

The International Competition for the Pyeongtaek-si Administrative Town

Design Guidelines



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I. General Guidelines

1. Title

- The official name of this design competition is "**The International Competition for the Pyeongtaek-si Administrative Town**" (hereinafter referred to as "the Design Competition").

2. Background and Purpose

- The current Pyeongtaek City Hall, approved for use in 1993, was built before the 1995 merger of Pyeongtaek-si, Songtan-si, and Pyeongtaek-gun. Despite ongoing expansions and remodeling, there is still a shortage of office space.
- The city hall and city council are currently located separately, and some administrative departments are dispersed, complicating inter-departmental collaboration and communication. Additional administrative office space is needed due to increased administrative demands from various urban development projects.
- Pyeongtaek-si plans to establish an administrative town that **integrates the city hall and city council**, aiming to create an efficient communication structure between administrative and legislative functions. The relocation to the Godeok International New City area will enhance accessibility and convenience, providing high-quality public services to local residents.
- The new administrative town aims to be a public building that is more accessible to the community while serving as a platform for diverse and evolving administrative functions. As a young city, Pyeongtaek hopes the new city hall will accommodate expanding administrative functions based on IT industries.

3. Overview

- Title : 「**The International Competition for the Pyeongtaek-si Administrative Town**」
- Ordering Agency : Pyeongtaek City Hall
- Site Location: : 2521, 2522 Godeok-dong, Pyeongtaek-si, Gyeonggi-do
- District Zone : Central Commercial Area / District Unit Planning Zone(Godeok Internationalization District)
- Primary Use : Public Office Facility
- Site Area : 83,521.8m²
- Building Scale: Total floor area of 50,528m² (adjustable within ±3%)
- Estimated Construction Cost: KRW 186,044,000,000 (including VAT, covering all costs)

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associated with the project except for certification fees)

*This amount is subject to change; refer to the Terms of Reference for details.

- Estimated Design Fee: **5,632,158,000** KRW (including VAT, covering costs for various certification reviews, administrative procedures, liability insurance, etc., excluding electrical work)

*This amount is subject to change; refer to the Terms of Reference for details.

- Competition Period: August 16, 2024 (Fri.) - November 28, 2024 (Thur.)
- Basic Design Period: 365 days from the commencement date (including public holidays; subject to adjustment based on the ordering department's construction plan changes)

4. Method

- This design competition is an general design competition. (International Design Competition)

5. Organization

5.1 Ordering Agency (Host)

- Pyeongtaek City Hall (Green Architecture Division)

5.2 Professional Advisor Committee

- A Professional Advisor Committee will be formed to review and decide on important matters related to the implementation of this design competition.
- In accordance with Article 11 of the Architectural Design Competition Operation Guidelines (Ministry of Land, Infrastructure, and Transport Notice No. 2023-180), the committee will review and decide on the competition method, schedule, guidelines, selection of judges, and other necessary matters related to the design competition.
- Chairman: Kim, Jung Gon (Konkuk University/Emeritus Professor)
- List of professional advisors
 - Kim, Minkyung (Seoul National University of Science and Technology/Professor)
 - Park, Seong Deok (Pyeongtaek City Hall/Director)
 - Song, Seung Yeong (Ewha Womans University/Professor)
 - Lee, Woo Hyung (Namseoul University/Professor)

- Lee, Eul Gyu (Hankyong National University/Professor)
- Lee, Chung Kee (University of Seoul/Professor)

5.3 Competition Management Team

- Competition Management Team: Korean Institute of Architects

5.4 Official Website and E-mail

- Website: <http://www.pyeongtaek-compe.org>
- E-mail: admin@pyeongtaek-compe.org

6. Official Language and Units

6.1 Official Language

- The official languages for this design competition are 'Korean' and 'English.'
- In the event of any discrepancies in interpretation between the Korean and English versions of the competition rules, guidelines, or Q&A documents, the Korean version shall be considered the official one.
- Competition entries (design panels, design description, and summary of design concept) may be written in 'Korean' or 'English,' with bilingual entries allowed if necessary.
- Submission documents should be written in either 'Korean' or 'English.'

6.2 Units of Measurement

- All numbers must be written using Arabic numerals, and the units of measurement should follow the 'SI Metric System.'

7. Eligibility and Restrictions

7.1 Eligibility

- For domestic architects, the following eligibility criteria apply: Participants must possess architectural qualifications as per Article 7 of the Korean "Architects Act" by the registration deadline and must have registered an architectural office in accordance with Article 23 of the same act. Additionally, they must not have any

disqualifications under relevant laws and must be actively engaged in normal architectural practices (Eligibility Condition ①).

- For foreign architects (firms or individuals), the eligibility criteria are as follows: Participants must hold architectural qualifications in accordance with the laws of their respective countries as of the announcement date (Eligibility Condition ②). They must also jointly enter the competition with a partner who meets the domestic Eligibility Condition ①. Multinational team participation is encouraged to align with the international design competition's intent.
- During joint submissions, the number of joint applicants must be limited to three persons (or firms) or fewer. All joint applicants must meet at least one of the specified eligibility conditions (① or ②). Furthermore, one of the joint entrants, who meets Eligibility Condition ①, must be designated as the representative.
- The representative of the joint submission will become the leader of the consortium upon winning. This individual will be responsible for overseeing all tasks, coordinating the overall operations, and handling architectural licensing and permits. Additionally, all legal rights, responsibilities, and obligations related to the competition will be attributed to the representative.
- The designated representative and joint applicant registered for the competition cannot participate in multiple joint application teams within the same design contest.
- According to Article 13 of the "Enforcement Decree Of The Act On Contracts To Which A Local Government Is A Party" and Chapter 8 of the "Local Government Bidding and Contract Execution Standards", the date for determining eligibility to participate is based on the deadline for competition registration.

7.2 Restrictions

- Participants who have had their registration canceled, have ceased or suspended operations, or are under administrative suspension or similar penalties by administrative authorities as of the registration deadline are ineligible to participate in this design competition.
- Each registered participant in this design competition may submit only one work. If multiple submissions are discovered, the participant and their team will be disqualified.
- Members of the Professional Advisor Committee and the Competition Management Team are prohibited from participating in the competition.

8. Schedule

8.1 Schedule of the design competition

Classification	Schedule	Remarks
Announcement	August 16, 2024 (Fri.)	
Submission Period	August 19, 2024 (Mon.) 10:00 AM - August 23, 2024 (Fri.) 17:00	Official website
Onsite Meeting	August 27, 2024 (Tue.) 14:00	Pyeongtaek City Hall*
Inquiry Submission	September 2, 2024 (Mon.) 10:00 AM - September 3, 2024 (Tue.) 5:00 PM	By E-mail
Answers	Expected on September 13, 2024 (Fri.) 14:00	Official website
Submission of Entries	November 13, 2024 (Wed.) 5:00 PM	
1st Main Review	November 20, 2024 (Wed.)	
2nd Main Review	November 21, 2024 (Thur.)	
Announcement of Results	Expected on November 28, 2024 (Thur.)	On Saeumteo and the official website

* Onsite Meeting Location: Main Building, 2nd Floor, Main Conference Room,
Pyeongtaek City Hall

[Table 01] Schedule of the Design Competition

- The schedule is subject to change due to the organizer’s circumstances. Changes will be announced on the official website and via email to the lead participant.
- All dates and times are based on Korean Standard Time (UTC+09).

9. Anonymity

9.1 Applicant PIN number

- The anonymity of the applicant shall be secured in all processes from the participation registration to the final judging results, and in order to maintain anonymity, the identity of the applicant is substituted as the applicant's PIN number (hereinafter PIN number).
- 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 (e.g. AA12345)

- The PIN number is substituted as the assigned submission number according to the order of the entry registration during the judging process (※ The submission number will be made public to the participants via the website at the start of the 1st main review process).
- The writing (attachment) method of the PIN number for different submissions follows 3. Submission Guidelines.

9.2 Ensuring Anonymity

- For the fair judging 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.

10. Registration

10.1 Period and Method

- Period: August 19, 2024 (Mon) 10:00 AM - August 23, 2024 (Fri) 5:00 PM
- Method : Register on the official website

10.2 Notes

- Applicants shall enter the required information (company name, representative's name, nationality, contact, e-mail, etc.) according to the participation application guide by accessing the official website. After completing the application, one can identify if the application is approved on "My Page."
- It is possible to download data related to the competition from 'My Page' after the registration is approved. The provided data cannot be used for other purposes other than the Design Competition, and one shall agree with the 'Consent to the collection and use of the provided data and personal information' by the time of the website registration.
- It is not allowed to change the representative until entry submission, but co-participants can be changed or added up to two people (excluding the representative), and the final co-participants will be confirmed through the [Form 04] Joint Application Agreement which will be submitted together with the final work.

11. Onsite Meeting

11.1 Schedule

- Date : August 27, 2024 (Tue) 2:00 PM (UTC+09)
- Location : Pyeongtaek City Hall
- The onsite briefing will be conducted in Korean.
- After the briefing, relevant materials and videos will be provided on the website.
- Onsite meeting are open to registered applicants only.

12. Q&A

12.1 Receiving Inquires

- Period: September 2, 2024 (Mon) 10:00 AM ~ September 3, 2024 (Tue) 5:00 PM (UTC+09)
- Method: Submit the [Form 01] Written Inquiry Form for Design Competition via official email.

12.2 Answers

- Date: Expected at September 13, 2024 (Fri.) 2:00 PM (UTC+09)
- Method: Announc on the official website.

12.3 Notes

- Every applicant (team) shall be given one chance to form a question.
- Answers to the questions will be posted on the website of the competition and an individual response will not be made.
- 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.
- 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.
- When the answers are different from the existing guideline, including the design competition guidelines, then the answers shall prevail.

- No inquiries are accepted outside the designated period.

13. Entry Submission

13.1 Date and Method

- Date: November 13, 2024 (Wed.) 10:00 AM ~ 5:00 PM (UTC+09)
- Method: In-person submission
- Location: To be announced on the official website

13.2 Components of Submission

- Required Materials (refer to Section 3 Submission Guidelines):

Category	Size	Qty.	Remarks
Design Panels for Judging	A1(594×841mm)	1 set	A1 × 4 sheets
Combined Panel Image	A4(297×210mm)	1 set	A4 × 1 sheet
Design Description	A3(420×297mm)	20 copies	Up to 30 pages
Model	594X841mm	1 set	Scale 1/600
Presentation Material	PDF format	1 set	15-minute duration
Summary of Design Concept	A4(210×297mm)	1 copy	Form 10 (up to 1 page)
USB		1 set	

[Table 02] List of Submission Materials

- Submission Documents

No.	Document	Quantity	Form
1	Design Competition Proposal	1 copy	Form 02
2	Consent of the Design Competition	1 copy	Form 03
3	Joint Application Agreement (if necessary)	1 copy	Form 04
4	Architectural Overview	1 copy	Form 05
5	Detailed Area Table for Each Facility	1 copy	Form 06
6	Regulatory Review Document	1 copy	Form 07
7	Consent Form of Utilization and Change of Works	1 copy	Form 08
8	Estimated Preliminary Construction Cost Statement	1 copy	Form 09
9	A Copy of an Architect License	1 copy	All participants
10	Architect Administrative Penalty Inquiry Report	1 copy	All participants (Exclude foreigners)
11	Report Proof for the Establishment of an Architectural Firm	1 copy	If applicable

[Table 03] List of Submission Documents

- All participants, including joint applicants, must submit copies of their architect's license and inquiry for administrative dispositions. The Architect Office Registration Confirmation is required only for those applicable.

13.3 Notes

- Entries must be submitted within the specified time on the submission date; late submissions will not be accepted.
- For detailed information regarding the format and packaging of submissions, refer to '3. Submission Guidelines.' Submissions that do not comply with the specified format will not be accepted.
- Once submitted, entries cannot be modified, altered, or supplemented.

14. Composition and Operation of the Competition Jury

14.1 Professional (Technical Review) Committee

- The Professional (Technical Review) Committee will be composed of experts in relevant fields and will be flexibly organized based on the submitted entries.

14.2 Jury Committee

- The Jury Committee will consist of jury members(varies) and alternate members(varies). The list will be disclosed on the competition website by the submission deadline (November 13, 2024, 18:00).

14.3 Operation of the Jury Committee

- The Jury Committee will convene with the attendance of jury members and alternate members. The chairperson will be elected by the jury members during the first meeting.
- Alternate members can participate in the judging and provide questions and opinions but do not have voting rights.
- If a jury member is unable to participate due to personal reasons, an alternate member will take their place in order (Alternate 1, Alternate 2).
- The Jury Committee requires the attendance of at least two-thirds of the jury members to proceed. If less than two-thirds are present, the meeting will be

rescheduled.

- The chairperson will collect the opinions of the jury members to conduct the judging. The committee will document the reasons for selecting the winning and awarded entries in the specified format.
- During the judging, the ordering agency and competition management team will support the committee but must not influence the results through remarks or actions.
- The first and second review sessions will be broadcast live via online media. Detailed information will be provided on the competition website on the judging date.

14.4 Disqualification, Recusal, and Withdrawal of Jury Members

- If the competition applicants believe a jury member falls under the disqualification criteria or have valid concerns regarding their impartiality, they must submit [Form 11] Request for Recusal of Jury Member along with supporting evidence by November 15, 2024, 17:00, to the official email.
 - The committee member or their spouse/former spouse is involved with the competitor.
 - The committee member has family ties with the competitor.
 - The committee member is an interested party in the project.
 - The committee member or their organization has represented or advised the competitor in the past three years.
 - The committee member has been employed by the competitor within the past three years.
 - The committee member has provided consulting, research, or services for the competitor in the past two years.
 - The committee member works at the same institution as the competitor (only applies to full-time faculty).
- If applicants do not request recusal for valid reasons, the ordering agency may disqualify the submission upon the committee's decision.
- The ordering agency may disqualify a jury member if found to fall under disqualification or recusal criteria through the Professional Advisor Committee's decision.

