

# **Society of Nepalese Architects (SONA)**

## **Architectural Competition Guidelines**

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## Preface

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Architectural Competitions have a long history, and have produced many extremely successful buildings. They attract great public interest, and have led to the discovery of new talent and new ideas, that could only be found by throwing an architectural project wide open to competition. The Society of Nepalese Architects (SONA) Competition Guidelines provide a new up-to-date code that safeguards the interests of promoters and of architects, and bring the system into line with present-day conditions.

To many clients - the choice of an architect presents no difficulty, but to many others the choice is not easy. The client's desire to see the sketch designs of several architects before he commissions him is understandable, but to ask an architect to submit a sketch design is to ask him to do the essential creative work for which he should be properly paid. If more than one or two architects are commissioned payment to each would be expensive. Architects, however, are allowed to compete against each other without charging a fee in an open architectural competition held under Society of Nepalese Architects (SONA) Guidelines.

The architectural competition is a balance of advantages. Architects who would not have been considered in the normal way for an important commission, perhaps for a building of national importance have an opportunity to prove their talent and ability.

Many architects regard competitions as a valuable opportunity for research, perhaps for the study of a new building type, or for exploring the possibilities of new technical ideas and for gaining new experience. On the other hand, the profession's willingness to allow its members to compete without fee is a remarkable concession to the promoter without parallel in any other profession.

For the promoter also, there is balance of advantages. A competition will cost him a little more than if he had commissioned an architect privately and it will take a little more time. But this must be balanced against the chance to draw upon the talents of all those who respond to the architectural challenge, and the possibility that an outstanding design will emerge. He is making a public demonstration that he cares about architecture, and can take legitimate pride in his determination to find the best architect and the best design he can get. He will be rewarded with a greater public interest than is generally shown in new buildings.

Competition Guidelines as laid by the Society of Nepalese Architects (SONA) protects and safeguards the interest of both the promoter and the competitors. While ensuring the promoter a design of high standard, it also ensures that each competitor competes on like conditions and within the same limitations.

The purpose of these Guidelines is to explain the architectural competitions system, and to help the client who is thinking of promoting a competition to make up his mind whether a competition is the right answer to his architectural problem, and, if so, which kind of competition would be suitable. It also tells, a would be promoter how competitions are organised, and what are the responsibilities of promoter.

## Purpose

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Architectural Competitions give the promoters a choice from the best viable project of high standard with a variety of approaches.

Competition brings out a wide range of ideas and concepts and gives the promoter the choice of selecting that which fits into his specific requirements.

One of the principal aims of the competition is to explore hidden talents among younger Architects. To many competitors, it often is the first step to a successful career.

Competition Guidelines as laid down by the Society of Nepalese Architects (SONA) protect and safeguard the interests both of the promoter and the competitor.

While ensuring the promoter a design of high standard and adjudged as such by prominent Architects acting as Assessors, it also ensures that each competitor competes on like conditions and within the same limitations.

Both the promoter and the competitor are assured by these guidelines that the entries will be judged only by those who are qualified to interpret the competitors' presentations and to judge if the design selected meets with the promoter's requirements.

The guidelines therefore lay considerable emphasis on the mandatory requirement of Assessors and the qualifications.

The appointment of the Assessors should therefore be the immediate and first step the moment the promoter decides to go in for a competition. The President of the Society of Nepalese Architects (SONA), if so requested by the promoter, may suggest a panel of names experienced in this type of project proposed, for appointment as Assessors. Their responsibilities commence with the approval of the brief of the competition project. The Assessor may even help to prepare the brief.

For practical reasons, this responsibility is often taken by the Senior Assessor who would then be available to advise the promoter on all matters connected with the competition from the promoter's decision to hold the competition till the final award.

### **Briefly the Assessors (or the Senior Assessor) will:**

1. Assist in the preparation and approval of the brief.
2. Study and understand the requirements of the Local Authorities
3. Visit and examine the project site, if necessary.
4. Advise on the appointment of the Technical Advisers, if necessary.
5. Finalise the competition conditions.
6. Prepare the final report/award.

The project brief is the most important document. The success of the competition will depend upon the clarity and the completeness of the brief. This can be achieved by a very close cooperation between the Promoters and the Assessors (or the Senior Assessor) in the preparation and finalisation of the brief.

