Annex No 3: Technical specification

TECHNICAL SPECIFICATION

FOR OPEN COMPETITION

,,Architectural, landscaping and visual identity Design guidelines for Rail Baltica”

(Identification No RBR 2018/6)



Riga, 2018

 **TABLE OF CONTENTS**

[Technical specification 1](#_Toc516047746)

[1. Introduction and references 3](#_Toc516047747)

[2. Overall framework of the assignment 7](#_Toc516047748)

[3. Stakeholders of the study 7](#_Toc516047749)

[4. Content of the assignment 9](#_Toc516047750)

[5. Service contract management 13](#_Toc516047751)

1. Introduction and references
	1. Introduction

The Baltic countries Estonia, Latvia and Lithuania have historically been linked to the east-west railway transport axis using the 1520mm gauge railway system. Because of the existing historical and technical constraints, the existing rail system is incompatible with mainland European standards, thus there is a consensus that Estonia, Latvia and Lithuania need to be fully integrated into the wider European rail transport system. Currently there is no efficient 1435 mm railway connection along the Warsaw-Kaunas-Riga-Tallinn axis, i.e. there are missing links or significant bottlenecks. Thus, there are no direct passenger or freight services along the railway axis as the existing infrastructure does not allow for competitive services compared to alternative modes of transport. Thus, the clear majority of the North-South freight is being transported by road transport and the overall accessibility in the region is low.

The ambitions of the Rail Baltica Global project (Rail Baltica) are:

* to become a powerful catalyst for sustainable economic growth in the Baltic States;
* to set a new standard of passenger and freight mobility;
* to ensure a new economic corridor will emerge;
* sustainable employment and educational opportunities;
* an environmentally sustainable infrastructure;
* new opportunities for multimodal freight logistics development;
* new intermodal transport solutions for passengers;
* safety and performance improvements;
* a new value platform for digitalization and innovation;
* completion of Baltic integration in the European Union transport ecosystem.

Rail Baltica is already designed to become a part of the EU TEN-T North Sea – Baltic Core Network Corridor, which links Europe’s largest ports of Rotterdam, Hamburg and Antwerp – through the Netherlands, Belgium, Germany and Poland – with the three Baltic States, further connecting to Finland via the Gulf of Finland short sea shipping connections with a future fixed link possibility between Tallinn and Helsinki. Further northbound extension of this corridor shall pave the way for future connectivity also with the emerging Arctic corridor, especially in light of the lucrative prospects of the alternative Northern Circle maritime route development between Europe and Asia. Furthermore, the North Sea – Baltic Corridor crosses with the Baltic-Adriatic Corridor in Warsaw, paving the way for new supply chain development between the Baltic and Adriatic seas, connecting the Baltics with the hitherto inadequately accessible Southern European markets. In a similar fashion, Rail Baltica shall strengthen the synergies between North-South and West-East freight flows, creating new transshipment and logistics development opportunities along the Europe and Asia overland trade routes. The new Rail Baltica infrastructure would, therefore, not only put the Baltics firmly on the European rail logistics map, but also create massive opportunities for value creation along this infrastructure with such secondary economic benefits as commercial property development, revitalization of dilapidated urban areas, private spin-off investment, new business formation, technology transfer and innovation, tourism development and other catalytic effects. Rail Baltica aims to promote these effects from the early stages of the Rail Baltica, learning from the key global success stories and benchmarks in this regard.

The Contracting Authority (RB Rail AS (RBR)) was established by the Republics of Estonia, Latvia and Lithuania, via state-owned holding companies, to coordinate the development and construction of the fast-conventional standard gauge railway line on the North Sea – Baltic TEN-T Core Network Corridor (Rail Baltica II) linking three Baltic states with Poland and the rest of the EU. The main technical parameters shall correspond to traffic code P2-F1 as per INF TSI (Commission Regulation 1299/2014/EU) and they are detailed in Design Guidelines.

The shareholders structure of RBR is presented in Figure 1.



RBR together with governments of Estonia, Latvia and Lithuania (represented by the ministries in charge of transport policy) have applied for the CEF co-financing in 2015, 2016 and 2017 (three applications in total). All applications were successful and INEA grants are available to support the Rail Baltica expenses with up to 85% of co-financing in amount of 633 mln EUR out of the two Grant Agreements in place. The third Grant Agreement is in preparation.

Rail Baltica is a joint project of three EU Member States – Estonia, Latvia and Lithuania – and concerns the building of a fast conventional double track 1435 mm gauge electrified railway line on the route from Tallinn through Pärnu (EE), Riga (LV), Panevėžys (LT), Kaunas (LT) to the Lithuania/Poland state border (including connection Kaunas - Vilnius). In the longer term, the railway line could potentially be extended to include a fixed link between Helsinki and Tallinn, as well as integrate the railway link to Warsaw and beyond.

