

International Design Competition for
LIBRARY;
SONGDO
INTERNATIONAL CITY

「송도국제도시 도서관 건립 국제설계공모」
Design Guidelines

Nov. 25, 2020

International Design Competition for Library ; SONGDO International City

This competition has been organized on the initiative of Yeonsu-gu.

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General Guidelines

1. Title

- The title of this design competition is the 「**International Design Competition for Library; SONGDO International City, S.Korea**」 (hereinafter referred to as the 'design competition').

2. Background

- The target of this design competition 「**The Library of SONGDO International City**」 is a key indicator to carry out the purpose of Incheon-city, S.Korea (hereinafter referred to as the 'Incheon-city') which orients 'An International City of Northeast Asia to the World' and is an important challenge to expand the cultural infrastructure of the local residents.
- Incheon Metropolitan City is the purpose of the 「Happy & Plentiful Culture Incheon with Citizens」 that orients 'the city close to culture spaces' through boosting culture spaces, for this, a public library is an essential tool to tighten the culture approach of citizens as the key infrastructure facilities of a living SOC which the government is promoting.
- This library has upgraded its role as the place of information communication for the citizens and has the publicity as a central library of Incheon that orients the public platform for the people-focused community based on culture and art functions.

3. Purpose

- This design competition aims to obtain creative and sophisticated design works with an international sense to establish 「**The Library of SONGDO International City**」 as an intellectual and cultural symbol of the Songdo citizens for progressing as an international city.
- The purpose is to re-organize to be an sustainable culture space with publicity as well as a local identification, and not just an independent structure, that is based on creative ideas for a spatial challenge as its location feature and as a library through understanding the urban and architectural context of IFEZ(Incheon Free Economic Zone) Songdo International City.

4. Overview

- Project Title : 『International Design Competition for Library; SONGDO International City, S.Korea』
- Host : Yeongsu-gu Office, Incheon-si, S.Korea
- Site Address : # 115-2, Songdo-dong, Yeonsu-gu, Incheon (in Songdo International City)
- Zoning District : 2nd General Residential District, 1st District Unit Plan Area (in an International Business Complex), Intensive Landscape Management Zone
- Area Size : 9,427.4m²
- Total Floor Area : 8,000m²(allowable within ±3%)
- Estimated Construction Cost : KRW 24.973 billion won (including VAT, the construction cost for the structure, machine, landscape, civil engineering, electricity, communications, and firefighting)

- Estimated Design Cost : KRW 1,540 million won (including VAT, all certifications of the eco-friendly structure and an energy efficiency rating, and liability insurance)
- Competition Period : November 25(Wed.), 2020 ~ March 02(Tue.), 2021
- Design Period : 11 months after signing a design contract

5. Method

5.1. Competition Method

5.1.1. It is an open and international design competition.

6. Organization

6.1. Host

6.1.1. 'Yeonsu-gu office, Incheon-si, S.Korea' orders this design competition and the finances for it.

6.1.2. Responsible Office : Architecture Division

6.1.3. The host organizes the operation headquarters of the design competition to operate this design competition that delegates the power related to it.

6.1.4. The host can designate the PA (project adviser) who manages and operates all matters related to this design competition.

6.2. Advisory Committee

6.2.1. The advice committee is organized to take the advice for this design competition.

6.2.2. List of advisory committee (in alphabetical order)

- Choi Ho sung (Team Manager, Finance and Accounting Division, Yeonsu-gu-office)
- Heo, Jin sung (CEO, Nanduru Architecture Office)
- Lee, Hyok jun (Professor, Inha Technical College)
- Lim, Jonh yup (Professor, Inha University)
- Sohn, Do moon (CEO, VITA group Architecture)
- Song, Yoon jeong (Team Manager, Library Policy Division, Yeonsu-gu-office)

6.3. Competition Management Team

6.3.1. The competition management team provides the guidelines of the jury members in the review process and supports the arrangement of the review for the works submitted. Also, it supports the smooth working process of them by participating in the review process. And it notifies the review results to the submitters after selecting the winning works.

- 6.3.2. The PA of the competition management team is professor Jo, Seung koo (Tongmyong University)
- 6.3.3. All questions are available by the following official e-mail only, and the answers may take up to 24 hours.
- Official e-mail : sd@sdic-library.org
 - Official website : <http://www.sdic-library.org>
 - Tel : +82-2-744-8050

7. Official Language and Units

7.1. Official language

- 7.1.1. The official language for the design competition is 'Korean' and 'English'.
- 7.1.2. For any conflict of interpretation between the 'Korean' and 'English' version of the rules, guidelines and the Q&A of the design competition, the 'Korean' version shall prevail.
- 7.1.3. The entry (drawing plate, design description, and the summary of the design concept) shall be in 'English'. But, it can be accepted to write 'Korean' and 'English' side-by-side if necessary.
- 7.1.4. Documents submitted by the participants shall be either in 'Korean' or 'English'.

7.2. Units of Measurement

- 7.2.1. All measurement units shall be the 'Metric System.'

8. Eligibility and Restrictions

8.1. Eligibility

- 8.1.1. For Korean architects, it shall be an architect, completing the business registration and running the business pursuant to the 「Certified Architects Act」 of Korea as of the date of the notification and the architect shall be running an architectural business with no cause of disqualification pursuant to the relevant laws and regulations.
- 8.1.2. In the case of foreign architects, they shall be a qualified architect according to the laws of their countries by the time of the announcement date, and if winning, they will be able to conclude a service contract only if they have formed a joint body with a qualified Korean architect according to the related laws. At this time, the representative of the joint body shall be a qualified Korean architect.

- 8.1.3. For the joint application, all of the applicants shall be qualified as written in 8.1.1 and 8.1.2, and the maximum number of co-applicants is three. One of them must be the representative, and even if the representative is the co-CEO of the office, designate only one person as an applicant.
- 8.1.4. The representative of the joint application shall play the role of generalizing and controlling the general works as the representative of the joint body, and the legal rights, responsibilities, and obligations related to the competition belong to the representative.
- 8.1.5. Participants in the Design Competition, registered as a representative or participant, shall not join any other design.

8.2. Participation restrictions

- 8.2.1. The host, its employees or family members
- 8.2.2. Jury members (alternative included), the employees of the organization the jury members belong to or the family members of the jury
- 8.2.3. Advisory members and the management-team members of the design competition, employees of their organization or the family members of the jury
- 8.2.4. Individuals and institutions directly participating in the development of the rules and guidelines of the Design Competition
- 8.2.5. Architect offices or architects whose business registration is cancelled, suspended, disqualified or temporarily closed

9. Schedule

9.1. Schedule of the design competition

Classification	Schedule	Remarks
Announcement	Nov. 25(Wed), 2020	
Participation Registration	Nov. 25(Wed) ~ Dec. 31(Thur), 2020	By an official website
Inquires	Dec. 14(Mon) ~ Dec. 18(Fri), 2020, 17:00	By an official e-mail
Answers	Dec. 28(Mon), 2020	On an official website
Entry Submission	Feb. 22(Mon), 2021, 17:00	in Person / by mail
Technical Review	Feb.(Wed) 24, 2021	
Main Review	Feb. 26(Fri), 2021	
	Feb. 27(Sat.), 2021	

Result Announcement	Mar. 2 (Tue), 2021	On the official website
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[Table 1] Design Competition Schedule

9.1.1. The schedule provided is subject to change depending on the circumstances of the organizer, and if any changes are made, it will be announced on the official website and notified by e-mail to the representative applicant.

9.1.2. All of the schedules and times provided are based on the Korea standard time (UTC+09).

10. Anonymity

10.1. Applicant PIN number

10.1.1. The anonymity of the applicant shall be secured in all processes from the participation registration to the final review results, and in order to maintain anonymity, the identity of the applicant is substituted as the applicant's PIN number (hereinafter PIN number).

10.1.2. The PIN number is comprised of 2 random capital letters and 5 Arabic numerals chosen by the applicant, and it is created after checking the duplicates on the website.

10.1.3. The PIN number is substituted as the assigned registration number according to the order of the entry registration during the review process.

10.1.4. The writing (attachment) method of the PIN number for different submissions follows 3. Submittals and Documentation Guidelines.

10.2. Ensuring Anonymity

10.2.1. For the fair review evaluation, the applicants are not allowed to reveal the fact that they participated in the design competition and submitted the entry, the content of the entry, and the PIN number on their social media and other means, and if violated, they will lose the participation rights in the design competition.

11. Registration

11.1. Period and Method

11.1.1. When : Nov. 25 (Wed) ~ Dec. 31(Thur), 2020

11.1.2. How : Fill out "Form 01. Design Competition Application" within the period of the participation registration by an official email

(sd@sdic-library.org) after completing the registration form on an official website (hereafter referred to as registration on the website)

11.2. Notes

- 11.2.1. The website registration is only for receiving materials related to the competition or checking the duplicates of the PIN number, and it does not mean that one has completed participation registration for the competition.
- 11.2.2. Individual applicants or the representative of the joint application team shall complete the website registration, and other joint applicants can ignore the website registration. However, the information of joint applicants shall be entered on the website registration information of the representative.
- 11.2.3. The final participation registration is confirmed after submitting the [Form 01. Design Competition Application] by the official e-mail and the management team of the design competition receives it. The participation registration confirmation status is available on the individual page of the official website, and it may take 24 hours at a maximum for the participation registration confirmation from the day of the application submission. (Excluding weekends and holidays)
- 11.2.4. The representative cannot be changed until the entry submission, but the joint applicant information can be changed or added within 3 people (including the representative), and if any changes or additions occur, modify the representative's website registration information. The final co-applicants are confirmed with Form 06. Joint Application Agreement which will be submitted together with the final entry.

12. Q&A

12.1. Receiving Inquires

- 12.1.1. When: up to Dec. 14(Mon) ~ Dec. 18(Fri), 2020 at 17:00 (UTC+09)
- 12.1.2. How : submit by an official email after filling out [Form 02. Design Competition Written questionnaire].

12.2. Answers

- 12.2.1. When : Dec. 28(Mon), 2020 at 17:00(UTC+09)
- 12.2.2. How : notified on the official website

12.3. Notes

- 12.3.1. Every applicant (team) shall be given one chance to form a question.

- 12.3.2. Answers to the questions will be posted on the website of the competition and an individual response will not be made.
- 12.3.3. When the questions are not relevant with the guidelines of the design competition or for not using the designated template, no response will be made.
- 12.3.4. Answers to the questions should be considered as an addition or modification to the design competition rules and guidelines and it shall have the same effect with this guideline.
- 12.3.5. When the answers are different from the existing guideline, including the design competition guidelines, then the answers shall prevail.

13. Entry Submission

13.1. Date

- 13.1.1. When : up to Feb. 22(Mon), 2021 at 17:00(UTC+09) (※ Drop-off submission on Feb. 22, 2021 at 10:00~17:00(UTC+09))
- 13.1.2. Only the submissions and documents (hereinafter entry) that are submitted within the submission period will be reviewed, and the entries that are submitted after the entry submission period will be excluded for the registration.

13.2. Place

- 13.2.1. Address : Main Conference Room, 3rd Floor, Architecture Division of Yeonsu-gu Office, 115, Woninjae-ro, Yeonsu-gu, Incheon, S.Korea, 21967
- 13.2.2. The place of submission is subject to change depending on the circumstances of the organizer, and if any changes are made, it will be announced on the official website and notified by e-mail to the representative applicant.

13.3. How to submit

- 13.3.1. Visit the submission place in person or use mailing(delivering) for the entry submission.
- 13.3.2. The entry shall arrive at the place of submission within the submission period. Since the entries that have arrived after the submission period are not accepted, the applicants should mail their entries by considering the shipping period and checking the state of arrival through the shipping company for the safe arrival of the entries before the deadline. The management team of the design competition does not separately notify the confirmation status of

the entries to the applicants.

- 13.3.3. The applicants are responsible for any circumstances that occur during shipping such as damage, misplaced and the delayed shipping of the entry.
- 13.3.4. All of the expenses to submit entries shall be paid by the applicants, and especially, in the cases of submitting the entries by mail from overseas, they shall ship the entries for "Not Commercial Use" so there won't be any issues regarding the customs process. The applicants are responsible for all of the issues related to the customs clearance, and the management team of the design competition won't be concerned about any problems.
- 13.3.5. The applicants shall double wrap all of the entries with a white paper for submission, and the detailed packing method is provided in '3. Submittals and Documentation Guidelines'.

13.4. Entry

13.4.1. Submittals

Classification	Size	Quantity	Remarks
Drawing plate for review	A1(594×841mm)	1 set	A1 × 3 sheets
Design description	A3(420×297mm)	10 copies	Within 15 sheets
Summary of the design concept	A4(210×297mm)	1 copy	Within 1 sheet
USB		1 set	

[Table 2] List of Submittals

- Details to prepare the submittals complies with '3. Submittals and Documentation Guidelines'.

13.4.2. Documentations

Classification	Submittals	Quantity	Form No.
1	Design Competition Proposal	1 copy	Form 03
2	Consent of the Design Competition Regulation Compliance	1 copy	Form 04
3	Consent of the Use and Change of Works	1 copy	Form 05
4	Joint Application Agreement	1 copy	Form 06
5	Architectural Overview and the Facility Area Table	1 copy	Form 07
6	A copy of the Architect License	1 copy	

7	A copy of the Business Registration Certificate	1 copy	
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[Table 3] List of Documents

- All of the joint applicants including the representative shall submit a copy of the architect license and a copy of the business registration certificate. However, only Korean applications are responsible to submit the business registration certificate.

13.5. Notes

13.5.1. Every applicant is allowed to submit only one entry, and in the case of a duplicate application, it would be the cause of disqualification.

13.5.2. Modification, changing, and the supplementation of the submitted entry are not allowed.

14. Review Committee

14.1. Technical Review Committee

14.1.1. The technical review committee is comprised of professionals in all related fields, and the number of committee members is flexibly organized depending on the number of registered entries.

14.2. Review Committee

14.2.1. The Review Committee consists of 6 members (5 jury members and 1 preliminary member) and its list is as follows.

14.2.2. List of Jury Members

No.	Name	Nationality	Title
1	John Enright	USA	Griffin Enright Architects / Principal SCI-Arc / Vice Director
2	Louis Becker	Denmark	Henning Larsen / Partner & Design Principal
3	Robert Greenwood	UK	Snohetta / Partner
4	Lim, Jae Y.	Korea	OCA (Office of Contemporary Architecture) / Principal
5	Lee, Eun-Seok	Korea	Kyunghee University / Professor
6	Lim, Jong Yup Preliminary Jury	Korea	Inha University / Professor

[Table 4 List of Jury Members]

14.3. Operation of the Review Committee

- 14.3.1. The review committee shall be comprised of jury members, preliminary member, and the management team of the design competition (PA).
- 14.3.2. More than 2/3 of the jury members must attend the review committee, and if the attendance is less than 2/3, the review committee will be re-opened, and in the case of the foreign jury members, an online review can be carried out if there are quarantine restrictions in entering Korea.
- 14.3.3. The jury members not participating in the review shall be excluded from the jury and the preliminary member shall substitute the position.
- 14.3.4. Preliminary member is allowed to participate in the review committee, but he is not allowed to participate in the review. If a jury member is absent, he can participate in the review process by substituting the absent member.
- 14.3.5. The review committee shall elect the chairperson through a discussion.
- 14.3.6. The chairperson shall collect the opinions of the jury members to process the review, and the review committee shall write and record the grounds for selection based on the given format.
- 14.3.7. The management team of the design competition and interested parties from the ordering body shall join to support the review process. For a smooth review, they are not allowed to make any comments or actions that can affect the review results other than the review supporting the activities including answering the questions of the jury members or responding to the requests, etc.