Further the participation of the Assessors in the preparation of the brief will enable them to understand fully the intent of the promoter. Also as qualified Architects they would be capable of visualizing the development with reference to the promoter's requirements, site conditions etc. and in interpreting the competition entries in these terms.

For complicated projects such as Hospitals, Airports etc. which are under constant development or projects encompassing highly technical elements, a Technical Adviser would be considered necessary in the initial stage to help the Promoter and the Assessors to draw up the brief and subsequently to advise the Assessors on the technical aspect of the competition entries.

Once the promoter's requirements, the site conditions, the requirements of the local authorities etc. have been formulated into the competition brief, the Assessors (or the Senior Assessor) can advise the promoter on the type of competition that should be promoted.

Schedule 1 of the Competition Guidelines describes in detail the types of competitions, which could be adopted and successfully conducted.

The conditions for Architectural competition given in Schedule 3 specifies the procedure to be followed by the promoter for conducting competitions and these conditions have been drawn up to ensure that each competitor competes on similar conditions, that the selection is based entirely on merit, that in appreciation of the effort that would be put in by each competitor suitable and adequate prize monies and honoraria are assured, that anonymity of the competitor is maintained during the competition and that each competitor enjoys Copyright and Right of Ownership.

Response from well-established Architects as well as large number of young Architects to an open competition can best be assured by wide publicity. This is all the more essential for projects which are of public interest.

Publicity could begin with the invitation of Architects to participate through widely read media. This could be followed by press conferences and finally by the publication of the Assessor's report and public exhibition of all the entries.

## Guidelines

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### INTRODUCTION

These guidelines have been drawn up in the interest of both the promoter and the competitor and to ensure that the architectural competitions are properly conducted and that selection of the design will be on merit alone and will satisfy the promoter's requirements.

### GUIDELINES:

#### Article 1: Eligibility to compete:

Participation in any and all competitions shall be open to:

1. Architect or a team led by an architect registered with the Society of Nepalese Architects (SONA) on the date of the competition and thereafter are allowed to participate in all competitions as indicated in Schedule-1.
2. Students of an Institution, with affiliation to a recognized university are allowed to participate in idea competitions as indicated in Schedule 1.
3. Neither the Promoter of the competition, jury members engaged for the competition nor any of their associate, partner or employee shall compete, assist a competitor or act as an architect or joint architect for the competition project.

Competitor may be requested to submit a proof of qualification, copy of his/ her valid registration certificate issued by the Society of Nepalese Architects (SONA) and in case of a student, a certificate from the head of his/her institution.

#### Article 2: Competition

1. The word 'Competition' shall apply to any competition described in Schedule 1 and participation shall be open only to those qualified as per Article 1.
2. The conditions of competitions including time table, registration fees, prize monies/honoraria, the jury members, the programme etc. of competitions shall have been finalised within the framework of the guidelines prescribed by the Society of Nepalese Architects (SONA) before any announcement is made by the promoter of the competition.
3. The conditions of the competitions shall clearly provide all necessary information required to conduct the competition
  - Type of Competition.
  - Purpose of the competition and intentions of the promoter.
  - Nature of the problem to be solved.
  - All practical and mandatory requirements to be met by the competitors.
  - Number, nature, scale and dimensions of the documents, plan and/or models.
  - Estimates if required in standard form issued with the conditions.
  - Nature of prizes.

- Names of jury members

4. The competition shall be conducted in English.
5. All competition designs shall be submitted anonymously.

### **Article 3: The Jury:**

The jury shall at all times include architects who are registered with the Society of Nepalese Architects (SONA) and shall be in a majority of at least one. In case of requirement of international architects in the jury members, that shall be on the recommendation of SONA Executive Committee. The jury members must fulfil the minimum qualifications as defined in Schedule 2.

### **Article 4: Prizes, Honoraria and mentions:**

No competition shall be conducted without adequate premium/honoraria and the competition conditions and the media announcements must state the amounts and number of prizes for the open competition and the amount of premium or honorarium to each competitor in a limited competition and in the second stage of a two stage competition.

### **Article 5: Copyright and right of ownership:**

- i. Each competitor shall retain copyright in his/her own competition design.
- ii. Each competitor shall retain the right of reproduction of his/her own competition design.
- iii. The promoter shall have the right to use the winning design for one time execution only. Any use of the other submitted designs by the promoter is only allowed with written consent of the respective competitor.

### **Article 6: Public Exhibition**

All competition designs including those disqualified by the jury shall be exhibited for at least one week, together with a copy of the signed report of the jury members. The exhibition shall be open to public free of charge.

