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# A T H E B R I E F

## A1 I n v i t a t i o n

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The Department of Public Works of the Province of the Eastern Cape, as the Promoter of the architectural competition for a new office complex for the Premier of the Eastern Cape, invites eligible persons to submit design proposals for the competition. Eligibility is defined in point *C1 Eligibility*.

## A2 C o m p e t i t i o n O v e r v i e w

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This competition will be conducted in a single stage according to the rules and instructions outlined in this document.

Notwithstanding that this is a single stage competition; competitors are required to make their entries in two discrete or separate parts that should be marked Part 1 and Part 2.

**Part 1** shall describe the concepts or ideas that should inform the sketch design proposals; and

**Part 2** shall deal with the realisation of the concepts in a sketch design that is sufficiently detailed to clearly illustrate functional requirements; spatial relationships; architectural form; the relationship of the structure to its site, topography and natural features, and which shows its landmark potential in relation to the natural and urban landscape of Bhisho.

## A3 C o m p e t i t i o n O b j e c t i v e s

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The competition calls on architects to design an office building that befits the status of a Premier of the Eastern Cape. It should convey an atmosphere of dignity and be a landmark building that resonates with the cultural values, aspirations and characteristics of the people of the Eastern Cape.

A broader objective is to create a harmonious correlation of the Premier's Office Complex with the House of Traditional Leaders, which is being built on the adjacent site. Linked by complementary design and co-ordinated indigenous landscaping that will flow out into the town of Bhisho, it is intended that this development will act as a catalyst for change, growth and development in Bhisho and enhance its status as the capital of the Eastern Cape ([see JA Urban Design Framework - Section J Additional Information](#)).

# B SUBMISSION REQUIREMENTS

## B1 GENERAL

### B1.1 One Stage Competition

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Notwithstanding that this is a **one stage** competition it is in **two discrete or separate parts**, namely Part 1 and Part 2.

### B1.2 Part 1: Considerations

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The following points are some of the issues that should be considered when dealing with Part 1. Competitors are invited to identify other issues and find the most suitable way to communicate the ideas that have informed their Part 2 submission:

- B1.2.1 The Premier's Office Complex in relation to possible future developments on sites adjoining the precinct and, in particular, the relationships between the proposed Premier's Office Complex; salient elements on the site and the House of Traditional Leaders on the adjacent site (*see drawings JE1, JE2, JE3, JE4 - Section J Additional Information*);
- B1.2.2 The Premier's Office Complex as a response to the special functional, symbolic and other requirements;
- B1.2.3 Key spatial, formal, structural and functional relationships that take cognisance of the proposed building's political and social significance and its potential to be culturally significant as a repository of the rich arts and crafts resources of the Eastern Cape;
- B1.2.4 Attitudes to materials, textures and colours;
- B1.2.5 The recognition and enhancement of the natural features of the site, Bhisho and the Eastern Cape. In this regard attention is drawn to the report by Red Landscape Architects (*see JB Horticultural Report - Section J Additional Information*).

## B1.3 Part 1: Obligatory Requirements

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Competitors are required in Part 1 to communicate the ideas that have informed their sketch design (Part 2) proposals. Therefore few constraints have been placed on how proposals in Part 1 are presented.

B1.3.1 Competitors may submit a maximum of **four (4) A1 sheets** for Part 1 (see *B1.4.1 for requirements*). Within this constraint competitors are at liberty to include any drawings, sketches and photographs to communicate and illustrate concepts that explain how the sketch design evolved from the idea to a three-dimensional object in space.

B1.3.2 Photographs of models to illustrate concepts (see *B1.5*).

B1.3.3 It is in the nature of an idea that it has no physical shape but that it has the potential to become tangible and real in the evolution from idea to sketch plan: It is therefore unlikely that scale, dimension, north point etc. have any relevance to the Part 1 submission.

## B1.4 Part 2: Obligatory Requirements

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In Part 2 competitors are required to develop the concepts presented in Part 1 by submitting no more than **eight (8) A1 size sheets**, taking into account the requirements listed below:

B1.4.1 A1 (594 × 841 mm) drawings are to be landscape format, mounted on foam board a maximum of 6 mm thick, which may exceed the specified size by no more than 10 mm all round;

B1.4.2 At least one **interior and one exterior perspective drawing** must form part of the presentation;

B1.4.3 A4 sheets of **annotated diagrams** may be included along with the A1 sheets for Part 2 in order to illustrate or explain the submissions forming part of the report (see *B2.3. The Report*);

B1.4.4 **Metric** scales shall be used, and to assist the Jury in their examination of the submissions, **bar scales** shall also be shown on all the drawings/sheets where dimensions are relevant;

B1.4.5 **North points** shall be shown on all plans and maps;

B1.4.6 **Proposed Use:** All rooms shall be labelled or numbered and described in an attached key to indicate intended use;

B1.4.7 **A Report:** See B2.3.

## B1.5 Part 2 – The Use of Models

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- B1.5.1 Models shall not form part of the competition submission but photographs of such models, sufficient to fully describe what competitors deem to be important aspects of their proposals may be included, provided that no photograph of the model is larger than A4.
- B1.5.2 The photographed models shall be working models i.e. they shall not show finishes, textures and materials. Finishes, textures and materials shall be described on the drawings and in the report referred to under Clause *B2.3 The Report*.
- B1.5.3 Architectural elements crucial to the concept such as openings in the façade may be shown in outline on the model to demonstrate scale, proportion, etc.

## B2. SUBMISSIONS

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### B2.1 Requirements: Part 2 - Sketch Design

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The proposed sketch design shall deal, not only with the functional needs of the administration of the Provincial Government of the Eastern Cape, but it should show landscaping around the building.

- B2.1.1 **Plans** of all levels sufficient to fully illustrate the scheme shall be to a scale of 1:200;
- B2.1.2 **Sections:** a minimum of one and a maximum of three (3) **sections** shall be to a scale of 1:200;
- B2.1.3 **Elevations** to a scale of 1:200, sufficient to fully describe the proposals.
- B2.1.4 **Site Plans** to a scale of 1:500

## B2.2 Requirements: Site Development

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Competitors are required in Part 2 to show the following:

- B2.2.1 At least one **section** through the site to fully describe the nature of the site in its **natural state**; to a scale of 1:500
- B2.2.2 At least one **section** through the site to fully describe **the changed nature** of the site to suit the proposed structure/s designed to be located on the site to a scale of 1:500
- B2.2.3 One **site plan** to a scale of 1:500 is required showing:
- (a) **the proposed changes to contours** required to achieve the design for the Premier's Office;
  - (b) **all natural features** on the site and their relationship to any proposed structures to be situated on the site;
  - (c) any **cut and fill** areas;
  - (d) **landscaping** of the site including paving, planting etc.
  - (e) **vehicular and pedestrian routes**;
  - (f) **service and pedestrian entrances**;
  - (g) **any additional information** that competitors deem to be important.
- B2.2.4 In addition to the information called for above, provide a **transparent overlay of the site plan**, as presently existing, (i.e. the site in its natural or unaltered state), showing contours and all natural features on the site. The transparent overlay and the site plan shall be to the same scale (1:500) and is intended to show to what extent the site has to be adapted to suit the design submission.
- B2.2.4 In addition to what is called for under B2.1 above, a **drawing to the scale 1:5000 is required** showing the context of Bhisho and King William's Town (a short distance from Bhisho). The drawing should suggest the way the landscaping around the building and other urban design devices are made to extend beyond the site, to unite presently disparate elements, create a more organic whole with King William's Town and Bhisho in a more synergistic relationship and transform Bhisho (which now appears to be a disconnected suburb of King William's Town) into what is its de facto legal status, namely the provincial capital of the Eastern Cape.

