

## **Low-value service tender - "Mission of Curator for a Master Class"**

*Award procedure: in accordance with Article 92 of the law of the 17<sup>th</sup> June 2016 on public procurement, as the tender amount is estimated at less than EUR 30,000 excl. VAT, the contract will be concluded against accepted invoice.*

### **SUBJECT OF THE REQUEST**

perspective.brussels is organising a thematic year for the period 2019-2020 in order to define the qualitative conditions of urban density in the Brussels-Capital Region.

After our round-table organised on 28 November last year, with the presence of public participants, international experts and representatives from neighbourhood associations and property development organisations. Perspective.brussels wishes to organize a *master class* on the issue of "quality and density". This *master class* would take place around September/October 2020 and would be aimed at students as well as professionals and academics associated with urban development.

In view of your international experience in the field of urban planning and urban density, you are invited take part in the consultation relating to a the mission of Curator for this *master class*.

### **SCOPE OF MISSION**

The Regional Sustainable Development Plan was approved on the 12<sup>th</sup> of July 2018 and published in the Belgian Official Journal on the 5<sup>th</sup> of November 2018.

It constitutes the vision for the Region's development in the medium/long term and therefore represents the framework of the Brussels city project. It seeks to bring together a certain number of concrete actions, initiatives, objectives or projects to form the a common path at the end of which Brussels must become a local, sustainable, modern and inclusive city which, within the limits of regional capabilities, offers everyone the means to fulfil their potential.

Perspective.brussels intends to continue the momentum around the urban project and to ensure that it can, at all times, act as a relevant general framework capable of making the more sectorial projects or strategies of the many participants in the city coherent with each other.

This is the aim of the *projecting.brussels* mission, as part of which perspective.brussels wishes to set up a dynamic strategic planning, i.e. a process of continuous updating of the city project depending on the development of the Region's socio-economic situation and the urban issues for which the RSPD has proposed solutions.

This mission is structured around three main approaches:

- An annual and transversal monitoring of the Region's changing context;
- Directing discussions between regional participants responsible for implementing the city project;
- Practical and future-orientated consideration on the themes of the city project.

Practical and future-orientated consideration are reflected in 2019-2020 by the organisation of a thematic year on the questions regarding urban density. The objective of this consideration is to more precisely define the conditions that will make it possible to combine urban density and quality of life in neighbourhoods.

This is indeed a major challenge for tomorrow's cities. They will have to be more compact in order to limit urban sprawl, reduce the demand for mobility, preserve permeable open spaces, etc. At the same time, even if its pace varies, the city is undergoing demographic growth, which means that more needs (housing, facilities, public spaces, economic activities, etc.) will have to be met in an area whose geographical and administrative boundaries are not likely to change. This context makes it necessary to mobilise the Brussels territory in a spirit of solidarity and to encourage the second ring of Brussels to do its part to relieve or even de-densify the central fabric and the already very dense districts... This context also makes it necessary to innovate and to find urban planning solutions that put into practice a density and a mix of high-performance functions while achieving a balance with open spaces...

The *projecting.brussels* team is in charge of this mission.

### **Expectations of the master class**

The main objective of the *master class*, through participants studying specific cases, is to highlight practical solutions illustrating the conditions for a reasoned and qualitative densification of the Brussels fabric.

These practical solutions will be listed in a training document: The "Practical Solutions Booklet" for the transformation of the urban fabric by densification or (de)densification of the Region on the different territorial levels of Brussels.

This "Practical Solutions Booklet" will serve as a basis for:

- communication and project dialectics with the different participants in the city (municipalities, project authors, promoters, etc.);
- objectification of the decisions taken.

The results of the *master class* must be practical solutions and will feed into a part of the summary document of the *projecting.brussels* approach for the Region at the end of 2020.

This mission is taking place in the above-mentioned context, which has already given rise to the launching of various studies and reflections listed in the appendix. It is a question of getting acquainted with and taking part in these dynamics knowing that the present mission aims at progressing in the definition of a global qualitative framework for density

and at convincing, in particular by qualitative communication around the conclusions, of the need to mobilize the territory in a solidary, sustainable, innovative and inclusive way.