15. Review

15.1. Review Process

- 15.1.1. The review is divided into a technical and main review.
- 15.1.2. In the technical review, the technical review committee should review whether the entry complies with the rules of the design competition and guidelines and the results should be reported to the main review jury.
- 15.1.3. The main review jury should decide whether to include the results of the technical review.
- 15.1.4. The main review is comprised of the 1st and 2nd review.
- 15.1.5. The 1st review is processed with voting to select about 10 pieces that will be evaluated in the 2nd review.
- 15.1.6. The 2nd review decides winners. The number of winning pieces is in accordance with the 16.2 Winners and Awards, and the runners-up can be additionally selected by the review committee. Yet, when the jury concludes

that it is not reasonable to select any winners as the entries do not fulfill the purpose of the design competition or the quality of the entries is not enough to meet the standards, they may decide not to select the winners.

15.1.7. The 2nd review shall be processed based on free discussion, but if the jury concludes that it is impossible to select the winners with a free discussion, it can choose to use voting or a grade evaluation through entering into consultation with the main review.

15.2. Criteria of the Technical Review

15.2.1. What follows are the major criteria for an evaluation in the technical review.

Classification	Key Points of the Technical Review
Relevant Laws	- Violation of the architecture related laws (direct, emergency stairs, evacuation distance, building line, attached parking lots, landscape areas, etc.)
Violation of the Guidelines	- Exceeding the allowable total floor area
	- Omission of the main rooms (space program)
	- Concerned of exceeding the predicted construction costs due to an excessive design
	- Exceeding the standard number of the sheets of the design description
	- Omission of the content of the drawing plate
Others	- Omission of the drawings and documents for submission
	- Other cases that require the review of the jury members in the main review

[Table 5] Criteria of the Technical Review

15.3. Criteria for Evaluation

15.3.1. What follows are the keynotes of an evaluation during the design competition review.

Criteria	Details	Importance ratio
Site Plan	<ul style="list-style-type: none"> · Layout and land usability · Convenient use of the facilities and space · Well-arranged public transportation, parking, transportation, bicycles and pedestrians path · Creativity and suitability of the landscape and an outdoor space plan 	20
Space Layout	<ul style="list-style-type: none"> · Creativity and innovativeness of the library space 	30

	<ul style="list-style-type: none"> · Relevance and connection with the internal and external space plan · Efficiency of the space use and the validity of circulation and zoning 	
Harmony with the Landscape and Surroundings	<ul style="list-style-type: none"> · Connection and harmony with the surrounding space and environments · Quality of facade design · Appropriate color and materials plan 	30
Technical Plan	<ul style="list-style-type: none"> · Quality of Eco-friendly design methods · Validity of the construction plan for each stage and the economic feasibility including the cost reduction, etc. · Building structure and construction methods 	15
Others	<ul style="list-style-type: none"> · Specialized facilities/space layout in relation to creativity 	5

[Table 6] Key Points of the Review

15.4. Disqualification

- 15.4.1. Violation of the participation qualification
- 15.4.2. False statement for the qualification of the registered participants
- 15.4.3. Disqualification of entry by the main review committee based on the technical review results
- 15.4.4. Participation restriction of the applicant according to 8.2
- 15.4.5. Design work, imitating another design
- 15.4.6. Previously submitted to other design competitions
- 15.4.7. Any behavior that may have an unfair influence on the review
- 15.4.8. Design work that may violate the anonymity rule and the fairness of the evaluation by seeking the advice of the jury members or competition organizers, or any other similar behavior
- 15.4.9. Design work that violates the fairness and anonymity of the evaluation

16. Results and Announcement

16.1. Announcement of the Results

- 16.1.1. The review results will be notified on the website of the competition and the website of Yeonsu-gu office, etc.
- 16.1.2. The ordering body and management team of the design competition shall not respond to the questions regarding the review results, and the applicant is not allowed to appeal to any objections about the jury member

organization, review criteria, and review results.

16.2. Winners and Awards

16.2.1. Awards to the winners

Rank	Awards and Proceedings with the Design Project (Taxes and duties included)
1st Place Winner (1 entry)	Award and the priority negotiation rights for the basic and working design
2nd Place Winner (1 entry)	Award and KRW 50 million in prize money
3rd Place Winner (1 entry)	Award and KRW 30 million in prize money
4th Place Winner (2 entries)	Award and KRW 10 million in prize money
Runner-up Winner (within 10 entries)	Awards

[Table 7] Awards to the Winners

16.2.2. Winners except for the 1st place winner shall claim the prize money within 30 days from the design competition results announcement date.

16.2.3. For the joint applications, the compensation expenses are paid to the representative.

16.2.4. The prize money includes the charge for overseas remittance and it is subject to change depending on the exchange rate by the time of remittance.

16.3. Invalidation

16.3.1. The applicants who are relevant with the following reasons can be disqualified regardless of the review process according to the agreement among the jury members, and their entries can be invalidated through the review committee's opinion even after the following cases are found after the review.

- ① Contacting with a jury member in advance
- ② Not following the regulations and requirements of the design competition
- ③ Ignoring the anonymity of the entry
- ④ Revealing the submitted work before the result announcements of the final review
- ⑤ The work of others or the applicant that was revealed before or a similar work
- ⑥ False information on the submitted documents
- ⑦ Extreme violation of the related laws so that the entry cannot be supplemented or when resulting in a great change compared to the initial entry if supplemented

17. Contract

17.1. General

- 17.1.1. The 1st place winner is the preferred bidder so that it gets the priority rights of negotiation with the ordering body regarding the conclusion of the basic and working design agreement (hereinafter agreement conclusion) and if there's no 1st place winner, the ordering body shall negotiate the agreement conclusion with the next best winner.
- 17.1.2. After the announcement of the results, the preferred bidder shall sign an agreement within 30 days, pursuant to the relevant laws and the regulations of Korea. However, if in the case of the foreign architect where the preferred bidder made an individual application, one shall conclude an agreement by organizing a joint body with someone who is qualified for the agreement conclusion within 60 days. The ordering body shall allow an extension of the period of the agreement signing.
- 17.1.3. If the preferred winner gives up the right of design or it cannot perform the design due to unavoidable reasons, and in the case of where it is impossible to conclude an agreement within the given period in 17.1.2, then the preferred bidding shall be given to the next best winner. In this case, the compensation of the next best winner shall be fully returned, and the ordering body shall provide the returned compensation to the 1st place winner.
- 17.1.4. When the preferred bidder changes the joint applicants or wishes to work with other engineers or specialty consultants for the project, it shall discuss with the project owner and obtain permission in advance.
- 17.1.5. The preferred bidder shall not sign a sub-contract for any matter of the agreement, without the prior consent of the project owner.
- 17.1.6. The preferred bidder shall sign an agreement on the division of work with the registered vendors in each field pursuant to the relevant laws in the field of machines, electricity, telecommunications, fire fighting, etc.
- 17.1.7. The design agreement is made, pursuant to the relevant laws and regulations, including the 「Act on the Contracts to which the State is a Party」 and this includes the basic and working design and relevant permission and authorization. The contract is prepared in Korean and shall be complied with the terms of reference based on the regulations of the Yeonsu-gu office.
- 17.1.8. If a foreign architect makes a contract with a domestic architect by organizing a joint body, it shall observe the following.
 - ① It shall submit a copy of the certificate of the completion of the report, before signing the agreement, pursuant to Article 23, Clause 3 of the 「Certified Architect Act」 of Korea and Article 12-2 of the Enforcement

Rule of the act and for other matters, and other matters are based on the 「Act on the bidding and agreement conclusion standards of a local government Chapter 7 (Joint agreement management method), (Ministry of the Interior and Safety Rule No. 114, Jun 10)」 of Korea.

- ② If the winner is an individual or corporate body that is qualified as a foreign architect, one shall submit a plan for the division of labor that specifically describes the roles of each joint participant in the different working stages (initial design, intermediate design, working design) according to the guidelines when organizing a joint agreement with a Korean architect. Also, the written agreement among the joint participants (including shares) and the representative agreement shall be submitted for forming basic and working design service agreements with the host.

- 17.1.9. If the host cancels the product due to unavoidable reasons before the date of the agreement conclusion, the host shall provide the expenses to the winner that is greater than the compensation expenses for the winner.
- 17.1.10. The person who concluded an agreement (hereinafter designer) has a right and is responsible to direct the project until the completion of the building, and regarding this, the designer shall perform all the necessary works including the permission, approval, agreement, review, consultation, presentations and others by charging the expenses, and shall be cooperative to the business performance requested by the host such as the submission of the necessary documents, etc.
- 17.1.11. The designer must finish the working design within the given estimated construction cost.
- 17.1.12. By comprehensively gathering the requirements provided by the host, the designer shall correct and supplement the basic and working design if necessary and reflect on the changes to the plan, and in the case of any changes in the construction cost, the design service cost is pursuant to the agreement with the host and preferred bidder about the period, changes in the area and program, and the processes shall be performed according to the Act on Contracts to which the State is a Party and other related laws.
- 17.1.13. When the designer's plan exceeds the construction expenses provided by the design competition guidelines, the designer is responsible for changing the plan through consultation with the host.
- 17.1.14. If the content of the entry submitted by the designer is intentionally distorted or is not honest, or the smooth performance of the project is impossible due to the excessive exceeding of the construction and other expenses from the mistakes made by the designer, the designer shall

change the plan with their own money and allow the project to proceed within the range so that the host can handle it. If the designer rejects to make such efforts or a serious failure occurs in the project due to the exceeded budget or technical reasons despite the efforts made, the host shall cancel the contract with the designer. If so, the designer shall return its rights in basic and working design as well as the provided expenses for planning, and the host shall sign a contract with the next best entry.

18. Copyright and Publication Rights

18.1. General

- 18.1.1. The entry shall be a creation and shall not violate the copyright of others. The applicant is responsible for any copyright violations, and if the entry won the prize, it may be canceled.
- 18.1.2. The applicant holds the rights of the submitted entry, and its ownership and the right of use belong to the host. Also, the host is allowed to copy, display, distribute, and produce secondary work for the publication, exhibition, and promotion of all content of the entries including the drawings and floor plans. Regarding this, the applicant shall submit Form 05 Consent of Use and the Change of Works.
- 18.1.3. The host acquires the rights for using the ideas of the winning work for future planning and designing. The purchase of the copyright is complete by providing the priority rights of negotiation and the prize money, and the writing of the Design Competition Application proves that the agreement for transferring the right of using the entry submission is done.
- 18.1.4. Follow the copyright law regarding any individual matters related to other copyright issues.

19. Other Regulations

19.1. Complying with the Competition regulations

- 19.1.1. All the materials and information provided to the applicants for the design competition shall not be shared with a 3rd party and any use of such materials and information is not allowed, except for the purpose of the design competition.
- 19.1.2. Changes of the materials, information and guidelines and other various kinds of notifications during the design competition period are announced to the applicants through the official website and email, and the applicants are responsible for checking the notifications. The applicants shall be responsible

for not checking the announcements.

- 19.1.3. It is advised to apply for the design competition, after thoroughly reading the notification and notices and for any disadvantages from not reading the notification, the participants shall be held responsible.
- 19.1.4. For any dispute on the interpretation of the guidelines of the design competition and the application procedures or for matters not stated in the rules or the guidelines, no objection can be accepted.
- 19.1.5. No extra expenses other than the prize money from 16.2.1 will be provided for the submission of the entry and participation to the awards ceremony.
- 19.1.6. Submittals and documents submitted shall not be returned.

19.2. Disputes

- 19.2.1. The design competition shall be held pursuant to the relevant laws and regulations of Korea and for any dispute over the competition, it shall be settled or ruled by the court of jurisdiction in Incheon-si, Korea.

2

Design Guidelines

1. Keynotes of the Competition

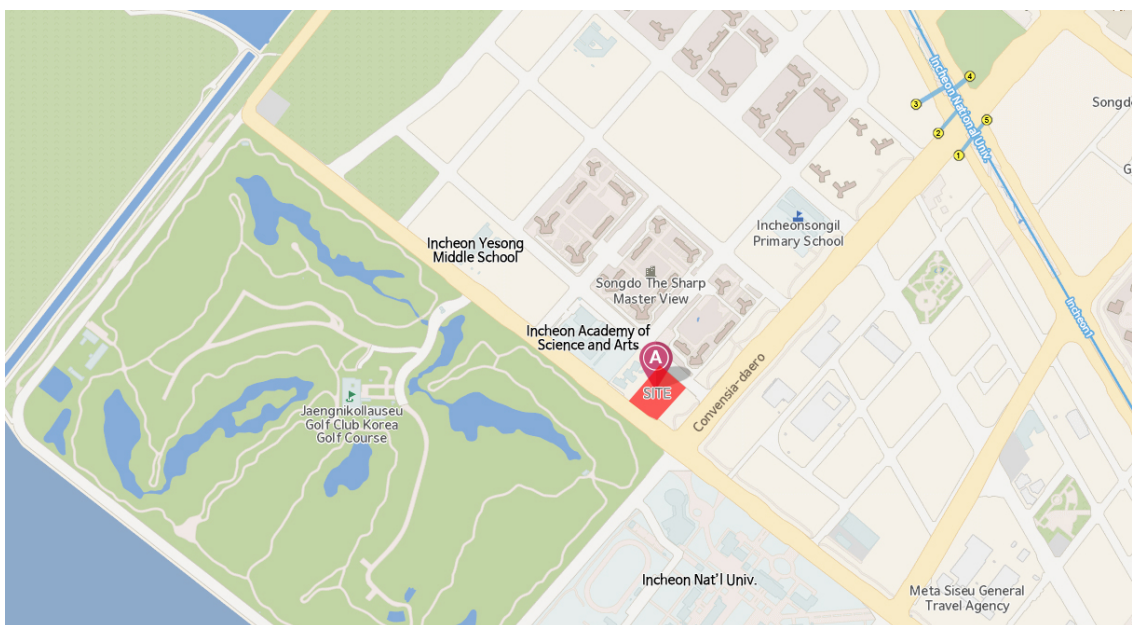
1.1. Vision

- For planning the 'Library of Songdo International City,' the applicants of this design competition shall propose creative ideas by taking into consideration the expandability of the program as the library has publicness, plays a cultural and artistic role, and becomes a people-oriented complex community space.
- At the same time as establishing a smart library that reflects modern technologies, applicants shall propose the form of a futuristic library and establish sustainable eco-friendly buildings and systems.
- Being the central public library, the library should connect with the surrounding facilities. A spatial basis must be formed so that it can play the role of the 'central library.' What follows are the functions of a central library.
 - For the local public library, the administration supports and cooperations, provision of the information services, data preservation, research studies, etc.