## **Registration procedure**

The applicants must be provided with all necessary information on content and procedures to allow them to assess whether or not they are going to compete.

Society of Nepalese Architects (SONA) recommends a three parts procedure:

### **PART I**

A descriptive leaflet and / or an advertisement are placed in general and professional media. These should include the following information:

1. Name of the Promoter
2. Purpose and nature of the competition. This should be carefully worded to give a clear idea of the scope of the project whether it is a project or an ideas competition, single or 2 stage competition and the type of material that a competitor would be asked to submit.
3. The prizes (or honoraria)
5. Persons eligible to compete
6. An approximate time table
7. The procedure for registration, the last date for registration and the date by which the competition conditions would be made available by the promoter.

Copies of this leaflet with a registration form attached (see model form) should be available from the promoter.

### **PART II**

An application will be submitted to SONA by the participants within the stipulated deadline which would include the registration form and necessary documents proving eligibility of the participants. SONA is responsible to stamp the date and time of receiving.

The registration is only complete when SONA accepts the competitor's eligibility prepared by placing his/her name on the competition register and informs him/her in writing accordingly.

### **PART III**

The competition condition will be sent to the applicant by SONA only when his/her eligibility is established and his/her name is entered in the competition register. If an applicant is found to be ineligible, the submitted registration documents would need to be refunded.

**REGISTRATION FORM – other than for students**

Title of Competition (Enter name of project and location)

(All entries in block letters)

Registration number (of Team leader):

.....

Competitor (s)/ Name (s)

(Team leader1) Mr. / Ms.....  
(Surname) (1st Name) (2nd Name)

(2) Mr. / Ms. ....  
( Surname) ( 1st Name) ( 2nd Name)

(3) Mr. / Ms .....  
( Surname) ( 1st Name) ( 2nd Name)

Address: (of team leader)

.....  
.....  
.....

Registration fee of NRS ..... has been submitted as per competition guidelines

Declaration : (To be signed by the team leader)

I declare that at the time of application to register for the competition, I was registered with the Society of Nepalese Architects (SONA) and that the registration with the Society of Nepalese Architects (SONA) will be maintained, till the award of the jury and thereafter till the completion of the project if I am declared and appointed as the Architect for the project.

Signature.....

Date.....

Notes:

- i. Registration is not transferable.

**REGISTRATION FORM – for students registering for ideas competition**

Title of Competition (Enter name of project and location)

(All entries in block letters)

Name of Educational Institution:

.....

Year of Study.....

Competitor (s)/ Name (s)

(Team leader1) Mr. / Ms.....  
(Surname) (1st Name) (2nd Name)

(2) Mr. / Ms. ....  
( Surname) ( 1st Name) ( 2nd Name)

(3) Mr. / Ms .....  
( Surname) ( 1st Name) ( 2nd Name)

Address: (of team leader)

.....  
.....  
.....

Registration fee of NRS ..... has been submitted as per competition guidelines

Declaration : (To be signed by the team leader)

I declare that at the time of application to register

I was studying Architecture in the\_\_\_\_\_ (indicate year of study) year of Architecture  
at the \_\_\_\_\_(Indicate name of educational institution)

Signature.....

Date.....

Notes:

- i. Registration is not transferable.
- ii. Ideas competitions: Students may register either individually or in team with other students.
- iii. Two Stage and Single Stage competitions: Students are not permitted to register and may therefore only participate in association with an accredited architect.

## Schedule 1

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### Type of Competitions

#### 1. PROJECT AND IDEAS COMPETITIONS

Competitions may be either "Projects" or "Ideas" competitions or in certain circumstances a combination of both. The aim of a 'Project Competition' is to find the best solution for an actual building project and to appoint its author to carry out the commission. An Ideas Competition is used to elucidate certain aspects of architectural and town planning problems. Since an 'Ideas Competition' does not lead to a concrete project that is implemented, students of architecture may participate at the discretion of the promoter.

#### 2. CLASSIFICATION OF COMPETITIONS

##### (I) OPEN COMPETITIONS

Competitions in which all architects are invited to participate through an announcement by advertisements in suitable media and through circulars which may be issued by the promoters.

##### (II) LIMITED COMPETITIONS FOR COMPETITIONS BY INVITATION

Competitions in which a limited number of architects (usually 5 to 8) selected by the promoter on recommendation of the advisor and jury members, are invited to participate. Each participant who submits his/her designs shall receive an honorarium.