## B2.3 The Report

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- B2.3.1 In addition to what is stated under **B1.4 Obligatory Requirements**, competitors shall submit in **A4 format** a report not exceeding 5 000 (five thousand) words in length that shall include the following information:
- B2.3.1.1 A schedule of spaces and areas including descriptive annotations.
- B2.3.1.2 A description, sufficient to describe the buildings and the site and which includes, for example, proposed finishes, materials, textures, contours, landscaping, etc.
- B2.3.1.3 A section of the Report shall deal with, or further explain the ideas that have informed Part 1 and, hence Part 2 of the single stage competition.
- B2.3.1.4 The Report is intended to augment what is contained on the drawings relating to Part 1 and Part 2. Therefore the Report may include other relevant information not shown on the drawings.
- B2.3.1.5 A4 pages of annotated diagrams to illustrate or explain submissions, as referred to in point B1.4.3 are to form part of this report.

## B2.4 COST

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- B2.4.1 No cost limit has been fixed but the estimated cost of the proposed building is required in order to establish the cost of the design at the date when submissions close. Therefore a priced, approximate quantities elemental estimate prepared by a **registered Quantity Surveyor** is required to enable the competition judges to compare designs submitted, one to another, on a “value for money” basis in relation to what each submission offers relative to the cost-effectiveness of each submission.
- The accuracy of the estimated cost of the project submitted by each competitor is therefore of critical importance when the judges adjudicate the submission. The elemental cost estimate will be looked at critically by the Quantity Surveyor appointed to advise the jury and misleading estimates could lead to the disqualification of an entry.
- B2.4.2 The Eastern Cape Provincial Government is looking for the most cost-effective proposal for the Premier’s Office building. The term “best cost-effective proposal” shall be the one that in the opinion of the judges of the competition provides the best value for money. The winning submission will not, however, be chosen only on the basis of lowest cost.
- B2.4.3 The Quantity Surveyor’s estimate **shall not include** the following:

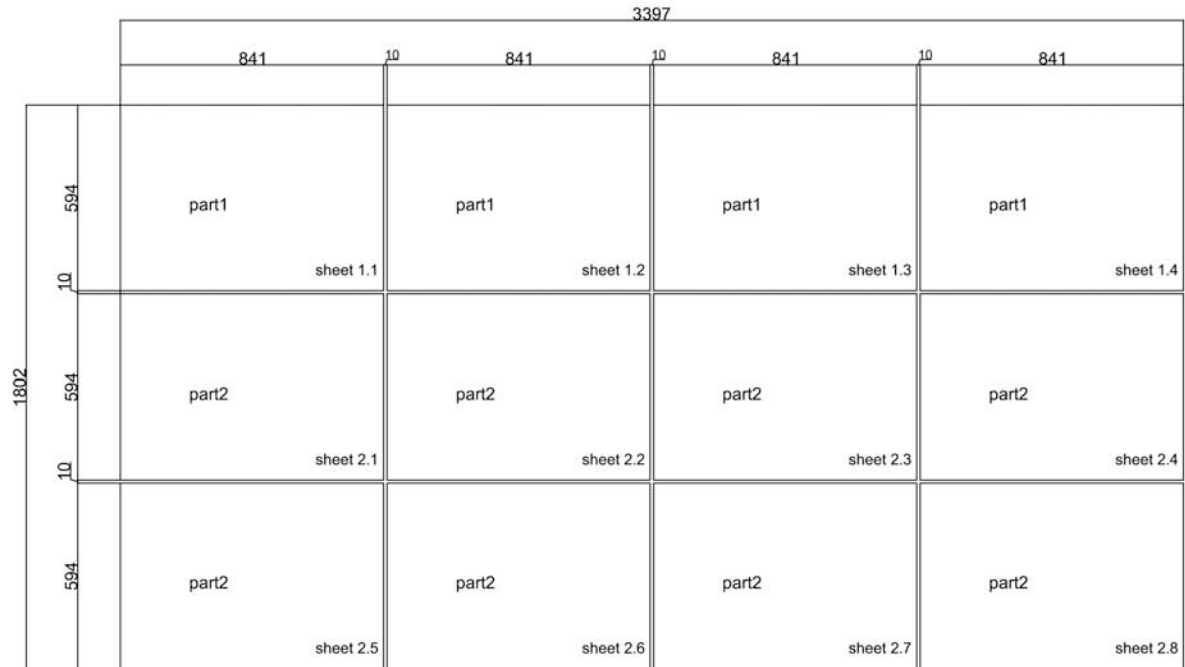
- B2.4.3.1 Professional Fees
- B2.4.3.2 All roads, bulk services, landscaping and other works **outside** the designated area of the site. The designated area is shown on [drawing JA2.3](#). (see Section J – Additional Information).
- B2.4.3.3 Loose furnishings, fittings and equipment, i.e. drapes, loose carpets, crockery, cutlery, linen, kitchen appliances, specialized equipment, recording equipment, audio-visual equipment, TV, computers, PABX, intercom, public address installations.
- B2.4.3.4 Artworks that are not an integral part of the design of the building or of the landscaping, that is purchased works of art, not specifically identified in the Quantity Surveyor's estimate as being a part of the architecture of the Premier's Building and urban design proposals.

## B2.5 Instructions for the Numbering of the Twelve (12) Boards to be submitted by each competitor

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- B2.5.1 **Hanging for Adjudication**  
It is intended that all the submissions for adjudication shall be displayed in a large hall provided for the purpose and that they will be arranged in a way that conforms to what is stated below:
- B2.5.1.1 All drawings submitted for adjudication shall be in "landscape" format, i.e. the long side of a display board shall be horizontal. Failure to comply could, if the judges so agree, lead to disqualification.
- B2.5.1.2 The competition Administrator will arrange the twelve (12) boards in accordance with the diagram on the following page.
- B2.5.2 **Numbering of the Boards**  
With reference to the hanging diagram on the following page:
- B2.5.2.1 The four (4) boards submitted for Part 1 should be numbered consecutively, in the bottom right hand corner of the board, in the order that the competitor wishes them to be displayed (eg. Part 1 (1.1), Part 1 (1.2), etc.
- B2.5.2.2 The eight (8) boards submitted for Part 2 should be numbered consecutively, on the bottom right hand corner of the board, in the order that the competitor wishes them to be displayed (e.g. Part 2 (2.1) Part 2 (2.2), etc.