2. Competition Site

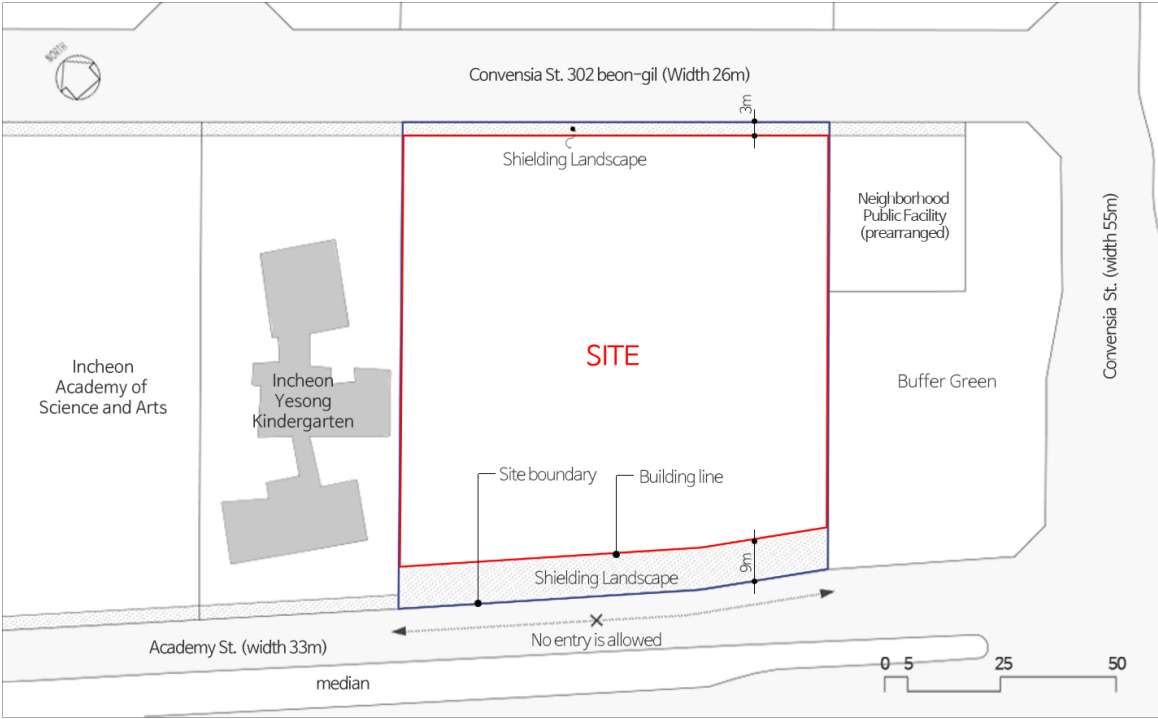
2.1. Site Overview

- 2.1.1. Site Address: 115-2, Songdo-dong, Yeonsu-gu, Incheon (in Songdo International City), S.Korea
- 2.1.2. Zoning District: 2nd General Residential District, 1st District Unit Plan Area (in an International Business Complex), Intensive Landscape Management Zone
- 2.1.3. Site Area: 9,427m²
- 2.1.4. Legal Floor Area Ratio: Less than 30% (※ Regulation relieving according to other regulations and the district unit plan is not applied.)
- 2.1.5. Legal Total Floor Area Ratio: Less than 200%
- 2.1.6. Maximum Height: Less than 50m
- 2.1.7. Building Boundary Line: 9m (southern roadside), 3m (northern roadside)



[Figure 1] Site Location Map

2.1.8. Site location use map



[Figure 2] Site Location Use Map

2.1.9. Site location view



[Figure 3] Site Location View

2.2. Wider Landscape Status of the Site Location

- 2.2.1. Incheon Free Economic Zone (IFEZ) is a key strategic region of the government to realize the economical center of Northeast Asia. For the first time in Korea on August 2003, 123.65km² of land was assigned to Songdo (business IT, BT), Yeongjong (logistics, tourism), Cheongna (business, finance, tourism and leisure, high tech industry) as part of an international city.
- 2.2.2. Songdo International City has been developed as a global base for the advanced IT, BT knowledge and service industry. Located in Songdo-dong, Yeonsu-gu of Incheon Metropolitan City, its total area is 53.36km². The project period is from 2003 to 2030, and the design population is 265,611 people (104,112 households). (※ Refer to document 01 of the [Songdo International City Development Plan])
- 2.2.3. The site location is situated within Songdo International City, and according to the district unit plan it is part of the international zone. Within the international zone, facilities including the Northeast Asia Trade Tower, Songdo Convensia, Songdo Central Park, Jack Nicklaus Golf Club, and others are located.

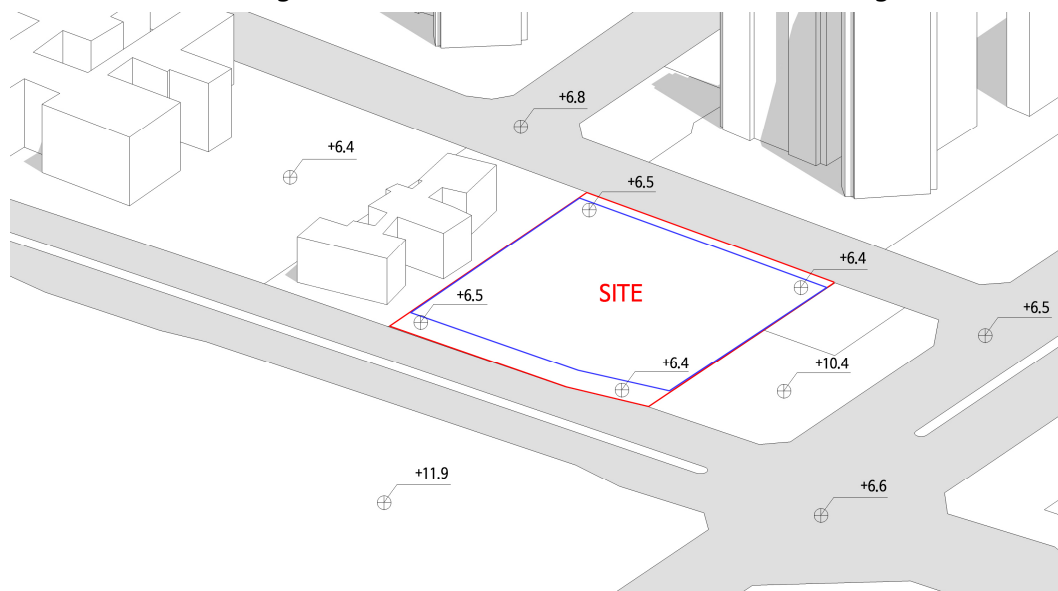


[Figure 4] International Business Complex Use Map

2.3. Natural environment of the site location

2.3.1. Topography

- ① Songdo-dong, where the target location is situated, is reclaimed land.
- ② The target location is a flatland with a 0.1M difference of altitude.
- ③ A low hilled buffer green is formed on the eastern side of the target location.



[Figure 5] Site Topography

2.3.2. Climate

- ① General weather conditions

Year	Temperature(°C)			Precipitation (mm)	Relative humidity(%)		Sunshine (hours)	Wind(m/s)	
	Average	Highest	Lowest		Average	Minimum		Average	Maximum
2014	12.8	35.3	-11.4	788.1	78.0	16.0	2,559.90	3.1	14.9
2015	13.1	33.1	-11.2	625	79.0	17.0	2,671.40	3.1	13.4
2016	13.3	34.0	-16.3	864.3	76.0	13.0	2,594.70	3.1	14.2
2017	12.8	36.1	-11.0	958	66.0	12.0	2,751.80	1.7	12.2
2018	12.5	35.9	-17.1	1,134.4	65.0	9.0	2,715.50	3.1	12.2

[Table 8] General Weather Conditions

- ② Number of days with specified weather

Year	Clear	Cloudy	Precipitation	Snow	Fog	Frost	Thunder and lightning	Storm
2014	106	84	96	22	40	23	15	1
2015	112	94	98	16	43	25	13	
2016	81	90	91	20	38	30	14	1
2017	121	73	97	31	42	41	24	
2018	99	95	96	21	52	23	21	

[Table 9] Number of Days with Specified Weather

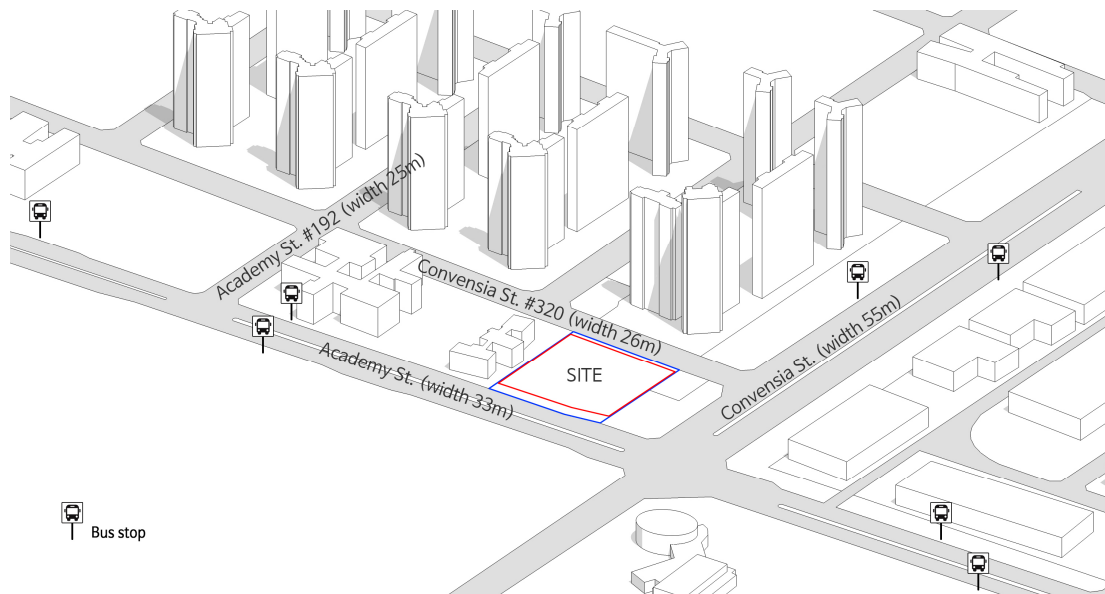
2.4. Urban environment of the site location

2.4.1. Surrounding roads

- ① The target location is adjacent to the Convensia main St. # 320 to the north (average road width 26m) and Academy St. (average road width 33m) to the south.
- ② As stated in the district unit plan, vehicles are not allowed to enter the target location from Academy St.

2.4.2. Public transportation and accessibility

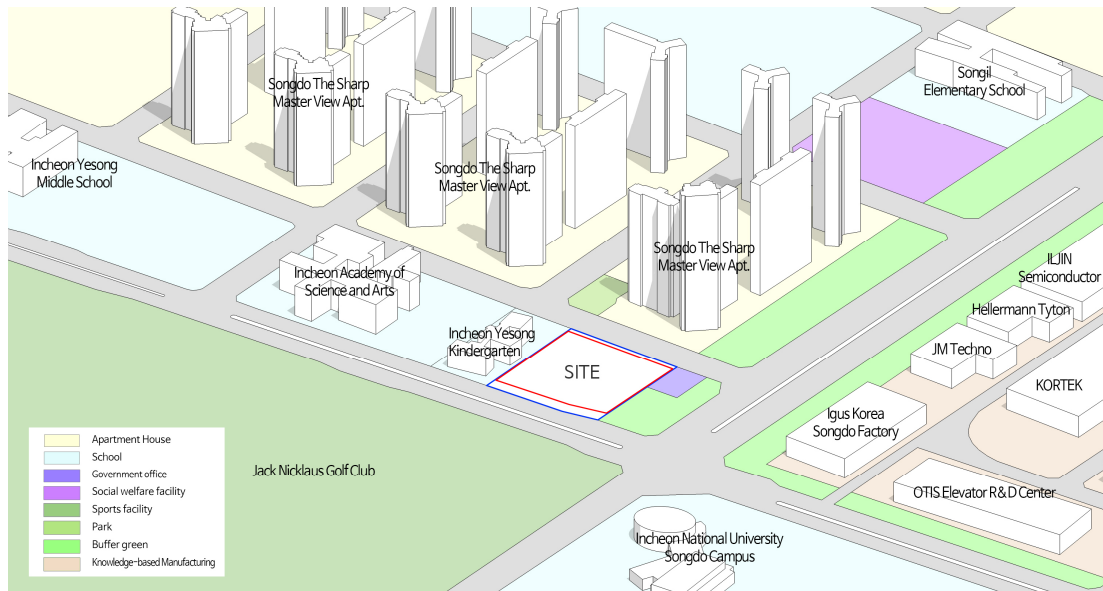
- ① There are 9 different bus routes around the site including the regular bus, blue bus, and red bus. Accessibility to bus stop is great since they are located within 200~400m.
- ② Because Incheon National University station is located about 840m away from the site, the accessibility to a subway station is relatively unfavorable.
- ③ The subject population living in a 1st radius (1km) can reach the site by walking 15 min, and from the 2nd radius (1.5km) it takes 20 min by walking. On this criterion, accessibility by walking is rather unfavorable.



[Figure 6] Roads and Public Transportations around the Site

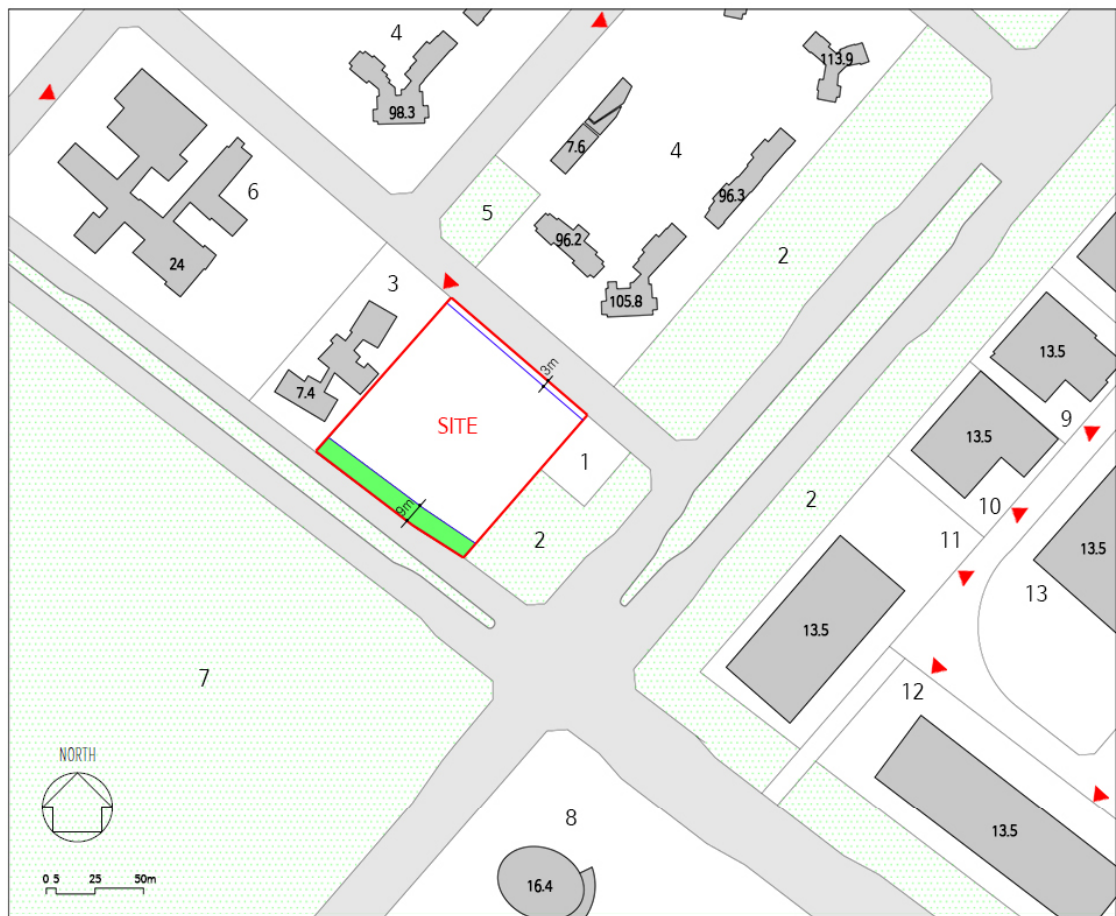
2.4.3. Major facilities and land use of the surrounding area

- ① On the western and southern sides of the site, Incheon Yesong Kindergarten, Incheon Yesong Middle School, Yesong High School, Incheon Academy of Science and Arts, and Incheon National University are located, and on the north there is a high-rise apartment building complex.
- ② On the eastern side of the site, the site for the future public government office building and buffer green are present. In the south, there is a sports facility (golf club).
- ③ On the opposite side of Convensia St., urban plants for knowledge-based manufacturing are situated.