The expected core outcome of the Rail Baltica is a European gauge (1435mm) double-track railway line of almost 900 km in length meant for both passenger and freight transport and the required additional infrastructure (to ensure full operability of the railway). It will be interoperable with the TEN-T Network in the rest of Europe and competitive in terms of quality with other modes of transport in the region. The indicative timeline and phasing of the project implementation can be found here: <http://www.railbaltica.org/about-rail-baltica/project-timeline/>.

Further information is available in <http://www.railbaltica.org/>.

Abbreviations and terms

**Architectural, Landscaping and Visual Identity Design Guidelines** (hereinafter – ALG) – set of predefined and standardized technically and economically justified architectural, engineering and design solutions for Rail Baltica to be applied at design, construction and operation phases of the Railway. The ALG guidelines as part of Design Guidelines will be mandatory for all stakeholders involved in design and construction of the Railway**.**

**CD:** commencement date of the Contract.

**Design guidelines** – set of predefined and standardized technically and economically justified engineering and design solutions for Rail Baltica to be applied at design, construction and operation phases of the Railway. Design guidelines are mandatory for all stakeholders involved in the design and construction of the Railway.

EIA – Environmental impact assessment.

**EU** - European Union.

**LCC -** life-cycle cost.

**National studies** - detailed engineering and feasibility studies on implementation of Rail Baltica project in each of the three Baltic states,covering EIA, preliminary design, feasibility studies, spatial planning and similar activities**.**

**NGO -** non-governmental organization.

**PRM** - passengers with reduced mobility.

**Rail Baltica Project** - new fast conventional double track electrified and ERTMS-equipped railway line with the maximum design speed of 240 km/h and European standard gauge (1435 mm) on the route from Tallinn through Pärnu (EE), Riga (LV), Panevėžys (LT), Kaunas (LT) to Lithuanian – Polish border, with the connection of Kaunas – Vilnius.

**Service (-es), study** – the services of developing a common visual identity (as guidelines for detailed technical design) with particular focus on visual, architectural and landscaping solutions for Rail Baltica design and a common visual identity throughout the entire railway line;

**Technical Specification** - the present document forming a part of Open Competition regulations and Contract following the procurement procedures;

**Technical work group, TWG** – group of experts from stakeholders and involved parties nominated by the Contracting Authority;

**TSI** – Technical Specifications for Interoperability;

**WP** - Work package.

* 1. Documents, studies and information to be taken into account
		1. The Contractor shall consider the following non-exhaustive list of documents, studies, study projects and spatial development planning documents:

Main documents (non-exhaustive list):

|  |  |
| --- | --- |
| **Ref.** | **Title of document, date of issuance, Web link** |
| 1 | Materials of design contests of Riga Central Station, Pärnu terminal, Tallinn station (Ulemiste):<http://www.metukonkurss.lv/index.php/lv/rail-baltica> <http://edzl.lv/lv/projekta-norise/metu-konkurss> <https://rbestonia.ee/visuaalid/>  |
| 2 | Design Guidelines for reference scope, high level contents and key design criteria please refer here: <https://bit.ly/2J0ZGzI> <http://www.railbaltica.org/wp-content/uploads/2018/04/Kaido_ZimmermanJean-Marc_Bedmar_RBGF2018_Day2.pdf> <http://www.railbaltica.org/wp-content/uploads/2018/04/Elodie_Faivre_RBGF2018_Day2.pdf>  |
| 3 | Rail Baltica Global Project Cost-Benefit Analysis, 2017<http://railbaltica.org/cost-benefit-analysis/> |
| 4 | Rail Baltica studies for Estonia: General information website:<https://rbestonia.ee> |
| 5 | Rail Baltica studies for Latvia: Environmental Impact Assessment:<http://www.railbaltica.org/about-rail-baltica/documentation/>  |
| 6 | Rail Baltica studies for Lithuania: <https://sumin.lrv.lt/uploads/sumin/documents/files/Veikla/Veiklos_sritys/>Gelezinkeliu\_transportas/%E2%80%9ERail%20Baltica%E2%80%9C\_projektas/AECOM\_Vilnius\_(1).pdf |
| 7 | Integration of Rail Baltica railway line within the Riga central multimodal public transportation hub – Elaboration of technical solution, 2016<http://www.railbaltica.org/wp-content/uploads/2017/05/AECOM_RPTH_FinalReport_English_2016.pdf>  |
| 8 | Indicative list of planned regional stations / stops in Estonia |
| 9 | Indicative list of planned regional stations / stops in Latvia |
| 10 | Indicative list of planned regional stations / stops in Lithuania |
| 11 | Rail Baltica Visual Identity Guidebook<http://www.railbaltica.org/wp-content/uploads/2017/05/RailBaltica_Visual_Identity_Guidebook032017.pdf>  |
| 12 | Study on Rail Baltica Operational plan concept (ongoing), see Technical specification<http://www.railbaltica.org/tenders/open-competition-preparation-of-the-operational-plan-of-the-railway/>  |