### **Description of assignment**

The *master class* will be the subject of two different orders :

1. Appointment of a Curator - subject of this tender;
2. The appointment of a service provider to support the *master class* with a view to application of the results and formalising them in a quality graphic document (this assignment will be adjusted with the Curator and will be the subject of another quotation request).

The Curator is expected to:

- Assist the contracting authority in defining a general methodology for the *master class*;
- Assist the contracting authority and the management team on the methodology for the drawing up the "Reference Specifications" (benchmarking);
- Define the relevant areas for research by the project ;
- Participate in the selection process of the *master class* participants and to define the number of participants;
- Participate in the organisation and management of the *master class*;
- Provide references and suggestions for formalising the deliverables;
- Supervise the preparation of the *master class* with the contracting authority;
- Direct and manage production during the *master class*;
- Supervise the application of results with the contracting authority.

In order to be able to cover the scope of the skills requested, it may be possible to propose a co-curator without this having any impact on the total amount of the mission nor on its completion deadline.

### **The mission consists of the following phases:**

Phase 1. Preparing the *master class*;

Phase 2. Implementing the *master class* (research by the project);

Phase 3. Application of the results of the *master class*.

### **Summary of phases and estimate of deadlines**

Phase 1 PREPARING THE *MASTER CLASS* (about 2 months)

#### **Objectives:**

- Structuring and preparing a *brief* (communication document sent to the participants of the *master class*) for project-based research (phase 2);
- Send out invitations to the *master class* and select participants for phase 2;
- Define the relevant areas for research by project;
- Specify the targets and research themes by the project;

- Specify the formal aspects of the deliverables and prepare the material for research by the project (phase 2).

The *brief* must be part of the general methodology of the Curator of the *master class* and meet the needs for production of practical solutions.

### **Work flow and distribution of tasks:**

This phase involves collaboration between the Curator, the contracting authority and the management team. The information research and the technical production of documents will be taken care of by the management team and the contracting authority based on the Curator's instructions.



The Curator may attend meetings via video-conference; his role is to supervise.

Subject to refinement of the methodology, regular meetings will be necessary:

- The launch meeting with representatives of perspective.brussels;
- Twice weekly meetings to follow up on drawing up and exchange of information with regional participants and organisations concerned with the theme;
- The closing meeting and receipt of the 1st phase documents.

Phase 2 PROJECT RESEARCH (approximately 8 calendar days)

### **Objectives:**

- To draw up practical spatial solutions for quality densification and (de)densification in the Brussels-Capital Region.

### **Work flow and distribution of tasks:**



The Curator (co-curator) must be present on site and direct the drawing up of practical solutions and production of documents.

Subject to refinement of the methodology, intermediate working sessions of '*sounding board*' type will be organised during this phase to discuss the solutions thought up by the participants.

Phase 3 APPLICATION OF RESULTS (about 2 months)

### **Objectives:**

- Produce a "Practical Solutions Booklet" based on the contracting authority's documents.

(Systematize and standardize the *master class* documents in a pre-established graphic chart, standardize and complete the texts if necessary).

### **Work flow and distribution of tasks:**

This phase involves collaboration between the Curator and the above mentioned management team. The information research and the technical production of documents will be taken care of by the management team based on the Curator's instructions.

The Curator may attend meetings via video-conference; his role is to supervise.

Regular meetings are necessary:

- Twice weekly meetings to follow up on drawing up and exchange of information. (The regional participants and organisations concerned with the theme may be involved).
- The closing and acceptance meeting with presentation of the results of the 3 phases and the entire mission.

### **DURATION**

The contract is concluded for a minimum of 4 months and 15 days and a maximum of 6 months from the date of notification.

BBP therefore reserves the right not to renew the contract. The successful tenderer will be informed by notification no later than one month before the anniversary date of the contract. In the absence of a decision notified within that period, BBP is deemed to have decided to renew the contract. The successful tenderer may not refuse renewal of the contract; he may not claim any compensation as a result of the non-renewal of the contract.

### **DEADLINE FOR RECEIPT OF TENDERS**

The closing date for the receipt of tenders shall be **12/06/2020 at 12.00 noon**.