15. Design Competition Review

15.1 Review Process

- The judging process is divided into technical review by the Professional Committee and the 1st and 2nd main reviews by the Judging Committee.
- The Professional Committee reviews submissions for compliance with competition rules, guidelines, and relevant laws, and submits the results in writing to the Judging Committee.
- The Judging Committee discusses and decides on the incorporation of technical review results into the main judging criteria.
- The 1st main review is primarily conducted through voting to select 5 entries for the 2nd main review.
- Selected applicants for the 2nd main review present their proposals within 15 minutes, followed by a 15-minute Q&A with the judges.
- The participants in the second main review presentation are limited to one presenter and one assistant (for answering questions, supporting the presentation, etc.).
- The presenter and the assistant must be either the entrant themselves or employees of the participating company as of the announcement date. (※ On the day of the second main review, they must present ID and proof of enrollment in the four major insurance plans (for international participants, documents proving employment are required).
- The second main review primarily uses a discussion-based voting system, with specific judging methods and procedures determined by the resolutions of the judging committee.
- The number of winning entries will follow the guidelines specified in [16.2 Winning Entries and Compensation]. However, if the Judging Committee determines that the submitted entries do not meet the objectives of the design competition or the quality of the proposals is significantly below standard, they may decide not to select any winning entries.

15.2 Technical Review Criteria

- The main review items for the technical review include the following:

Category	Key Technical Review Items
Law Violations	- Violations of National Land Planning and Utilization Act, Building Act, Parking Lot Act, etc. (direct evacuation routes, evacuation distances, building lines, attached parking lots, etc.)
Guideline Violations	- Exceeding allowable total floor area - Missing major rooms - Concerns of exceeding estimated construction costs due to excessive design - Exceeding page limits for design descriptions - Missing content in design panels - Missing submission documents - Other items
Other	- Any other items deemed necessary for review by the judges during the main judging

[Table 04] Technical Review Criteria

15.3 Evaluation Criteria

- The evaluation criteria for this design competition are as follows:

Category	Items	Percentage (%)
Communication and Open Building	<ul style="list-style-type: none"> • Excellence of ideas for an open building utilizing a large site, allowing citizens to use both internal and external spaces in various ways. • Convenience and efficiency of space usage, including resident convenience facilities. • Excellence and symbolism of the space specialization plan linking the first-floor lobby with the program. • Excellence and symbolism of the main assembly hall's space specialization ideas. 	20
Innovative Workspaces	<ul style="list-style-type: none"> • Excellence of the flexible workstation (module) plan that can respond to changes in administrative organization. • Convenience and efficiency of plans linking departmental workspaces and support spaces (conference rooms, storage, archives, break rooms, etc.). 	20
Pedestrian Road Utilization	<ul style="list-style-type: none"> • Excellence of proposed ideas for utilizing internal and external spaces through the pedestrian-only roads within the site. 	10
Building Security	<ul style="list-style-type: none"> • Appropriateness of the building security plan considering an open building. • Clear zoning according to the openness of each space, such as workspaces and public spaces. • Efficient security plans for each facility, including administrative and assembly facilities. 	10
Pedestrian and	<ul style="list-style-type: none"> • Appropriateness of the access plans for public transportation, 	10

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Category	Items	Percentage (%)
Vehicle Traffic Plans	<ul style="list-style-type: none"> pedestrians, and vehicles. • Appropriateness and user convenience of the parking plan and ensuring the number of parking spaces in internal and external parking lots. 	
Proper Design	<ul style="list-style-type: none"> • Feasibility within the project budget. • Proper design considering reasonable construction costs. 	15
Future Expansion Plan	<ul style="list-style-type: none"> • Appropriateness of the building expansion plan (usage: office facilities/ total floor area of 4,000m² above ground). • Completeness of the plan and harmony with the surrounding environment, considering the presence or absence of expanded buildings (Include images of the expansion plan in the bird's-eye view and perspective drawings.) 	10
Other	<ul style="list-style-type: none"> • Feasibility of implementing universal design and eco-friendly buildings. • Additional proposed ideas to enhance public value. 	5
Total		100

[Table 05] Key Points of Evaluation Criteria

15.4 Disqualification Criteria

- Entries will be disqualified if they meet any of the following criteria:
 - The applicant falls under the restrictions outlined in section 7.2.
 - The applicant should have requested the exclusion of a jury member as specified in section 14.4 but failed to do so.
 - The applicant falsified eligibility information.
 - The jury disqualifies the entry based on technical review results.
 - The entry is found to be a copy of an existing published work by others or the applicant.
 - The entry violates other relevant laws such as the Building Act, etc.
 - The entry significantly exceeds or falls short of the design guidelines' requirements for building scale, total construction cost, and major functional areas.
 - The submissions does not conform to the specified format and packaging guidelines.
 - The submitted documents contain text or images that can identify the submitting company.

- Before the conclusion of the second main judging, the applicant engages in actions that compromise the anonymity and fairness of the judging process by consulting, explaining the work, or similar activities with the judges or competition officials.

16. Announcement of Results

16.1 Announcement of Results

- The results will be announced on the official website and in the Seumteo. The winners will be individually notified by phone and in writing.
- The results (including each judge's vote and evaluation comments) will be published along with the names of the judges and applicants.
- The ordering agency and the competition management team will not respond to inquiries regarding the results. Applicants cannot raise objections about the composition of the jury, judging criteria, or results. However, if an applicant wishes to review the evaluation results in more detail, they may request to view the transcript or video of the judging process within seven days of the announcement.

16.2 Winner and Awards

- Awards and Prizes by Rank

Rank	Award and Design Contract Content (Including Taxes)
1 st Place Winner (1 entry)	Certificate, priority negotiation for the basic design (schematic design/ design development), the design contract and the right to implement the design concept
2 nd Place Winner (1 entry)	A Certificate and KRW 40 million
3 rd Place Winner (1 entry)	A Certificate and KRW 30 million
4 th Place Winner (1 entry)	A Certificate and KRW 20 million
5 th Place Winner (1 entry)	A Certificate and KRW 10 million

[Table 06] Awards and Prizes by Rank

- Awardees, except the 1st place winner, must claim their prize within 15 days of the announcement.

- In the case of joint submissions, the prize is paid only to the representative.
- If there are fewer than three awardees, the prize payment guidelines follow the "Architectural Design Competition Operating Guidelines."

16.3 Invalidation

- 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 Ignoring the anonymity of the entry
 - ② Revealing the submitted work before the 2nd main judging is closed
 - ③ The work of others or the applicant that was revealed before or a similar work
 - ④ False information on the submitted documents
 - ⑤ 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
 - ⑥ Despite the requirement under the Design Competition Operation Guideline, a jury member is not avoided as required.“

17. Design Contract

17.1 General

- The host shall decide the person who submitted the winning entry as the contractor.
- The design service fee includes costs for ground investigation (including geothermal test drilling), the implementation plan approval for urban planning facilities of the Pyeongtaek-si Administrative Complex Town, basic design (schematic design and design development), and, if necessary, all processes required for various reviews/approvals/certifications and related administrative tasks, as well as interior design.
- The winner must complete the design work in collaboration with relevant professional technicians in fields such as structural engineering, civil engineering, landscaping, mechanical engineering, information communication, and fire protection. The electrical field is to be separately contracted in accordance with Article 14-3 of the Electric Technology Management Act, and the winner must coordinate

accordingly.

- The design service contract will comply with the relevant laws of the Republic of Korea and the regulations of Pyeongtaek-si, including performing administrative procedures associated with basic design (schematic design and design development).
- The contract signing period shall be within 10 days from the announcement of the evaluation results unless there are special circumstances. However, the deadline for contract signing can be adjusted through consultation with the ordering agency depending on its circumstances and project implementation conditions.
- The detailed guidelines for the scope of work and other related instructions are outlined in the Terms of Reference (TOR). Participants (teams) must thoroughly understand the content of the draft TOR before participating in the competition. By submitting an entry, participants are deemed to have agreed to comply with the scope of work. However, the scope of work in the provided TOR may be subject to change. All relevant documents, including the TOR and the contract, will be based on the draft TOR prepared in Korean by the ordering agency.
- The winner must complete the work within the specified period. However, if the work period is extended due to design error corrections, various reviews, or VE reviews due to construction cost increases, the scope of work can be modified in consultation with the ordering agency to prevent delays in the overall project.
- If the ordering agency halts the project after the contract, payment will be made for the completed work up to the point of suspension.
- When a joint venture between a domestic architect and a foreign architect is formed for the contract, the following conditions must be met: ① When an individual or legal entity with a foreign architect license forms a joint contract with a Korean architect, a work-sharing plan specifying the detailed tasks of each joint participant according to the work stage (schematic design and design development) must be submitted, along with an agreement between the joint participants (including shares) and the appointment of a representative to the ordering agency at the time of the basic design service contract. ② The representative of the joint venture must be a domestic architect.
- The designer shall enter into a separate service contract for 'Implementation of Design Intents' in accordance with Article 22 of the Act On The Promotion Of Building Service Industry, and shall perform tasks such as interpreting and consulting on design documents, selecting and reviewing materials and equipment, reviewing detailed construction drawings and designs, and registering architectural registers and status maps.

17.2 The obligations of the Contracting Parties

- The ordering agency may request modifications to the selected work due to reasons such as requests from the judging committee, changes in budget, policies, or project plans, or supplementary requirements from the judging committee. The winner must reflect such modifications in the contract after mutual agreement on their appropriateness. However, depending on the scope and nature of the design changes, the host shall provide appropriate compensation.
- The winner must comply with any changes in government policies or operating policies of the implementing agency that require either a complete cancellation of the design or partial modifications to the design content.
- The winner must actively cooperate with the host in performing tasks related to this project, including preparing and submitting various documents requested by the host.
- The winner must fulfill various tasks required by laws and regulations, such as permits, approvals, consents, reviews, consultations, etc., during the execution of the design contract. If the host fulfills these tasks, the winner must cooperate by providing necessary documentation and performing tasks accordingly."

17.3 Transfer Regulations

- If the winner gives up the design rights or is unable to carry out the design for reasons such as the following, the right to design may be granted to the next-ranked participant. In this case, the compensation of the next-ranked participant must be fully refunded, and the host shall pay the refunded compensation to the first-place winner:
 - If the winner forfeits the right to negotiate priority for the basic design service,
 - If it is discovered after the determination of the winning entry that the entry falls under the reasons for invalidation as specified in section 16.3 Invalidation, and the Jury Committee decides to invalidate the winning entry:
 - If the selected winning company experiences changes in conditions such as registration cancellation, suspension, closure, or business suspension, resulting in the failure to meet the legal requirements necessary for the basic design services:
 - If the submitted documents by the winner contain false information or significant deficiencies,
 - if the winner is unable to smoothly perform design tasks due to unavoidable circumstances

- if the winner demands an unreasonable design fee without just cause.
- If the winner is found to have any of the disqualification reasons outlined in 15.4 Disqualification Criteria before the contract is signed, their win will be nullified. If discovered after contract signing, the contract will be voided, and any advance or progress payments will be reclaimed. The winner will also bear civil and criminal liability for any project delays as stipulated by relevant laws. For other prize winners, their win will be nullified, and the prize money will be reclaimed. They may also face civil and criminal liability.
- If the content of the submitted entry is found to be deliberately distorted or not truthful, or if the winner (designer) is responsible for causing significant budget overruns (more than 20%) making smooth project execution impossible, the winner (designer) must revise the design at their own expense to meet the ordering agency's requirements within a feasible timeline. If they refuse or if the budget overrun or technical issues still cause severe project delays, the ordering agency may terminate the contract. In such cases, the designer must return the rights to the basic (schematic design and design development) design and any received payments, and the ordering agency may contract with the runner-up.

18. Return of the Entry

18.1 General

- Winning and selected entries will be displayed for a certain period, and submitting an entry implies agreement to this.
- The exhibition period and location will be announced later, and applicants can reclaim their submissions after the exhibition.
- The return period and location will be announced later.
- Applicants must visit the designated location within the specified return period with documents proving their identity or a power of attorney to retrieve their submissions. The costs associated with this process will be borne by the applicant.
- Submissions not collected within the return period will be disposed of by the ordering agency, and applicants cannot object to this disposal.

19. Other Regulations

19.1 Copyright

- The entries must be original creations and must not infringe upon the copyrights of others. Participants (teams) bear all responsibilities for any infringement of others' copyrights, and if such infringement is found, the award will be revoked.
- All rights to the entries (including copyrights and ownership) belong to the participants (teams), and the ordering agency may, if necessary, acquire the copyrights to the entries or obtain permission for their use. In such cases, separate agreements will be made with the participants (teams).
- However, the ordering agency may utilize the entries for non-commercial purposes related to content (such as publication on SNS or websites, archiving, reproduction of works, exhibitions, distribution, broadcasting, and creation of derivative works) and publications (production and sale of white papers) without separate compensation or agreement with the participants (teams). Participants are considered to have agreed to this by submitting their entries and must actively cooperate with the above-mentioned exhibitions, publications, and publications.

19.2 Disputes

- The competition is governed by the laws of the Republic of Korea, and any disputes will be settled in Korean courts.

19.3 Exhibition and Publication

- The ordering agency may hold exhibitions if necessary and publish a white paper on the competition results for public access.

19.4 Others

- By registering for the competition, applicants agree to comply with these regulations. Violations will result in disqualification.
- Matters not specified in these guidelines will follow the "Architectural Design Competition Operation Guidelines (Ministry of Land, Infrastructure and Transport Notice No. 2023-180).