* Documents for which an Internet link is not stated will be provided by the Contracting Authority by inception of the study.
* The Contractor shall consider all other significant information and documents with either direct or indirect relation to the study project, or providing background information.
* The Contractor shall consider all relevant national as well as EU standards and Technical Specifications for Interoperability.The Contractor shall consider the relevant part of contents of Design Guidelines for Rail Baltica in force. Parts of Design Guidelines which refer to this study are as follows – primary: Architectural and landscaping, visual design requirements; secondary: General requirements, Railway alignment, Railway substructure, Part 1 – embankments and earthworks, Railway substructure, Part 2 – hydraulic, drainage and culverts, Railway substructure, Part 3 – bridges, overpasses, tunnels and similar structures, Infrastructure facilities, Stations and passenger platforms, Environment. The Tenderer will be able to get acquainted with the Design guidelines after contract closure in the inception phase of the Study.
1. Overall framework of the assignment
	1. The principal objective of the study is to work out the technically and economically most feasible set of criteria, rules, typical solutions and conceptual drawings and guidance for the ALG of the Rail Baltica as mandatory ALG.
	2. The purpose of architectural, landscaping, visual design and railway design guidelines is to provide architects, landscape architects and spatial planners a standardized approach to Rail Baltica design. This prevents additional costs being incurred when a design solution already exists and assists maintainers at the stage of operation of the Railway. The ALG include a listing of typical architectural, landscaping, design and engineering values for all subsystems of the Railway.
	3. The ALG will be mandatory for design and operations of the Rail Baltica infrastructure and will be endorsed by respective national authorities, if applicable.2.4. The ***Study Corridor*** is defined as the railway lines, stations, service and maintenance facilities and all other associated objects, on the routes:
		* 1. (PL/LT border) – Kaunas node – Panevėžys – (LT/LV border) - Riga node – (LV/EE border) - Pärnu – Tallinn node;
			2. Kaunas node – Vilnius node.



***Study Corridor for Architectural, Landscape and Visual Identity Design Guidlines***

1. Stakeholders of the study
	1. Target groups of the study comprise of entities involved in Rail Baltica project delivery.
	2. At least the following stakeholders and authorities with the following roles shall be involved in the study:
* RB Rail AS – a joint venture of Estonia, Latvia and Lithuania for the development of Rail Baltica project and construction of the railway;
* Ministry of Economic Affairs and Communications, Republic of Estonia – an Estonian authority in charge of acceptance of national rules and standards in the field of transportation in Estonia;
* Ministry of Transport, Republic of Latvia – a Latvian authority in charge of acceptance of national rules and standards in the field of transportation in Latvia;
* Ministry of Transport and Communications, Republic of Lithuania - a Latvian authority in charge of acceptance of national rules and standards in the field of transportation in Lithuania;
* Rail Baltic Estonia OÜ - responsible for implementing Rail Baltica design of local facilities and construction activities in the territory of Estonia;
* Technical regulatory authority - responsible for implementing certain Rail Baltica activities in planning stage in the territory of Estonia, Estonian national safety authority;
* “Eiropas Dzelzceļa līnijas” Ltd. – responsible for implementing Rail Baltica design and construction activities in the territory of Latvia;
* The State Railway Technical Inspectorate - Latvian national safety authority;
* AB „Lietuvos geležinkeliai“- responsible for implementing Rail Baltica design and construction activities in the territory of Lithuania;
* „Rail Baltica Statyba “- responsible for implementing Rail Baltica design and construction activities in the territory of Lithuania;
* The State Railway Inspectorate - Lithuanian national safety authority;
* Respective national regulatory bodies.
	1. Additional stakeholders were identified in Estonia (indicative, non-exhaustive list):
* Architects Association <http://www.arhliit.ee/english/>
* Landscape Architects Union <http://www.maastikuarhitekt.ee/>
* Spatial Planners Union <https://www.planeerijad.ee/>
* Association of Interior Architects <https://www.esl.ee/>
* Linnalabor NGO dealing mostly with city planning and urban development <http://www.linnalabor.ee/>
* Centre of Architecture <https://www.arhitektuurikeskus.ee/>
* Museum of Architecture <http://www.arhitektuurimuuseum.ee/>
* Academy of Arts <http://www.artun.ee/en/curricula/architecture-and-urban-design/>
* TTK University of Applied Sciences Institutes of Architecture and Circular Economy and Technology <http://www.tktk.ee/en>
* Estonian Chamber of Disabled People <http://www.epikoda.ee/>
* Estonian Handicapped Union <http://www.elil.ee/>
* Estonian association for visually impaired people (blind) <http://pimedateliit.ee/kontakt/>
* Helpific - <https://helpific.com/en/>
* Union of blind people in Estonia - <http://pimedateliit.ee/kontakt/>
* Estonian Design Centre - <https://disainikeskus.ee/>
* National organization for railway administration
* Local municipalities in concern
* General public
	1. Additional stakeholders were identified in Latvia, (indicative, non-exhaustive list):