[Figure 7] Major Facilities and Land Use of the site Surrounding Area

2.4.4. General Surrounding Use Map of the Site



Legend

- Site boundary
- 10 Surrounding buildings - height of building
- Park & Green space
- ▼ Entrance of vehicles
- Building Line
- Shielding Landscape

Surrounding buildings

- | | | |
|--|--|------------------------------|
| 1 Neighborhood Public Facility (prearranged) | 6 INICHEON Academy of Science and Arts | 11 IGUS Korea SONGDO factory |
| 2 Buffer Green Zone | 7 JACK-NICKLAUS Golf Club | 12 OTIS Elevator R&D Center |
| 3 YESONG Kindergarten | 8 University of INCHEON SONGDO Campus | 13 KORTEK |
| 4 SONGDO the SHARP Apartment | 9 HellermannTyton | |
| 5 Children's Park | 10 JEM Techno | |

[Figure 8] General Surrounding Use Map of the Site

3. Design Guidelines

This guideline contains the basic directions sought by the organizer, and the design competition participants shall propose a detailed plan complete with creative ideas based on the guideline.

3.1. Basic guidelines

3.1.1. City view that puts together the local architecture, urban history and future

As a symbolic building of the region, the Library of Songdo International City shall respect the urban context of Yeonsu-gu, and the new city view that will be generated shall be designed as a representative building of the region that claims to be an international city. One should suggest the potential and values of the place and consider the relationship and connection between the building and public space based on the social and urban context. What would be the future city view of Yeonsu-gu that represents Incheon and what is the role of the library building? We expect the creative responses of the applicants.

3.1.2. Spatial and urban engagement and expandability as a complex cultural space

What kind of identity should a cultural and arts space platform have that is combined with the publicness of knowledge information?

The applicants shall study the chronological changes of the libraries demanded nowadays and suggest bright ideas for inducing a creative combination amid the space where knowledge and information are accumulated and expanded and the user-oriented community space can reflect the space plan. Through this, they should induce independence, expandability, and the complementary effects of each program to fulfill the basic functions of a public library while also creating space efficiency and the physical environments of a complex cultural space that can respond to social changes.

3.1.3. Securing the optimal design quality through integrated designing

The applicants shall set various elements that form a future-oriented library and draw out the design plan by comprehensively reflecting the given factors. Starting from establishing a clear architectural concept, they shall suggest a high-quality design plan by considering the structure, equipment, materials, building exterior, and others in an integrated manner. As the aim is for them to come up with an organic space plan where the building can be applied with the changing study conditions and knowledge transmitting methods, they shall suggest creative ideas related to the integrated interior design, and embedded type ICT-based digital information services.

3.1.4. Facility planning for everyone

The applicants shall establish a universal design plan for creating a living environment that has taken into consideration the user convenience without any obstacles and reflect it in the proposal.

3.1.5. Design to create pleasant environments and reasonable(sustainable) energy uses

The applicants shall actively reflect their creative plan for the maintenance and management of the sustainable building that is required by modern society. Based on the environmentally friendly internal and external space organization, they should secure areas that receive natural lighting as much as possible for each space while also planning a building that uses natural energies and resources as much as it can. Through the introduction of a reasonable air system that can be operated in different zones, the applicants' proposal shall reduce environmental pollution and develop a healthy and pleasant indoor environment. Through the working design, this library shall acquire a zero-energy certificate, green building certificate, energy efficiency grade certificate and others based on the rationalized energy use of public institutions.

3.2. Site Plan

- 3.2.1. The arrangement of the Library of Songdo International City shall be based on a reasonable land use plan that actively considers the building's relationship with the surrounding area. The applicants shall study urban and physical roles and the unique location of a public institution and suggest the outside space and building area from an integrated perspective.
- 3.2.2. Plan the arrangement by taking into account the existing Yesong Kindergarten (northwest), apartment houses (northeast) and the government office building (southeast) that will be established in the future.
- 3.2.3. The building arrangement requires an analysis of the surrounding environmental factors (noise, view, climate, etc.) for suggesting it to be a suitable plan. Also, the plan shall secure safety and comfortability.
- 3.2.4. Detailed facilities including various kinds of outdoor spaces shall fulfill the fundamental and functional requirements of a public library, and an optimal plan shall be established to secure the identities and connectivity of the different spaces as much as possible.

3.3. Circulation and Vehicular Movement

- 3.3.1. The movement of vehicles shall allow the smooth operation of the library. Study and reflect an integrated transportation system to the plan by considering the entry and exit from the neighboring roads, the movement of regular vehicles, service vehicles, and emergency vehicles.
- 3.3.2. Allow easy entry and the exit of book delivery vehicles so that connection with the information desk would be possible.

- 3.3.3. Plan intuitive and clear walking lines to secure efficiency. By setting the relationship with the surrounding public institutions, parks, residential areas, and public transportations, suggest smooth walking lines that are ideal for everyone and reflect it in the plan. Integrate the pedestrians within the library and the pedestrian circulation to open up the public spaces and seek a way that allows the system to be applied even when the library is not open (e.g. trails for residents).
- 3.3.4. Consider the pedestrian approach from Yesong Kindergarten and the future government office building (southeast) to plan the walking lines.
- 3.3.5. When designing the exits for vehicles, consider the entry and exit of the Yesong Kindergarten vehicle.
- 3.3.6. Make the parking lot self-parking. Secure 50 parking lots (150% of parking lots required by law, and the number 50 has reflected the opinions of the residents and experts), and the applicants are allowed to propose more depending on their design purposes. If unavoidable, secure the minimum amount of parking lots on the ground level and secure the rest of them underground.
- 3.3.7. Secure 5 parking lots for the disabled and suggest temporary parking spaces for getting on and off from the bus.
- 3.3.8. Plan the zone more than 10% of the total parking lot as parking slots exclusive for small cars.
- 3.3.9. Plan the zone more than 30% of the total parking lots as expanded parking slots.
- 3.3.10. Through the working design after selecting the winning designs, plan the parking slots for women, eco-friendly automobiles, and other additional facilities in detail.
- 3.3.11. For the unit scale of each parking slot, refer to the [appendix 08] parking lot plan standards.
- 3.3.12. Do not divide users for parking spaces. However, secure spaces for the temporary parking and loading and unloading for the book service and management vehicles (exclude from the total parking slot counts). Also, connect with outside space plan for providing temporary parking spaces for emergency vehicles (fire trucks, ambulances, etc.) to propose an efficient plan.
- 3.3.13. Prepare safe and smooth circulation systems on the parking lot and connect the ground parking lot with outside spaces and landscape spaces. Organize the shielding landscape to the areas that are not part of the ground parking lot.

- 3.3.14. Express the ideas regarding the drive-through of the book rental and return by connecting with the parking plan.

3.4. External space and landscape plan

- 3.4.1. It should be planned by considering the relationship with the surrounding green and parks, and the proposal shall include the circulatory movement systems for connecting the outside spaces within the site. Through the relationship setting with the green network in the park by Convensia St, suggest the roles of each outside space, give the identities of the outside spaces as public areas and express it on the design description.
- 3.4.2. Based on the role of the 'public space' as a daily space for residents, the applicant shall investigate and express the possibilities of flexible outside spaces for presenting diverse events. Also, they should conceptually present creative ideas regarding the outside space for everyone to create a living environment free from obstacles. The detailed plans shall be realized through the working design.
- 3.4.3. At this design competition stage, the applicants shall plan and express the landscape plan of the green spaces in an integrated way with the building plan from the urban landscape perspective while conceptually presenting ideas for plantation. The selection of the detailed species will be developed from the agreement with the orderer at the working design stage.
- 3.4.4. Do not design walls and fences.

3.5. Basic principles for the space layout

- 3.5.1. Based on the reasonable harmony among [the roles of the public library and central library], [coexistence of the knowledge obtaining space and culture sharing space], [independence and connectivity of the spaces], [public and individual], [practicability and symbolism], this design competition demands to suggest creative plans through an organic combination, the connection, and division of each space so that they can be reflected to the interior plan and bookshelf plan for the space planning. By analyzing the values of the libraries required in modern society and understanding that the values of the future public libraries in different perspectives, this design competition aims to propose a detailed plan of the study and express bright ideas and detailed concepts for securing high-quality architectural standards.
- 3.5.2. What kind of spatial values in the near future library should have ? In the modern society where the medium of transmitting knowledge information has been diversified, a considerable amount of traditional methods of delivering

information have been dematerialized in libraries where analogue styled absolute information is integrated, and the information transmittance is changing from 'mediation' to 'direct transmittance.' Regardless of the presence of the space boundary, both analogue and digital information are now provided at the same time, and the coexistence of a complex cultural space that provides a new form of knowledge information, education, and exhibitions demands a significant change in space organization. Thus, the applicants shall consider the existence of a space for books simply for maintaining the absolute values of knowledge and realizing a physical environment by accepting the various kinds of information demands and how the space organization will manifest itself in a library for that to occur.

3.6. Plan for a Sustainable Building

- 3.6.1. Suggest ideas about sustainable systems for environmentally practical plans that does simply introduce the components for eco-friendly construction. (Include the use of reusable energy, rainwater and wastewater use, air system, etc.) Induce a harmonized plan for practical and high-quality building design by considering the landscape view, an adequate inflow of sunlight, ventilation systems, and others based on creative ideas that suit sustainable values required by modern society.
- 3.6.2. While establishing plans for a better façade that both harmonize with the surrounding natural environment and existing city and improve the scenery, the suggested plan should refrain from plans for an ornamented façade that are unfavorable in reasonable energy use; it is recommended to introduce an awning and louver for building the exterior design that can overcome the limitations of the exterior being an decorative designing element.
- 3.6.3. Plan in such a way that various kinds of certifications (including the zero-energy building certificate) can be acquired for sustainable buildings according to the related laws of Korea after winning the design competition.

3.7. Space composition and guidelines of each area

- 3.7.1. Area standards for different spaces

Space	Area	Ratio
Materials and data	3,772.9m ²	47.16%
Culture & Education	1,334.7m ²	16.68%
Work & Management	1,192.4m ²	14.91%
Others	1,700.0m ²	21.25%
Total	8,000.0m²	100.00%

[Table 10] Area Standards for Specified Spaces

- 3.7.2. The total floor area can be designed within the $\pm 3\%$ range of the given standard area.
- 3.7.3. Each space can be designed within the $\pm 10\%$ range of the given area, and it is possible to suggest an additional new space.
- 3.7.4. Refer to the [appendix 01] Space Program for the Library of Songdo International City, but freely design according to the applicant's design purposes.
- 3.7.5. Secure an ample area of public spaces in each area (lobbies, corridors, halls, etc.) by considering the various kinds of events, fire, and states of emergency.

3.8. Space for General materials usage

3.8.1. Space organization

Classification	Seats (seat)	Materials (volume)
General, periodicals, valuables & local, elderly & disabled materials	332	115,000
Multimedia materials	83	
Children's materials	194	29,000
Infants materials, communication space	54	6,000
Children's culture class	36	
Total	699	150,000

[Table 11] Space Organization for the General Material Usage

3.8.2. Considerations

- ① As a space for information provision, acquisition, and reading, this area shall include spaces for general, periodicals, and local materials along with spaces for children and a multimedia space. Suggest a plan containing an adequately sized space for book rental and returns and that takes into account connectivity with the system management space.
- ② The combination and separation of each space can be freely designed according to the purpose of the designer. Suggest a reasonable space organization method

according to the value analysis of individuality and publicness. Set the various kinds of activities, analysis, and then develop them to propose a detailed plan.

- ③ Suggest a creative form of space that actively introduces the functional and spatial fusion of the space for multimedia materials and analogue materials. Suggest space organizations for elders, disabled people, and children and provide spatial fusion and separation methods. For spaces exclusive to children, plan a suitable area by considering the fact that the children will use the areas with their parents, and install exclusive restrooms, feeding room, sleeping room, etc.
- ④ Design spaces for installing various kinds of equipment by considering the application of the automated system in the library.
- ⑤ Exclude semipermanent and physical sections(walls) but seek spatial separation and fusion through the 3D space layout with the aim of managing the flexible spaces that can be expanded and changed in the near future.

3.9. Space for Culture & Education

3.9.1. Space organization

Classification	Seats
Culture & Education Classroom	108
Club Room	
Auditorium (Concert Hall)	226
Exhibition Space	
Learning Space	113
Total	447

[Table 12] Space Organization for the Culture and Education Space

3.9.2. Considerations

- ① It is a space for supporting various kinds of community activities, so plan in a way that it can be suitable for multipurpose activities. Based on the given space organization, a creative space for different kinds of users can be developed.
- ② Suggest individual, small-scale group study areas, medium-scale group study and experiential areas equipped with audiovisual equipment, and decide the types, numbers, and organization methods of the different rooms according to the design purposes to seek flexible space organization and connectivity with the material usage space.
- ③ The auditorium should be able to carry out a variety of performances and events, and suggest ideas so that the users can freely use the area even in the absence of events.
- ④ For the exhibition space, suggest the possibility of integrated management through setting a relationship with the common space. Also, allow it to accommodate the various kinds of exhibition methods.

3.10. Space for Library Management

3.10.1. Space organization

Classification	Required Area (m ²)	Available People (person)	Materials (volume)
Information Desk			
Chief Executive office	31	1 person	
Office	183.6	25 persons	
Archive			
Conference Room		25 persons	
Office Pantry / Lounge			
Volunteer Room		10 persons	
Server/Communications Room			
Incoming Materials & Arrangement Room			6,800
Resting Zone of Sanitary Workers, etc.			
Preservation Room(stacks)	340		95,000
Total			101,800

[Table 13] Space organization for management space

3.10.2. Considerations

- ① Separate the zoning and circulation of the management space from the library usage space.
- ② Install the information desk for easy access of the outside vehicles by considering the book delivery services.
- ③ Plan the essential business areas including offices, conference rooms, resting zones. Reflect the space and organization that take consideration of the role as a central library.
- ④ Organize a smooth connection through the clear circulation between the office areas, preservation room(stacks), and incoming materials & arrangement room while allowing for the efficient business and smooth service support through establishing a relationship between the date usage space and the culture & education space.
- ⑤ By considering the expandability in the future, in the case of the preservation room (stacks), install it in an area by taking into account the characteristics of the building and humidity control. Suggest effective storing methods to seek detailed methods to store 95,000 books at the very least through a working design stage.
- ⑥ The resting zone for sanitary workers and other service workers shall be a spacious area that ably supports a pleasant environment.

3.11. Other Spaces

3.11.1. Space organization and requirements

Classification	Required area (m ²)
Machine, Electricity, Warehouse, etc.	500
Underground Parking Lot	1,200
Total	1,700

[Table 14] Space Organization of Other Spaces

3.11.2. Considerations

- ① Include spaces for machines, electricity, warehouses, etc. For maintaining an optimized indoor environment, apply comprehensively designed heating and air systems to allow the integrated architectural design at the working design stage in the future. At this design competition stage, suggest the related ideas and then at the working design stage, further develop the building energy management system and reflect it with the [Regulation on promoting the energy use rationalization of public institutions].
- ② From the design purposes of the applicant, the underground parking lot can be designed to be smaller than the given area and the guideline from section 3.7.3 is not applied. However, the reduced amount of the area cannot be used for other spaces.

