

# INTERNATIONAL INVITATION TO TENDER: A COMPETITION OF IDEAS FOR THE CREATION OF A NEW ESTABLISHMENT IN THE AREA OF THE FORMER BARRACKS OF THE LUPI DI TOSCANA

---

## INDEX

<b>1. OWNER</b>	3
<b>2. AIM</b>	3
<b>3. TENDER OBJECT</b>	3
3.1 the area	3
3.2 land use	4
<b>4. INVITATION FOR TENDER PROCEDURE</b>	4
4.1 kind of procedure	4
4.2 preselection	5
4.3 selection	4
4.4 materials	5
4.5 project manager	5
4.6 tender secretariat	5
4.7 invitation for tender publicity and widespread	5
4.8 official language and metric system	5
<b>5. TENDER PARTICIPATION</b>	5
5.1 economic operators admitted to tender	5
5.2 participation requirements	6
5.3 preliminary relief	7
5.4 conditions for exclusion	7
5.5 acceptance of the tender clauses	7
5.6 enrolment fee	7
<b>6. DOCUMENTATION AND INFORMATION MATERIAL</b>	8
6.1 materials	8
<b>7. PRESELECTION</b>	8
7.1 preselection aim	8
7.2 required documents and plans	8
7.2.1 delivery	8
7.2.2 contents	9
7.3 clarification requests	10
7.4 commission: composition	10
7.5 preselection procedure	11
7.6 evaluation criteria of the commission	11
7.7 outcomes and publishing of the preselection	12

<b>8. SELECTION</b>	12
8.1 required documents and plans	12
8.2 materials	13
8.3 clarification requests	13
8.4 required documents	13
8.5 composition of the jury	14
8.6 selection procedure	15
8.7 programme of the jury's work	15
8.8 evaluation criteria	15
8.9 selection of the winner	17
<b>9.FINAL PROVISIONS</b>	17
9.1 prize	17
9.2 funding	17
9.3 project property rights	18
9.4 publication of results	18
9.5 personal data processing	18
9.6 display and publication of the proposals	18
9.7 final regulations	18
<b>10. ADDITIONAL INFORMATION</b>	18
10.1 Self-attested declaration	18
10.2 PASSOE	20
10.3 Right to access	20
10.4 Communications under art. 76 DLgs 50/16	20
10.5. Verification of declarations	20

## 1. OWNER

Florence Town Administration, Office for Urban Coordination and Development

Registered Office: Palazzo Vecchio, Piazza della Signoria, ZIP 50122, Firenze (IT)

Address of Contracting Authority: [www.comune.fi.it](http://www.comune.fi.it)

Address of Owner's profile:

[http://www.comune.fi.it/export/sites/retecivica/comune\\_firenze/bandi/elenco\\_bandi.html](http://www.comune.fi.it/export/sites/retecivica/comune_firenze/bandi/elenco_bandi.html)

The town administration of Florence launches an international invitation to tender for a competition of ideas under art. 156 of DLgs 50/2016 and 259 of DPR 207/2010 entitled "CONCORSO LUPI DI TOSCANA" for the creation of a new establishment in the former barracks of Lupi di Toscana.

## 2. AIM

This international competition of ideas aims to find the most appropriate project solution for the Florentine Urban Plan by proposing a regeneration and valorisation of a part of the territory located around the former barracks of the Lupi di Toscana that is identified according to the actual Urban Planning Regulation (RU) as transformation area *ATa 06.08 Lupi di Toscana* and as following classified.

According to the dedicated document called *ATa 06.08 Lupi di Toscana* the town administration aims to launch an invitation for tender to foster urban transformation inside the former barracks in its ownership and throughout the surrounding areas, belonging to private owners, with the aim of:

- Granting an adequate functional mix by always minding that the transformation of the Gross Usable Surface (Superficie Utile Lorda, SUL) of the former barracks of the Lupi di Toscana must include a prevalent percentage of social housing;
- Developing a high energy efficiency settlement by experimenting new "smart" living ideas.

The project level of the proposed ideas will be a masterplan (which represents an inferior level according to the technical and economic feasibility projects under art. 23 of D Lgs 50/2016). The winning project proposal will become the reference for the definition of the estimate embedded in the Florence Urban Plan (Regolamento Urbanistico, RU).

The project proposal must indeed detect solutions according to:

- urban, territorial and landscape related relations inside the area and according to the surrounding context;
- functional asset and mobility of vehicles, bicycles, pedestrians and parking spaces;
- space and public service asset and the different featuring of public space;
- eco-sustainability of the whole intervention;
- economic and financial feasibility

## 3. TENDER OBJECT

### 3.1 the area

The area being object of the invitation for tender is located on the South-West part of the town of Florence at the border with the Scandicci Town Administration area. Specifically it is the area included within Viale Pietro Nenni, Stradone dell'Ospedale, Via S. Giusto, Via di Scandicci, Via del Ronco Corto, and it is interested by the presence of the former barracks of Lupi di Toscana, that was long time ago abandoned and in a state of advanced state of degradation.

In order to better detect the area, please look at attachment **4 Intervention Area**, that you can download <http://concorsolupiditoscana.comune.fi.it>, in the section **material**.