- Latvian Association of Architects [www.latarh.lv](http://www.latarh.lv)

- Latvian Landscape Architects Society [www.laab.lv](http://www.laab.lv)

- Latvian Spatial Planners Association <http://www.lv-planotaji.lv>

- Riga Technical University, Faculty of Architecture <http://apf.rtu.lv/>

- RISEBA Faculty of Architecture and Design <http://architecture.riseba.lv/en>

- Art Academy of Latvia [www.lma.lv](http://www.lma.lv)

- University of Latvia, Faculty of Geography and Earth Sciences [www.lu.lv](http://www.lu.lv)

- Rīga City Architect [www.arhitekts.riga.lv](http://www.arhitekts.riga.lv)

- Latvian Designers’ Society [www.design.lv](http://www.design.lv)

- Apeirons, NGO for fully integration of people with disabilities in the society [www.apeirons.lv](http://www.apeirons.lv), [www.videspieejamiba.lv](http://www.videspieejamiba.lv)

- SUSTENTO, NGO, the Latvian Umbrella Body for Disability organisations [www.sustento.lv](http://www.sustento.lv)

- Latvian retired persons federation [www.pensionari.lv](http://www.pensionari.lv)

- Māmiņu klubs, NGO representing interests of the parents with espcially babies/toddlers <http://www.maminuklubs.lv>

- Latvian Cyclists’ Union [www.divritenis.lv](http://www.divritenis.lv)

- World Wide Foundation [www.pdf.lv](http://www.pdf.lv)