3

Submittals and Documentation Guidelines

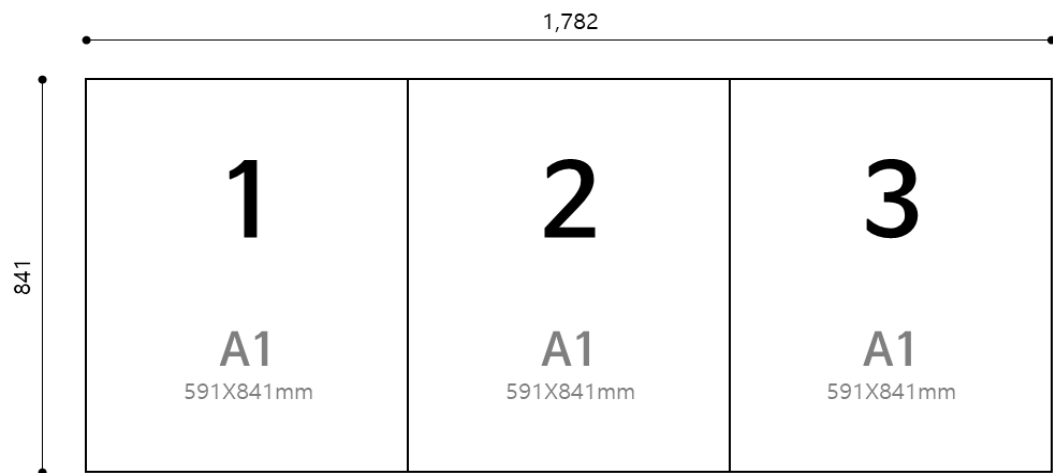
1. Submittals and Documentation Guidelines

1.1. General matters

- 1.1.1. All drawings shall be in Korean or English and Arabic numerals and shall be metered (to the second decimal place). However, it may be expressed in parallel if it is inevitable that a different marking is required.
- 1.1.2. All submissions shall be freely colored, and the use of the rendered three-dimensional images, if necessary, is acceptable.
- 1.1.3. All submissions shall be freely scaled (except for the site plan), but shall be accurately marked on each plan.
- 1.1.4. Do not show any schematics and methods of identification.

1.2. Drawing Plate (A1x 3 sheets, 1 set)

- 1.2.1. The drawing plate shall be 3 individual pieces in the size of A1 paper (W:594mm×H:841mm_vertical), and the review will be done accordingly with the [Figure 9].

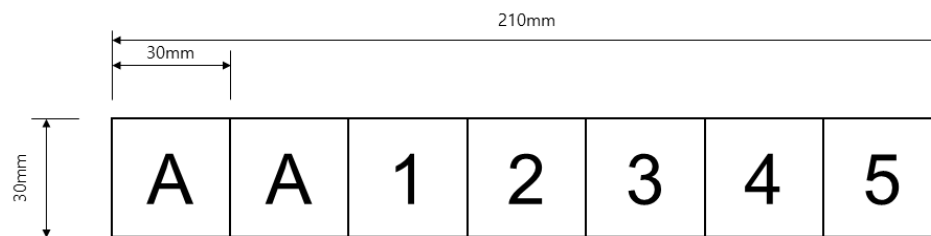


[Figure9] Front Side of the Drawing Plate

- 1.2.2. The drawing plate is included as follows.

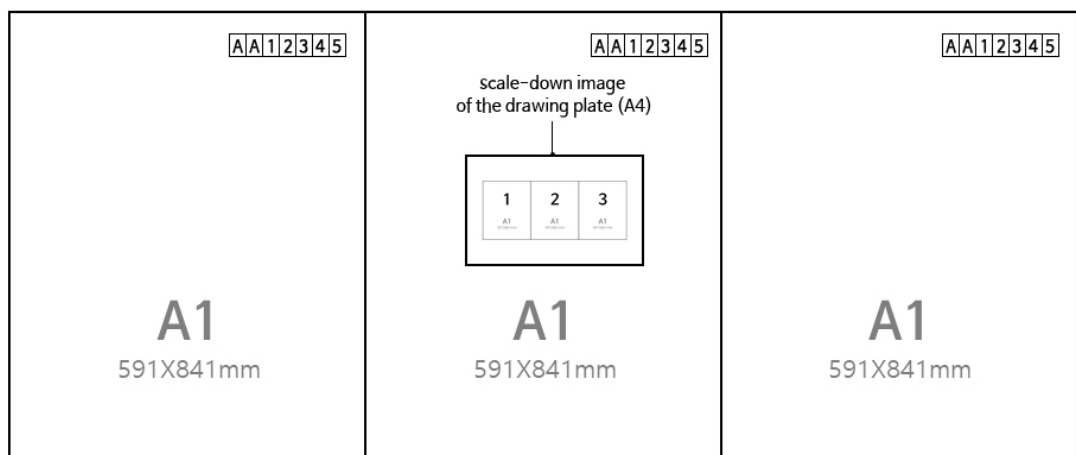
- ① Aerial view or perspective view
- ② The design descriptions (briefly display the land area, building area, total floor area, total floor area ratio, floor area ratio, the number of floors, landscape area, public open space, the number of parking lots, etc.)
- ③ Concept of design: Design theme, development direction and strategy, eco-friendly plan, etc.
- ④ Site plan (scale 1:500, GN and DN direction)
- ⑤ Floor, elevation, cross-sectional drawings (recommended scale of 1:300 or 1:400)
- ⑥ More than 2 frames of the interior perspective view

- ⑦ Others (content that the applicant is intended to express, is created according to the participants' intentions)
- 1.2.3. The name of the main room and the size of the facility (special room) shall be marked directly on the relevant room.
- 1.2.4. The expression of a three-dimensional shape that protrudes into the upper part of the plate shall not be marked.
- 1.2.5. The plate shall be submitted on a foam board of no more than a thickness of 10 mm without boundaries to ensure that it be displayed during the jury.
- 1.2.6. Mark the PIN number on the right upper part of the back of each drawing plate. Write the PIN number by applying the format with a of width 210mm and height of 30mm, and use a black 50pt 'Arial' font on white paper.



[Figure 10] How to Write a PIN Number

- 1.2.7. To assemble the drawing plate for the review, Print an A4 scale-down image for the drawing plate (A1x3 sheets) on an A4 sheet (horizontal) and attach the back of the second plate.



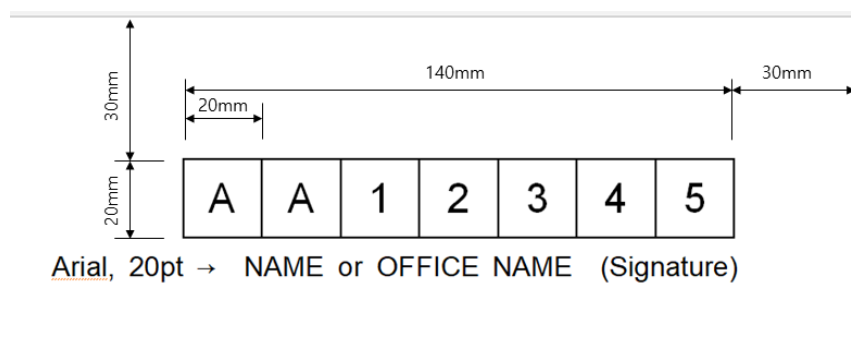
[Figure 11] Back of the Drawing Plate

1.3. Summary of the Design Concept (A4×1 sheet, 1 copy)

- 1.3.1. Use [Form 09] to briefly describe the purpose of the design plan within 500 English words.

1.4. Design Descriptions (A3×15 sheets, 10 copies)

- 1.4.1. Make the design descriptions in the size of an A3 paper (W:420mm×H:297mm_horizontal).
- 1.4.2. Write the design description within 15 sheets, and do not include the slip sheet. However, exclude the front and back covers and table of contents from the total number of sheets.
- 1.4.3. Refer to the following contents and freely write the design description according to the designer's intention.
 - ① Design overview
 - ② Analysis on the current status of the site
 - ③ Basic design direction (design intent and idea)
 - ④ Detailed use for each floor and the area table for each facility
 - ⑤ Review of the key design concepts and surrounding requirements
 - ⑥ Site plan, Floor, elevation, cross-sectional drawings
 - ⑦ Outside space plan
 - ⑧ Interior design concept
 - ⑨ Specialization space and plan of the library
 - ⑩ Parking and traffic lines planning
 - ⑪ Structural system review and plan
 - ⑫ Environmental equipment specialization plan
 - ⑬ Construction method plan and suggestions
 - ⑭ Other additionally required contents according to the designer's intention
- 1.4.4. For the design description cover, use [Form 14] and for the one copy to keep, write the name of the applicant's company (only the applicant's name if an individual applicant) in English on the upper right corner of the cover as in the following figure. Submit by sealing or writing a signature.



[Figure 12] How to Write the PIN Number and Company Name on the Design Description Cover

- 1.4.5. 9 copies other than to keep will be used for the review, and anything other than the PIN number that can show the applicant's information is not allowed.
- 1.4.6. Use a white paper for the design description.

1.4.7. Bind the left side of the design description.

1.5. USB(1Set)

1.5.1. Save and submit the aerial view or perspective view used to the drawing plate, the summary of the design concept and design description by the file type of [Table 15].

1.5.2. The files must be identical with the printed original copy, and anything that may show the applicant's information is not allowed.

1.5.3. Save the submissions in the following format.

Submittal	Size	Quality	File Type	File Name
Drawing Plate	A1	150dpi	JPEG	PANEL-1 PANEL-2 PANEL-3
Summary of the Design Concept	A4	High-quality printing	PDF	SUMMARY
Concept and Design Description	A3	High-quality printing	PDF	DESCRIPTION
Aerial View(Perspective view)	-	Publishable Size	JPEG or PNG	IMAGE

[Table 15] Files in the USB

2. How to Submit

2.1.1. Wrap the drawing plate for submission with a white paper and attach [Form 9] on the outside.

2.1.2. Put the summary of the design concept and concept and design description (to keep and review) in an adequately sized envelope or wrap with the white paper and then print and attach [Form 9] on the outside.

2.1.3. Put the submitting documents and USB in an adequately sized envelope or wrap with the white paper and then print and attach it [Form 9] on the outside.

2.1.4. Wrap the packaged 3 submissions above and the drawing plate with white paper, and then print and attach [Form 9] on the outside to submit. Do not mark anything other than [Form 9].

2.1.5. When using mail, put the submission from the 2.1.4 in an adequately sized box or wrap with white paper but write the minimum information only on the outside for shipping. For the entries submitted by mail, the operation team keeps the content after removing the box and package written with the pertinent information.

4

Appendix

Appendix 01

(Library of Songdo International City) Space Program

Classification	Space		Area (%)	Standard area (㎡)	Area (㎡)	Seats	Materials (number of volumes)
Material	General Materials	General Materials	25	6,800	1,700	332	115,000
		Periodicals					
		Valuable / Local Materials					
		Elderly / Disabled Materials					
		Multimedia	4	6,800	272	83	-
		Sub-total	29	6,800	1,972	415	115,000
	Children Materials	Children Materials	10.2	6,800	693.6	194	29,000
		Infant Materials	1.2	6,800	81.6	54	6,000
		Communication Room					
		Cultural Class	1	6,800	68	36	-
		Feeding Room	1	6,800	68		
		Sub-total	13.4	6,800	911.2	284	35,000
	Sum 1		42.4	6,800	2883.2	644	150,000
Culture & Education	Cultural & Educational Classroom		3.5	6,800	238	108	-
	Club Room		1	6,800	68	-	-
	Auditorium (Concert Hall)		6	6,800	408	226	-
	Exhibition Space		1.5	6,800	102	-	-
	Learning Space		3	6,800	204	113	-
	Sum 2		15	6,800	1,020	447	-
Work & Management	Main information desk		0.4	6,800	27.2		
	Office	Chief executive office	0.5	6,800	34		
		Office	2.7	6,800	183.6		
		Archive	0.5	6,800	34		
	Conference room		0.8	6,800	54.4		
	Office pantry/ Lounge		0.6	6,800	37.2		
	Volunteer room		0.9	6,800	40.8		
	Server/Communications		1	6,800	68		
	Incoming materials & arrangement		1	6,800	68	-	6,800
	Preservation Room(stacks)		5	6,800	340	-	95,000
	Sum 3		13.4	6,800	911.2		101,800
Total 1			70.8	6,800	4,814.4	1,146	251,800
Common	Hall, ELEV, Stairs, Toilet, etc..		18	6,800	1,224		
	Book Cafe		3.5	6,800	238		
	Lounge		0.7	6,800	47.6		
Total 2			7	6,800	476		
Grand Total			29.2	6,800			
Others	Machine, Electricity, Warehouse, etc.		100	6,800	6,800	1,146	251,800
	Underground Parking Lot		-	-	1,200		
Grand Total			-	-	8,000	1146	251,800

※ The area provided above is for the sizing review of the project plan; it is for reference only, and the applicants may freely plan the area according to their design purpose.

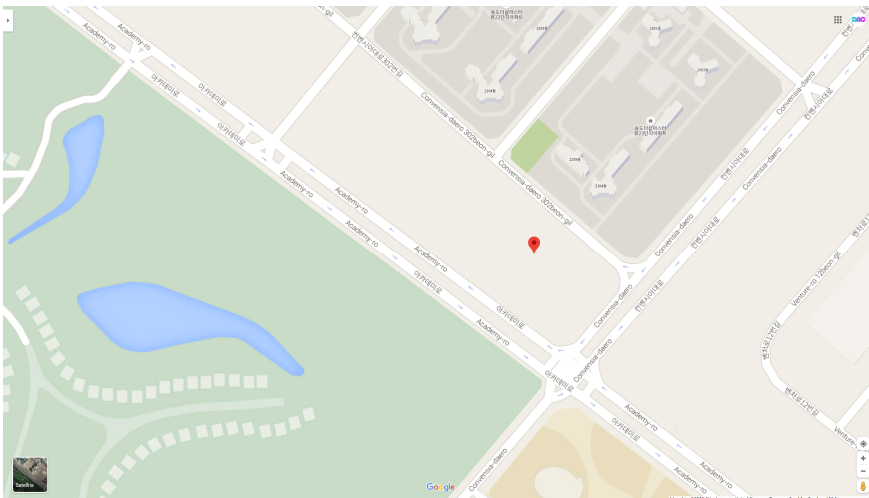
Appendix 02

Google Maps (NAVER Map) Around the Target Location

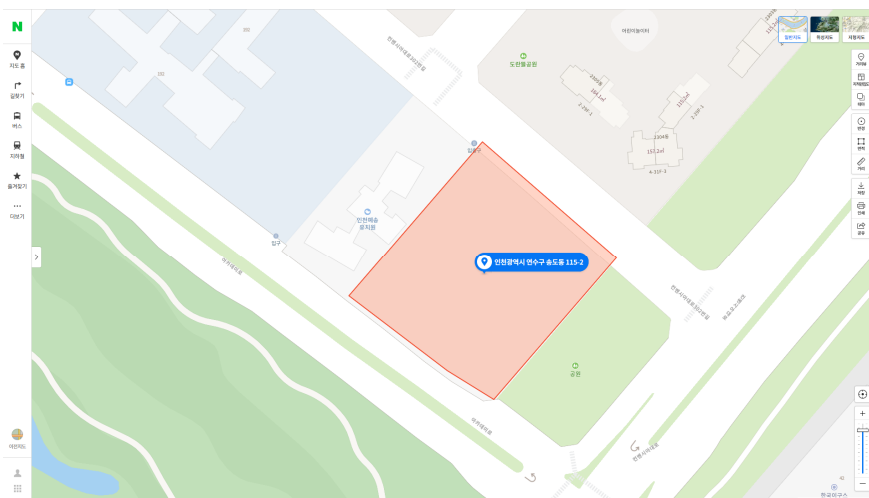
The project site is available on Google Maps. Click the link provided below.
<https://goo.gl/maps/Npwz4ecohzMN7dbr5>

The project site is also available on NAVER Map. Click the link provided below.
<http://naver.me/GNKLLh94>

The boundary line is only provided on NAVER Map and not on Google Maps, and it is for reference purposes only.