## B2.5.3 The Layout of Drawings for the Adjudication of Competition Submissions



**Submission hanging diagram**

Note: the sheet number must be indicated in the bottom right-hand corner

# C CONDITIONS/RULES/INSTRUCTIONS

## C1 Eligibility

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- C1.1 The competition is open to those registered with the South African Council for the Architectural Professions (SACAP) who are qualified to undertake the work described in this Brief. These competitors are required to complete **Form B** (*see JG2 – Section J Additional Information*) which will accompany their submission.
- C1.2 If a person has the required professional qualifications to be entitled to register with the SACAP to undertake the work described in the brief, but has failed to register or has allowed his/her registration to lapse by reason of his/her domicile outside the borders of South Africa, or for any other legitimate reason, he/she may enter the competition provided that he/she shall complete the Undertaking, **Form C** (*see JG3 - Section J Additional Information*) which will accompany their submission.

## C2 Accreditation

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This competition has been accredited by the South African Institute of Architects (SAIA). Therefore only those persons who are eligible (as defined under C1: Eligibility) are invited to register and enter the competition.

## C3 Registration Requirements

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- C3.1 **Registration**  
Eligible candidates are requested to submit a Registration Form (*Form A – JG1 - Section J Additional Information*), which is confirmation of their **intention to submit**.
- C3.1.1 **The Registration Form A should be received by 14<sup>th</sup> February 2009. Competitors should be aware that the final day for questions is 03 March 2009.**
- C3.1.2 The completed Registration Form A may be submitted **online**, e-mailed or faxed to the competition administrator at:  
e-mail: [info@bhishocompetition.com](mailto:info@bhishocompetition.com)  
fax: 0866 128444

**C3.2 Proof of Registration**

Only written acknowledgment from the Competition Administrator shall be deemed to be proof of registration. Competitors are advised to notify the Competition Administrator at least ten (10) days before the date of submission (namely by 06 April 2009) if no acknowledgement of registration has been received.

**C3.3 Individual or collaborative entries**

Applicants must state clearly if the entry is in the name of an architectural practice or an individual in practice.

C3.3.1 If two or more persons wish to collaborate in the competition entry, then **ALL** names shall be listed.

C3.3.2 Only those listed shall be deemed to be registered for the competition and therefore eligible for appointment as architects, should this collaborative team be the winner of the competition.

**C4 Evaluation of Compliance**

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Evaluation of compliance with the eligibility requirements and competition rules will be carried out by the Competition Administrator after the receipt of competition submissions on 17<sup>th</sup> April, 2009. Consequently an acknowledgement by the Competition Administrator of a Registration Form A (see C3: *Registration Requirements*) shall not be deemed to be proof of compliance. If it should transpire later that a competitor is in breach of the eligibility requirements (see C1: *Eligibility*) or is in contravention of the rules of the competition, a decision shall be taken by the judges as to whether to disqualify such a submission and their decision shall be final and binding on both the Promoter and the Competitor.

**C5 Undertaking**

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C5.1 **Form B – JG2** is applicable to all competitors who are registered by SACAP as architects in South Africa, and a **Form C – JG3** is applicable to eligible architects who are **not registered** in South Africa but who, if they choose to do so, are eligible for registration with SACAP and are prepared to form an association with a registered architect of their choice if approved by the Promoter.

C5.2 Form B and Form C include details of professional status and affiliations and contain an “Undertaking”. **The submission shall include one or the other of these forms, which shall be completed, signed and sealed in an envelope that each competitor shall provide, and mark on the outside with the word “UNDERTAKING”. Such marking shall be in bold letters not less than ten (10) millimetres high.**

## C6 Anonymity and Undertaking

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- C6.1 Competitors shall remain anonymous until the judging of the competition has been completed.
- C6.2 **No drawing or document shall carry the name of any competitor or any logo or other mark that may serve to identify the competitor.** The procedure to preserve anonymity shall be as follows:
- C6.2.1 The names of competitors shall be treated as confidential by the Competition Administrator. Therefore as mentioned under C5: *Undertaking*, Form B or Form C is to be placed in the envelope marked "UNDERTAKING" which will remain sealed until the adjudication of the entries is complete and only then will the competition administrator open the envelope, scrutinise the contents and report to the judges if the form has not been properly completed.
- C6.2.2 The Competition Administrator reserves the right, under what he deems to be exceptional circumstances and after consultation with the judges, to contact a competitor with regard to his/her submission, prior to the adjudication provided that the identity of the competitor should be known only to the Competition Administrator and those assisting him.
- C6.2.3 Should the Form B or Form C be missing or incomplete the judges may instruct the Competition Administrator to disqualify the submission. The decision of the judges shall be final and binding on both the entrant and the Promoter of the competition. Alternatively the judges may instruct the Competition Administrator to obtain the missing information from the competitor provided that the identity of the competitor is not revealed to the judges.
- C6.2.4 At the time that the Competition Administrator takes delivery of a submission he will allocate and attach a number to the sealed envelope marked "UNDERTAKING". This same number will be given to drawings and associated materials received with the submission.
- C6.2.5 After the jury has agreed on three (3) Prize Winners, they will inform the Competition Administrator of their decision. The Competition Administrator will immediately open the sealed envelopes which apply to these competitors and check that the terms of the Declaration and Undertaking referred to in Clause C5 have been complied with.
- C6.2.6 Following the announcement of the prize winners, the Competition Administrator will open all the envelopes marked "UNDERTAKING" and publish a list of the names of all competitors unless a competitor, other than one of the prize winners, has expressly stated in writing that he/she does not wish to have his/her name published.

C6.2.7 In the event that a competitor does not wish his/her name to be made public, the following words should be added to the completed Form B or C "I/we do not wish my/our name/s to be made public should I/we not be one of the three prize winners of the competition".

C6.2.8 In the event that no such words appear on Form B or C, it will be assumed that the competitor has no objection to his/her name being made public.

## C7 C o m m u n i c a t i o n

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C7.1 Registered competitors shall have the opportunity to ask questions either:

- on the website under **Questions and Answers**, or
- by e-mail to [info@bhishocompetition.com](mailto:info@bhishocompetition.com)
- by fax to 0866 128444.

C7.2 Answers to questions submitted by e-mail or fax will be sent to the competitor and will also be posted on the website.

C7.3 The final day for competitors to submit questions is 03 March 2009.

C7.4 The final day for answers to questions posed by competitors is 10 March 2009.

C7.5 Should a question be received after the closing date that is considered by the Competition Administrator to warrant an answer, this may be done by informing all competitors of the question and answer.

C7.6 No answers to questions asked by a competitor shall be entered into on a person-to-person basis provided that a question of a truly personal nature may, at the sole discretion of the Competition Administrator, be answered person-to-person on compassionate grounds, or copied to all competitors with the name of the applicant withheld.

## C8 Awards to Prize Winners

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C8.1 The following awards will be made to the prize winners subject to Clause C13: *Reservation of the Promoter's Rights*:

Third prize;	R 100 000.00
Second prize	R 250 000.00
<b>First Prize</b>	<b>R 500 000.00</b>

## C9 Appointment of the Winner as Architect to Undertake Workstages 3, 4 and 5

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C9.1 Subject to the winner's compliance with the requirements contained in the Declaration and Undertaking, Form B or Form C, it is the intention of the Promoter:

C9.1.1 to proceed with the final design, documentation and construction of the Premier's Office Complex building; and

C9.1.2 to commission the winner of the competition to be the architect for the project in terms of Clause H1: *New Engineering Contract* (EEC) and in accordance with the fee scale recommended by the South African Council for the Architectural Professions (SACAP) to proceed to workstages 3, 4 and 5. This is on the assumption that the winning sketch design is approved by the Promoter without major alterations to the design, in which case the appointed architect is required to proceed without major alterations of the sketch design to workstage 3 (working drawings).