* National organization for railway administration

- Local municipalities in concern

- General public

* 1. Additional stakeholders were identified in Lithuania, (indicative, non-exhaustive list):
* Union of Architects in Lithuania [www.architektusajunga.lt](http://www.architektusajunga.lt)
* Architects Chamber of Lithuania [www.architekturumai.lt](http://www.architekturumai.lt)
* Lithuanian Designers Society [www.ldis.eu](http://www.ldis.eu)
* Association „Design Forum“ [www.dizainoforumas.lt](http://www.dizainoforumas.lt)
* Kaunas University of Technology, Architecture and Urbanism Research Centre [www.autc.lt](http://www.autc.lt)
* Kaunas University of Technology, Faculty of Civil Engineering and Architecture [www.ktu.edu](http://www.ktu.edu)
* Kaunas University of Technology, Institute of Architecture and Construction [www.asi.ktu.edu](http://www.asi.ktu.edu)
* Vilnius Gediminas Technical University, Faculty of Architecture [www.ar.vgtu.lt](http://www.ar.vgtu.lt)
* Lithuanian Association of People with Disabilities [www.negalia.lt](http://www.negalia.lt)
* Association Seniors Initiatives Centre <http://www.senjoru-centras.lt>
* National organization for railway administration
* Local municipalities in concern
* General public
	1. Authorities mentioned above may nominate other authorities and implementing bodies or affiliated entities for communication during the preparation of ALG.
1. Content of the assignment
	1. Overall framework
		1. The Contractor shall undertake an extensive analysis and quantitative economic assessment to identify the most feasible level of standardization of the solutions. The Contractor shall carry out the study in work packages according to three general stages:
	* **Scope definition (WP1)** (covers best practice study on application of architectural / landscaping / visual design guidelines, screening of national construction legislation and national study (e.g. permitting study documents) documents for Rail Baltica project, in order to identify the set of most relevant architectural / landscaping/ visual design in railway scope and railway operational processes to be described and identified as possible options and to be standardized)
	* **Solution definition (WP2)** (covers preparation of draft ALG for the Rail Baltica railway);
	* **Stakeholder mapping, expectation management and stakeholder management** **(WP3)** (covers elaboration of technically and economically justified standard design values (or range of values) for railway infrastructure elements).
		1. The Contractor shall understand and apply, in the delivery of the scope under this Contract, the principles of railway safety, taking into account that signage and visual designs (whilst being intutitively understandable and clearly visible) do not create confusion and do not excessively obstruct visibility in a way that would make the solutions unsafe to implement from the point of view of safe railway operations.
		2. The Contractor shall ensure that the proposed solutions benefit the Rail Baltica project in terms of economies of scale in design, construction, operation and maintenance of the railway.
	1. Scope definition (WP1)
		1. The Contractor shall carry out detailed context analysis in order to propose the most effective integration of architecture, landscaping and visual design into Railway infrastructure and provide the scenario for integration of Railway within preliminary design and national legislation framework in each of the Baltic states. The Contractor shall define safety requirements for functionality of Rail Baltica infrastructure, in conjunction of the scope of this study. The contractor needs to identify options and define scope for ALG.
		2. **WP1.1 –Analysis and benchmarking of conditions** – The Contractor shall undertake an analysis and benchmarking of conditions and concepts applied to materials, solutions, design and construction processes in similar railway / transport infrastructure projects.
		3. The Contractor shall undertake a study of best practice on ALG development and application in railway projects within EU.
		4. The Contractor has to study at least two most similar countries / cases to Rail Baltica railway. Prior to best practice study, the Contractor must identify and present to the Contracting Authority for its approval/ selection at least five countries / cases. This best practice study shall cover:
* identification and examination of appropriate legislation with immediate impact on railway infrastructure development;
* compilation and benchmarking of all relevant guidelines;
* principles regarding visual guidance tools (e.g. size, colouring, contrast of signs, for example) and the placement of signage applied elsewhere in Europe;
* report on key aspects to be taken in consideration while preparing ALG and applying ALG in Railway design and construction, operations and maintenance;
* report on best practice regarding how to integrate safety and security requirements and universal design requirements into station designs for visual consistency.
	+ 1. **WP1.2 - Analyzing of national Rail Baltica studies**- the Contractor shall identify factors of importance for drafting ALG, paying special focus to functional and technical requirements addressed / engineering solutions applied / envisaged construction practices.
		2. The Contractor shall report on current state of designing the Railway on results of screening national studies. The report shall identify best practices in Railway design, weaknesses and further harmonization needs. Moreover, the report shall identify elements to be included in ALG.
		3. **WP 1.3 - Preliminary design analysis, sketch design, design works and Design Guidelines analysis**– the Contractor shall identify factors of importance for drafting ALG paying special focus to functional and technical requirements addressed / engineering solutions applied / envisaged construction practices.
		4. The Contractor shall report on current state of designing the Railway on results of screening national preliminary designs, sketch designs and Design Guidelines. The report shall identify best practices in Railway design, weaknesses and further harmonization needs. Moreover, the report shall identify elements to be included in ALG planned design works scope to the relevant extent and Rail Baltica Design Guidelines.
		5. As a result, set of recommendations on each specific topic for the Rail Baltica project shall be prepared by the Contractor and submitted to the Contracting Authority together with the supporting documentation as appendices.
	1. Solution definition (WP2)
		1. **WP2.1 – Conceptual guidelines for railway bridge design**
		2. The Contractor shall identify solutions in line with best practice in railway bridge design;
		3. The Contractor shall define technical and visual design, conceptual guidelines for railway bridges.
		4. The Contractor shall propose approach to standardize railway bridge architectural design and landscaping solutions and railway bridge typology to achieve best possible economies of scale;
		5. The Contractor shall propose several typical solutions for railway bridge architectural and landscaping design according to environmental needs and local legislation requirements in different urban and suburban areas.
		6. The Contractor shall identify and propose typical solutions for safety measures (intrusion, sound, etc.) what are used on railway bridges with a focus on architectural and landscaping requirements and in line with Design Guidelines requirements.
		7. The Contractor shall prepare visual material for possible solutions along with 3D visualizations and models.
		8. The Contractor shall prepare conceptual technical drawings of implementation (cross-sections, façade etc.).
		9. The Contractor shall calculate and present LCC of proposed solutions.
		10. **WP2.2 – Embankment, cut and overpass landscaping and architectural design**