II. Design Guidelines

1. Design Overview

1.1 Design Purpose

- The design aims to establish an efficient communication structure between the administration and the city council by integrating Pyeongtaek City Hall and City Council. Additionally, it seeks to enhance accessibility and provide high-quality public services to local residents by relocating to the Godeok International New City.
- The design aims to enhance the pride of Pyeongtaek citizens and promote urban revitalization through creative design that leverages the central location within the Godeok International District.

1.2. Design Scope

- The design competition winner will be responsible for the design areas of architecture, structure, civil engineering, landscaping, mechanical systems, information and communication, firefighting, and eco-friendly facilities, and must also support necessary amendments such as traffic impact assessments and district unit planning.
- The design competition winner must closely collaborate with operators of individual areas and coordinate integratively, and additionally provide consultation during the interior design phase, including custom furniture.

1.3. Construction Overview

Category		Details
Site		Godeok International District, Business Site 6, Godeok-dong 2521, 2522, Pyeongtaek-si, Gyeonggi-do
Zone & District		District Unit Planning Zone (Godeok International District), Central Commercial Area
Design Scope	Type	New Construction
	Use	Public Office Facilities (Public Offices: Pyeongtaek City Hall, Pyeongtaek City Council)
	Site Area	83,521.80m ²
	Scale	Total Floor Area: 50,528m ²
	Coverage/FAR	Building Coverage: ≤ 60%, Floor Area Ratio: ≤ 400%
	Parking	At least 1,200 spaces (Underground: 500, Aboveground: 700)

※ The planned area can be adjusted within ±3% of the total floor area.

※ The project scope (total floor area, construction cost, design service fee, etc.) may change depending on the ordering agency's circumstances.

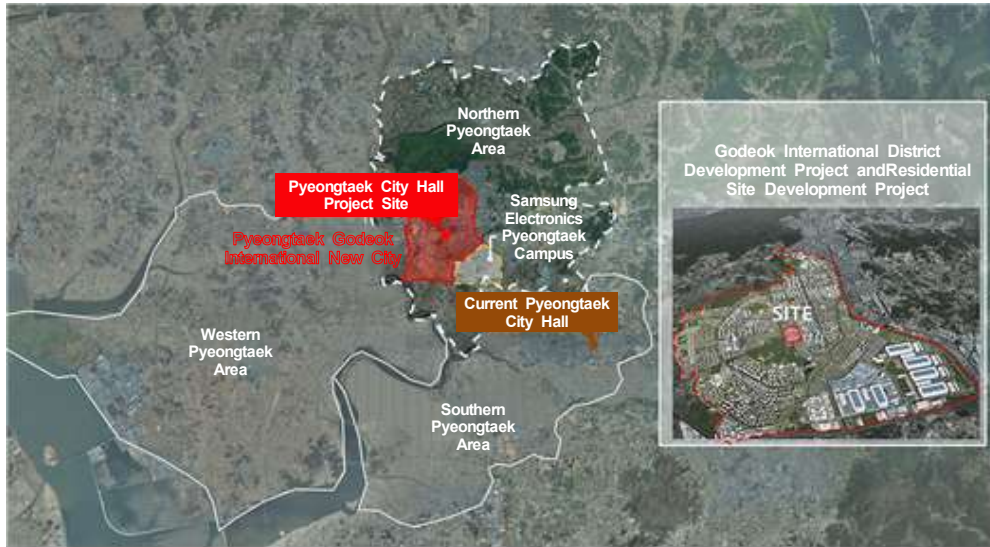
[Table 07] Construction Overview

2. Design Competition Site

2.1 Current Status of the Project Site

- The project site is situated in the administrative town (Business Site 6) within Godeok International New City.
 - Transportation Conditions: Located on the east side of Pyeongtaek, adjacent to Pyeongtaek-Jecheon Expressway and Gyeongbu Expressway.
 - Industrial Location: Home to the world's largest semiconductor plant, Samsung Electronics Pyeongtaek Campus, within the general industrial complex of Godeok International District.
 - Specialized Plans: Development of a large international school in the southern Edu Town of the International Exchange District (Special Planning Zone 1), establishment of Godeok R&D Techno Valley adjacent to the general industrial complex, and creation of a business complex town in the central commercial district.
- The project overview of Godeok International New City, including the project site, is as follows:
 - Purpose: Develop a self-sufficient, mixed-use city that simultaneously develops residential areas and large-scale advanced industrial complexes. It aims to become an internationalized city that leads the West Coast era by attracting international business and foreign educational institutions, fostering a multicultural and diverse lifestyle.
 - Location: Seojeong-dong, Mogok-dong, Jangdang-dong, Jije-dong, and Godeok-myeon, Pyeongtaek-si, Gyeonggi-do (Area: 13,410,000m²).
 - Accessibility: This new city is being constructed in Godeok-myeon and Seojeong-dong, Mogok-dong, Jangdang-dong, and Jije-dong in Pyeongtaek-si, Gyeonggi-do, making it the southernmost new city in Gyeonggi-do.
 - It is located 55 km from Seoul, 45 km from Sejong City, and 2 km west of Seojeongri Station on the Gyeongbu Line of the Seoul Metropolitan Subway Line 1.

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[Fig. 01] Pyeongtaek City Administrative Town Project Site

- The regulations for Building Site 6 under the Godeok International District Unit Plan, including the building's use, coverage ratio, and other constraints, are detailed in [Table 08].

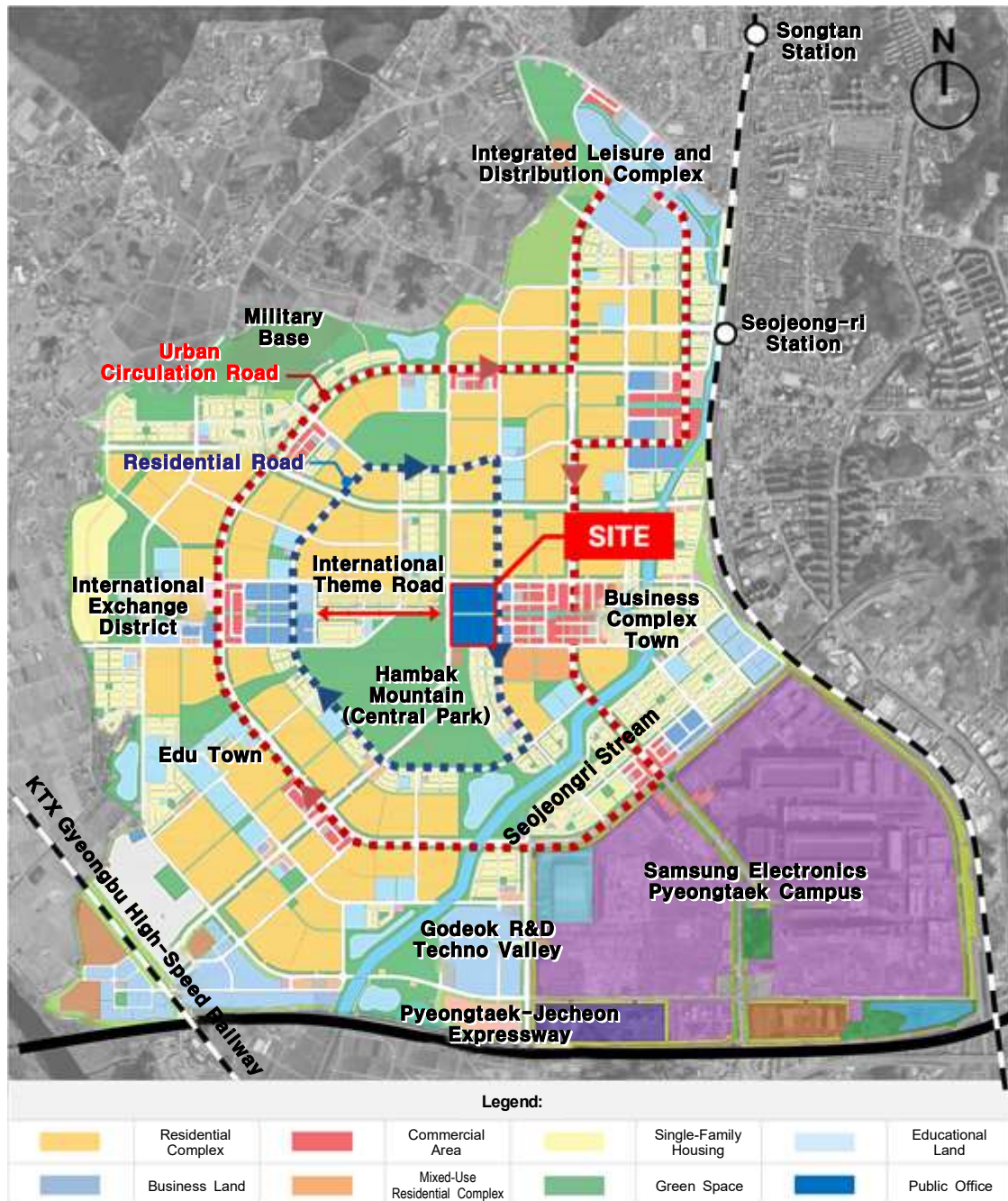
(Source: "Godeok International District Completed Section (Stages 1+2) District Unit Plan Implementation Guidelines," P67)

Category	Details
Permitted Uses	<ul style="list-style-type: none"> • Business facilities, • Type 1 Neighborhood Living Facilities • Type 2 Neighborhood Living Facilities (excluding massage parlors, karaoke bars, outdoor golf practice ranges with steel towers, and multi-purpose facilities) • Cultural & assembly facilities • Sales facilities, • Medical facilities (excluding mental hospitals, nursing hospitals, isolation hospitals, and funeral halls as ancillary uses) • Educational research facilities • Welfare facilities (excluding senior welfare facilities) • Sports facilities (excluding outdoor golf practice ranges with steel towers) • Automotive facilities (limited to parking lots and car washes) • Broadcasting and communication facilities
Prohibited Uses	<ul style="list-style-type: none"> • Uses other than permitted uses • Business establishments prohibited from allowing access to and employing juveniles of Article 2(5)(a) of JUVENILE PROTECTION ACT
Coverage/FAR	≤ 60% / ≤ 400%
Max/Min Floors	- / -
Others	Business facilities must occupy at least 70% of the building's total floor area.

[Table 08] Regulatory Details

2.2 Current Status of the Project Site

- The site is bordered by Godeokjungang 2-ro (25m) to the south, Godeokjungang-ro (25m) to the north, Godeok-ro (30m) to the west, and Godeok International 1-ro (25m) to the east. The western road serves as a main road, while the eastern road serves as a residential street. Additionally, a 12m pedestrian-only road crosses the site from east to west.
- The site is approximately 1.6 km in a straight line from Seojeongri Station on Subway Line 1, about 2.7 km from Pyeongtaek Godeok TG on the Pyeongtaek-Jecheon Expressway, and about 4.2 km from Eoyeon TG on the Pyeongtaek-Paju Expressway.
- To the west and south of the site are Hambak Mountain (56.6m), Hambak Mountain Central Park, and a single-family residential area. The northern side is designated for apartments, and the eastern side is planned for commercial facilities.



[Fig. 02]: Site Location Map

3. Design Guidelines

3.1 General Requirements

- The administrative town must provide familiarity and convenience as a public office facility, plan for efficient space utilization, and flexibly respond to changing conditions. It should integrate public spaces and creatively propose functional areas.
- The design must achieve social, technical, and aesthetic harmony, meeting all

requirements such as strength, durability, economy, constructability, aesthetics, and eco-friendliness.

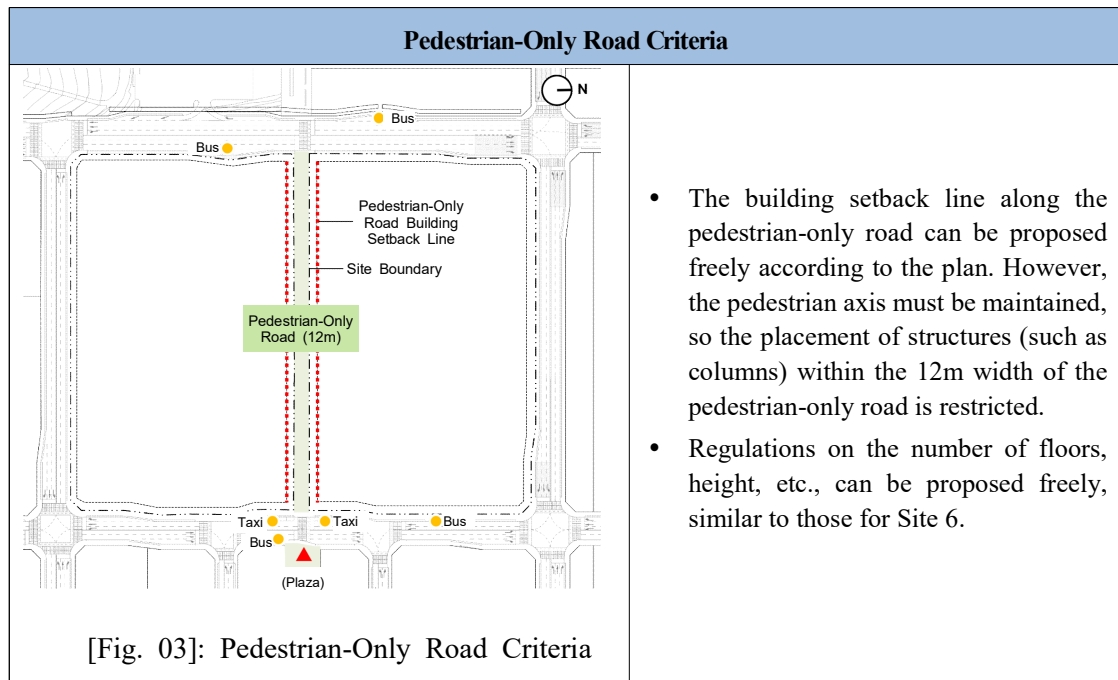
- Most spaces should be highly expandable and flexible to create an open office reflecting current trends and diverse citizen needs, while ensuring security, safety, and independence for public functions.
- Unique spaces specific to Pyeongtaek City Hall can be proposed by the designer, but must be feasible within the planned construction budget.