## C10 Changes to Winning Sketch Design

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C10.1 In the event that the Promoter requires major changes to be made to the winning proposal then, depending on the extent of the changes, it would be prudent for the winner to negotiate a fair and reasonable additional fee for the work required to complete workstage 2.

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## C11 Abandoning the Project

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- C11.1 Should the project be abandoned prior to instructions being given by the Client to proceed with workstages 3 and/or 4 and/or 5, the winner shall, in terms of Clause C8: *Awards to Prize Winners*, be paid the prize of R500 000.00. The prize shall be in full and final settlement of the Promoter's obligations to the winner for work done up to and including workstage 2. Any professional work done on workstage 2 beyond that which has been authorised by the Client shall be paid for in terms of the current gazetted fee scale. The workstages referred to are those defined in the said gazetted recommended fee scale.
- C11.2 The term "project" shall mean only the professional service for the Premier's Office Complex and all work within the designated area of the site as described in the quantity surveyor's report (see B2.3. The Report and B2.4 Cost).

## C12 Awards

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- C12.1 If, in the unanimous opinion of the jury, none of the entries meet the requirements laid down with regard to:
- C12.1.1 The quality of the design;
- C12.1.2 Compliance with the rules of the competition;
- C12.1.3 The accommodation requirements not being adequately dealt with; or
- C12.1.4 Other requirement of the brief or the rules of the competition that are deemed to be compulsory, then
- C12.1.5 The competition jury shall inform the Competition Administrator of its decision not to award a first prize, but may suggest to the Promoter:
- (i) That no award be made to any competitor;
  - (ii) That notwithstanding the fact that no submission warrants a first prize, suggest that one, or not more than three, submissions warrant recognition on merit and should be awarded merit prizes;
  - (iii) The number of merit awards (not exceeding three) and the quantum of any merit prizes, provided that the amount available for the merit awards shall not exceed R850 000.00 (the total amount available for prizes allocated for distribution between first, second and third prize winners - see C8 above).

## C13 Reservation of the Promoter's Rights

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- C13.1 The Promoter shall be obliged to accept the decision of the jury as to whether or not to award first, second and third prizes, but reserves its right to award or not to award one (1) or two (2) or three (3), at most, of the merit prizes referred to under C12.1.5.
- C13.2 After the winner of the competition is announced and without diminishing the winner's right to be appointed as architects for the project, the Promoter reserves the right to call on the winner/s to submit their curriculum vitae. If the winner, in the opinion of the Promoter, does not have the necessary experience to undertake the work, the Promoter may require the winner to enter into an association with a SACAP-registered architect of the winner's choice who is acceptable to the Promoter by virtue of such suggested architects having sufficient experience, or whose office is suitably located in relation to Bhisho.
- C13.3 Similarly, if the winner of the competition conducts a practice some distance away from Bhisho, the Promoter may require that the winner enter into an agreement with an architect of the winner's choice; approved by the Promoter, who practices within easy reach of Bhisho.

## C14 Disqualification

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A submission shall be disqualified if:

- C14.1 It is received after the stipulated time and date, provided that the jury may, on advice from the Competition Administrator, at its sole discretion, accept late submissions if there is evidence that they were delivered to a courier seven calendar days before the required submission date or if the jury decides that there is sufficient reason to do so.
- C14.2 The competitor is not registered, or is not qualified to be registered with SACAP or as a competitor.
- C14.3 The appropriate signed form (Form B or C) referred to under Clause C6: *Anonymity and Undertaking* is not included with the submission.
- C14.4 In terms of B: *Submission Requirements* the competitor is unable to satisfy the requirements.
- C14.5 In the opinion of the jury, the submission fails substantially, to provide the accommodation required, or to meet other stated requirements of the brief.

- C14.6 The author discloses his or her identity to any judge or improperly attempts to influence the decision of the jury.
- C14.7 In the opinion of the jury any condition or instruction, other than of a minor nature, has been disregarded.
- C14.8 There is no report from a registered quantity surveyor in terms of Clause B2.4.1 Cost.

## C15 Retention of Submission for Exhibition and Publication

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- C15.1 The Promoter reserves the right to retain any submissions for exhibition and publication.
- C15.2 Selected entries may be exhibited and may be published at the discretion of the Promoter, provided that a competitor, other than a prize winner, has not, in writing, indicated that he/she/they do not wish his/her/their names to be published (see Clause C6.2.7 *Anonymity and Undertaking*).
- C15.3 The Promoter shall not be obliged to return submissions to competitors that may no longer be required. Competitors may, however, arrange to have submissions collected.
- C15.4 Competitors, if informed that submissions are available for collection, shall do so, at a place to be nominated, within one calendar month after which time the Promoter may dispose of them.
- C15.5 Competitors are advised not to submit original graphic material that could be costly to replace. Accordingly copies are preferable.

## C16 Loss of, or Damage to, Submissions

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- C16.1 The Promoter will exercise reasonable care to ensure that competition submissions are not lost or damaged, but the Promoter shall not be liable in the event of such loss or damage.
- C16.2 Competitors are advised not to submit original drawings or to insure their submissions against loss or damage if they choose to send original material.

## C17 Copyright

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Copyright in the designs, all drawings and associated materials submitted during and following the competition by the winner and the other prize winners which pertain to the Premier's Office Complex, shall become the property of and be vested in the Eastern Cape Provincial Government.

## C18 Competition Programme

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C18.1		
1	Launch of competition	14 January 2009
2	Submission of Registration Form A ( <b>JG1</b> )	14 February 2009*
3	Final date for receipt of questions	03 March 2009*
4	Final date for receipt of entries	17 April 2009*
5	Commencement of the judging of submissions	21 April 2009
6	Announcement of winner/s	15 May 2009

**\*Note Pertaining to 4 above:**

C18.2 Competitors will be informed by no later than 01 April 2009, where to send their submission. Whether submitted in person or by courier, submissions will be received by a designated representative of the Competition Administrator who will issue receipts. The dates for submission are listed under C19. *Times*.

Competitors are requested to comply strictly with the submission dates listed above, but if for good reason a competitor is not able to deliver his/her/their submissions on the dates and times stipulated, the Competition Administrator should be contacted by no later than 11 April, 2009 to make alternative arrangements. Failure to do so could result in a submission being disqualified.

**\*Note Pertaining to 2, 3 and 4 above:**

C18.3 The Competition Administrator, in consultation with the Promoter, may for any reason extend any of the dates given in the Competition Programme provided that, if such changes are deemed necessary for the handing in of competition submissions, the Competition Administrator shall inform all competitors of the change by no later than 14 (fourteen) working days prior to the relevant date specified in the Competition Programme.

## C19 Competition Submissions

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Submissions by competitors can only be made to the address (see C19.2 above) at the times and dates listed below:

**C19.2 Times:**  
Submissions will only be accepted at the address (still to be supplied) on these dates and times:

- On 16 April 2009 from 09H00 until 18H00
- On 17 April 2009 from 09H00 until 19H00

No submission will be accepted before or after the dates and times listed above.