		11. The Contractor shall identify solutions for best practice for embankment, cut and overpass landscape and architectural design requirements and guidelines, according to which all these structures can be designed and identified as Rail Baltica infrastructure and reach all safety requirements.
		12. The Contractor shall propose several typical solutions for embankment, cut and overpass landscaping design.
		13. The Contractor shall prepare visual material for possible solutions with 3D visualizations and models.
		14. The Contractor shall prepare technical drawings of implementation.
		15. The Contractor shall calculate and present LCC analysis of proposed solutions, the final solutions shall contribute to decrease of LCC.
		16. **WP2.3 – Noise barriers to fit into landscape e.g. urban environment**
		17. **T**he Contractor shall identify the best solution for noise barrier implementation in urban and sub urban areas, according to landscape and architectural design solutions used in cities, taking into account optimum implementation cost/design suitability ratio and EIA requirements.
		18. The Contractor shall propose several typical solutions for noise barrier design.
		19. The Contractor shall prepare visual material for possible solutions with 3D visualizations and models.
		20. The Contractor shall prepare technical drawings of implementation.
		21. The Contractor shall prepare solutions for narrow urban areas.
		22. The Contractor shall calculate and present LCC analysis of proposed solutions, the final solutions shall contribute to decrease of LCC.
		23. **WP2.4 – Animal passage design and protective plant (against erosion, floods, heavy snowfalls) design**
		24. The Contractor shall identify best study solution for animal passages design and protective vegetation plant solutions, including maintenance and lifecycle.
		25. The Contractor shall propose different solutions for animal passage design. The contractor shall consider that the set requirements on animal passages by the environmental authorities differ in each country.
		26. The Contractor shall prepare visual material for possible solutions with 3D visualizations and models.
		27. The Contractor shall prepare typical technical drawings of implementation.
		28. The Contractor shall prepare possible solutions for plant implementation in to animal passages for different environments according to requirements for protective means.
		29. The Contractor shall consider that implemented vegetation / trees, bushes, etc. should be related to surrounding area.
		30. The Contractor shall calculate and present LCC analysis of proposed solutions, the final solutions shall contribute to decrease of LCC.
		31. **WP2.5 – Passenger station (e.g. platform) visual identity, PRM solutions, functional requirements for station terminals and infrastructure**
		32. The Contractor shall identify best study solutions for international passenger station common technical requirements, architectural identity, visual identity and functional requirements according to which passenger stations should be designed.
		33. The Contractor shall identify and propose best solution for outer and inner lighting for passenger station.
		34. The Contractor shall propose different solutions for passenger station design.
		35. The Contractor shall develop typical requirement set for sizing of rooms what shall be in stations.
		36. The Contractor shall prepare visual material for possible solutions with 3D visualizations and models.
		37. The Contractor shall prepare conceptual typical technical drawings of technical solutions.
		38. The Contractor shall develop public area concept - requirements for public area and its elements:
* Classify public area according to its function and spatial significance;
* Determinate requirements for each classification of public area;
* Develop principal solutions for possible variations of plantation, small architectural forms, bicycle and pedestrian paths and its infrastructure and infrastructure of other possible activity infrastructure.
	+ 1. The Contractor shall prepare proposal for the requirements and guidance to be implemented in Design Guidelines relevant parts.
		2. **WP2.6 – Regional passenger station/stop functional requirements and visual identity**– The Contractor shall identify best study solutions for regional passenger station/stop technical requirements, architectural identity, visual identity and functional requirements according to which regional passenger stations/stops should be designed.
		3. The Contractor shall propose different solutions for regional passenger station/stop design.
		4. The Contractor shall propose different visual identity solutions.
		5. The Contractor shall prepare visual material for possible solutions with 3D visualizations and models.
		6. The Contractor shall prepare conceptual typical technical drawings of technical solutions.
		7. Contractor need to develop public area concept - requirements for public area and its elements:
* Classify public area according to its function and spatial significance;
* Determinate requirements for each classification of public area;
* Develop principal solutions for possible variations of plantation, small architectural forms, bicycle and pedestrian paths and its infrastructure and infrastructure of other possible activity infrastructure.
	+ 1. The Contractor shall calculate and present LCC of proposed solutions.
		2. The Contractor shall prepare proposal for the requirements and guidance to be implemented in Design Guidelines relevant parts.
		3. The Contractor shall prepare typical masterplan(s) of regional passenger stations/stops by considering the situation in regional stop areas along the Rail Baltica railway line.
		4. **WP2.7 – Signage** – The Contractor shall identify the best study solutions for sign design standard and usage, identify signs what will be used in Rail Baltica infrastructure, their color scheme, visualization, text font and its size, pictograms etc.
		5. The Contractor shall propose different solutions of signage implementation and its usage.
		6. The Contractor shall prepare visualizations of all elements of signage.
		7. **WP2.8 – Implementation of Rail Baltica branding** – The Contractor shall identify best solutions for Rail Baltica branding implementation in Rail Baltica infrastructure and buildings.
		8. The Contractor shall propose different solutions of Rail Baltica branding implementation with visual examples and 3D visualizations.
	1. Stakeholder mapping, expectation management and stakeholder workshops (WP3)
		1. **WP3.1 – Stakeholder mapping and expectation management (interviews / focus groups) during inception phase (professional community – designers, architects, landscape architects, spatial planners, urban designers; social partners – NGO’s for PRM, retired and elderly persons, families, cyclists, etc.)**
		2. In the study’s inception phase, the Contractor shall define possible stakeholders in different areas relevant to the objectives and scope of this study and map them.
		3. In the study’s inception phase, the Contractor shall map stakeholder expectations towards Rail Baltica design and engagement in this study.
		4. The Contractor shall group mapped stakeholders in catalogue and deliver it to Contracting Authority.
		5. **WP3.2 – Stakeholder workshops during implementation phase**
		6. The Contractor shall organize stakeholder workshops:
			1. stakeholder workshop for Rail Baltica implementing organizations to present guideline scope and benchmarking presentation. Workshop shall be carried out before Second interim report;
			2. extended stakeholder workshops for Rail Baltica implementing organizations and professional community (1 workshop per country – Estonia, Latvia, Lithuania) to present and to discuss key solutions, key criteria. Workshop shall be carried out before Draft Final report.
		7. The Contractor shall invite Contracting Authority’s representatives to stakeholder workshop.
		8. The Contractor shall prepare minutes of meetings for each stakeholder workshop.
		9. The Contractor may consider of making idea contests or similar events between stakeholders, as example could be contest between Architectural faculties of universities of Baltic states.