3.2 Key Planning Points

- Approachable Office: Propose new ideas for internal and external space planning to create an office that engages with and is accessible to citizens.
- Work Environment Improvement: Plan for user convenience, adaptability to administrative changes, and seamless connections between facilities.
- SMART Office: Design an eco-friendly, intelligent office incorporating efficient security (access control) plans and the latest technologies.
- Feasible Design: Ensure the plan is realistic within the project budget, avoiding excessive decoration, unrealistic structures, or plans that do not consider the anticipated construction costs.
- Sustainability: Allow for various spatial variations and organic connections while harmonizing with the surrounding environment.
- Public Accessibility: Suggest ideas to enhance public access and frequent use by citizens.
- Symbolic Spaces: Propose plans to symbolize the Administrative Complex Town through the integration of functional programs with common areas like the first-floor lobby and hall. Additionally, suggest ways to make the main assembly hall a symbol of Pyeongtaek's democracy.

3.3 Modifications to the District Unit Plan for the Administrative Complex Town

- Applicants are free to reinterpret and modify the pedestrian-only road that crosses the site from east to west. (However, the starting point, ending point, and width of the pedestrian-only road cannot be changed.)
- ※ Refer to the Terms of Reference (TOR) for district unit plan modification tasks according to the proposed plan.



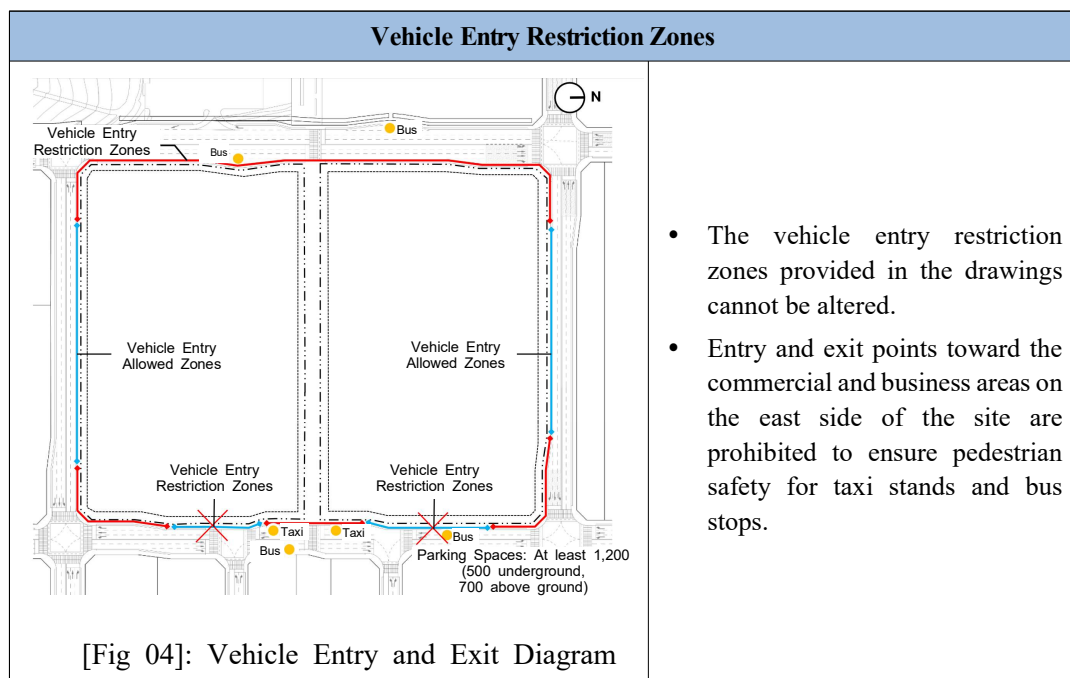
3.4 Layout and External Space Planning

- The city hall, city council, and daycare center should be planned as separate buildings.
- The city hall and city council must be designed flexibly to adapt to future space needs.
- An expansion area of 5,000m² must be planned within the site, with the expansion building having a total floor area of 4,000m², represented as a single mass in the submitted documents (site plan, perspective view, bird's-eye view, etc.).
- Security and circulation plans should be proposed based on function and user type, ensuring flexible layout planning to accommodate future space needs.
- Programs for residents and visitors should be positioned in locations easily accessible to pedestrians, including those with mobility impairments, as the Pyeongtaek Administrative Complex Town serves as a hub for administrative functions within the Godeok International New City.
- External spaces should be designed to be friendly and pleasant for easy access by local residents, linking them with internal program spaces.
- Legal requirements and guidelines for open spaces, landscaping areas, ecological areas, planting, landscaping, and pavement should be reviewed and incorporated.

- External spaces should be flexible areas that can be utilized year-round and day and night for various cultural events and spontaneous use by different social groups. Plazas, rest areas, and walkways should be included and actively considered in the building plan.
- Landscaping and rest areas should include convenience facilities for facility users with infants, as well as for the disabled and elderly.
- Outdoor installations (shelters, outdoor structures, renewable energy systems) should ensure stability, considering typhoons, heavy snow, and rain.

3.5 Parking and Circulation Plan

- The circulation plan within the site should prioritize pedestrians, ensuring that vehicle and pedestrian paths do not intersect.
- Smooth vehicle flow should be ensured by providing turnaround spaces at vehicle entry points, securing sufficient entry lane widths, and facilitating easy mutual recognition of incoming and outgoing vehicles.
- Traffic congestion should be minimized by securing at least two vehicle entry and exit points.
- Vehicle entry restrictions must be strictly adhered to, and the circulation plan should be designed to minimize nearby traffic congestion.



[Fig 04]: Vehicle Entry and Exit Diagram

- Surface parking lots should not intersect the pedestrian-only road. The underground parking lot should be shared between the city hall and city council, with separate areas for visitors, office staff, and council staff for operational convenience.
- Parking lots should primarily be self-parking and accommodate a total of at least 1,200 vehicles. Additionally, propose plans for additional parking spaces for future expansion, considering both economy and ease.
- Maximum parking spaces should be ensured within the given underground parking area.
- Parking and drop-off spaces for 10 large vehicles (45-seat buses) should be planned on the surface, ensuring compliance with turning radius and entry/exit regulations.
- Sufficient passing height should be provided to ensure that goods loading vehicles (2.5-ton trucks) can access the Basement 1 parking area, and designate separate loading zones.
- Planning for designated disabled parking spaces and expanded parking spaces must comply with relevant laws.
- Planning for a daycare drop zone should accommodate at least two vehicles and ensure that parking spaces for users with infants, children, and disabled individuals are conveniently and safely accessible to the main entrance.
- Electric vehicle charging stations should be planned in terms of location and number in accordance with the "Act on the Promotion of Development and Distribution of Environment-Friendly Vehicles."
- Evacuation and fire access routes should be established to ensure quick and efficient responses during emergencies.
- Circulation and space plans should reflect the increasing use of personal mobility devices (e.g., electric scooters) and shared mobility services (e.g., shared bicycles, shared scooters).
- Community facilities (convention hall) should be incorporated into the circulation plan to operate outside regular working hours (nighttime, holidays).

3.6 Floor Plan

- Rational and efficient utilization of public offices and community facilities should be planned. Similar spaces should be grouped together, and the circulation plan should be carefully reviewed to minimize congestion.
- Accessibility should be ensured for public-facing spaces such as civil affair service

and community facilities .

- Clear separation of public and workspaces should be maintained to enhance the usability of public facilities and the efficiency of workspaces.
- Spaces for collaboration, communication, rest, and meetings should be distributed throughout the facility and designed to offer views of the surroundings.
- Daycare center should be planned as a separate building, distinct from workspaces.
- Modular planning for public office workspaces should consider the layout of the workstations.
- Flexible layout of workspaces should accommodate changes in the administrative organization.

Workstation (Modular Plan) Inclusions
<ul style="list-style-type: none"> • Basic workspace module should be planned to accommodate the current number of staff. • Support spaces such as various storage areas, pantry, and small meeting rooms should be included in the plan. • Adaptable modular planning should be depicted to respond to future changes in the administrative organization.

3.7 Elevation and Section Plan

- Harmony with the surrounding environment and landscape should be achieved, ensuring the building itself is recognizable. However, avoid authoritative or overly symbolic masses or facades.
- Exterior finishing materials should be easy to maintain for energy efficiency and cost-effective operation.
- Zoning by function should be considered, allowing for independent yet organically connected vertical and horizontal circulation.
- Ceiling height of each room should consider spatial comfort while maintaining efficiency and economy based on appropriate heights for use, size, and function.
- Special-purpose rooms such as the city hall’s large conference room, city council’s main assembly hall, and convention hall should have sufficient height to accommodate events, performances, and sports activities, planned to meet or exceed the height required for mechanical and electrical installations, structural systems, and maintenance.

3.8 Eco-Friendly Plan and Energy Saving Plan

- Implementation of passive design should be planned, incorporating specific eco-friendly concepts to maximize building energy independence.
- Natural lighting and ventilation should be maximized for each functional space according to its use.
- Design of eco-friendly facilities (such as solar panels) should integrate aesthetics with the building's exterior.
- Achievement of certifications should be planned to obtain the highest grade of green building, energy efficiency grade 1++, and a preliminary certification of at least grade 4 for zero-energy buildings.

3.9 Barrier-Free (BF) Plan Reflecting Universal Design

- Compliance with laws and regulations such as the ‘Act on Guarantee of Promotion of Convenience’, ‘Pyeongtaek-si Ordinance on the Promotion of Public Design’, and ‘Gyeonggi-do Universal Design Guidelines’ to ensure safety and convenience for all users, including disabled individuals, infants, the elderly, and foreigners should be planned.
- Achievement of preliminary Barrier-Free (BF) Living Environment certification at a general grade or higher should be planned.
- Adherence to universal design guidelines for relevant spaces, complying with specific guidelines for each unit space.
 - Civil affair office: Ensure safety for civil affair staff by complying with the Ministry of the Interior and Safety’s ‘National Happiness Civil Affairs Office’ evaluation criteria.

3.10 Facility Plan, Informatization and Automation Plan

- Space allocation for machine and electrical rooms should consider operational management, including equipment and filter replacement.
- Central control room should be planned for monitoring and controlling the building’s mechanical, electrical, communication, and various security systems, aiming for system integration to minimize the number of management personnel.
- Renewable energy supply obligation should be planned to meet the mandatory supply ratio (34% for 2024 and 2025).

3.11 Security Plan

- Security planning for the complex should be divided into open, selectively open, and secure zones, organized by floor and function for efficiency.
- Open zones include the general information office, community facilities, and rooftop rest areas, allowing easy access for citizens during normal times but with structures enabling control when necessary.
- Selectively open zones consist of common areas (such as rest rooms), meeting rooms, and cafeterias outside of workspaces, accessible to citizens with approval (such as issuing access cards), but capable of being restricted or converted into secure zones depending on the situation. Common areas on floors with workspaces should be convertible to secure zones after working hours (after 6 PM).
- Secure zones encompass workspaces (excluding the civil affair office), clearly separated from open zones, with entry control systems to block unauthorized access or verify identities.

3.12 Estimated Construction Cost

- Applicants should devise feasible plans based on the estimated construction cost and submit a rough cost breakdown (separating any additional proposed content).

4. Detailed Design Guidelines by Major Facility

4.1 Based on constituent area by section

Category		Area (m ²)	Percentage (%)	Remarks (Range of Area Variation)
City Hall	Workspaces	7,174.00	14.20	±3%
	Accessory Spaces	7,512.00	14.87	±3%
	Community Facilities	1,500.00	2.97	±3%
	Licensed Revenue Facilities	226.00	0.45	±3%
	Legally Required Facilities	2,556.00	5.06	±3%
	Common Areas	8,257.00	16.34	
	Subtotal	27,225.00	53.88	±3%

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Category		Area (m ²)	Percentage (%)	Remarks (Range of Area Variation)
City Council	Council Offices	310.00	0.61	±3%
	Meeting Rooms	869.00	1.72	±3%
	Accessory Spaces	2,274.00	4.50	±3%
	Common Areas	1,350.00	2.67	
	Subtotal	4,803.00	9.51	±3%
Others	Equipment Spaces	2,000.00	3.96	±3%
	Underground Parking	16,500.00	32.66	±3%
Total		50,528.00	100.00	±3%

[Table 09] Area by Section

- Plan based on the above total and detailed areas (excluding common areas) within a ±3% range.
- Common area ratio for City Hall and City Council is approximately 39.34%, based on the standard design area criteria in the Pyeongtaek-si Ordinance on Public Property Management: [City Hall exclusive area (workspaces + accessory spaces + community facilities + licensed revenue facilities + legally required facilities) + City Council exclusive area (council offices + meeting rooms + accessory spaces) + equipment area) x 30~40%].