# D MANAGEMENT STRUCTURE

## D1 Client Structure

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### D1.1 The Client

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The Client is the Provincial Government of the Eastern Cape.

### D1.2 The Promoter

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The Promoter of the competition is the Department of Public Works of the Eastern Cape Province (The Promoter).

### D1.3 Competition Administrator

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The role of the Competition Administrator is to advise and manage the competition. His responsibilities are:

**D1.3.1 Prior to the date that the competition documents were made available to competitors:**

- (a) Advising the Promoter;
- (b) Receiving information required to compile the competition documents.
- (c) Registering entrants.

**D1.3.2 After the date that the competition documents are made available to competitors.**

- (a) Communicating with competitors;
- (b) Receiving information required to compile the competition submission documents;
- (c) Registering entrants;
- (c) Receiving questions and distributing answers;
- (e) Receiving submissions;
- (f) Ensuring that competitors are registered;
- (g) Preparing submissions for adjudication;
- (h) Ensuring that the rules regarding anonymity and other matters are followed;
- (i) Checking that competitors qualify for registration as competitors in the architectural competition in terms of the rules laid down;
- (j) Attending to the requirements of the jury prior to, during and after the adjudication process;
- (k) Any other tasks deemed necessary by either the Promoter or the jury that pertain to the administration and management of the competition.
- (l) Making the judges' report available to competitors.

## D2 Competition Jury

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### D2.1 Composition of the Jury

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There shall at all times, during its deliberations and when taking any decision, be a majority of architects on the panel of judges. The following have been appointed to serve on the panel of five judges for the competition; all of whom are architects.

- |       |                  |   |
|-------|------------------|---|
| (i)   | John Bizinos :   | Architect representing the Promoter         |
| (ii)  | Laurence Chibwe: | Architect                                   |
| (iii) | Jose Forjaz:     | Architect in practice in Maputo and teacher |
| (iv)  | Precious Makwe:  | Architect and SAIA representative           |
| (v)   | John Rushmere:   | Architect and teacher                       |

## D2.2 The Chairperson

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- D2.2.1 One of the jurors will be elected to act as the chairperson.
- D2.2.2 The chairperson, in addition to having a deliberative vote, shall also have a casting vote.

## D2.3 Jury Incapacity

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- D2.3.1 In the event that a member of the jury is not available to act prior to the adjudication of the competition, a replacement may be appointed by the Competition Administrator after consulting the Promoter, provided that there shall never be less than three members of the jury and that the majority of members shall at all times be architects.
- D2.3.2 If, for whatever reason, a member of the jury is unable or unwilling to carry out his/her appointed functions, any decisions taken by the remaining members shall not be invalidated, provided that the majority of judges are architects.
- D2.3.3 Any jury member who is absent for any part of the judging process when **decisions** are taken, shall no longer participate in any further proceedings of the jury or in any decision that the jury may take.

## D2.4 Decisions of the Jury

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- D2.4.1 Any decision of the jury shall be made by consensus, provided that any member of the jury may call for a vote. When a vote is taken, the majority view shall prevail. This decision shall be final and binding on all parties.
- D2.4.2 If, for whatever reason, the jury is left with an equal number of judges who are architects and those who are not, then the chairman having both a deliberative and a casting vote shall be required to use his/her deliberative and casting vote and having done so, this shall be deemed to comply with the rule that the architects shall constitute the majority of judges on the panel.

## D2.5 Jury's Report

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The jury shall compile a report that will be made available to all competitors by the Competition Administrator. No correspondence shall be entered into regarding what is contained in the report, or the result of the competition, and the decision of the jury remains final and binding on all competitors and on the promoter.

## D2.6 Confidentiality Agreement by the Competition Jury

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- 2.6.1 All the judges shall, at the outset of adjudicating the submissions, sign a confidentiality agreement that will preclude them, inter alia, from revealing what takes place in committee; voting procedure; disagreements that might occur between the judges; and any other confidential information that relates to the adjudication process.
- 2.6.2 Once agreement has been reached by consensus or by voting, all the members of the jury shall be obliged to accept the decision of the majority and shall not express their agreement or disagreement to anyone outside the committee of judges.

## D3 Panel of Advisors to the Jury

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### D3.1 Role of the Panel of Advisors

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The jury shall have access to a non-voting panel of technical and other advisors and from such specialists as the judges deem necessary. The Panel of Advisors will be available to provide advice and information only and will not participate in any discussions relating to the merit of any submissions except to answer questions, put by the judges, relating to technical issues pertaining to the expertise of the advisors. The advisors shall not be present when discussions on the merit of any submission or voting takes place.

### D3.2 Composition of the Panel of Advisors to the Jury

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A Panel of Advisors will be appointed to assist the jury. This panel will consist of:

a Structural Engineer: Mr Tarquin Walker  
a Quantity Surveyor: Mr Frikkie Bezuidenhout  
an Urban Designer: Mr David Currie

If the jury should require advice from specialists other than those named above, the Competition Administrator shall, after consultation with the Promoter, appoint such advisors.

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### D3.3 Disqualification of Members of the Panel of Advisors to the Jury

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No advisor to the jury shall have consulted on the design of the Premier's Office Complex with any competitor in the competition. It shall be the duty of any advisor who may have contravened this requirement to report this to the Competition Administrator at least fourteen days prior to the final dates for the receipt of entries and to forthwith recuse him / herself from the Panel. When a member of the Panel of Advisors has to recuse him / herself, the Competition Administrator may appoint another advisor after consultation with the Jury and the Promoter.

## E THE OFFICE OF THE PREMIER & SCHEDULE OF ACCOMMODATION

### E1 Components of the Premier's Office Complex

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E1.1 Organogram see [JC3 Structure of Premier's Office – Section J Additional Information](#).

### E2 Schedule of Accommodation

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E2.1 Spatial Programme [see JC1 Schedule of Accommodation - Section J Additional Information](#).

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# F DESIGN INFORMATION

## F1: General Requirements

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- F1.1 The building should be rooted, both physically and culturally, in the Eastern Cape landscape and should emphasise the symbols and vernacular expressions of all the people of the Eastern Cape, and not least, the Xhosa and the San people.
- F1.2 Buildings should be accessible and welcoming to the public, but careful attention should be paid to security (**see F5 Security**).
- F1.3 The building should be designed to weather gracefully. The materials should be enduring, restrained and elegantly simple rather than ostentatious, opulent, garish or overly ornate.
- F1.4 Artworks: A percentage of the final cost of the building shall be allocated for art and crafts. These artworks should be an integral part of the architecture of the structure, and furthermore:
- (i) should be part of the design of the interior, the exterior and the area surrounding the Premier's Office Building;
  - (ii) to the extent that competitors are required to consider the Premier's Office Building in the context of Bhisho and King Williams Town, competitors are encouraged to see the landscaping and artworks in the landscape in and around the Premier's Office and beyond the boundaries of the site as an integral part of their designs;
  - (iii) it should be emphasised that the artworks referred to under (i) and (ii) above are not intended to be pieces that are bought afterwards to "furnish" the building or to decorate the landscape as an afterthought. They may, for example, be:
    - (a) architectural elements (like doors, screens, light fittings, wall and floor surfaces) that serve a purpose and are in their own right works of art;
    - (b) are made special by embodying the arts and crafts of the region and beyond in their design and execution by the people of the Province; and
    - (c) suggest how landscaping and artworks can be made to achieve connections between presently disparate elements.