Project Site on
Google Maps



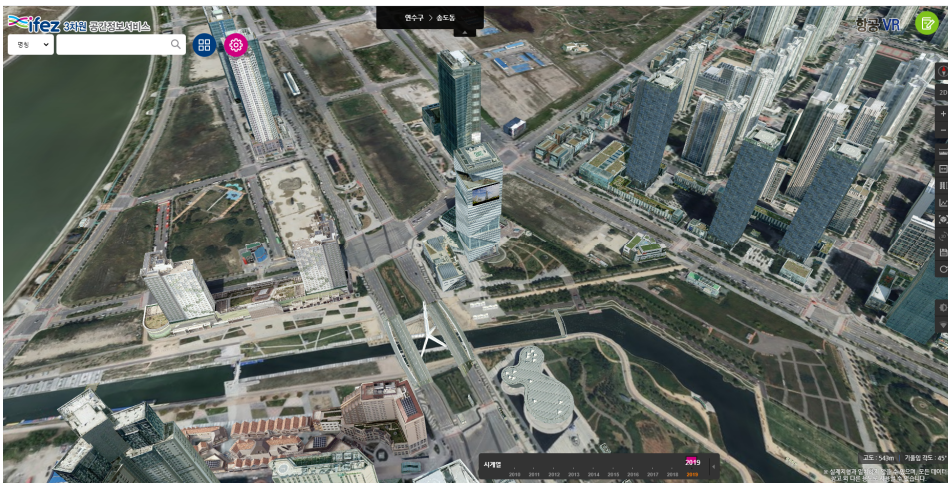
Project Site on
NAVER MAP

Appendix 03

3D Space Information Around the Project Site

IFEZ (Incheon Free Economic Zone) provides the 3D space information of Songdo International City at the following website.

<http://3dgis.ifez.go.kr/>

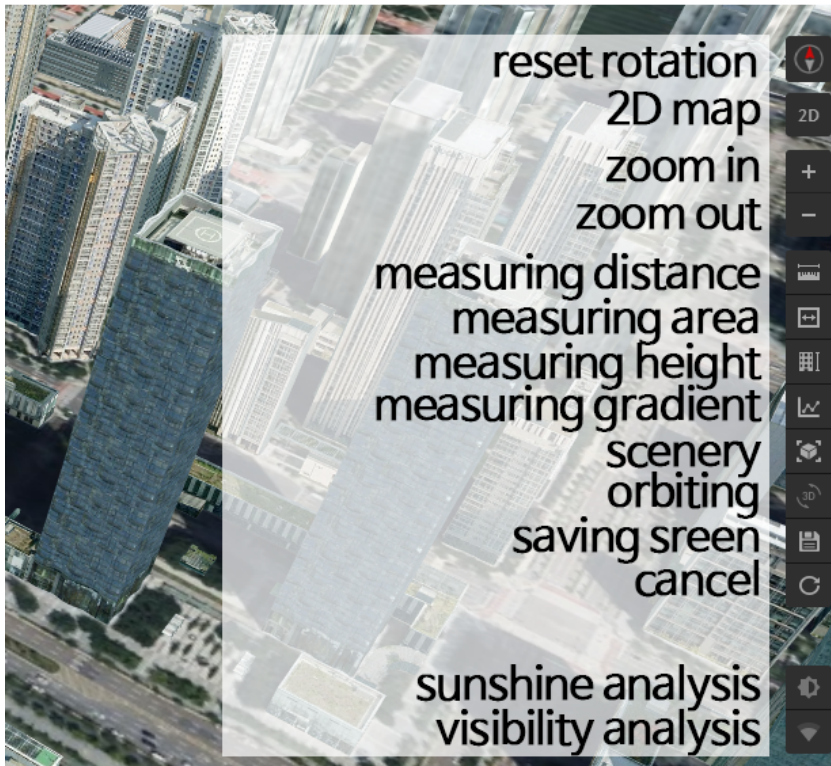


Initial Screen of
the Website

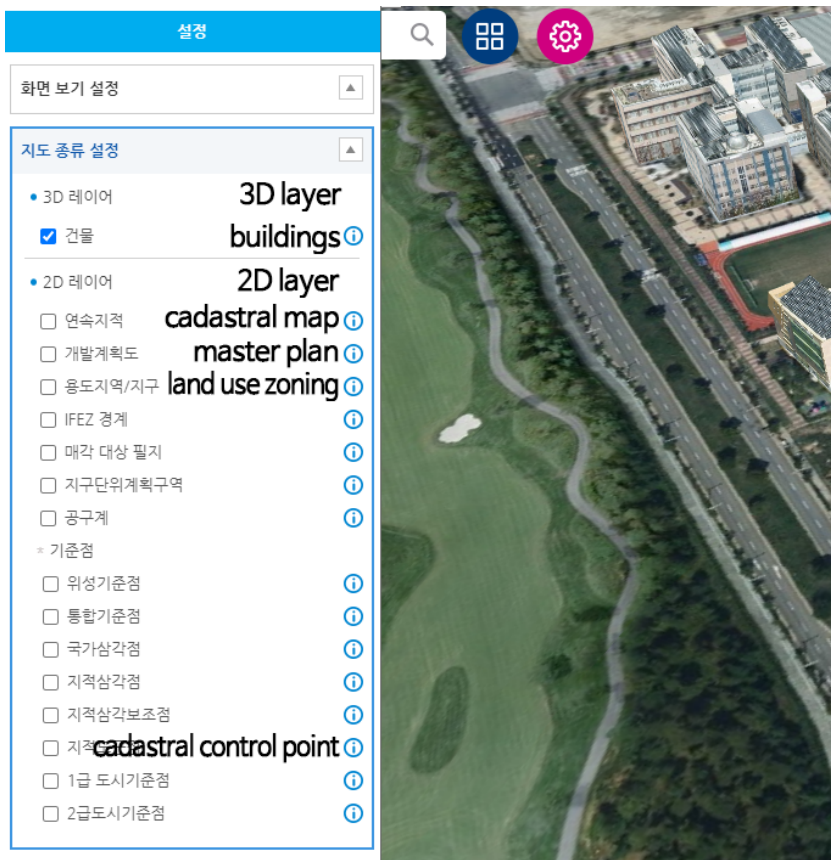
The initial screen of the website shows region no.1 of the following map.
The above project site is region no.1 of the following map.



The Regions of the
Initial Screen and
**Number 2 is the
Project Site.**



Panel Functions on the Right



Settings

Appendix 04

Drone Image Around the Project Site

It is possible to download the drone image of the project site and neighboring regions.
https://www.dropbox.com/sh/gl4oedhfg424gn2/AABTXIDu_gkrWx3eDXwuBXUza?dl=0

Appendix 05

IFEZ Landscape Design Guidelines

The project site is part of the IFEZ (Incheon Free Economic Zone), so the following guidelines must be taken into consideration when planning the urban space design.

1

Design an integrated space for the outside space of the building by connecting with the neighboring pedestrian circulation and green network.

- ☐ Form a reasonable moving line system by connecting with the neighboring pedestrian circulation and entry to the building.
- ☐ Expand the utilization of the outside space by spatially connecting with the major green networks and parks.

2

Refrain from a monotonous and uniform ornamented façade in order to create a luxurious building landscape.

Alternative ① Change of the superb façade design through segmentation

- ☐ Reduce the visual and psychological burden of the space through the visual segmentation that takes into consideration the slenderness of the building.
 - Horizontal slender: Superb façade partition through the horizontal segmentation
 - Vertical slender: Superb façade partition through the vertical segmentation
- ☐ Manage the superb façade with patterns by setting the superb façade pattern hierarchy.
- ☐ Induce the changes in the superb façade design through a morphological segmentation.
- ☐ Achieve the superb façade design transformation through the changes in the colors and materials.
- ☐ Apply the graded changes in the shape, color, and material to refrain from the distracted superb façade design from the excessive segmentation.
- ☐ In the case of the morphological segmentation, create a sense of unity with the minimized changes in the colors and materials.
- ☐ If no morphological segmentation is present, induce the segmentation through the changes in the colors and materials.

Alternative ② Change of the façade through the changes in the balcony or window shapes

- ☐ Induce a diversification of the unit area type or unit plan to prevent the uniform façade patterns.

Inducing the changes in the superb façade with a balcony

- ☐ Even a small shape change in the balcony may give a significant change in the superb façade.
- ☐ The use of the diversified materials and colors for the balustrade may result in a unique superb façade.

Inducing the changes in the façade with a window

- ☐ The superb façade can be differently designed through the changes in the shapes and colors of the window frames.
- ☐ A diversified form of windows can be reflected to the superb façade through a variant or multi-layered methods.
- ☐ The unique patterning of the superb façade can be achieved through the different sizes of the windows depending on the amount of sunshine.

Alternative ③ The change of the superb façade through the use of different kinds of finishing materials

- ☐ Refrain from making a uniform design complete with the same material.
- ☐ Apply different kinds of materials for the stylobate complete with harmonized colors and materials.

3

Form an excellent building environment on the upper and rooftop areas of the building through the design specialization.

- ☐ For the building within the IFEZ, refrain from using excessive structures or colors on the rooftop.
- ☐ When organizing the rooftop, apply at least one option from the following guidelines.

Alternative ① Rooftop greening

- ☐ Establish a greening plan for increasing the ratio of the green coverage (the ratio of the ground covered with green).
- ☐ Only select the trees that can bear the dryness and grow slowly which are suitable on the rooftop. Especially, choose tree species that can effectively bear the wind.
- ☐ Refrain from the arrangement that is concentrated on a certain space by taking into account the load of the plantation, and it is recommended to use lightweight soil.
- ☐ Pay attention to the waterproof functions of the perpendicular plans of the structures or pillars on the artificial greening.
- ☐ Select soil with an excellent drainage for quick penetration of water in the case of intensive rainfall.

Alternative ② Create a rest space

- ☐ When forming a rest space on the rooftop, it is recommended to make it public or an open space for unspecified individuals.
- ☐ Plan a space with an outstanding view and observatory by applying the functions for viewing the city as much as possible.
- ☐ In the case of forming a public space, establish the various moving lines for entering the rooftop.
- ☐ In the case of the rooftop for securing a large space, provide an open space for the city dwellers to allow them to relax and enjoy the events.
- ☐ Consider safety to be the top priority for the rooftop rest space, but make sure that such safety facilities do not hinder the landscape.
- ☐ When installing facilities, it is recommended to use lighter materials (lightweight concrete,

lightweight metals, timbers, etc.) by considering the load.

Alternative ③ Specialization of the rooftop design

- ☐ Pursue a beautiful design for the rooftop by taking the city view into consideration.
- ☐ Make simple designs for the rooftop, and reinforce the symbolism by applying the landmark to the rooftop.
- ☐ In the case of apartment houses, apply the diversified designs to refrain from the uniform landscape but give unity so that the buildings can be perceived as a single complex.
- ☐ Minimize the protruding rooftop structures and pursue the designs connected with the rooftop structures including the stair hall, etc.
- ☐ When forming the steel railing of the rooftop, apply the same material as the outer wall to give unity, and give highlight to the rooftop canopy to provide a semblance of variation.
- ☐ When specializing the night lighting of the rooftop, refrain from applying lines and it is recommended to apply the planar lighting. (However, follow the photo-pollution prevention scope.)

4 Refrain from exposing building equipment to outside that disrupt landscape.

- ☐ It is recommended to use a buried type building equipment.
- ☐ Refrain from the exposure of facilities including outdoor fans, ventilators, and others on the rooftop.
- ☐ Refrain from the exposure of building equipment including heating equipment, machine facilities, and others to outside the building.
- ☐ Refrain from damaging the superb façade of the building due to the excessive installation of plumbing and electricity on the walls.

5 Freely arrange the building but harmonize with the surroundings and given conditions.

- ☐ Arrange the open area in a concentrated space by taking into account the arrangement of the neighboring buildings and passages connected with the backside street.
- ☐ Arrange the open area intensively on the corner of the site and make it similar to the site to increase the utilization.
- ☐ When designing a building on a small-scale site, intensively arrange the open space within the site by considering the open space of the neighboring buildings.
- ☐ Unify the location of the open space on the front side of the building and intensively arrange the open space on the sides.

6 Refrain from installing the walls to create an open landscape.

In case of the need to unavoidably install the walls

- ☐ Maintain an open landscape by making the height of the wall not hinder the view of the people.
- ☐ It is recommended to use the hedge for installing walls.

- ☐ When installing regular walls, use transparent walls or horizontal panels with an aesthetic quality, and it is recommended to use natural materials. Make the space green with trees and flowers.
- ☐ When forming the greenery on the boundary, create a mounding to induce the coverage of the lower levels.

7 Plan the parking lot within the scope that does not harm the landscape.

- ☐ Prohibit the entry of vehicles to the roads with a high pedestrian volume and high rank. Make a plan to secure the underground parking lots as much as possible.
- ☐ Arrange the exit in a concentrated area by taking into consideration the neighboring buildings, and plan the outdoor parking lots and service on the rear side of the building if possible.

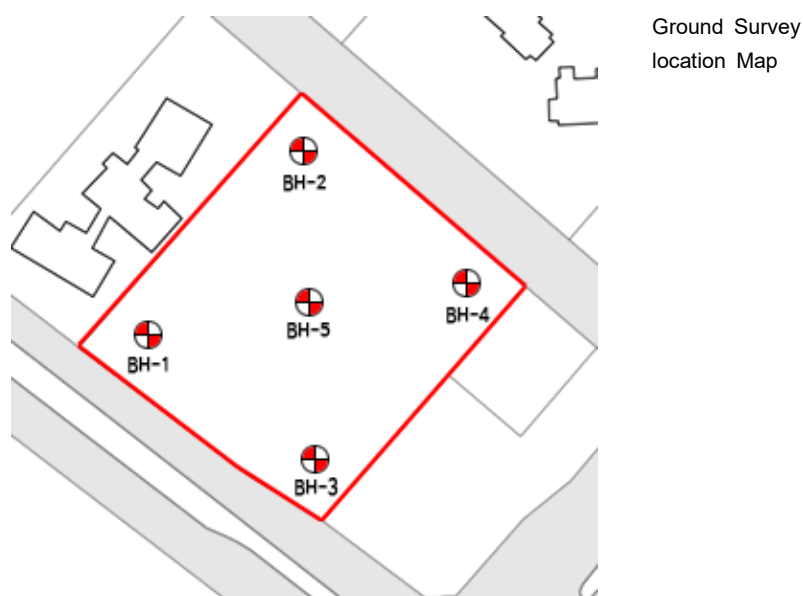
※ You can find the relevant materials or details on IFEZ (<https://www.ifez.go.kr/ivt123>).