4.2 Staffing Criteria

- Refer to the personnel table below for planning

- City Hall: 942 employees

(** Departments indicated work in the civil affairs office)

Category		Mayor	Deputy Mayor	Chief Officer & Head	Director	Team Leader	Staff	Total
Mayor		1						1
Deputy Mayor			1					1
Subtotal		1	1					2
Deputy Mayor's Office	Communication and Promotion Office				1	3	11	15
	Audit Division				1	5	16	22
	Subtotal				2	8	27	37
Planning and Port Economy Office	Planning and Budget Division			1	1	5	19	26
	Port and Fishery Division				1	5	11	17
	Youth Policy Division				1	3	8	12
	Job Creation and Economy Division				1	6	16	23
	Tax Administration Division**				1	4	17	22
	Tax Collection Division**				1	5	14	20
	Subtotal			1	6	28	85	120
Administration and Autonomous Bureau	General Affairs Division			1	1	7	41	50
	Autonomous Administration and Cooperation Division				1	5	14	20
	Education and Youth Division				1	5	14	20
	Accounting Division				1	5	33	39
	Information and Communication Division				1	5	14	20
	Civil Administration Service Division**				1	5	19	25
	Subtotal			1	6	32	135	174
Future City Strategy Bureau	Future Strategy Office			1	1	6	16	24
	Future Advanced Technology Industry Division				1	6	14	21
	Smart City Division				1	7	19	27
	City and Railroad Division				1	3	8	12
	Subtotal			1	4	22	57	84

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Category		Mayor	Deputy Mayor	Chief Officer & Head	Director	Team Leader	Staff	Total
Culture and International Bureau	Culture and Arts Division			1	1	5	13	20
	ROK & US International Exchange Division				1	4	15	20
	Cultural Heritage and Tourism Division				1	5	15	21
	Sports Promotion Division				1	3	15	19
	Subtotal			1	4	17	58	80
Welfare Bureau	Welfare Policy Division			1	1	3	12	17
	Social Welfare Division				1	3	17	21
	Senior and Disabled Division				1	4	18	23
	Female and Nurturing Division				1	4	15	20
	Child Welfare Division				1	4	18	23
	Subtotal			1	5	18	80	104
Environment Bureau	Environmental Policy Division			1	1	4	13	19
	Resource Circulation Division				1	4	21	26
	Environmental Guidance Division				1	5	14	20
	Ecological Stream Division				1	5	16	22
	Food Policy Division				1	3	10	14
	Subtotal			1	5	21	74	101
Urban Housing Bureau	Urban Planning Division			1	1	6	19	27
	City Development Division				1	5	13	19
	Building Permit Division				1	6	24	31
	Housing Division				1	6	19	26
	Land Information Division				1	5	25	31
	Subtotal			1	5	28	100	134
Safety, Construction, and Transportation Bureau	Safety Control Division			1	1	5	23	30
	Construction and Road Management Division				1	4	13	18
	Road Management Division				1	4	16	21
	Traffic Administration Division				1	3	13	17
	Public Transportation Division				1	4	15	20
	Subtotal			1	5	20	80	106
Total		1	1	8	42	194	696	942

[Table 10] Pyeongtaek City Hall Personnel Table

- City Council: 58 members

Category	Personnel	Detail
City Council	58	Civil Servants: 40 persons (Secretary-General 1, Expert Members 4, Expert Members' Office 10, Legislative Team 9, Clerk Team 7, PR Team 5, Legislative Support Team 4) Council Members: 18 persons (Chairperson 1, Vice-Chairperson 1, Council Members 16) Number of Committees: 4 committees

[Table 11] Pyeongtaek City Council Personnel Table

4.3. Detailed Area Criteria by Office

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※ The workspace area for civil affairs-related staff (67 people) in the Offices and Bureaus marked with ※ is included in the total area of the Integrated Civil Affairs Office. Refer to the personnel details in [Table 10].

Category		Position	Personnel	Unit Area (m ²)	Area (m ²)	Remarks	
City Hall	Workspace	Mayor's Office	Mayor	1	99.00	99.00	
		Deputy Mayor's Office	Deputy Mayor	1	56.16	56.00	
		Directly Under Deputy Mayor	Director	2	17.92	35.00	
			Team Leader	8	7.65	61.00	
			Staff	27	7.20	194.00	
			Sum	37		290.00	
		※ Planning and Port Economy Office	Chief Officer	1	38.88	38.00	Excluding Taxation and Collection Divisions
			Director	4	17.92	71.00	
			Team Leader	19	7.65	145.00	
			Staff	54	7.20	388.00	
			Sum	78		642.00	
		※ Administration and Autonomous Bureau	Head	1	38.88	38.00	Excluding Civil Affairs Division; includes Citizen Communication Secretary Team
			Director	5	17.92	89.00	
			Team Leader	27	7.65	206.00	
			Staff	116	7.20	835.00	
			Sum	149		1,168.00	
		Future City Strategy Bureau	Head	1	38.88	38.00	
			Director	4	17.92	71.00	
			Team Leader	22	7.65	168.00	
			Staff	57	7.20	410.00	
			Sum	84		687.00	
		Culture and International Bureau	Head	1	38.88	38.00	
			Director	4	17.92	71.00	
			Team Leader	17	7.65	130.00	
			Staff	58	7.20	417.00	
			Sum	80		656.00	
		Welfare Bureau	Head	1	38.88	38.00	- Includes secretary space within Chief Officer' and Head Officer' Areas
Director	5		17.92	89.00			
Team Leader	18		7.65	137.00			
Staff	80		7.20	576.00			
Sum	104			840.00			
Environment Bureau	Head	1	38.88	38.00			
	Director	5	17.92	89.00			
	Team Leader	21	7.65	160.00			
	Staff	74	7.20	532.00			
	Sum	101		819.00			
Urban Housing Bureau	Head	1	38.88	38.00			
	Director	5	17.92	89.00			
	Team Leader	28	7.65	214.00			
	Staff	100	7.20	720.00			
	Sum	134		1,061.00			
Safety, Construction, and Transportation Bureau	Head	1	38.88	38.00			
	Director	5	17.92	89.00			
	Team Leader	20	7.65	153.00			
	Staff	80	7.20	576.00			
	Sum	106		856.00			
Subtotal			875		7,174.00		

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Category	Detailed Facility	Area (㎡)	Remarks
City Hall	Large Conference Room	160.00	0.8㎡ x 200 people = 160㎡
	Medium Conference Room	200.00	1.0㎡ x 100 people = 100㎡, 2 rooms
	Small Conference Room	300.00	4.0㎡ x 15 people = 60㎡, 5 rooms
	Cafeteria	480.00	1.63㎡ x (942 + 40) people x 0.3 = 480.20㎡
	Rest Room	282.00	2.0㎡ x 942 people x 0.15 = 282.60㎡
	Integrated Civil Affairs Office	1,182.00	Pyeongtaek-si Ordinance on Public Property Management (6.55㎡ x 67 people x 1.1) + civil affairs space
	Duty and Guard Rooms	96.00	Duty Room: 11.52㎡ x 4 people (2 men, 2 women), Guard Room: 30㎡ (current using area) + 20㎡ (storage for mails and private deliveries)
	Storage	659.00	0.7㎡ x 942 people (allocated per division)
	Data Processing Room	234.00	9.79㎡ x 20 people x 1.2
	Fitness Room	216.00	Based on national property management fund operation guidelines 75㎡+(942+40-100)people x 0.16㎡
	Convenience Store	33.00	Based on the current using area
	Medical Room	64.00	Based on national property management fund operation guidelines 22㎡+(942+40-100)people x 0.048㎡
	Media Briefing Room	100.00	(Press Center) Based on the current area used in Pyeongtaek City Hall
	Employee Union Office	74.00	(Civil Servants Union Center) Based on the current area used in Pyeongtaek City Hall
	Support Module	2,374.00	Support modules including document storage, public consultation rooms, break rooms, and workspaces for public employees
	Auxiliary space for the Data Processing Room	66.00	Based on demand, standards for IT equipment storage design (relevant division)
	Information and Communication Room	100.00	Based on demand (relevant division)
	Cybersecurity Center	33.00	Based on demand (relevant division)
	Video Conference Room	60.00	Based on demand (relevant division)
	Vehicle Management Room (Driver Waiting Room)	45.00	Based on the current area used in Pyeongtaek City Hall
	Janitor's Waiting Room	58.00	Reference similar cases (Goyang City Hall), separated by gender
	Video Studio (Broadcasting Room)	100.00	Based on demand (relevant division)
	Publishing Room	33.00	Based on the current area used in Pyeongtaek City Hall
	External Cooperation Room	50.00	Based on demand (relevant division), (Policy Consultation Room)
	Standby Room	100.00	Based on demand (relevant division)
	City Task Force	63.00	Based on the current area used in Pyeongtaek City Hall
Shared Office (A)	200.00	Area allocation for non-regular employees.	
Shared Office (B)	150.00	Area allocation for non-regular employees.	
	Subtotal	7,512.00	
Community Facilities	Convention Hall	1,000.00	(942 + 40) people x 0.97㎡ + sound room 50㎡
	Cafe	500.00	

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Category	Detailed Facility	Area (㎡)	Remarks	
	Subtotal	1,500.00		
	Licensed Revenue Facilities	Financial Facilities	226.00	Based on the current area used in Pyeongtaek City Hall
		Subtotal	226.00	
	Legally Required Facilities	General Archives	500.00	Pyeongtaek City Archives, Mobile Racks
		Land Information Division's Cadastral Archives	80.00	Article 69 of the Act on the Establishment and Management of Spatial Data and Article 65 of Enforcement Regulation of the same Act
		Emergency Operations Center	728.00	Underground placement (general situation room/integrated defense situation room)
		Disaster Safety Control Room	183.00	2.64㎡ x 52 people (division head or higher) + 46.08㎡ duty room (4 people, 2 men and 2 women)
		Nursing Room, Mother-Child Rest Room	45.00	According to standard guidelines for nursing facilities
		Daycare Center	1,020.00	Based on appropriateness review
		Subtotal	2,556.00	
	Common Spaces	Stairs, Elevators, Corridors, Restrooms, etc.	8,257.00	{Exclusive area of City Hall (workspaces, accessory spaces, community facilities, licensed revenue facilities, legally required facilities) + equipment area} × 39.38%
		Subtotal	8,257.00	
Total Area of City Hall		27,225.00		

**The International Competition for the Pyeongtaek-si Administrative Town
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Category	Detailed Facility	Area (m ²)	Remarks		
City Council	Council Members' Offices	Chairman's Office	99.00	Applied the same area as the office of the Head of Organization	
		Vice Chairman's Office	56.00	Applied the same area as office of the Deputy Head of Organization	
		Committee Chair's Office	155.00	4 members, applied the same area as offices of chief officer and head	
		Subtotal	310.00		
	Conference Room	Main Conference Hall	390.00	18 council members x 5.00m ² + 75 audience seats x 1.5m ² or more	
		Conference Room	59.00	18 members x 3.3m ²	
		Committee Room	420.00	4 committees, including member cabinets, executive seats, stenography rooms	
		Subtotal	869.00		
	Accessory Spaces	Office of the Secretary-General	38.00	Applied the same area as offices of chief officer and head	
		Office	330.00	4 specialists x 17.92m ² + 4 team leaders x 7.65m ² + 31 staff x 7.2m ² = 325.48m ²	
		Document Storage	16.00	18 people x 0.4m ²	
		Resource Room and Library	140.00		
		Waiting Room	Member	45.00	18 people x 2.5m ²
			Driver	32.00	18 people x 1.80m ²
			Press (Reporter)	50.00	1 room, 50m ²
		Rest Room	Member	45.00	18 people x 2.5m ²
			Staff	80.00	Separated by gender, 40 people x 2m ²
			Audience	150.00	75 audience seats x 2m ²
		Standby Room	50.00	1 room, 50m ²	
		Large Conference Room	100.00	100 people x 1.0m ²	
		Communication Room	50.00	Special Committee Room	
		Civil Consultation Room	20.00		
		Special Committee Room	100.00	1 room, 100m ² , including accessory room	
		Members' Offices	450.00	18 people, 25.00m ² per person	
		Representative Office of Negotiation Group	60.00	2 members, 30.00m ² per person	
		Information and Communication Room	100.00	Based on demand, including broadcasting room	
		Equipment Room	50.00	Adjacent to the standing committee room, 50m ²	
		Media Briefing Room	50.00	Adjacent to the press waiting room, integrated media-related room	
		Executive Waiting Room	50.00	Based on demand, appropriately allocated, used as a conference room during normal times	
		Clerks' Work Room	50.00	Based on demand, appropriately allocated, used as a conference room during normal times	
Janitors' Rest Room		21.00	6 men and 6 women x 1.80m ²		
Mother-Child Rest Room/Nursing Room		15.00	5 people x 3.00m ²		
Guard Room		10.00	4 people x 2.5m ²		
Conference Hall		120.00	150 people x 0.80m ²		
Storage	20.00	For souvenirs and packaging supplies			
Accessory Rooms	32.00	Including secretary's office			
Subtotal	2,274.00				
Common Spaces	Stairs, Elevators, Corridors, Restrooms, etc.	1,350.00	Exclusive area of the council (offices, meeting rooms, accessory spaces) x 39.10%, including an open PR hall connected to the lobby (200m ²)		
	Subtotal	1,350.00			

Category	Detailed Facility	Area (m ²)	Remarks
Total Area of City Council		4,803.00	
Others	Equipment Space	2,000.00	Approximately 4% of the total floor area (including mechanical rooms, electrical rooms, central control rooms, air conditioning rooms, floor equipment rooms, main equipment rooms)
	Parking Space	16,500.00	Underground parking for 500 or more vehicles, 500 vehicles x 33m ² /vehicle
Others Total		18,500.00	
Total Floor Area		50,528.00	

[Table 12] Detailed Area Table

4.4. Design Guidelines for Individual Rooms

- **Pyeongtaek City Hall**

- 1) Mayor's Office and Deputy Mayor's Office

- Plan the workspace to include an office, reception room, restroom, secretary's office, and break room.
- Design the interior to be elegant and comfortable.
- Include individual entrances to the mayor's and deputy mayor's offices, in addition to the entrance through the secretary's office.
- Place the external cooperation room adjacent to the mayor's office.
- Arrange a separate workspace for the Citizen Communication Secretary Team (1 team leader and 12 staff, a total of 13 people) near the mayor's office.
- Plan the deputy mayor's office to be adjacent to a small conference room (1 room).