		10. The Contractor shall collect possible stakeholder requirements for ALG.
		11. The Contractor shall ascertain and develop suitable solutions which can be used in ALG, providing consideration to proposals provided by stakeholders in liaison with the Contracting Authority.
		12. The Contractor shall implement stakeholder requirements, which have been agreed with the Contracting Authority to be implemented, in the ALG developed by the Contractor.
		13. The Contractor shall inform involved Stakeholders about process of Rail Baltica ALG development and implementation of their proposals.
		14. The Contracotor shall prepare report after each stakeholder workshop.
		15. **WP3.3 – Public event or road trip to present the results** – The Contractor shall present the ALG according to which ALG solutions are planned to be implemented.
		16. The Contractor shall present the ALG that they have developed.
		17. The Contractor shall present examples and result of work based on their developed ALG, which are based on functional and economical basis, with added high level of architectural and design attributes.
		18. Public event shall be organized in each of the three countries (Estonia, Latvia, Lithuania) and shall be carried out between Draft Final report and Final report
		19. As the result of WP2 and WP3 ALG manual(s) draft shall be delivered.
		20. The Contractor shall prepare proposal for the requirements and guidance to be implemented in Design Guidelines relevant parts.
1. Service contract management
	1. Contractor’s obligations
		1. For the provision of services the Contractor shall remain fully responsible for the results of its services during and after the provision of services. Any additional expenses arisen due to the correction of the unacceptable results shall be covered solely by the Contractor. On reasonable grounds Contracting Authority reserves the right to request the Contractor to correct the results of its services regardless whether it is necessary during the period of service provision or after completion of thereof.
		2. The Contractor shall ensure necessary effort, means, resources and personnel required for the successful provision of services.
		3. The Contractor shall be responsible for ensuring that its experts included in service contract are available throughout the service provision period.
		4. The Contractor must keep records and other supporting documentation (original supporting documents) as evidence that the Contract is performed correctly and the expenses were actually incurred. These must be available for review upon the request of Contracting Authority.
		5. The Contractor shall make its own arrangements for office facilities, personal computers and other facilities of appropriate performance and security standard for service provision.
		6. The Contractor shall ensure that its team members (experts etc.) involved in service provision are adequately supported and equipped. In particular, the Contractor shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable team members to concentrate on their primary responsibilities. The Contractor must also transfer funds as necessary to support its activities under the Contract, and ensure that his employees are paid regularly and in a timely manner. Costs for administration of service contract and office operation including telecommunication costs shall be included.
		7. The Contractor will arrange for formal coordination and decision making on project interventions and establish an adequate internal management structure. Progress meetings with the Contracting Authority are held at least once in two weeks (2 times per month). If needed, ad-hoc and weekly meetings can be arranged, which may be initiated both by the Contractor, or the Contracting Authority.
		8. Contracting Authority is main coordinator of the communication between the Contractor, stakeholders and other third parties. The Contractor shall be responsible for timely provision of information, preparation and participation in the meetings, workshops, presentations necessary for the communication with stakeholders and other third parties within study’s scope. No direct communication between the Contractor, stakeholders and other third parties is allowed without permission of Contracting Authority.
		9. TWG shall be established by the Contracting authority consisting of key stakeholders of Rail Baltica project delivery organization. The governance of TWG shall done via rules of procedure established by Contracting authority. Contracting authority shall call at least 4 TWG meetings to present the deliverables of the study and discuss the results. It is up to the Contractor to propose the meeting schedule and agenda.
	2. Provision of services
		1. The Contractor must perform the Contract in compliance with its provisions and all legal obligations under applicable EU, international and national law within the set deadlines and to the highest professional, diligence and ethical standards.
		2. The Contractor shall prepare detailed Study programme for its services to be provided during the study. Study programme shall include graphical representation of main study’s milestones and deadlines of deliverables as required in Technical specification. Study programme shall cover possible risks for study implementation and mitigation measures to avoid those risks in order to complete the study on time. The purpose of study programme is to reflect Contractor’s deep understanding of study’s objectives, scope and milestones as well as to present Contractor’s endeavour to cover all necessary subjects and provided high quality professional Consulting services on time.
		3. The Contractor shall carry out the tasks, prepare and provide all documents, reports, minutes of the meetings and any other information material required for the provision of the services.
		4. During the implementation of services, the Contractor shall identify possible risks at early stage and propose a mitigation measures in order to successfully deliver services on time.
		5. As a part of services, the Contractor shall prepare information material in a fully comprehensive and understandable way, by providing explicit and full source details (initial information, evidences etc.) used for the analysis and provision of services. The deliverables shall include detailed explanation of methods employed that lead to the solutions delivered by the Contractor.
		6. Contracting Authority shall have no influence on outcome results (reports, summary, advice, decisions etc.) delivered by the Contractor. However, the Contractor shall consider Contracting Authority’s reasoned observations on the initial information used and analysis methods employed by the Contractor to provide outcome results of the services. The implementation of such observations is subject to the approval of the services by Contracting Authority.
		7. Together with the Final report delivery, the Contractor shall provide a separate Final completion report on Study implementation process, covering the good practices to be shared and issues arisen that could be improved. The main topics to be covered in this report are as follows:
			1. clarity and consistency of the tasks appointed to the Contractor;
			2. communication and cooperation with the Client (local institutions, stakeholders etc.);
			3. definition and deadlines for the milestones;
			4. provision of input data;
			5. issues encountered and recommendations for the improvement of study implementation process;
			6. any observations and suggestions of the further steps to be taken by the Contracting Authority or key stakeholders
			7. other.
	3. Contractor’s team
		1. The Contractor shall propose an optimum structure for its team, based on the conditions of Technical specification, and where possible propose a core team with cross-functional roles.
		2. For the provision of Services the Contractor shall ensure the availability of the following team members:
			1. Key experts