Appendix 06

Geological Survey of the Project Site

1. Topographical Characteristics (summary)

The investigated side used to be a wide tideland by the coast in the past so that it was used as a salt pond, but now it has become a reclaimed land. A large-scale complex has been formed and thus it has been urbanized.



2. Boring Investigation

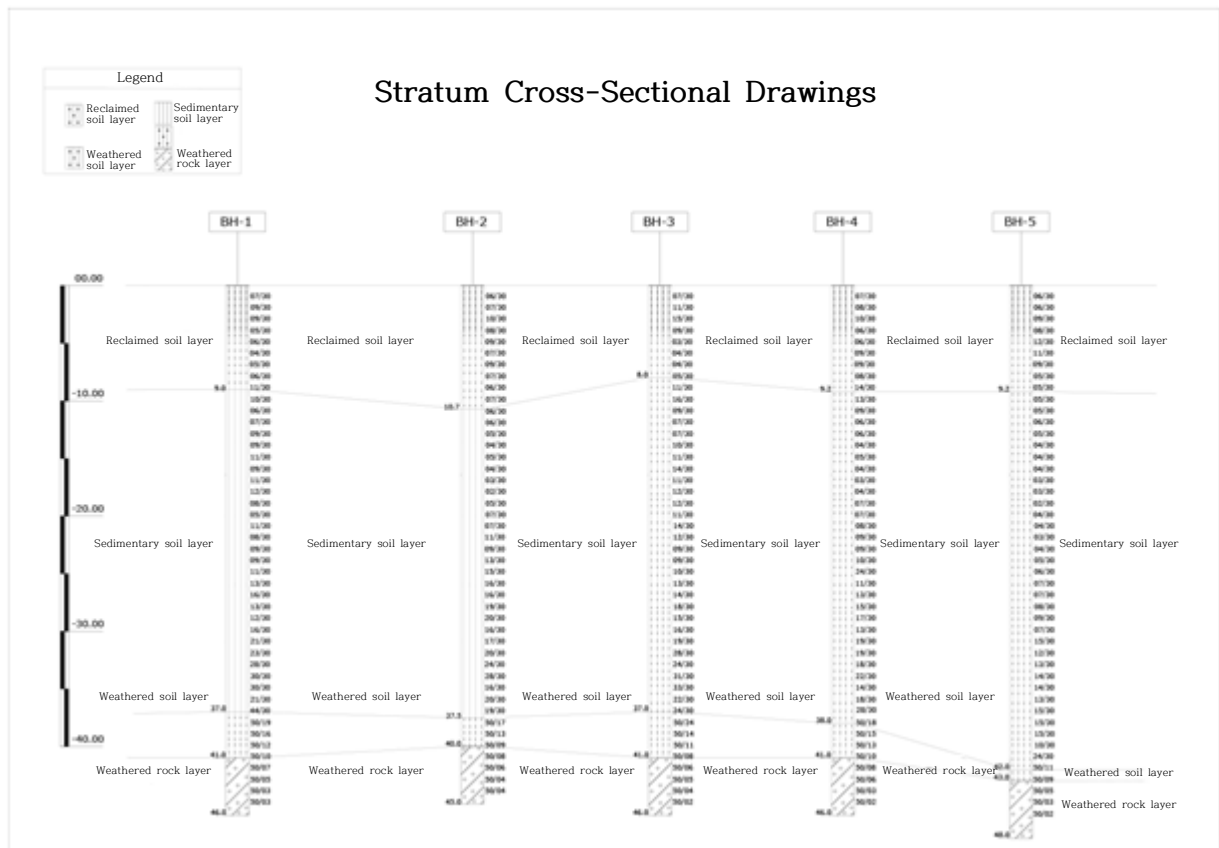
No.	Reclaimed soil layer (m)	Sedimentary soil layer (m)	Weathered soil layer (m)	Weathered rock layer (m)	Total (m)
BH-1	9.0	28.0	4.0	5.0	46.0
BH-2	10.7	26.8	2.5	5.0	45.0
BH-3	8.0	29.0	4.0	5.0	46.0
BH-4	9.2	28.8	3.0	5.0	46.0
BH-5	9.2	32.8	1.0	5.0	48.0

3. Standard Penetration Test

No.	Depth (m)	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0
	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0	26.0	
	27.0	28.0	29.0	30.0	31.0	32.0	33.0	34.0	35.0	36.0	37.0	38.0	39.0	
	40.0	41.0	42.0	43.0	44.0	45.0	46.0	47.0	48.0	49.0	50.0	51.0	52.0	
BH-1	07/30	09/30	09/30	05/30	06/30	04/30	05/30	06/30	11/30	10/30	06/30	07/30	09/30	
	09/30	11/30	09/30	11/30	12/30	08/30	05/30	11/30	08/30	09/30	09/30	11/30	13/30	
	16/30	13/30	12/30	16/30	21/30	23/30	28/30	30/30	30/30	21/30	44/30	50/19	50/16	

	50/12	50/10	50/07	50/05									
BH-2	06/30	07/30	10/30	08/30	09/30	07/30	09/30	07/30	06/30	07/30	06/30	06/30	05/30
	04/30	05/30	04/30	03/30	02/30	05/30	07/30	07/30	11/30	09/30	13/30	15/30	16/30
	16/30	19/30	20/30	16/30	17/30	20/30	24/30	28/30	16/30	20/30	19/30	50/17	50/13
	50/09	50/08	50/06										
BH-3	07/30	11/30	15/30	09/30	03/30	04/30	04/30	05/30	11/30	16/30	09/30	07/30	07/30
	10/30	11/30	14/30	11/30	12/30	12/30	11/30	14/30	12/30	09/30	09/30	10/30	13/30
	14/30	18/30	15/30	16/30	19/30	28/30	24/30	31/30	33/30	22/30	24/30	50/24	50/14
	50/11	50/08	50/06	50/05									
BH-4	07/30	08/30	10/30	06/30	06/30	09/30	09/30	08/30	14/30	13/30	09/30	06/30	06/30
	04/30	05/30	04/30	03/30	04/30	07/30	07/30	08/30	09/30	09/30	10/30	24/30	11/30
	13/30	15/30	17/30	13/30	19/30	19/30	18/30	22/30	14/30	18/30	28/30	50/18	50/15
	50/13	50/10	50/08	50/06									
BH-5	06/30	06/30	09/30	08/30	12/30	11/30	09/30	05/30	05/30	05/30	05/30	06/30	05/30
	04/30	04/30	04/30	03/30	03/30	02/30	04/30	04/30	03/30	04/30	05/30	06/30	07/30
	07/30	08/30	09/30	07/30	15/30	12/30	13/30	14/30	14/30	13/30	15/30	15/30	15/30
	10/30	24/30	50/11	50/09	50/05								

4. Stratum Cross-Sectional Drawings



[Figure 20] Stratum Cross-Sectional Drawings

5. Measurement of the Borehole Water Gauge

Category	Ground height (EL.m)	Borehole water gauge (GL.-m)	Borehole water gauge (EL.+m)	Stratum
BH-1	00.00	10.50	-10.50	Sedimentary soil layer
BH-2	00.00	10.20	-10.20	Reclaimed soil layer
BH-3	00.00	10.70	-10.70	Sedimentary soil layer
BH-4	00.00	11.20	-11.20	Sedimentary soil layer
BH-5	00.00	09.20	-09.20	Sedimentary soil layer

Appendix 07

Law and Regulation Review (Summary)

Use the following content for reference purposes only since it only provides the minimum content for the understanding of the foreign applicants regarding the various building regulations of Korea.

Classification	Act	Description
Landscaping of the Building Sites	Article 42 of Building Act Article 22 of Incheon-si Building Ordinance	Greater than 15%
Restrictions on Buildings by the Building Line	Article 47 of Building Act	Neither a building nor its walls shall protrude over the vertical bounds of the building line: Provided, That the same shall not apply to the section below ground level.
Installation of the Direct Stairs	Article 34 of Enforcement Decree of the Building Act	On each floor of a building, the direct stairs leading to the shelter floor or the ground floor (including slope ways; hereinafter the same shall apply) shall be installed in the way that the walking distance from each part of the living room to the stairs (referring to one stair nearest to the living room) does not exceed 30 meters: Provided, That in the cases of a building main structural part of which is made of a fireproof structure or noncombustible materials, the walking distance shall not exceed 50 meters. A third or upper floor where the total floor area of the living room is greater than 400 square meters and an underground floor on which the total floor area of the living room is greater than 200 square meters should be installed as direct staircases leading to the shelter floor or the ground floor.
Installation Criteria of the Direct Stairs	Article 8 of the Rules on the Criteria of the Evacuation, Fire Extinguishing Structure, etc. of a Building	If the direct stairs more than 2 locations are installed, they shall be complied with the following: 1. The closest straight distance (it means the closest walking distance between entrances if the corridor connecting with direct stairs is combined to the other section and the fire fighting district) between the entrances of 2 locations to be installed a direct stair shall be more than half of the maximum diagonal distance of the floor of a building. However,

		<p>of a sprinkler or other similar automatic fire extinguishing system are installed, The closest straight distance shall be more than one third of it.</p> <p>2. The passage such as the corridor connected to each living room between each direct stair shall be installed.</p>
Installation of the Fire Escape Stairs	Article 35 of Enforcement Decree of the Building Act	<p>The direct stairs installed on the fifth or upper floor or the second or lower underground floor shall be installed as the fire escape stairs or special escape stairs. Provided, That the same shall not apply where the main structural parts are made of a fireproof structure or noncombustible materials and either of the following is applicable :</p> <ol style="list-style-type: none"> 1. Where the total floor area of the fifth or upper floor does not exceed 200 square meters; 2. Where a fire zone is installed for every 200 or fewer square meters of the floor area of the fifth or upper floor.
Frontage Space of the Building	District Unit Plan Area (in an International Business Complex)	<ul style="list-style-type: none"> - The open space within the site that is created between the road boundary and the building line retreat area shall be open to the public all the time and there shouldn't be the height difference between the sidewalk and frontage space. However, exclude the areas for the entry and exit of the vehicles. - Include the frontage space to the site area. - Include all of the area of the frontage space to the landscape area.
Shielding Landscape	District Unit Plan Area (in an International Business Complex)	<p>Develop the shielding landscape according to the following standard.</p> <ul style="list-style-type: none"> - When installing the parking lots by avoiding the roads and pedestrian districts, install the water fountains at the roadside with over 25m in length (over 2m of width) and the roadside of less than 25m in length (over 1m of width) within the land inside the building boundary line, and the plant shrubs and trees according to the standards of the ordinance.

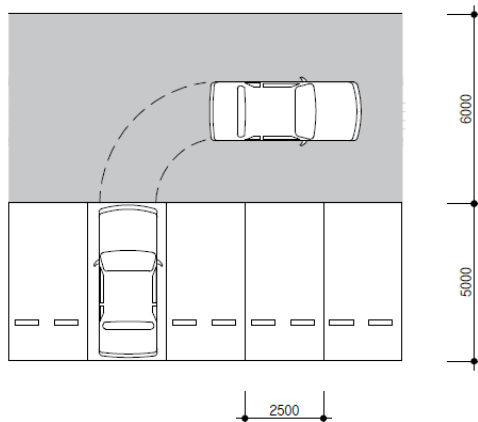
Appendix 08

Parking Lot Designing Standards

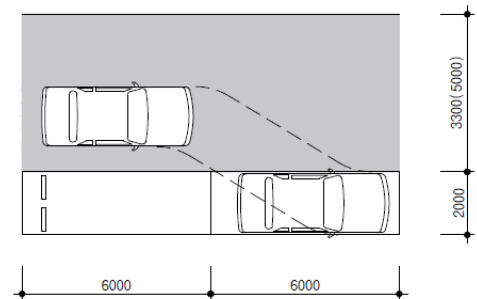
1. The width of the road depending on the parking systems

Parking system	Less than 8 vehicles	2 exits	1 exit
Parallel parking	3.0	3.3	5.0
45-degree angled parking	3.5	3.5	5.0
60-degree angled parking	4.0	4.5	5.5
Perpendicular parking	6.0	6.0	6.0

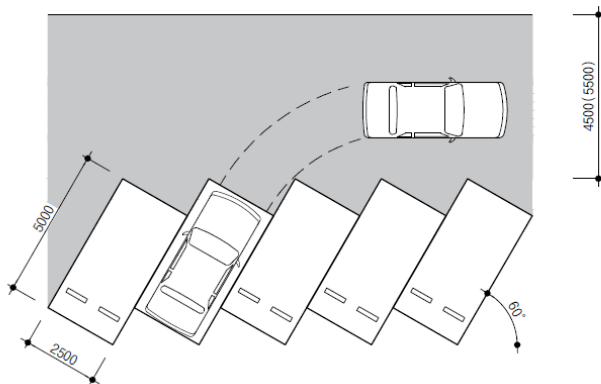
(1) Perpendicular parking



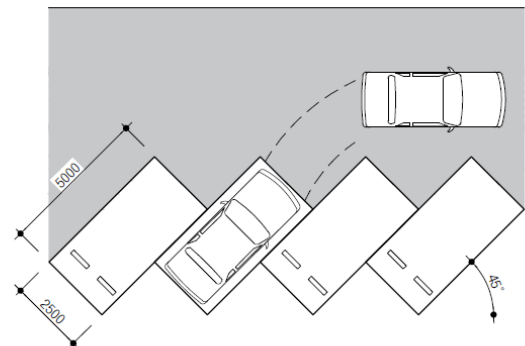
(2) Parallel parking



(3) 60-degree angled parking



(4) 45-degree angled parking

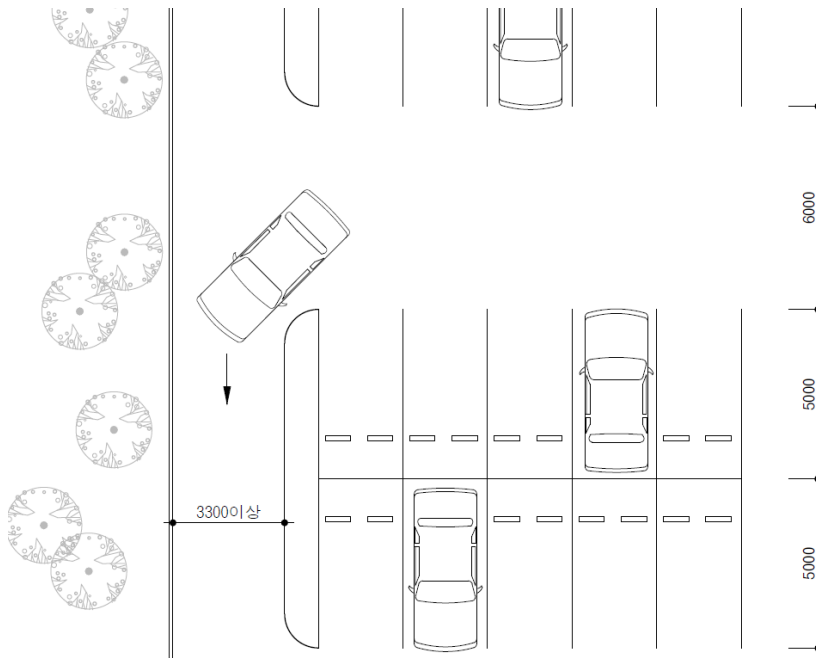


[Figure 21] Road Width According to the Different Parking Systems

2. Minimum road width

The minimum width of the road without the parking slot overlap

- (1) Less than 8 vehicles: 2.5m if there are no obstacles for communications among the vehicles
- (2) Other cases: 3.3m