- 2) Chief Officer and Head's Office

- Integrate the secretary's office for every two departments (including a break room).
- Plan in conjunction with the mayor's and deputy mayor's offices.

- 3) Lobby

- Design the lobby to be easily accessible from the exterior, basement, and other areas, and to connect to the integrated civil affair office.
- Include educational spaces and small exhibition rooms in the lobby to promote citizen participation activities.

- 4) Conference Rooms

- Plan the conference rooms to accommodate indoor broadcasting and meeting

equipment based on the size and purpose of each room.

- Design the control room to be large enough to house broadcasting and meeting operation equipment and staff.
- Reflect the following in the conference room plans:
 - a) Large Conference Room: Ensure it can host regular staff meetings, training sessions, and various events.
 - b) Medium and Small Conference Rooms: Appropriately allocate and arrange them for bureau and department meetings.
 - c) Video Conference Room: Consider video and audio equipment planning and design a layout that enables remote video conferencing.

5) Cafeteria

- Plan the cafeteria's location considering the surrounding views and orientation, or link it with the floor that has a rooftop garden to encourage natural relaxation after meals.
- Ensure the cafeteria is conveniently located for use by council and city hall staff, considering it as a group dining facility for employees.
- If placing the cafeteria on the top floor, incorporate core planning to manage congestion during peak times. Plan the kitchen for easy food distribution and management, and include rest areas for staff and food storage spaces.

6) Rest Rooms

- Place rest rooms on each floor close to workspaces to allow for use during work hours when needed.
- Separate rest rooms for men and women, and distribute them appropriately to ensure convenient access for all users.

7) Integrated Civil Affairs Office

- Plan the space to integrate the civil affairs offices of the Taxation Division, Collection Division, and Civil Affairs Administration Division, accommodating both public and general administrative tasks.
- Allocate 15 desks for the Civil Affairs Administration Division, at least 7 desks for the Taxation and Collection Divisions, and 3 additional desks for general civil affairs guidance.
- Separate the pathways for public services and general office work.

- Position the civil affairs office considering the concept of an open office, ensuring accessibility, and connections to pedestrian access, ground and underground parking, public spaces, and external areas.
- Locate the civil affairs office on the lower floors for easy public access, considering its connection to the lobby.
- Design the service desks according to relevant standards to accommodate various users, including people with disabilities and the elderly.
- Place the cadastral archive of the Land Information Division adjacent to the integrated civil affairs office, in compliance with relevant laws and regulations such as Article 69 of the Act on the Establishment and Management of Spatial Information and Article 65 of the Enforcement Regulation of the same Act.

8) Nursing Room and Mother-Child Rest Room

- Plan according to the Standard Guidelines for the Management of Nursing Facilities.
- Ensure the nursing room and mother-child rest Room are accessible and convenient for both visitors and staff.

9) Duty Room and Guard Room

- Separate the duty rooms for men and women, and ensure access through the guard room to control entry.
- Place the guard room adjacent to the main entrance and include space for storing mail and delivery packages.

10) Data Processing Room and Information and Communication Room

- Plan the Data Processing Room to separate the main computer equipment room (server room) from the auxiliary equipment rooms (temperature and humidity control room, UPS room, etc.) to facilitate access control and security management. (40 racks, 100kVA UPS, temperature and humidity control equipment, automatic fire extinguishers)
- Auxiliary space for the Data Processing Room: Storage for spare equipment and various materials necessary for maintaining the administrative network system. (6 racks, 75kVA UPS, air conditioner, automatic fire extinguishers)
- Ensure sufficient ceiling height by considering ceiling trays or floor trays installation, raised floors, rack height, and air circulation.
- Plan the Information and Communication Room adjacent to the Data Processing

Room.

- Place the Cybersecurity Center adjacent to other data processing-related rooms.

11) Disaster Safety Control Room

- Plan the Disaster Safety Control Room to collect and disseminate disaster information, manage situations, and command during disaster occurrences, in conjunction with related disaster safety workspaces.
- Install high-definition screens capable of interfacing with CCTV systems.
- Include duty rooms for both men and women, accommodating two individuals each.

12) Fitness Room

- Include basic gym facilities and spaces for group exercises such as yoga.
- Plan for separate locker rooms and showers for men and women.
- Position the facility in a convenient location for use by both council and city hall employees.

13) General Archives

- Plan the General Archives as a large-scale storage room for important city hall documents, emphasizing security by separating it from public pathways. Ensure easy access for bulk record handling by placing it near elevators and external access points.
- Include a workspace and a storage room for materials for the transfer, organization, and classification of records.
- Plan for a records reading room and a special media viewing area.
- Install a temperature and humidity control room to create an appropriate document storage environment.

14) Storage

- Plan the storage areas, including a disaster prevention supplies storage room, appropriately dividing the space among divisions in the basement. Position the storage areas adjacent to the loading dock.

15) Emergency Operations Center

- Ensure the facility can perform its duties without damage during wartime, be isolated from hazardous facilities and can be easily secured and protected, with convenient evacuation routes via road networks for dispersion.

- Plan the facility as a reinforced concrete structure with underground facilities, equipped for wartime use with a national command communication network, heating/cooling, emergency water supply, emergency power, accommodations, and sanitation facilities.
- Plan for use as temporary housing for disaster-affected residents.
- Locate the facility underground to function as a combined defense operations center during emergencies, with adjacent support facilities for meeting purposes.
- Utilize the facility as a joint underground situation room during peacetime.
- Design the space as a secure area for immediate establishment of an integrated defense support headquarters, joint military-police situation room, and military command post during integrated defense training or emergencies, with necessary access controls (secure communication network, local CCTV monitoring screens, etc.).

16) Support Module

- The support module will be utilized for various purposes, including document storage, public consultation rooms, break rooms, staff workspaces, meeting rooms with video monitoring capabilities, and storage rooms.
- The module plan should be flexible to accommodate various requirements such as organizational restructuring, changes in personnel, and the evolving needs of each department.
- The meeting rooms within the support module should be equipped to link monitors for situation management and CCTV monitoring.

Environment Policy Division - Smart Environment Management Center

Ecology and Rivers Division - Smart Flood Management System Situation Room

Safety General Division - Disaster Safety CCTV Wireless Communication Room

Road Management Division - CCTV Monitoring Room

17) Shared Office

- The shared office will be used as workspace for personnel not included in the "Enforcement Regulations of the Pyeongtaek-si Ordinance on the Administrative Organization and Staffing", as well as for temporary organizations.
- This area should be designed to maximize efficiency, appropriately divided and configured for flexible use as needed.

18) Video Studio

- The video studio will be an integrated facility available for use by both city hall and council staff. It should be located in an easily accessible area to ensure that all users can conveniently utilize the facility.

19) Media Briefing Room

- The media briefing room will be located adjacent to the Communications and PR Hall.

20) Convention Hall

- The convention hall will be located in a convenient area for city hall staff, council staff, and residents.
- It will include facilities for video and audio equipment.
- Plan for flexible use such as lectures and seminars with movable seating and a flat floor level (not tiered seating).

21) Cafe

- The cafe will be appropriately distributed in accessible areas such as the lobby to ensure convenience for residents.

22) Financial Facility

- The financial facility will be located in an area that is convenient for residents, ensuring easy access for a large number of users.
- It will primarily serve employees and function as a treasury while also operating as a general bank facility for residents.
- Plan the layout to facilitate the entry and loading operations of cash transport vehicles, and ensure there is separate access for night-time ATM use.

23) Daycare Center

- Plan the daycare center in compliance with the installation standards stipulated in Article 9 of the Enforcement Regulations of the Child Care Act.
- The daycare center should be designed as a separate building to ensure that the paths of visitors and daycare activities do not intersect.
- Ensure the safety of infants and young children around the daycare center. Special care should be taken to separate vehicle access for pick-up and drop-off from children's paths to prevent accidents.

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- Design the space to connect indoor and outdoor areas (using outdoor space or rooftop gardens) for free play activities and plan separate routes accordingly.

- **Pyeongtaek City Council**

- Plan as a separate building from Pyeongtaek City Hall.

- 1) Main Assembly Hall

- Plan the space to symbolize local autonomy, enhancing meeting efficiency and creating a comfortable environment. The location, size, and internal layout should represent the City Council.
- Include a visitor path allowing residents to tour the main assembly hall when sessions are not in progress.
- Place the chairperson's seat at the front center, elevated above the council members' and executive seats. In front of the chairperson's seat, plan for a podium and a stenographer's desk. To the left and right of the chairperson's seat, allocate space for three council office staff members to assist during the main assembly. Ensure the chairperson's route to the assembly hall is separate from others.
- Arrange fixed seating for 18 council members with wide aisles for easy movement and the option to add six additional seats.
- Allocate seats for executive officials (director level and above) next to the council members' seats for answering inquiries, with additional seating for standby personnel.
- Design the public gallery so that the entire main assembly hall is clearly visible, and ensure there are designated seats for people with disabilities.
- Ensure the movement of wheelchair users is unhindered by any internal level differences within the assembly hall.
- Place council members and executive officials' seats on the first floor with a capacity for over 50 seats.
- Arrange the public gallery on the second floor with at least 30 seats, including spaces for press.
- Considering the assembly hall's symbolic importance, plan the ceiling height to span at least two floors.
- Include common areas around the main assembly hall, such as halls and resting areas, for attendees to use during breaks.

- 2) Committee Rooms

- Arrange the chairs for each chairman and committee member in a 'U' shape, with the response seats for the Assembly Secretariat and executive officials, as well as the public gallery opposite the chairman. Ensure ample space for the executive

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seats.

- The committee rooms should include space for a refrigerator, cabinets for members, and a temporary stenographer's office (for 4 employees).
- Executive Waiting Room, Clerk Team Office: Appropriately distribute and place near the main assembly hall and standing committee room, and use as a meeting room during normal times.

3) Chairman's Office, Vice Chairman's Office

- Ensure adjacent space to halls or lobbies where visitors can be received.
- The Chairman's Office should include a workspace and a small meeting space chaired by the Chairman, equipped with audiovisual equipment, a restroom, and a rest area within the workspace.
- Include a secretary's office and a reception room for visitors.
- The Vice Chairman's Office should consist of a workspace, a small meeting room, and convenience facilities.
- Plan the Vice Chairman's Office adjacent to the Chairman's Office to share the secretary's office.

4) Committee Chair's Offices

- Plan the four Committee Chair's Offices as individual rooms.

5) Members' Offices

- Plan 18 offices, considering the current number of members (18).
- To facilitate the members' research and preparatory activities, provide facilities for using PCs for meeting preparation and organization, and consider installing washbasins and sinks.

6) Office of the Secretary-General: Provide workspace and meeting space for the Secretary-General, along with an office for the secretary.

7) Office

- The office will include workspaces for the Legislative Affairs Team, Clerk Team, Public Relations Team, Legislative Support Team, and staff of the four standing committees and their respective offices.
- Establish a visitor reception room near the entrance where visitors or employees from other departments can meet with the responsible staff without needing to go to their desks, and allocate a document storage room nearby.
- Plan the workspace for standing committee specialists and their assistants within

the office without separate partitions, including workspaces for the specialists, their staff, and a reception table.

- 8) Rest Rooms: Adequately provide rest areas for members, staff, and public gallery visitors.
- 9) Information and Communication Room, Equipment Room, etc.
 - Place the information and communication room (including the broadcasting room) adjacent to the main assembly hall. This room should include space for managing the live broadcast and audio equipment.
 - Position the equipment room close to the standing and special committee rooms and the conference hall to facilitate efficient installation and operation of broadcasting equipment.
- 10) PR Hall
 - Plan the space adjacent to the lobby for various exhibitions such as a comprehensive list of former members, photo zones, video materials, youth council, and elementary school contests.
 - Develop creative and professional strategies (such as archives) to commemorate and promote the history of Pyeongtaek City.
- 11) Resource Room: Create a space for housing and reviewing materials necessary for legislative activities.
- 12) Press Briefing Room: Locate this room adjacent to the press waiting area with two separate entrances for ingress and egress. Ensure connectivity for audio and broadcast equipment.
- 13) Conference Rooms
 - Conference Hall: Plan to accommodate additional seats for attendees and staff, ensuring efficient use of space.
 - Large Conference Room: Design with **movable** seating to facilitate various events (inaugurations, retirements, new year ceremonies, end-of-year ceremonies, training sessions). Include storage space for seats and other equipment.
 - Communication Room: Plan as a small, flexible meeting space.
- 14) Storage for Souvenirs and Packaging Supplies: Place near an elevator or another area that facilitates easy movement of goods.

III. Submissions and Preparation Guidelines

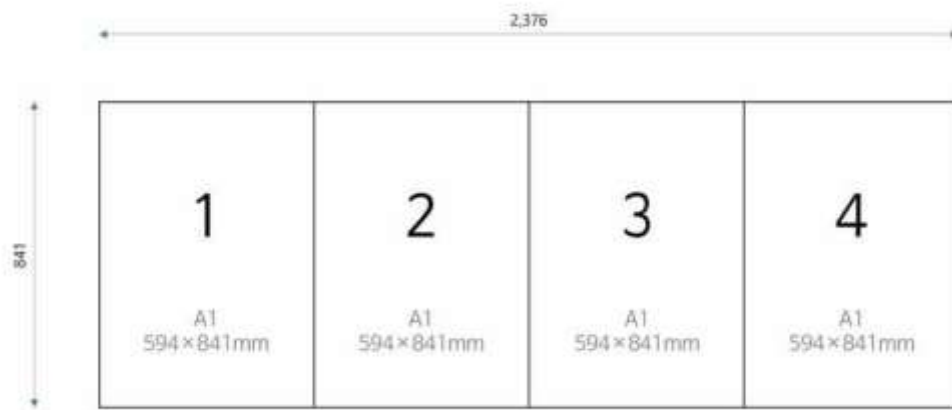
1. Submissions and Preparation Criteria

1.1 General

- All submissions must be written in Korean or English and Arabic numerals, using the metric system (with areas expressed to two decimal places). Korean or English may be used as needed.
- All submissions can use colors freely, and 3D rendered images are acceptable.
- The scale and orientation must be clearly indicated on all plans.
- No identifying graphics or methods are to be included on any submissions.
- Except for the model, all submissions must be in the specified file format.