F1.5 It follows then from what is suggested above that competitors should endeavour to achieve a design that reflects the culture of the people of the Eastern Cape and this points to:

- (i) Preference being given to materials that are indigenous to the site or are readily available in the Eastern Cape Province;
- (ii) A building that performs well in the Eastern Cape climate and minimises the need for air conditioning; and
- (iii) Climatic control and high environmental standards being achieved by architectural means.

***See F14 Climate, F15: Environment Control, Energy Efficiency and Energy Conscious Design and F16: Energy Management and Conservation.***

## F2 Relationship of the Premier's Complex to the House of Traditional Leaders

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The House of Traditional Leaders is under construction on the site adjacent to the site for the Premier's Office Complex. It is important for competitors to take into account the **plans for the House of Traditional Leaders**. *See Drawings JE1, JE2, JE3 and JE4 - Section J Additional Information.*

## F3 Specific Requirements

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### F3.1 National Building Regulations

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The applicable building regulations for the competition shall be the National Building Regulations of the Republic of South Africa.

### F3.2 Definitions

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#### F3.2.1 **Offices "C" Grade Accommodation (Corporate)**

High-grade corporate offices, air-conditioned with individual units. Partitioning should be of the vinyl-clad de-mountable type or equal.

Ceilings should be suspended acoustic patent baffle type or equal, which partially conceals all services. High-grade carpeting should be fitted except in utility areas.

#### F3.2.2 **Offices “A” Grade Accommodation (Commercial High Grade Offices)**

These offices should be equal to commercial high grade as found in the private sector, air-conditioned with individual units. Partitioning should be of the vinyl-clad de-mountable type or equal. Ceilings should be suspended acoustic patent type or equal, concealing all services. Durable grade carpeting should be fitted, except in utility areas.

#### F3.2.3 **Toilet Facilities**

The number of persons working in an assigned area should determine the number of sanitary fittings. Sufficient facilities should be provided for men and women as well as the disabled.

The standard of finishes to toilets should be appropriate to the grade of accommodation in which they occur.

#### F3.2.4 **Materials**

Materials specified above for offices are not intended to be prescriptive but rather to **signify a quality or cost standard**.

## F4 **Parking and Access**

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### F4.1 **Parking Under the Buildings**

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F4.1.1 The Premier is to be provided with a double lockup garage with remote controlled entrance and exit doors (4 doors). The garage is to be attached to the entrance of the private lift lobby and stairwell which will be for the sole use of the Premier.

F4.1.2 Exclusive direct access by elevator from the basement parking to the Premier’s suite of offices is required.

F4.1.3 Direct access by elevator from the basement to the entrance foyer and entrance lobby should be provided for the Executive Committee and others who have been assigned underground parking.

F4.1.4 Provision must be made for a minimum of 100 (one hundred) parking bays under the buildings. This will be for the exclusive use of the Premier, VIPs and disabled people.

## F4.2 Open Air Parking (not under the building)

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- F4.2.1 Separate under cover parking facilities are to be provided for all the Provincial MECs as well as the Director-General and Cabinet Secretariat.
- F4.2.2 Separate staff parking is to be provided in accordance with Municipal by-laws, with covered parking being provided for all Senior Management.
- F4.2.3 Provision must be made for 250 secure staff parking bays. These should be as close as possible to the buildings within which the staff is employed.
- F4.2.4 Some form of sun protection is required. The use of shade cloth covers is not favoured but, if proposed, should not be allowed to dominate or obscure the view of the building when seen from any angle. Therefore any proposal made for dealing with the parking requirements should exploit devices such as landscaping to minimise the impact of parking on the Premier's Building, its surroundings and the approach to Bhisho, and competitors should therefore give careful consideration to:
- F4.2.4.1 the environmental impact of parking at ground level;
  - F4.2.4.2 dealing sensitively with the use of shade cloth covers, a device that can impact negatively on the environment; and
  - F4.2.4.3 minimising the impact of ground level parking through the use of trees, landscaping changes of level and other means.
- F4.2.5 Competitors should show the devices intended to minimise the impact of ground level parking on their drawings and describe these in their reports.

## F4.3 Visitors' Parking

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- F4.3.1 Parking for the public is to be provided.
- F4.3.2 Adequate provision must be made for private vehicles, buses and taxis.
- F4.3.3 Parking must be located at a reasonable distance from the buildings.
- F4.3.4 The same concerns expressed with regard to the impact of ground level parking on the environment apply (see F4.2).

## F4.4 Parking Overflow

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Competitors should make provision in their site layout for additional parking required on special public occasions and the impact this will have on the environment.

## F4.5 General Comments

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F4.5.1 Competitors are required to plan parking carefully and innovatively to ensure that it is conveniently located for the users without compromising the quality of the environment.

F4.5.2 It is not the intention that the Premier's Office Complex be surrounded by vast expanses of tar macadam, brick or concrete paving with the motor vehicle as the dominant feature of the landscape.

## F5 Security

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F5.1 While security in the buildings is important, it is intended that this be handled as discreetly as possible. Therefore:

F5.1.1 The Premier's Building must be made secure but at the same time appearing to be open and welcoming. As far as possible blank walls, razor wire, windowless ground floor architecture should be avoided.

F5.1.2 Inward looking buildings are problematic especially when opening onto light wells, but a cloister-like concept could be acceptable if the cloisters or courtyards can be shown to be landscaped and provide their own special amenity.

F5.1.3 Public access to the Premier's Office Complex must be through security control points at the building entrances. These should give access without having to provide additional security control points at, for example, entrances to the site.

F5.1.4 The exclusive direct access from the basement parking to the Premier's Office referred to under Clause F4.1.2 Parking and Access should be controlled by an electronic security system.

F5.1.5 The direct access from the basement parking to the entrance foyer and entrance lobby, referred to under Clause F4.1.3: Parking and Access, for the Executive Committee and others who have been assigned underground parking facilities, should also be protected by the electronic security system.

- F5.1.6 Access within the buildings will be controlled by means of a sophisticated computerised access control system, which differentiates between levels of security.

**NOTE:** Competitors are required to demonstrate how through careful planning of functions, a logical approach to access and circulation and through innovative architectural design, acceptable levels of security can be established within the Premier's Office Complex and grounds.

## F6 Commemorative Features

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- F6.1 The provision of appropriate commemorative features will require research into historical events worthy of commemoration. The identification of that which is significant will, furthermore, require public participation and discussion. Therefore the exact nature of what is to be commemorated cannot be stated at this time, but:

- F6.1.1 Competitors should suggest places in the building and in the landscaped areas surrounding the building where sites for artworks and commemorative elements can be treated in such a way as to enhance the building; the landscape areas and where the people, events and things that warrant commemoration can be shown to the greatest advantage.

- F6.1.2 In addition to events and things there are people who have played a part in the history of the area, and nationally. It is fitting therefore that they and their contributions to the history of the area and the country should find a place in the Premier's Office Building and the landscaped areas within and around the complex.