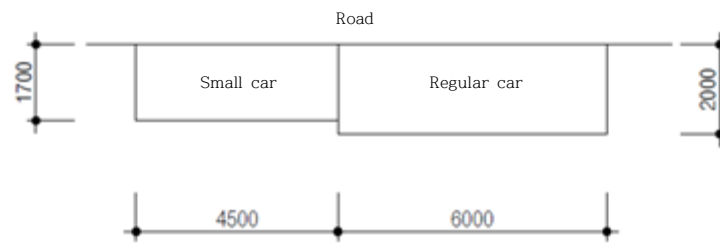


[Figure 22] Minimum width of the road

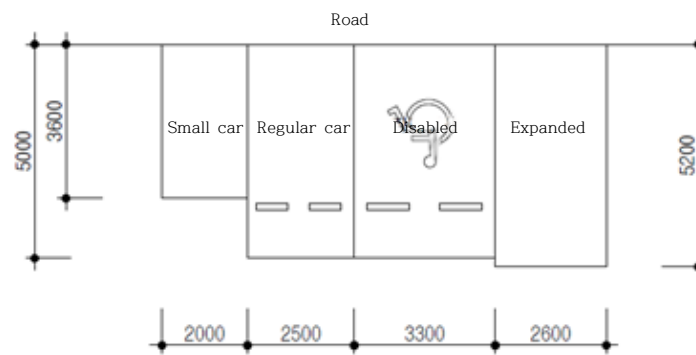
3. Parking slot

Parking system		Parking slot
Parallel parking	Regular car	Greater than 2.0 × 6.0
	Small car	Greater than 1.7 × 4.5
Other parking	Regular car	Greater than 2.5 × 5.0
	Small car	Greater than 2.0 × 3.6
	Expanded	Greater than 2.6 × 5.2
	Disabled	Greater than 3.3 × 5.0

(1) Parallel parking



(2) Other parking



[Figure 22] Parking Slot According to the Different Parking Systems

Appendix 09

Residents Opinion Survey Results

What follows are the survey results of the residents regarding the International Design Competition for the Library; SONGDO International City. *It is only the reference for the design competition and not the guidelines.*

1. Exterior

1	Expecting a beautiful exterior since inside the library can be changed but it is impossible for the outside.
2	Expecting the exterior of the library that is beyond the 'worldwide modern architectural library'
3	Rejecting the typical uniformed libraries of Korea
4	Expecting a modern and innovative exterior that fits the fame of the international city (rejecting the classical European style exterior)
5	Expecting the matchless exterior that fits the landscape of the international city
6	Securing openness with the curtain wall system
7	Applying the surrounding landscape as the Jack Nicklaus Golf Club and the ocean are nearby - Designing the exterior so that it may look like a huge and magnificent building
8	Creating a space on the rooftop where people can take a rest while enjoying the view - Library site close to the golf club and ocean - Providing a space to rest for people who have become bored of studying or reading books - Wishes to make the space as a new attraction of Songdo International City by beautifully decorating the rooftop (decorating with LED lightings similar to the Songdo Physical Education Center) - Consider installing vending machines
9	Exterior - East: A concept where it's connected with a forest. - South: Modern whole window that provides a view of the golf course - West: A concept which connects it with the school - North: The entrance of the library featuring large stone pillars similar to a temple.

2. Parking

1	Demands for ample parking lots - Concerned about the students getting accidents in the case of illegal parking as an elementary school is close by.
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2	<p>Demands for lesser parking lots</p> <ul style="list-style-type: none"> - Possible to prepare parking lots through the MOU with the neighboring university. - Demands for various kinds of facilities other than parking lots (using the parking lot construction cost to decorate inside the building).
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3. Library with openness

1	Demands for making nice walls similar to the Forest of Wisdom in Paju
2	The image of an open library
3	Securing spaces where the residents can sit down and read books
4	<p>Removing the image of a traditional library so that it becomes a creative, technological, and innovative complex media information space by eliminating a reading room and library.</p> <p>(Digital document, public computing, virtual lab, video production center, audio center, video conferencing, etc.)</p>
5	<p>The demands for traditional reading rooms and parking lots will be carried out as a medium-to-long term project from the MOU with the Incheon National University library.</p> <ul style="list-style-type: none"> - Currently, the residents are allowed to use the reading room of Incheon National University.

4. Library with a reading room

1	<p>Demands for a large reading room for the residents' convenience</p> <ul style="list-style-type: none"> - The recent trend is that libraries are becoming cafes, but the original purpose of a library is to study. - Demands for partitioning the seats to prevent the spread of COVID-19.
2	<p>Areas for studying (separate spaces for adults and children)</p> <ul style="list-style-type: none"> - Preparation of a children-exclusive space
3	<p>Divide the spaces for laptops and reading books</p> <ul style="list-style-type: none"> - Partitioning of the reading room and the installation of sockets on every seat
4	<p>Demands for dividing the space for book rental and reading</p> <ul style="list-style-type: none"> - Increasing user convenience by separating the book rentals and reading

5. Others

1	<p>Demands for the outside space for reading books</p> <ul style="list-style-type: none"> - Demands for a library that is children-friendly by preparing a small playground and benches
2	Demands for a dark atmosphere similar to a European library
3	Demands for culture class spaces equipped with advanced facilities including a beam projector
4	<p>The launch of restaurants and franchises (Starbucks and Burger King) to create profits and help with library management from the leasing business</p> <ul style="list-style-type: none"> - Demands for running a restaurant due to the lack of restaurants near the library

5	<p>Demands for installing indoor bicycle racks</p> <ul style="list-style-type: none"> - High utilization of bicycles as the Incheon National University Station and bus stops are nearby
6	<p>Demands for sufficient air conditioning and heating</p> <ul style="list-style-type: none"> - Demands for installing fans because of the energy use restrictions in public institutions that lead to limited air conditioning and heating
7	<p>Demands for preparing lounges in sunny areas</p>
8	<p>Demands for terraces and study cafes</p>

Appendix 10

List of the materials

No.	Name of the document	Format	Notes
Document 01	SONGDO International City Development Plan	jpeg	
Document 02	Project site registration map	dwg	
Document 03	Template file	hwp, doc	

5

Form

Design Competition Application		
PIN No.		
Representative	Company/Representative	Fill out your name only if you are an individual.
	Address	
	Country that issued the architect license	
	Architect license No.	
	TEL.	
	E-mail	
Co-participant A	Company / Representative	Fill out your name only if you are an individual.
	Address	
	Country that issued the architect license	
	Architect license No.	
	TEL.	
	E-mail	
Co-participant B	Company / Representative	Fill out your name only if you are an individual.
	Address	
	Country that issued the architect license	
	Architect license No.	
	TEL.	
	E-mail	
<p>I (or we) apply to participate in the 「International Design Competition for the Library; SONGDO International City」 hosted by Yeonsu-gu office, Incheon in accordance with the guideline of the Design Competition.</p> <div style="text-align: right; margin-top: 100px;"> . . 2020 Representative : (Signature or Stamp) </div> <p style="font-size: 1.2em; margin-top: 20px;">To the Head of Yeonsu-Gu Office</p>		

※ Please fill out the above application, then submit it via the official email (sd@sdic-library.org).

Design Competition Written Questionnaire	
PIN No.	
Company/Representative	Fill out your name only if you are an individual (signature or stamp)
E-mail	
Design Guideline (Page)	Questionnaire Description
	<p>※ Please refer to the pages and the table of contents number for the questionnaire (ex. p14 II. 3.1.2.)</p>

※ Please submit your questionnaire via email (sd@sdic-library.org).

Design Competition Proposal			
PIN NO.		Receipt No. ※	
Representative	Company/Rep. Name	Fill out your name only if you are an individual.	
	Address		
	Architect License Country		
	Architect No.		
	Phone		
	E-mail		
<p>As above, I submit the design competition proposal for the 「International Design Competition for the Library; SONGDO International City」 hosted by Yeonsu-gu office, Incheon in accordance with the guidelines of the Architectural Design Competition.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center; border-bottom: 1px dotted black;">Submitted Document</p> <ol style="list-style-type: none"> 1. Design Competition Proposal [Form 03] 2. Consent of the Design Competition Regulation Compliance [Form 04] 3. Consent of use and the change of works [Form 05] 4. Joint Application Agreement [Form 06] 5. Architectural overview and facility area table [Form 07] 6. Architect License (1 copy) 7. Business Registration Certificate (1 copy) </div> <div style="width: 45%;"> <p style="text-align: center; border-bottom: 1px dotted black;">Document to be submitted</p> <ol style="list-style-type: none"> 1. Drawing plate (1 set) 2. Design Description & Drawings (10 copies) 3. Summary of the Design Concept (1 copy) [Form 08] 4. USB Storage (1 set) </div> </div> <div style="text-align: right; margin-top: 20px;"> <p>..... 2020</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Representative (applicant)</p> </div> <div style="text-align: center;"> <p>(Signature or Stamp)</p> </div> </div> <p style="text-align: center; margin-top: 20px; font-size: 1.2em;">To the Head of Yeonsu-Gu Office</p>			

Dotted
line

Filling the receipt of the design competition proposal				
※ Receipt No.				Receiver
PIN NO.		Name		
Address		Date		

※ Do not fill out the Receipt No.

Consent of the Design Competition Regulation Compliance

In relation to the 「International Design Competition for the Library; SONGDO International City」 hosted by Yeonsu-gu office, Incheon, I agree with the regulations of the competition and comply with the following items, that I don't raise any objection for civil and criminal cases as well as being wholly responsible for it based on the relevant regulations and rules if I violate them.

1. I do not take any interruptive action for free competition or the unfair actions of the design competition such as collusion to achieve success for a specific person, etc.
2. I will not provide valuables, treats, or unjust profits to any jury members or the related people in the review process of the design evaluation regardless of what the reason may have been.
3. I comply with the design guideline such as the content and procedures specified in the competition, etc. and accept any disadvantages such as the cancellation of the victory if I violate this guideline.
4. I make up all the matters on the proposal of the design competition based on the facts, and I am responsible for any legal, administrative, and financial issues regarding them.
5. I do not raise any objections for the jury members, review methods, and review results related to the evaluation of the design competition.

2020

Representative (applicant): (Signature or Stamp)

To the Head of Yeonsu-Gu Office

Consent of the Use and Change of Works

(including consent for publication)

In relation to the 「International Design Competition for the Library; SONGDO International City」 hosted by Yeonsu-gu office, Incheon, I agree that all the works of the competition proposal are used to reproduce, exhibit, and distribute them and make their derivative works available for publication, exhibition, promotion, etc.

2020

Representative (applicant): (Signature or Stamp)

To the Head of Yeonsu-Gu Office

Joint Application Agreement

Article 1 (purpose) This agreement is to define what should be followed by each applicant in jointly applying for the 「International Design Competition for the Library: SONGDO International City」, and to appoint the representative.

Article 2 (Representative of the joint application) The name and nationality for the representative of the joint application are as follows.

1	Company / Representative	Fill out your name only if you are an individual.
	Address	

Article 3 (Members of the joint application) The members of the joint application except for the representative are as follows.

2	Company / Representative	Fill out your name only if you are an individual.
	Address	
3	Company / Representative	Fill out your name only if you are an individual.
	Address	

Article 4 (Co-application ratio) The application ratio is as follows.

1	Company / Representative	Participation ratio
2	Company / Representative	Participation ratio
3	Company / Representative	Participation ratio

Article 5 (Authority of representative) The representative shall have the authority to express their opinions regarding the submission and receipt of the documents, acquisition and the renunciation of rights, etc. on behalf of the members of the joint application company to the host organization and any third parties.

Article 6 (Effective period) This agreement shall be entered into force upon signature by the parties, and the company shall terminate upon the implementation of the competition. However, when the company's work has been deemed successful and the company concludes an agreement with the host organization, it will be finished after completion of the final task.

Article 7 (obligations) Members of joint application are committed to utilize all necessary knowledge and skills in good faith and faithfulness in order to achieve the purposes specified in Article 1.

Article 8 (Responsibilities between members) Members shall compensate each other for damages inflicted on other members by any members in relation to the implementation of the task.

Article 9 (Limitation on the transfer of rights and duties) Any member cannot transfer the rights and duties under this agreement to the third party.

Article 10 (measures for withdrawal) Any member cannot be changed after submitting the competition proposal, and the competition proposal submitted for a joint application team is excluded from the review if any member is changed or withdrawn.

Article 11 (Appointment of representative) This joint application agreement is substituted for the appointment of a representative.

Article 12 (Preparation and storage of the agreement) As above, the joint application agreement is concluded, and each party stores one copy of the agreement signed by one of the members as evidence.

2020. . .

Rep. Applicant	Company/ Representative	Fill out your name only if you are an individual (signature or stamp)
Co-applicant	Company/ Representative	Fill out your name only if you are an individual (signature or stamp)
	Company/ Representative	Fill out your name only if you are an individual (signature or stamp)

※ One representative shall be appointed when two or more representative architects are part of one design office or two or more design offices jointly submit the works.

To the Head of Yeonsu-Gu Office

Architectural Overview and the Facility Area Table

Project title		International Design Competition for the Library; SONGDO International City
Site address		115-2, Songdo-dong, Yeonsu-gu, Incheon (in Songdo International City)
Zoning district		2nd General Residential District, 1st District Unit Plan Area (in an International Business Complex), Intensive Landscape Management Zone
Area size		9,427.4m ²
Construction size		m ²
Total floor area	Total	m ²
	Underground	m ²
	Ground	m ²
Building-land ratio		%
Ratio of the floor area to site		%
Structure		
Number of floors		
MAX. Height		m
Number of parking vehicles		00 units (00 units on the ground, 00 units on the underground)
Landscaping area		m ²

Classification	Space		Plan
Material	General Materials	General Materials	m ²
		Series	
		Valuable / Local Materials	
		Elderly / Disabled Materials	
		Multimedia	m ²
		Sub-total	m ²
	Children Materials	Children Materials	m ²
		Infant Materials	m ²
		Communication Room	
		Cultural Class	m ²
		Sub-total	m ²
	Common Space		m ²
	Sum 1		m ²

Culture & Education	Cultural & Educational Classroom		m ²
	Club Room		m ²
	Multipurpose Room		m ²
	Exhibition Space		m ²
	Learning Space		m ²
	Common Space		m ²
	Sum 2		
Work & Management	Main information desk		m ²
	Office	Chief executive room	m ²
		Office	m ²
		Archive	m ²
	Conference room		m ²
	Office pantry/ Lounge		m ²
	Volunteer room		m ²
	Server/Communications		m ²
	Incoming materials & arrangement		m ²
	Preservation Room		m ²
	Common Space		m ²
	Sum 3		
Others	Machine, Electricity, Warehouse, etc.		m ²
	Underground Parking Lot		m ²
	Sum 4		m ²
Total (Sum1+ Sum2+ Sum3+ Sum4)			m ²

※ New spaces and rooms can be added if necessary.

※ The sum of an individual space includes the common area which is divided into detailed spaces and rooms.

[Form 08] Summary of the Design Concept

PIN NUMBER : _____

[Form 09] Packaging Form for Submission

SUBMISSION

A	A	1	2	3	4	5
---	---	---	---	---	---	---

Modify the above PIN number, then use it.

Delete the red-colored words, then print it.

A	A	1	2	3	4	5
---	---	---	---	---	---	---

Arial, 20pt → NAME or OFFICE NAME (Signature)

*INTERNATIONAL DESIGN COMPETITION for LIBRARY;
SONGDO INTERNATIONAL CITY*

[DESIGN DESCRIPTION]

YEONSU-GU

The font cannot be modified. (all fonts : ARIAL in English)
Delete the red-colored words, then submit it for submission.