1.2 Design Panels for Review (A1×4 sheets, 1 set)

- The panels should be created in four A1-sized sheets (W:594mm×H:841mm, Portrait orientation). During judging, the panels will be assembled as shown in [Figure 05]. (※ To ensure correct assembly, an A4-sized printout of the combined design panels should be submitted.)



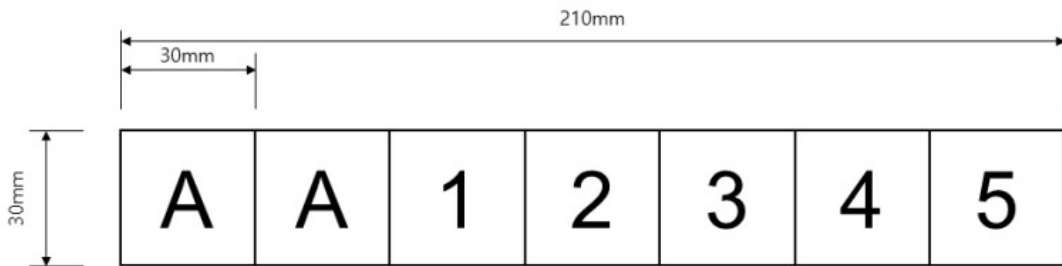
[Fig. 05] Front of Design Drawings

- Design panels for Review must include the following:
 - ① Bird's-Eye Views or Exterior Perspective: ※ At least one perspective drawn at eye level (approximately 1.5m from the ground)
 - ② Design Overview: Indicate site area, building area, total floor area, building

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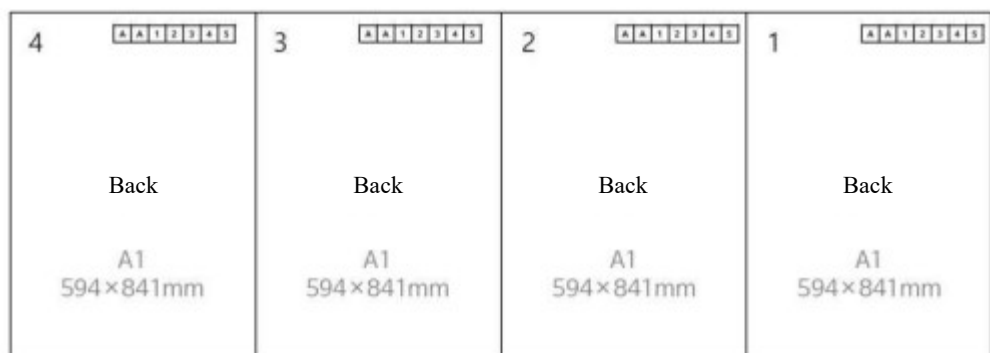
coverage ratio, floor area ratio, building floors, and parking plan (※ Place on panel 1)

- ③ Design Concept Diagram: Direction, objectives, and design concept
 - ④ Site Plan: Scale 1:800, match true north with plan north (※ Place on panel 1)
 - ⑤ Floor Plans, Elevations, Sections
 - ⑥ Interior Perspectives: At least two
 - ⑦ Other Emphasized Content: As chosen by the designer
- Attach the panels to 10mm foam boards without borders, ensuring they stand independently for judging.
 - Write the PIN number on the back, top right corner of each panel. Use a 210mm x 30mm format, with black Arial font, 50pt size on white paper.



[Fig. 06] PIN Number Guideline

- Number the panels on the back, top left corner for assembly (when viewed from the back, arrange in the order 4, 3, 2, 1).



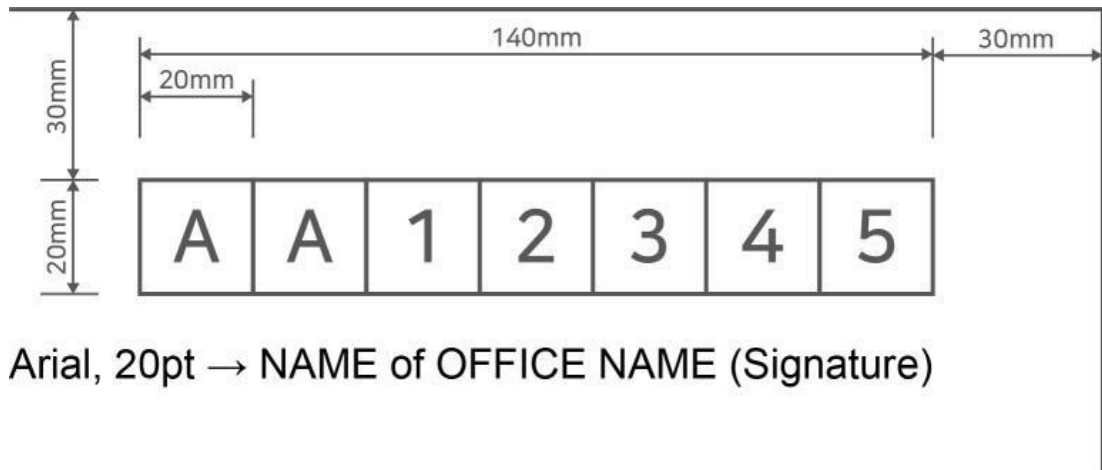
[Fig. 07] Back of the Design Panels

1.3 Design Description (A3×30 pages or less, 1 copy for record and 19 copies for Review)

- The design description should be created in A3 size (W: 420mm × H: 297mm,

landscape orientation).

- The design description should be no more than 30 pages, and should not include any separators. However, the front and back covers and the table of contents are not included in the page count.
- The design description must include the following:
 - ① Design Overview
 - ② Basic Planning Direction (design intent and ideas)
 - ③ Site Plan, Floor Plans, Elevations, Sections
 - ④ At least 5 perspectives: bird's-eye views, external perspectives, and interior perspectives
 - ⑤ Expansion Plan and External Space Plan
 - ⑥ Parking, service, emergency vehicle, and pedestrian circulation plans
 - ⑦ Workstation plan and plans for the variability of workspaces
- The following content is recommended:
 - ⑧ Site analysis
 - ⑨ Public space planning
 - ⑩ Specialized space planning
 - ⑪ Structural system review and plan
 - ⑫ Specialized environmental facility plan
 - ⑬ Mechanical, electrical, and fire protection systems plan
 - ⑭ Construction method plan and proposal
 - ⑮ Disaster prevention and safety plan
 - ⑯ Other content emphasized by the designer
- No identification marks indicating the applicant are allowed on the cover, except for the PIN number.
- The background of the design description should be white, without any images or patterns.
- Use [Form 13] for the cover of the design description. For the record copy, write the name of the applicant's office (or name for individuals) in Korean or English on the top right of the cover and affix a seal or signature.



[Fig. 08] Design Description Cover's PIN Number and Office Name Guidelines

1.4 Model (1 set)

- Size and Scale: (Width x Length) 594mm x 841mm, Scale 1:600
- Production Scope: Coming soon after the onsite meeting
- Buildings made of styrofoam, limited to white color (white painting on acrylic is prohibited).
- Do not express details and undulations under 0.5m such as windows and decorations; represent buildings as simple masses.
- Base to be printed with the site plan (color printing allowed) and attached; three-dimensional expressions of trees, roads, external spaces, titles, compass roses, etc., are prohibited.
- Surrounding buildings are to be made of styrofoam and limited to gray color. (For buildings not yet completed, either leave them blank or plan them virtually based on relevant regulations.)
- The model should be protected against damage by creating a separate storage box as described below.
 - The storage box should be made in the form of a 600x500x300mm (width x length x height) box, with one side open to allow easy removal of the model.
 - The box should also serve as a model base during the review.
 - The storage box should be made of 10t white foam board with black matte tape (50mm wide) finishing the corners.
- Submissions that violate the above guidelines may not be displayed during the review process following the deliberation of the professional committee.

1.5 Presentation Materials (1 set)

- Compose the presentation materials using only the content from the design boards and design explanation document, prepared to last for a 15-minute presentation.
- The format is flexible, but it must not include videos, audio, or animation effects, and must be submitted in PDF format.

1.6 Summary of Design Concept (A4, 1 page)

- Using [Form 10], succinctly describe the design intention of the proposal in approximately 500 words (either in Korean or English).

1.7 USB (Electronic Files of Submission Materials)

- Save and submit the files for the design panels for judging, summary of design concept, design description, and the bird's-eye views or perspective views used in the design panels according to the file formats specified in the table below.

Submission	Size	File Format & Quality	File Name
Design Panel for Review	A1	JPEG / 300dpi	pin number_panel number (e.g., AA12345_panel2)
Combined Panel Image	A4	JPEG / 300dpi	whole panel
Design Description (for Review)	A3	PDF / High-Quality Print (High)	pin number_description
Presentation Materials	자유	PDF / High-Quality Print (High)	pin number_pt
Summary of Design Concept	A4	PDF / Standard Quality (Medium)	pin number_summary
Bird's-eye View (Perspective View)	-	JPEG / 300dpi (less than 30MB)	pin number_image1 pin number_image2...
Various Documents	A4	PDF / Standard Quality (Medium)	pin number_document

[Table 13] File Formats for Submission Materials

- Saved files must be identical to the printed originals and must not include any identifying information of the applicant. (※ Office name must not be included in the file name).

2. Post-Award Submissions

2.1 Model

- If requested by the ordering agency, the winner must produce and submit an additional model. The material, size, and other details of the model shall be decided in consultation with the ordering agency.

2.2 Video

- If requested by the ordering agency, the winner must produce and submit an additional video of approximately 3 minutes. Specific details shall be decided in consultation with the ordering agency.

Appendix 01

Google Maps (NAVER Map) Around the Current Competition Site

- The current competition site is available on Google Maps. Click the link provided below.

<https://maps.app.goo.gl/DEteadTQWNiaLjcu8>

- The current competition site is available on NAVER Map. Click the link provided below.

<https://map.naver.com/p/entry/address/14141762.368489,4445707.0519637,%EA%B2%BD%EA%B8%B0%20%ED%8F%89%ED%83%9D%EC%8B%9C%20%EA%B3%A0%EB%8D%95%EB%8F%99%202521?c=16.65,0,0,1,dh>

- The above links shall be used solely for the purpose of verifying the location of the site.

Appendix 02

Site 3d MAP(v-world) Link

- 3d representation of the project site is available on v-world. Click the link below. Please enter the site address in Korean, which then you can search for this competition site.

- <https://map.vworld.kr/map/dtkmap.do?mode=MAPW201>

Appendix 03

Provided list of the Materials

No.	Title	Format	Notes
Material 01	Documents Related to the Construction Plan for the Site	.dwg	Topography, levels, Public Sewers and related drawings
Material 02	Documents Related to the Pyeongtaek Godeok Internationalization Planning District	.zip	District unit plan implementation guidelines and related drawings
Material 03	Traffic Planning Map for the Site	.dwg	Traffic impact assessment related data
Material 04	Aerial Drone Footage of the Site	.mp4	
Material 05	CAD Drawings of the Model Production Scope	.dwg	

- ※ Materials will be made available after the onsite meeting.
- ※ English translation won't be provided for some documents.

Form 01] Design Competition Written Questionnaire

Design Competition Written Questionnaire	
PIN No.	
Company/ Representative Name	(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 (e.g. p9 8.1.)</p>

※ Please submit your questionnaire via email.

[Form 02] Design Competition Proposal

Design Competition Proposal							
PIN No.		Receipt No.※					
Representative	Company/Rep. Name						
	Address						
	Architect License Country						
	Architect License No.						
	Phone						
	E-mail						
<p>As above, I submit the design competition proposal for the 「The International Competition for the Pyeongtaek-si Administrative Town」 hosted by Pyeongtaek City Hall.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px dotted black; padding-top: 5px;">Submitted Document</td> <td style="width: 50%; border-top: 1px dotted black; padding-top: 5px;">Document to be submitted</td> </tr> <tr> <td style="border: none;"> <ol style="list-style-type: none"> 1. Design Competition Work Submission (1 copy) 2. Consent of the Design Competition (1 copy) 3. Joint Application Agreement (1 copy) 4. Architectural Overview (1 copy) 5. Detailed Area Table for Each Facility (1 copy) 6. Regulatory Review Document (1 copy) 7. Consent Form of Utilization and Change of Works (1 copy) 8. Estimated Preliminary Construction Cost Statement 9. A Copy of an Architect License (1 copy)(all applicants) 10. Architect Administrative Penalty Inquiry Report(1 copy) (all applicants) 11. Report Proof for the Establishment of an Architectural Firm (1 copy)(If applicable) </td> <td style="border: none;"> <ol style="list-style-type: none"> 1. Drawing Plate (1 set) 2. Combined Panel Image 3. Design Description 4. Model 5. Presentation Material 6. Summary of Design Concept 7. USB </td> </tr> </table> <p style="text-align: right; margin-right: 100px;">2024</p> <p style="display: flex; justify-content: space-between;"> Representative (applicant): (Signature or Stamp) </p> <p>To the Mayor of Pyeongtaek-si</p>				Submitted Document	Document to be submitted	<ol style="list-style-type: none"> 1. Design Competition Work Submission (1 copy) 2. Consent of the Design Competition (1 copy) 3. Joint Application Agreement (1 copy) 4. Architectural Overview (1 copy) 5. Detailed Area Table for Each Facility (1 copy) 6. Regulatory Review Document (1 copy) 7. Consent Form of Utilization and Change of Works (1 copy) 8. Estimated Preliminary Construction Cost Statement 9. A Copy of an Architect License (1 copy)(all applicants) 10. Architect Administrative Penalty Inquiry Report(1 copy) (all applicants) 11. Report Proof for the Establishment of an Architectural Firm (1 copy)(If applicable) 	<ol style="list-style-type: none"> 1. Drawing Plate (1 set) 2. Combined Panel Image 3. Design Description 4. Model 5. Presentation Material 6. Summary of Design Concept 7. USB
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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.