##### (III) SPECIAL COMPETITIONS

Besides competitions described in (i) and (ii) above, a competition may also combine town planning as well as design problems, and may involve the use of industrial components or participation of developers. In such competitions participation may be required to be limited to professionals or group of professionals with certain definite expertise.

In such cases the competition announcement shall clearly define the field of expertise.

#### 3. COMPETITION ORGANISATION

Competitions may be organised in one or two stages.

##### (I) SINGLE STAGE COMPETITION

In single stage competition the competition entries shall be fairly complete drawings i.e. plans, section, elevations, etc. to a suitable scale and sufficient to explain the scheme as set out in the competition conditions.

The designs so submitted shall be assessed by the jury for the award of the prizes and the appointment of the architect.

Such competitions are recommended for small and simple project.

## **(II) TWO STAGE COMPETITIONS**

In two stage competition, the first stage is for soliciting ideas and therefore the competition entries at this stage would be limited to planning on broad basis and drawings to a suitable scale sufficient to indicate the intentions of the competitor.

Designs submitted in the first stage shall be assessed by the jury for selecting a small number of competitors (between 5 and 10). The author of these selected designs will be invited to take part in the second stage of the competition, and each architect so invited would be paid a specified sum, other than the final prize money.

In order to maintain anonymity, each competitor will be informed individually whether he/she has been or has not been invited to participate in the second stage. Correspondence in this respect will be the responsibility of the promoter or professional adviser, if appointed. It will also be his/her responsibility to ensure that the names of those invited and those rejected are not revealed either to the jury or to any other person.

To ensure this anonymity the envelopes containing the names of the competitors shall be opened by the promoter or professional adviser (if appointed). After the intimation has been sent to each competitor they shall be re sealed until the final award.

After the end of the first stage, the jury, may, if found necessary and with the approval of the promoter, clarify or amplify points in the competition conditions for the benefit of the second stage competitors. Such clarification or amplification shall not in any way disclose directly or indirectly or even inadvertently any of the designs submitted in the first stage to those invited for the second stage.

The period between the jury award for the first stage and submission of designs for the second stage shall not exceed six months. Only under exceptional circumstances may this period may be extended.

The second stage of the competition may be limited to only a part of the subject dealt with in the first stage.

Members of the jury shall be the same for first stage and second stage of the competition.

The designs submitted for both the first stage and the second stage shall be exhibited and/or published only after the final award of the second stage competition.

If any design selected for the second stage is published or exhibited before the final award of the second stage has been declared, it will be disqualified.

Two stage competitions are recommended for town planning and for large scale or complex projects.

### **III.-SPECIAL CATEGORY COMPETITIONS**

This type of competition is intended for small projects of charitable organisations in which four to six local firms will compete for the appointment as the Architect.

No premiums are given and the winner shall be appointed to carry out the project.

## **Schedule 2**

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### **Jury members and advisers**

#### **(I) Jury members**

Constitution of the jury: the jury will be constituted of an odd number of members with a majority of registered architects. One Senior Architect will be identified to assist in coordinating and advising.

For appointment as jury member, he/she shall have the following minimum qualifications:

1. A practicing architect with minimum 15 years of practical experience
2. An architect involved in teaching for more than 15 years.
3. For a non -architect assessor, 15 years of work record in their respective field.
4. A membership of SONA

#### **Payment to Assessor, technical / professional advisor**

The fees/ payments to the jury members shall vary depending upon the size and scale of the project. So, this subject shall be dealt individually between SONA and the promoter at the time of agreement.

#### **(II) Technical Adviser**

Where appropriate and necessary the promoter shall in consultation with the jury members (in particular the Senior Architect) and SONA appoint one or more technical advisers to assist in the preparation of the brief for the competition project and to advise the competition jury, only when called upon to do so, on the competition design entries.

The advice of the technical adviser will be limited to his/her expertise and he/she will have no voting rights.

#### **(III) Professional Adviser**

For a two stage competition a Professional Adviser who shall be an architect registered with the Society of Nepalese Architects (SONA) may be appointed. He/she will not be connected with the competition jury or attend any of its meetings.

It will be the responsibility of the Professional Adviser to maintain the anonymity of each competitor and those selected for the second stage of the competition.