## F7 Land Survey Information

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The site and its contours are represented diagrammatically on the survey drawing ([see JA2 Drawing 2 - Section J Additional Information](#))

## F8 Geo-Technical Information

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The geo-technical information can be found in The Geo-Technical Report ([see JF Geo-Technical Report - Section J Additional Information](#))

## F9 Horticulture

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F9.1 It is the intention of the Promoter that the Premier's Office Complex should respect the natural environment. The flora of the area constitutes an important component of that natural environment.

F9.2 The building should be compatible with, and reside within, a natural environment that is typical of and unique to the Eastern Cape. This calls for a building design that responds to the natural environment in which the building is to be placed, and landscaping within and around the building that is inspired by the building without making the landscaping subservient to the building.

Competitors are referred to the Landscape Architects Report ([see JB Horticultural Report - Section J Additional Information](#)).

## F10 Historical Information

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### F10.1 Cultural Heritage

F10.1.1 The aspect of heritage is deemed to be of critical importance. Therefore a history of the area going back to pre-colonial times has been drawn from information provided by Manton Hirst of the Amathole Museum ([See JD1 Brief History - Section J Additional Information](#)).

F10.1.2 Competitors are asked to identify opportunities by drawing upon the pre-colonial; the colonial and post-colonial history of the Eastern Cape and by looking at how these early societies used space, to evolve a design for the Premier's Office Building that in its spatial configuration, form, detailing and choice of materials is expressive of that history and its cultural manifestation.

F10.1.3 Competitors should choose from the history aspects that they feel should be commemorated or celebrated in their design submission.

## F11 Art, Craft, Sculpture and Cultural Icons

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Over and above the artworks that are an integral part of the fabric of the building (see F1.3) public spaces both within and outside the buildings should provide opportunities for the display of art, craft, sculpture and cultural icons. Such artistic expressions might acknowledge the importance of local leaders, poets, prophets and philosophers and celebrate their history and that of the Province.

## F12 Facilities for the Disabled

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Within the constraints appropriate to security needs, it is intended that the building should be easily accessible. This aim cannot be achieved if people with physical disabilities are excluded because adequate provision is not made for them in the design of the buildings and their surroundings.

Section I: *Criteria for the Disabled* gives some criteria for facilitating the use of the Premier's Complex Building by disabled people.

## F13 Signage, Lighting, Colour, Contrasts and Texture with Reference to the Disabled

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- F13.1 It is not the intention that competitors in their sketch design proposals should deal at length with these aspects of design, but suffice it to say that:
- F13.1.1 buildings which are coherently designed require much less "signage";
  - F13.1.2 spaces in which colour, contrasts and textures are used effectively are safer and lessen the chance of accidents occurring;
  - F13.1.3 the quality of lighting, both natural and artificial is fundamental to communication, as is good acoustics, and the use of colour, contrasts and texture. Such attributes are of special importance to visually and hearing impaired people;
  - F13.1.4 competitors should, in their reports and with notes on drawings, describe how these attributes enhance the legibility of their design proposals.

## F14 Climate

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- F14.1 the annual rainfall is between 601mm and 700 mm per annum
- F14.2 the mean maximum temperature (January) : 27,1-28,0 degrees Celsius
- F14.3 the mean minimum temperature: 5,1-7,0 degrees Celsius
- F14.4 the derived Climatic Zone: Dry sub-humid coastal.

## F15 Environmental Control, Energy Efficiency and Energy Conscious Design

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- F15.1 It is envisaged that the entire complex will be air-conditioned. Offices and suites of offices could call for a technology which would afford to individual users a measure of choice: i.e. being able to open windows and being able to control temperature and humidity.
- F15.2 The building must be provided with sufficient air-conditioning capacity to ensure desirable environmental conditions inside the building. However, to minimise capital and running costs, the buildings must be energy efficient and achieve by natural and architectural devices, maximum environmental control. Thus correct orientation is important. Architectural devices, such as screening, shading, and building mass should be considered as should natural means, such as judicious planting.
- F15.3 Submissions which, through thoughtful design, reduce heat loading, provide economical running of the air-conditioning plant or make the air-conditioning installation more efficient will be given favourable consideration by the jury.
- F15.4 It is not expected that competitors should go in depth into the intended air conditioning system, but insofar as the proposed structure is to be energy efficient, should explain the impact this will have on its design, what the building is made of and how it is put together, not in any detail but demonstrating the principles that underpin the form and substance of the building.
- F15.5 The same applies to the air conditioning principles employed in dealing with the supply and distribution of air throughout the building.

## F16 Energy Management and Conservation

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F16.1 In the United States of America passive solar buildings use almost half as much energy as conventional new buildings and 60% less than comparable older buildings.

F16.2 Competitors are required to demonstrate an energy-conscious approach to design and specifically their understanding of macro and micro-climatic factors on the thermal performance of their building proposals.

F16.3 The following are some issues, merely mentioned as being worth consideration, but not intended to be binding on competitors:

F16.3.1 Solar radiation and the heating of the building

- Orientation of the building
- Screening and shading of the major facades
- Mutual protection, which could be given by neighbouring buildings
- The use of colour to enhance absorption or reflection of sunlight.

F16.3.2 Interior thermal mass of the building

- Building depth and materials
- Principles of mass storage, controlled heat gain and loss
- Roof and wall insulation.

F16.3.3 Natural ventilation and the cooling of the building

- Convective and evaporative cooling methods.

F16.3.4 Sunlight in the provision of natural lighting

- Optimum use of daylight through appropriate building depths
- Appropriate window placement, size and orientation
- Screening/shading of windows.

F16.3.5 Site planting

- The use of planting and landscaping and water features to achieve natural shading and improve the micro-climate.

F16.3.6 Energy efficient technology

- The rational use of hydrocarbon fuels
- The direct use of solar energy for water heating
- The use of energy efficient lighting and appliances

- The efficient use of water
- The use of the latest principles of energy effective design in the electrical installation
- Building management strategy and computerised monitoring and control of the internal building environment.

F16.4 Appropriate architectural responses

F16.4.1 Local building traditions, climatic experience and the choice of building materials are all clues to appropriate architecture.

F16.4.2 Competitors are required to demonstrate to what extent their designs are responsive to the environment; take advantage of the constraints and opportunities afforded by the site; climate; available technology and building materials (see **Section G: Appropriate Technology**).

F16.4.3 Competitors should give careful consideration to the areas of transition between indoor and outdoor space.

## G APPROPRIATE TECHNOLOGY

### G1: Methods of Construction

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G1.1 It is a firm objective of the Promoter that the construction of the Premier's Office Building will create work opportunities and foster skills development. Therefore preference will be given to the appointment of small, medium and micro enterprises (SMMEs). The principles of PFMA and EPWP will be adhered to.

G1.2 The following are options which maximise job opportunities and skills development through a process of labour-intensive delivery. Low-technology solutions also enhance such opportunities and will be given preference, all other things being equal, when the competition submissions are judged.

G1.3 *Low rise:*  
Limiting the number of storeys, i.e. reducing the range of structural design methods, appropriate to the skills base in the Province, which may require the use of sophisticated plant and equipment such as cranes, etc.