**The tenders should be sent by e-mail to the following address:**

[mclemencon@perspective.brussels](mailto:mclemencon@perspective.brussels)  
[ipankratieva@perspective.brussels](mailto:ipankratieva@perspective.brussels)

#### **Erratum**

**In accordance with article 9 of the law on 17 June 2016; prolongation n of the submission date for an offer : 19/06/2020 at 16.00 hrs.**

## **CONFIDENTIALITY**

The successful tenderer undertakes to use appropriate means to maintain the strictest confidentiality with regard to the information and documents to which he will have access in the performance of the contract. He undertakes to ensure that this obligation is respected by his employees, parent company, subsidiaries and any service providers.

This does not apply to information, documents and items which have been made public by the contracting authority.

In the event of a breach of this obligation of confidentiality and irrespective of the penalties incurred, the contract may be terminated at the expense of the successful tenderer.

## **INTELLECTUAL PROPERTY**

The service provider grants BBP the property rights to the course material, in particular the rights of reproduction, reuse, representation and adaptation. This concession is valid for educational, commercial and promotional use and for use on paper and digital media and on telecommunications networks.

It is carried out for the duration of the legal protection of the intellectual property and for the whole world.

All these documents shall state that they have been produced by the successful tenderer and the BBP logo shall be affixed when they are used.

The trainer indemnifies BBP against any claim which may be brought against it, in connection with the exercise of the rights granted to it by the contract, by any person who may be entitled to claim any right whatsoever in respect of the service.

## **Conditions**

The mission: an 8-day *master class* to be organized for September or October 2020.

- In accordance with Article 92 of the law of the 17<sup>th</sup> June 2016 on public procurement, as the contract amount is estimated at less than 30,000 Euro excl. VAT, the contract will be concluded against accepted invoice.

If you should be interested in this request, could you send us, by return mail for the 19<sup>th</sup> June 2020:

- an overall price offer with a breakdown of the price by component;
- a vision note (max 3 A4 pages);
- a methodology note for research and work organisation;
- if applicable, a team and co-curators presentation (if there are co-curators);
- references for deliverables;
- a video of the curator's presentation and his motivation for the organization of the master class and the key points of the vision.

When evaluating the bids, particular attention will be paid to the originality of the proposed methodology and to a good understanding of the notion of "urban density" in the Brussels context.

The prices quoted must include all charges and taxes except VAT. As regards VAT, the tenderer shall indicate the VAT rate in the tender.

Yours sincerely

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### **Appendix: Documents and studies on the theme "Density" to consult:**

- PRDD – Regional Sustainable Development Plan, 2018;
- Regional Innovation Plan 2016-2020", INNOVIRIS, Brussels ;
- Brussels Industrial Plan, Brussels economy and employment;
- Mini-Bru: The Brussels-Capital Region in figures, BISA (2020) Brussels ;
- Housing Permit Observatory, Pourbaix.M avec Boswell.R, Cassiman.P, Dewitte.B, Monteyne, Patermo.P, 2018 ;
  
- The notes following the "Round Table: Density of Quality", 2019-2020 ;
- Intermediate results of ongoing studies « Labo XX-XXI » et « Open », 2020;
  
- " BXXL, Objectification of the advantages and disadvantages of high-rise buildings in Brussels ", Declève.B, UCL, 2012 ;
- " Brussels, the high-rise buildings, the city." Dejemeppe.P, 2010, Brussels ;
- " Brussels densities and forms of housing " Bruxelles, Declève.B, Ananian.P, Anaya.M & Lescieux.A, 2010;
- "Inventory of available residential land// partial revision of the Land use plan" MSA, 2011, ULB ;
- " Study on the operationalization of ZEMU du Land use plan", Buur, 2014;
- "Exploratory study of the problem of heights in the Brussels-Capital Region: Definition of the general principles of location and integration of high-rise buildings", Buur, 2012 ;
- "Inventory of locations of potential Brussels-Capital Region densification.", Cooparch-Ru, 2013;
- "Metropolitan Landscapes: Open space as a basis for urban development " - Loeckx.A, Corijn.E, Persyn.F, Avissar.I, Smets.B, Mabilde.J & Vanempen.E, 2016, Bruxelles ;

Links to electronic versions of documents and studies will be provided upon request.

Other sources to consult:

<http://perspective.brussels/>

[http://statistics.brussels/en?set\\_language=en#.XqIQAtPV7Bo](http://statistics.brussels/en?set_language=en#.XqIQAtPV7Bo)

<https://monitoringdesquartiers.brussels/>