On completion of the first stage of the competition the sealed envelopes containing the names of the competitors shall be opened only by the Professional Adviser if appointed and he/she shall without disclosing any of the names to anyone inform each competitor individually whether he/she has or has not been invited for the second stage. All the envelopes shall then be resealed by the Professional Adviser/ till the final award.

If after the first stage, the competition jury wish to clarify any aspect of the competition project, such clarification shall be conveyed to the competitors selected for the second stage only by the Professional Adviser.

If a Professional Advisor is not appointed, these responsibilities would fall with the promoter directly.

## Schedule 3

### Conditions for conducting architectural competitions

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Careful preparation of the competition conditions including schedule of requirement shall be of primary importance for the success of the competition and as such adequate time shall be allowed for this phase of the competition.

#### 1. Contractual obligation

- i. The publication of competition shall constitute an offer of a contract by the promoter, and, by submission of design for the competition, the competitor accepts this contract.
- ii. The competition condition together with any replay to the competitor's questions constitutes a legal basis for this contract which is legally binding on both the promoter and competitors.

#### 2. General conditions

- i. The competition project brief and the conditions of the competition may be prepared by the promoter in consultation with the Senior Architect Assessor. They shall however be approved by jury members including the Senior Architect before publication and issue to the competitors.
- ii. The conditions including the programme of requirement of the competition shall be identical for all competitors. A copy of complete competition conditions shall be filed with the Society of Nepalese Architects (SONA). Answers to the competitor's questions shall also be sent to the Society of Nepalese Architects (SONA) for their record.
- iii. The conditions shall clearly indicate which of the requirements are mandatory and which could be freely interpreted by the competitor.

The freedom in case of the latter shall be as wide as possible.

- iv. The information supplied to the competitors shall be specific and shall not be open to misinterpretation. Supplementary information if any issued by the jury shall be sent to all the competitors simultaneously.
- v. Draft of the conditions of competitions approved as per (i) above shall be submitted to the Society of Nepalese Architects (SONA) for information before publication and issue to the competitors.
- vi. The conditions of the competition shall indicate the promoter's priorities with reference to the solution of the problem (e.g. functional aspects, economy of construction or in use, solution to technical or circulation problems etc).
- vii. The condition of the competition shall state the exact use to which the promoter will put the winning design. Designs shall not be put to any other use or altered in any way except by agreement with the author.

viii. Where a fixed amount is required to be remitted to the promoters by the applicants for the 'Conditions of the Competition', it shall be refunded in full to the applicant if he/she decides not to compete and return the "Conditions of the Competition" in full within four weeks prior to the date of submission of the design.

Submission of design in Competition shall imply acceptance, by the competitor, of the conditions of competition.

- ix. Each design shall be accompanied by a declaration on the prescribed form signed by the competitor in a properly sealed envelope that the design is his/her bonafide work and that the drawings have been prepared under his/her supervision and that he/she undertakes to accept the award of the jury as final and binding.
- x. In case two or more architects form an association for the purpose of the competition then there shall exist a partnership deed for the purpose of carrying out the project in the event the said association wins the competition. Reference to this partnership must be made in the form of declaration.
- xi. The jury must make awards which shall be final and binding and shall be made public by a date stated in the conditions.
- xii. The jury when making an award may at its discretion adopt "promoters' choice".

In this procedure the jury shall select not more than three designs which in their opinion are of equal merit and the selection of the winning design from the designs so selected by the jury could be made by the promoter.

The promoter may for making the final selection discuss with the authors of the selected designs their respective entries.

### 3. Prize money and honoraria

- i. The condition for any competition must state the number of prizes and the amount of each prize money. This must be related to the size of the project, the amount of work involved for the competitors and the expenses he would incur for the preparation for the competition.
- ii. In 'Ideas Competition' and in competitions such as those for town planning, where subsequently the work is generally carried out by official bodies, it is particularly important to allot adequate prize money to re-compensate the competitors for the ideas and the work they have done.
- iii. The promoter shall undertake to accept the decision of the jury and to pay the prize monies within one month of the announcement of the competition results.
- iv. Each participant in a limited competition (or competition by invitation) shall receive an honorarium.

- v. In a two stage competition a reasonable honorarium shall be paid to each of the competitors selected to take part in second stage. This sum which is intended to be reimbursed to them for the additional work carried out in the second stage shall be stated in the conditions for the competition and should be in addition to the prize money.