- G1.4 *Load-bearing structure:*  
Load-bearing brickwork, i.e. building assembly on site with hand tools, minimising the use of pre-fabricated, factory produced components (**see exception below: (5) Steel structural components**).
- G1.5 *Structural concrete, steel and timber work:*  
Structural components such as roof structure, foundations, columns and floors should be based on simplified design. For reasons of economy, quality control and safety, all structural work must be carried out to the highest standards under strict supervision, using labour-intensive methods where practical.
- G1.6 *Steel structural components:*  
There is a reasonably sophisticated tradition of steel construction which arises out of the mining industry. Steel components may therefore be used. For reasons of economy, quality control and safety, structural components such as trusses may be pre-fabricated under a factory engineer's supervision, rather than assembled on site.
- G1.7 *Manufacture of building components on site:*  
Building components such as stock bricks for internal walling can be manufactured on site. Brick-making must be to approved standards and be properly programmed to allow sufficient lead-in time, i.e. bricks must be available as construction commences and continue to be produced at a rate ahead of consumption. Any saving made by on-site manufacture is unlikely, but it will maximise employment.
- G.1.8 *Machinery vs hand tools:*  
The use of hand tools instead of machine tools wherever practical and possible, e.g. for site clearing, levelling, site works, services and landscaping, will maximise employment.

## H IMPLEMENTATION STRUCTURE

### H1: New Engineering Contract (ECC)

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The relevant documents of “*The Engineering and Construction Contract*” (November 1995 – 2<sup>nd</sup> Edition) as published by Thomas Telford Services Ltd., London, for the British Institution of Civil Engineers, will constitute the contract documents for the appointment of all professionals and other persons and contractors.

# I CRITERIA FOR THE DISABLED

## I1: The Provisions of SABS 0246: 1993 shall apply.

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The following are some criteria for facilitating the use of the Premier's Office Complex by disabled people. These are laid out in point form to alert competitors to issues, rather than fully describe the issues. The issues listed are not necessarily relevant at this time to the submission of a sketch design proposal.

### I.2 *Parking:*

- close to entrances
- flat surface not less than 3200 mm wide per bay
- covered where possible
- signage incorporating international symbols
- provision for wheelchairs: curb cut at rear of bay.

### I.3 *Gradients:*

- 1:10 where the difference in levels of the ends of ramps does not exceed 400 mm
- landings at regular intervals
- 1:12 where the difference is more than 400 mm
- hand rails on both sides at 900 mm to 1000 mm height
- colour contrast to immediate surrounds.
- Minimum width of any ramp 1200 mm (to allow two wheelchairs to pass one another)

### I.4 *Doorways and entrances:*

- easily accessible and at least 750 mm wide
- non-slip floors: no thick carpets.

### I.5 *Reception counter:*

- lower section not exceeding 850 mm and clear front 400 mm deep and 750mm high
- attention to graphics, patterns and textures.

#### 1.6 *Lighting:*

- those with impaired vision and hearing require higher levels of artificial lighting
- avoid glare
- contrasting levels of brightness and colour assist visually impaired people.

#### 1.7 *Windows:*

- locking and opening of windows not more than 1200 mm above floor level
- windows shall not protrude into walkways.

#### 1.8 *Toilet facilities:*

- minimum area of 2.9 square metres
- minimum width 1.7 metres
- doors sliding or hinged opening outwards.

#### 1.9 *Elevators:*

- internal dimensions: 1.7 x 1.4 m
- unobstructed doorways of 800 mm
- tactile identification of control panels
- auditory and visual warnings at elevator lobby to indicate opening of lift doors.

#### 1.10 *Stairs:*

- the width of any tread at least 250 mm
- open risers are unacceptable
- contrasting colour to mark handrails, tread nosings, changes of level and risers
- rise of any step not more than 175 mm. Low risers and wide treads are preferable
- headroom at any point not less than 2100 mm measured vertically from the pitch line

- width of stair to any enclosing wall or balustrade not less than 900 mm
- any landing that serves two flights in the same straight line to be at least 1100 mm and at least the width of the stairs
- vertical rise between landings not more than 2000 mm to 3000 mm
- doors to open only onto landings
- handrails to both sides of stair.

I.11 *Handrails:*

- height to top 850 mm to 1000 mm
- handrails to both sides of stair.

I.12 *Emergency exits:*

- in accordance with SABS.

I.13 *Signage:*

- to enable people with impaired vision to read information on signs these should be 1400mm and 1600 mm above floor level
- the size of lettering be related to the intended viewing distance
- all doors, direction notice boards etc. should have Braille symbols – raised letters assist the visually impaired.

I.14 *Restaurants:*

- Clear space of at least 2000 mm between tables
- Provisions for guide dogs required.

I.15 *Auditoria, halls, galleries and press galleries:*

- Provide for wheelchairs in positions close to doors and preferably not at the rear, so that they do not obstruct aisles or exit doors
- There should be:
  - Provision for one to two wheelchairs for every 50 fixed seats
  - 1.5 wheelchair spaces per 400 or more fixed seats.

1.16 *Finishes:*

- horizontal finishes should be slip-resistant;
- vertical finishes should provide contrasting textures and colours to emphasize obstructions and hazards such as ramps, radiators and exposed beams.

## 1.17 *Garden and trails*

- it is important that trails are not designed as “special” paths and trails for people with disabilities, but rather planned without hazards and obstructions
- path widths should not be less than 1200 mm to 1800 mm wide to allow two wheelchairs to pass one another
- drinking fountains should be strategically placed
- textures of the surfaces next to pathways or trails should be differentiated. For example, concrete and hardened mud may be too similar to be differentiated.

# J ADDITIONAL INFORMATION

## JA Urban Design Framework

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JA1 Urban Design Framework – Report

JA2 Drawings

JA2.1 Drawing 1- Urban Design Framework – Master Site Plan

JA2.2 Drawing 2 - Urban Design Framework – Site Influences

JA2.3 Drawing 3- Urban Design Framework – Existing Infrastructure

JA2.4 Drawing 4- Urban Design Framework – Camera Positions for Site Photographs (**to be viewed with JA3.2 Photographs**)

JA3 Photographs

JA3.1 Locality Photographs

JA3.2 Site Photographs (**to be viewed with JA2.4 Drawing 4**)

JA3.3 Aerial Photograph – The Context of Bhisho

## JB Horticultural Report

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## JC Planning Information

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JC1 Schedule of Accommodation

JC2 DPW Space Planning Norms

JC3 Structure of the Premier's Office

## JD Historical References

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JD1 Brief History

JD2 Select Bibliography

## JE House of Traditional Leaders

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JE1 Drawing 1 – House of Traditional Leaders – Site Plan

JE2 Drawing 2 – House of Traditional Leaders – General Layout

JE3 Drawing 3 – House of Traditional Leaders – Elevation 1

JE4 Drawing 4 – House of Traditional Leaders – Elevation 2

## JF Geotechnical Report

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## JG Forms

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JG1 Form A - Registration (Intention to Submit)

JG2 Form B – Undertaking – for South African Architects registered with SACAP

JG3 Form C – Undertaking – for eligible Architects who are not registered in South Africa

## JH Checklist

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