proposal from Spain until the 16th March at 6 p.m. We can send you and email with the postal certificate including time and date.

#### answer:

Please see answer to question No. 6.15.

March 2, 2016  
 Delivery Time: 19:07

### Additional information no. 6.23

#### question:

We are two architects. One is Czech and authorized by ČKA, the other is not authorized Italian-Argentinian. Can we both participate with the same share on authorship?

#### answer:

Yes, you can.

March 3, 2016  
 Delivery Time: 10:56

### Additional information no. 6.22

#### question:

Point 12.1 of the competition conditions: documentation for building permit and securing of valid building permit 2 months from finalization of the design. Question: in Prague you need on average at least 2 months for basic building permit preparation and the procedure takes at least 4, more likely 6 weeks, which makes it in total 3,5 months from finalization of the documentation until the valid building permit. It is not possible to demand, nor count with, this deadline, to ensure a valid permit in 3,5 months from signing the contract. Also, we assume that particular project phases will be approved by the investor as a basis for each next phase, their parallel character is therefore not desirable. Is it possible to adjust this and following deadlines in the competition conditions so that it agrees more with reality? We do not think this question is asked too early.

#### answer:

Mentioned excerpt is in accordance with the schedule proposal demanded by the investor. Its final version will be discussed during negotiations without public notification after the competition is closed. You can add any comments and suggestions you deem important into the envelope „Author“ together with the price offer for projection work.

March 2, 2016  
 Delivery Time: 20:50

### Additional information no. 6.24

#### question:

We are an office of architecture in Spain interested in the competition for the new town hall, downloading all the documents we found the brief is not in English, is it possible to have in English?

#### answer:

Complete competition documents, brief and conditions you can download at: [http://novaradnicepraha7.cz/?page\\_id=57](http://novaradnicepraha7.cz/?page_id=57)

March 3, 2016  
 Delivery Time: 12:08

### Additional information no. 6.25

#### question:

If we decide to get rid of the second staircase in the rear part of the building, is it possible to remove it completely or should its outline be kept so that the volume of the building is not changed?

#### answer:

It is possible to remove it completely.

March 3, 2016  
 Delivery Time: 13:46