[Form 03] Consent of the Design Competition

Consent of the Design Competition

In relation to the 「The International Competition for the Pyeongtaek-si Administrative Town」 hosted by Pyeongtaek City Hall, 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.

2024 . . .

Representative (applicant):

(Signature or Stamp)

To the Mayor of Pyeongtaek-si

[Form 04] Joint Application Agreement

Joint Application Agreement and Representative Registration Form		
Article 1 (Purpose) This agreement is to define what should be followed by each applicant in jointly applying for the 「The International Competition for the Pyeongtaek-si Administrative Town」, 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 Address	
Article 3 (Members of the joint application) The members of the joint application except for the representative are as follows.		
2	Company / Representative Address	
3	Company / Representative 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.		
2024. . . .		
Rep. Applicant	Company/Representative	(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 Mayor of Pyeongtaek-si		

The International Competition for the Pyeongtaek-si Administrative Town
Design Guidelines

[Form 05] Architectural Overview

Project title		The International Competition for the Pyeongtaek-si Administrative Town	
Site address			
Zoning district			
Area size		m 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		%	
Use			
Number of floors			
Building height		m	
Number of parking vehicles		Legal: units / Planned: units	
Public open space		Planned: m ² (00.00% of the site area)	
Landscaping area		Planned: m ² (00.00% of the site area)	
Main structure form			

[Form 06] Detailed Area Table for Each Facility

- Floor overview

Classification	Floor area (m ²)	Main room
B5		
B4		
B3		
B2		
B1		
Subtotal		
1F		
2F		
3F		
..		
..		
Subtotal		
Total		

※ Edit and write

- Spatial Configuration by Area

Category	Reference Area (m ²)	Plan Area (m ²)	Plan area compared to reference area
City Hall	Workspaces	7,174.00	(ex.) +3%
	Accessory Spaces	7,512.00	
	Community Facilities	1,500.00	
	Licensed Revenue Facilities	226.00	
	Legally Required Facilities	2,556.00	
	Common Areas	8,257.00	
	Subtotal	27,225.00	
City Council	Council Offices	310.00	
	Meeting Rooms	869.00	
	Accessory Spaces	2,274.00	
	Common Areas	1,350.00	
	Subtotal	4,803.00	
Others	Equipment Spaces	2,000.00	
	Underground Parking	16,500.00	
Total	50,528.00		

The International Competition for the Pyeongtaek-si Administrative Town
Design Guidelines

- Facility Detail Plan

Category		Reference Area (m ²)	Plan Area (m ²)	Floor	Plan area compared to reference area	
City Hall	Workspace	Mayor's Office	99.00		(ex.) 3F	(ex.) +3%
		Deputy Mayor's Office	56.00			
		Directly Under Deputy Mayor	290.00			
		※ Planning and Port Economy Office	642.00			
		※ Administration and Autonomous Bureau	1,168.00			
		Future City Strategy Bureau	687.00			
		Culture and International Bureau	656.00			
		Welfare Bureau	840.00			
		Environment Bureau	819.00			
		Urban Housing Bureau	1,061.00			
		Safety, Construction, and Transportation Bureau	856.00			
		Subtotal	7,174.00			

**The International Competition for the Pyeongtaek-si Administrative Town
Design Guidelines**

Category	Detailed Facility	Reference Area (m ²)	Plan Area (m ²)	Floor	Plan area compared to reference area
City Hall	Accessory Spaces	Large Conference Room	160.00		
		Medium Conference Room	200.00		
		Small Conference Room	300.00		
		Cafeteria	480.00		
		Rest Room	282.00		
		Integrated Civil Affairs Office	1,182.00		
		Duty and Guard Rooms	96.00		
		Storage	659.00		
		Data Processing Room	234.00		
		Fitness Room	216.00		
		Convenience Store	33.00		
		Medical Room	64.00		
		Media Briefing Room	100.00		
		Employee Union Office	74.00		
		Support Module	2,374.00		
		Auxiliary space for the Data Processing Room	66.00		
		Information and Communication Room	100.00		
		Cybersecurity Center	33.00		
		Video Conference Room	60.00		
		Vehicle Management Room (Driver Waiting Room)	45.00		
		Janitor's Waiting Room	58.00		
		Video Studio (Broadcasting Room)	100.00		
		Publishing Room	33.00		
		External Cooperation Room	50.00		
		Standby Room	100.00		
		City Task Force	63.00		
	Shared Office (A)	200.00			
	Shared Office (B)	150.00			
	Subtotal	7,512.00			
	Community Facilities	Convention Hall	1,000.00		
		Cafe	500.00		
		Subtotal	1,500.00		
	Licensed Revenue Facilities	Financial Facilities	226.00		
Subtotal		226.00			
Legally Required Facilities	General Archives	500.00			
	Land Information Division's Cadastral Archives	80.00			
	Emergency Operations Center	728.00			
	Disaster Safety Control Room	183.00			
	Nursing Room, Mother-Child Rest Room	45.00			
	Daycare Center	1,020.00			
Subtotal	2,556.00				
Common Spaces	Stairs, Elevators, Corridors, Restrooms, etc.	8,257.00			
	Subtotal	8,257.00			
Total Area of City Hall		27,225.00			

The International Competition for the Pyeongtaek-si Administrative Town
Design Guidelines

Category		Detailed Facility	Reference Area (m ²)	Plan Area (m ²)	Floor	Plan area compared to reference area	
City Council	Council Members' Offices	Chairman's Office	99.00				
		Vice Chairman's Office	56.00				
		Committee Chair's Office	155.00				
		Subtotal	310.00				
	Conference Room	Main Conference Hall	390.00				
		Conference Room	59.00				
		Committee Room	420.00				
		Subtotal	869.00				
	Accessory Spaces	Office of the Secretary-General	38.00				
		Office	330.00				
		Document Storage	16.00				
		Resource Room and Library	140.00				
		Waiting Room	Member	45.00			
			Driver	32.00			
			Press (Reporter)	50.00			
		Rest Room	Member	45.00			
			Staff	80.00			
			Audience	150.00			
		Standby Room	50.00				
		Large Conference Room	100.00				
		Communication Room	50.00				
		Civil Consultation Room	20.00				
		Special Committee Room	100.00				
		Members' Offices	450.00				
		Representative Office of Negotiation Group	60.00				
		Information and Communication Room	100.00				
		Equipment Room	50.00				
		Media Briefing Room	50.00				
		Executive Waiting Room	50.00				
		Clerks' Work Room	50.00				
		Janitors' Rest Room	21.00				
		Mother-Child Rest Room/Nursing Room	15.00				
		Guard Room	10.00				
Conference Hall		120.00					
Storage		20.00					
Accessory Rooms	32.00						
Subtotal	2,274.00						
Common Spaces	Stairs, Elevators, Corridors, Restrooms, etc.	1,350.00					
	Subtotal	1,350.00					
Total Area of City Council			4,803.00				
Others	Equipment Space	2,000.00					
	Parking Space	16,500.00					
Others Total			18,500.00				
Total Floor Area			50,528.00				

[Form 07] Regulatory Review Document

Statutory name and provisions		Legal standards	Legal Design Contents status
		Design Contents	
ENFORCEMENT DECREE OF THE NATIONAL LAND PLANNING AND UTILIZATION	Restriction on Construction within Special-Purpose Areas		Legitimate

※ It can be edited and used, and you can write it by setting the paper direction wide (horizontal direction).

[Form 08] Consent Form of Utilization and Change of Works

Consent Form of Utilization and Change of Works

(includes the agreement for publication)

In relation to the 「The International Competition for the Pyeongtaek-si Administrative Town」 hosted by Pyeongtaek City Hall, I agree with reproducing, displaying, distributing, and making derivative works and other means applied to all of the contents of the entry submitted for publishing, displaying, promoting, etc.

2024

Representative (applicant):

(Signature or Stamp)

To the Mayor of Pyeongtaek-si

[Form 09] Estimated Preliminary Construction Cost Statement

Construction title: The International Competition for the Pyeongtaek-si Administrative Town

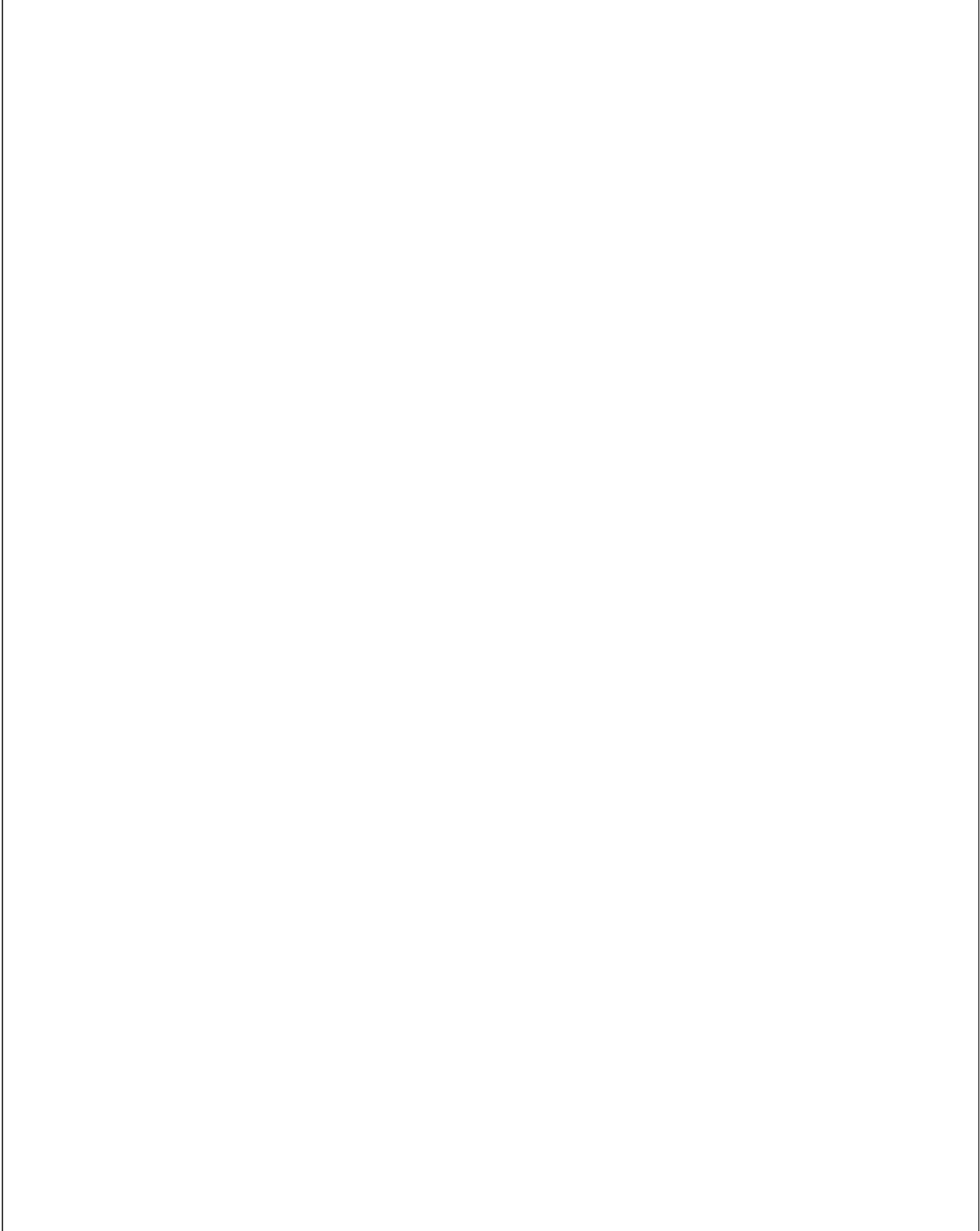
Classification		Standards	Unit	Qty.	Material cost	Labor cost	Expenses	Total	Remarks
Construction work	Framing								
	Exterior finish								
	Finishing work								
Landscaping work									
Civil engineering work									
Mechanical work									
Landscaping work									
Electric work									
Communication work									
Firefighting work									
Demolition work									
○○ work									
○○ work									
Overhead expenses (by ratio)									
Total									

* Can be written in horizontally.

To the Mayor of Pyeongtaek-si

[Form 10] Summary of the Design Concept

PIN NUMBER :

A large, empty rectangular box with a thin black border, intended for the user to draw or write the summary of the design concept.

[Form 11] Juror Recusal Application

PIN NUMBER :

Reason of Recusal

<input type="checkbox"/> Juror NAME <input type="checkbox"/> Reason of Recusal

Submit the supporting evidence

Representative (applicant):

(Signature or Stamp)

To the Mayor of Pyeongtaek-si

SUBMISSION

A	A	1	2	3	4	5
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PIN numbers to be modified for use

Delete text in red before printing.

A	A	1	2	3	4	5
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***The International Competition for
the Pyeongtaek-si Administrative Town***

[DESIGN DESCRIPTION]

Pyeongtaek-si