#### 4. Anonymity

The anonymity of the competitors shall be maintained until the final award of the jury and in the interest of the competition, rigorous measures shall be taken to ensure that this principle is adhered to. No competitor shall terminate his anonymity in any way whatsoever till the final award. The anonymity of each competitor shall be guaranteed by adopting suitable measures.

#### 5. Copyright and right of ownership

- i. Each competitor shall retain copyright in his own competition design.
- ii. The competition design awarded the first prize only shall be used by the promoter upon commissioning by him the author of the said design to render professional services to carry out the project.
- iii. No other design shall be used wholly or in part by the promoter.
- iv. The promoter's right on the design awarded the first prize or the designs selected covers one execution only. The competition conditions however may provide for repetitive work and shall specify the terms thereof.
- v. Each competitor shall retain the right of reproduction of his design.

#### 6. Insurance

The promoter shall insure for damage or loss by fire, floods, or by any other reason Competitor's design drawings submitted in competition when he assumes responsibility for them and for the duration of his responsibility and also for loss during transit when the design drawings are being returned to the competitor. The amount of such insurance shall be stated in the competition conditions.

#### 7. Competition time table

- i. The notice of competition shall clearly indicate the last date for application for the competition conditions and the last date for submission of the design drawings.
- ii. The conditions of the competition shall clearly indicate:

The last date for submission of questions.

Approximate date when the answers to the questions will be sent to the competitors.

The final date and time for the receipt of the same by the promoter.

- iii. The competition time table shall under no circumstances be shortened.
- iv. The jury shall decide upon the judging dates at the early stage of the competition and the date of announcement of the awards shall also be included in the conditions of the competition.

In case of two stage competitions however the conditions of competition shall indicate dates limited to the first stage only.

All the dates in respect of the second stage shall form part of the conditions with reference to the second stage.

- v. In case of unavoidable delay in judging, a new date shall be fixed by the jury which shall be confirmed by all its members and publicly announced.

#### 8. Cost estimates

The competitors may be required to submit cost estimate of their design on areas or volume basis. The cost estimate shall however not be a determining factor in the jury's decision accepts where cost limits have to be rigidly imposed and is so stated in the competition conditions. The issue of cost estimates shall be mentioned in the Terms of Reference prepared by the jury promoter/ jury members.

#### 9. Termination of the competition

The promoter may terminate the competition if in the opinion of the jury none of the competition designs could be declared as a winning entry. In this event the promoter under the advice of the jury shall award second, third and additional prizes as declared and none of the competitors will be considered for appointment as the architect for the project and the promoter will not be liable to make any further payments to any of the competitors.

#### 10. Appointment of architect

- i. The award of the first prize to the competition design places the promoter under an obligation to appoint its author as the architect for the commissioning of the project. The promoter shall pay the architect fees as per the prevailing trend. (the award money shall not be included in the fees)
- ii. If the jury shall be satisfied that there is a valid objection to the appointment of the author of the winning design as the architect may be required to associate with a senior architect or a firm of architects of his/her choice whose qualifications shall be approved by the jury. Failing this the design placed next on merit shall be selected for commissioning and its author shall be appointed as the architect subject to similar conditions. In the case of necessity of the award winning architect associating with another architect or firm, SONA shall act as a coordinator regarding the issues of fees and scope of works in individual basis.

The award of the jury shall not be varied for any reasons.

- iii. If no instructions are given to the author of the design selected by the Assessor to proceed within twelve months from the date of the award, then he/she shall receive payment for his services in connection with the preparation of the Competition drawings of a sum equal to 1.00 percent on the amount of the estimated cost. The first premium shall be deducted from the sum so paid. If the work is subsequently proceeded with, this sum shall form part of his ultimate fee.

If within twelve months of the award, the promoters shall decide to proceed with part of the work only, the author of the selected design shall be paid including the premium and in addition to the scale of fees on the work, which is being carried out a sum equal to 1.00 percent on the difference between the cost of the work carried out and his estimate of cost of the total project which sum shall also merge into the commission when the remainder of the work is subsequently executed.

- iv. The selected Architect having been appointed to carry out the work shall be paid in accordance with the Schedule of Charges determined and published by the Society of Nepalese Architects (SONA) in consultation with the Promoters, and the premium already paid shall be deemed to be a payment on account.