|  |  |
| --- | --- |
| No | Title |
|  | Project Manager |
|  | Expert in Architecture and Urban Design |
|  | Expert in Landscaping Architecture |
|  | Expert in Visual Design |

* + - 1. Non-key experts and other personnel to cover following fields of expertise. Professional qualification, experience, education of “non-key experts” will not be evaluated in accordance with requirements stipulated in Section 8.5 of Regulation. Involvement of Non-key experts will be evaluated in accordance with evaluation of the quality of Tenderer`s Technical Proposal.

|  |  |
| --- | --- |
| No | Title |
|  | Social anthropology studies – urban design or planning, public transport infrastructure, users experience research (application of anthropology methods) |
|  | PRM requirement application and definition  |
|  | Facilitating/stakeholder management of professional communities. Experts shall be able to communicate in local languages of each of three countries (Estonia, Latvia, Lithuania) |
|  | Multimodality planning |
|  | Railway engineering |
|  | Life-cycle cost assessment expert |
|  | Other fields of expertise (to be proposed by Contractor, if needed) |

* 1. Confidentiality, independence and absence of conflict of interest
		1. The Contractor is expected to ensure that its contractual and professional obligations in particular with regard to confidentiality, independence and absence of conflict of interests are well understood and upheld throughout and after Services provision.
		2. During the provision of services, the Contractor shall provide independent view based on its expertise, education and experience. the Contractor cannot show nor indicate any opinion linked to a particular supplier, company, organisation, institution whatsoever. No representation of any region, country, personal interests shall be shown by the Contractor throughout the Service provision period.
	2. Miscellaneous
		1. Communication under Contract (e.g. information, requests, submissions, formal notifications, etc.) must be carried out in English.
		2. All written materials, including all deliverables, shall meet the highest standards of English language and technical terminology proficiency. if requested by the Contracting Authority, the Contractor shall engage professional proofreading services at its own expense.
		3. Contracting Authority is deemed as the administrative instance and will be responsible for making the principal decisions. The Contracting Authority will be responsible for settling the operative and professional issues.
	3. Deliverables and deadlines
		1. Services to be provided by the Contractor are split into the following deliverables:

|  |  |  |
| --- | --- | --- |
| **No** | **Deliverable** | **General scope and contents of deliverable** |
| 1 | Inception report | Detailed methodology, updated preliminary table of contents of the study, detailed contract implementation plan, benchmarking studies, stakeholder (professional community and relevant NGO’s) mapping and interviews / focus groups first results.General scopeInitial report covering WP3.1 |
| 2 | First interim report | Updated Inception report, if needed.National legislation screening report, preliminary design analysis and gap identification, Design Guidelines review, guideline scope optioning and scope definition.Full scope of WP 1 |
| 3 | Second interim report | Updated First Interim reportStakeholder workshop reportDraft solutions and guidelines Content and report of stakeholder workshop (article 4.4.6.a)Full scope of WP2Initial report covering WP3.2 |
| 4 | Draft Final report | Updated second interim reportSecond stakeholder workshop reportSubmission of report in full scope covering all aspects of TS and respective Design Guidelines part (ALG).Content and report of stakeholder workshop (article 4.4.6.b)Full scope of WP 3.1 and WP 3.2 |
| 5 | Final report | Updated and finalised Draft final report (including reports of all Work Packages demonstrating full service provision in accordance to the Contract)Public event reportFinal completion report (separate document) |

* + 1. Study results (deliverables) shall be delivered by the Contractor according to the following deadlines:

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverable** | **Deadline** |
| 1. | Inception report  | 6 weeks after CD\* |
| 2. | First interim report | 14 weeks after CD\* |
| 3. | Second interim report | 19 weeks after CD\* |
| 4. | Draft final report | 28 weeks after CD\* |
| 5. | Final report | 35 weeks after CD\* |

* + 1. The deadline for the provision of the Services is 35 weeks from the commencement date.
		2. The Contractor shall provide enough time for the review of submitted deliverables by representatives of the Contracting Authority and other stakeholders.
		3. The Contractor shall furnish to the Contracting Authority, two (2) copies of prints of each drawing and one electronic media drawing file of each drawing.
		4. Electronic media drawings shall be submitted as multi-layer pdf-s and DWG files.
		5. 3D models shall be submitted in authoring tool native file format as well as in IFC and 3D DWG file formats.