#### 11. Exhibition of entries

- i. All competition designs including those disqualified by the jury shall be exhibited for at least one week together with a copy of the signed report of the jury. The exhibition shall be open to public free of charge.
- ii. The promoter shall notify all the competitors and shall also announce in suitable media the days and place of the public exhibition of the competition.
- iii. The promoters shall submit to the Society of Nepalese Architects (SONA) a copy of the signed report of the jury and if requested photographs of the designs for possible publication.

#### 12. Return of design drawings

All drawings, plans, models etc. submitted by the competitor except those of the winning design shall be returned by the promoter at the end of the public exhibition at his/her own cost. The drawings, plans, models of the winning design shall be returned to its author on being appointed as the architect for the project or after six months from the date of announcement of the award by the jury whichever is early.

## Schedule 4

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### The jury

1. The jury shall be set up before the promotion of the competition. Their names and those of the reserve members of the board, if any shall be stated in the competition conditions.
2. The jury shall be composed of a smallest reasonable number of assessors which number shall be an odd figure.
3. The size of the jury shall depend upon the size of the competition project and preferably the number of jurors shall not exceed seven.
4. Of the total number of jurors the number of jurors who shall be Architects and registered with the Society of Nepalese Architects (SONA) shall be in a majority of at least one.
5. The number of jurors representing the promoters shall not exceed two.
6. Each member of the jury shall examine and approve the competition conditions before they are made available to the competitors.
7. The jury may invite Technical Advisers as experts in specialised fields to assist in the assessment of competition entries. Such Technical Advisers shall not have any voting rights.
8. It is essential that at least 2/3rd of the voting members of the jury shall be present at all meetings of the jury. The jury shall elect a Chairperson from among its members.
9. In the event of death of an juror before or during the assessment of the competition or his/her inability to continue to act on account of illness or any other cause, another juror shall be appointed in his/her place by the promoters without affecting the majority of at least one, of the jurors who are Architects and registered with the Society of Nepalese Architects (SONA).
10. No promoter of the competition and no jurors nor any partner, associate, or employee of either shall compete or assist a competitor, or act as architect or joint architect for the project.

This regulation shall not be applicable to:

- a. Staff or present students of an Institution of which a member of the regular teaching staff is on the jury provided he/she is not the sole juror and the jury consists of two or more jurors of whom only one is a member of the teaching staff of this or any other Institution.
- b. Employees of a Government, Semi-Government or a Public Sector organisation of which one of its employees is on the jury provided he/she is not the sole juror and the jury consists of three or more jurors of whom only one is such an employee.

11. In two stage competitions, the same members of the jury shall judge both stages of the competition. In no case may a competition as a single stage competition proceed to a second stage except with knowledge of the Society of Nepalese Architects (SONA) and arrangement for payment of appropriate honoraria to the competitors involved, over and above the prize money provided for in the original competition. In the event of such a secondary competition taking place, the jury appointed for the original competition must be reappointed by the promoters.
12. Any drawings, photographs, models or other documents not required by the competition condition shall be excluded by the jury before examining the competitors' entries.
13. The jury shall disqualify any design which does not conform to any of the conditions, instructions or requirements of the competition.
14. The jury must make an award. The award shall be final and shall be made public in open competitions, and intimated individually to all those participating in limited competition, by a date stated in the conditions. The jury when distributing the award money shall make full use of the amounts set aside for prizes in the competition conditions. In an ideas competition, a first prize shall be awarded.
15. The decision of the jury shall be taken by a majority vote with a separate vote on each entry. The award including the jurors' report to the promoter shall be signed by all the members of the jury before they disperse.
16. The decision of the jury regarding selection and placement of competition design shall be final and binding on the promoter and all competitors and shall be reached by a majority.
17. The jury will make its award known to the promoter in a formal statement signed by at least a simple majority of its members. The statement will indicate the number of designs examined and the order of the prizes awarded. This statement must be completed before the envelopes are opened and the jurors disperse.
18. The fees, travel expenses and out of pocket expenses of the members of the jury shall be paid by the promoter.

## **Schedule 5**

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### **Prizes and honoraria**

At the time of Agreement of SONA and the promoter, the total prize money shall be fixed to 1% of the total project cost (estimated on the basis of prevailing construction rate of the market). This amount is only for the award purpose and the total fees for commissioning the project shall be dealt separately between the award winning architect and the promoter which undoubtedly will be based on the prevailing market rates. This agreed amount shall be used for prizes and honoraries to the participants only. The total amount shall be divided accordingly by SONA depending upon how many participants shall be awarded. The organizing cost shall be dealt separately between SONA and the promoter