The area has the characteristics to be part of an overall transformation: it is very close to the tramway (line 1) that is currently working and that goes all along Viale Pietro Nenni; this area is partially urbanised for the presence of the barracks and is at the same time sufficiently free to re-think about a context-related and not a building-related settlement.

The area of intervention has an extension of ca. 394.000 m<sup>2</sup>.

The town administration property has an extension of ca. 98.500 m<sup>2</sup>.

The here considered perimeter is to be considered as mere indication and could be object of different proposals, necessary for the correct functioning of the settlement and its relations with the existing context.

The area of intervention borders the Town Administration of Scandicci, where the development of two new construction sites is planned (see attachment **11 Scandicci Urban Plan standards document**, that you can download on the site <http://concorsolupidotoscana.comune.fi.it>, in the section **material**).

### 3.2 Land use

The former barracks of Lupi di Toscana has a consistency of 33.000 m<sup>2</sup> of Gross Usable Surface (Superficie Utile Lorda, SUL).

The project idea consists in the demolition with reconstruction of the existing works, except the Palazzina Comando which is registered as a cultural monument under DLgs 42/2004 and for this reason it needs restoration. The masterplan will include, on the basis of the RU, a percentage of SUL with residential destination, i.e. 60% (with a prevailing percentage of social housing); the remaining 40% will be destined to other uses, by guaranteeing an adequate functional mix. The proposed settlement on the area of public ownership will be functionally autonomous and provided with the necessary standards and connections to network it within the context for the realisation of which the procedure for the compulsory acquisition will be started.

The project must consider the use of SUL that will be transferred according to the mechanism of equalisation connected to the RU until a maximum of 20.000 m<sup>2</sup>. The transferring SUL is a maximum parameter that can be even only partially activated with land gaining on public or private property. Also for the SUL with land gaining the same relations between the various destinations of use above must be guaranteed. In case of a project with a solution considering the existing SUL increment in a public ownership area, the latter one will be considered an option and to be probably activated also in the following phase.

Public spaces must be adequate for the possible inhabitants of the settlement and to its use. The minimum standards must be guaranteed according to DM 1444/1968, as in the explanatory table in attachment **3 General Report**, that you can download on the site <http://concorsolupidotoscana.comune.fi.it>, in the section **material**.

The detailed content and aims description is part of the guidelines for planning purposes (Documento di Indirizzo alla Progettazione, DIP) that will be available for the admitted participants to the selection phase on the website: <http://concorsolupidotoscana.comune.fi.it>.

## 4. INVITATION FOR TENDER PROCEDURE

### 4.1 Kind of procedure

The international invitation for tender for a competition of ideas, according to the EU standards, is an open procedure under art. 60 of DLgs 50/2016, requiring a preliminary open pre-selection. The both anonymous preselection and selection phases have the aim to detect the best project proposal.

Procedure ID code (CIG): **67927946EF**

Unique Project Code (CUP) of Procedure: **H12I16000140005**

**4.2 Preselection** is the presentation of a project idea about the area development and is aimed to select 8 participants for the next selection.

**4.3 Selection** is the presentation of a masterplan by the 8 selected participants and it is aimed to detect the best project proposal.

#### **4.4 materials**

The necessary documentation for the participation to the preselection and selection and the modalities of project presentation are at par. 6, 7 and 8 of the present invitation to tender.

#### **4.5 project manager**

The Unique Responsible of the Procedure (RUP) is: Giacomo Parenti, General Manager of the Town of Florence.

#### **4.6 tender secretariat**

The tender secretariat has its headquarter at:

Comune di Firenze  
Direzione Urbanistica  
Piazza San Martino 2  
50122 Firenze

#### **4.7 invitation for tender publicity and widespread**

The complete invitation for tender and the entire attached documentation for the call for tender procedure are published on the website of the Florence Town Administration, at the following link:

[http://www.comune.fi.it/export/sites/retecivica/comune\\_firenze/bandi/elenco\\_bandi.html](http://www.comune.fi.it/export/sites/retecivica/comune_firenze/bandi/elenco_bandi.html)

<http://concorsolupidotoscana.comune.fi.it>

or on the website of the Regional Observatory for Public Contracts at the following link:

<https://webs.rete.toscana.it/PubbBandi/GetElencoBandi.do?pagina=1>

The Call for tender is indeed published at the Official Body Noticeboard and sent through certified mail (PEC) to:

- National Council of Engineers;
- National Council of Architects, Planners, Landscape and Preservation Experts.

The **abstract** of the call for tender under art. 29 of DLgs 50/2016 is sent to be published to:

- Official Journal of the European Community (OJEC);
- Official Journal of the Italian Republic (GURI);
- Two national prominent newspapers;
- Two local prominent newspapers.

#### **4.8 official language and metric system**

The tender official language is ITALIAN. English language is admitted only for the content of the B envelope ex par. 7 and 8.

In the framework of the project written documentation only the use of the metric system is admitted.

## **5. TENDER PARTICIPATION**

### **5.1 economic operators admitted to tender**

According to art. 46 of DLgs 50/2016, applicable also for competitions inviting ideas, and under artt. 24, 154 and 156 of the same Decree, the admitted participants are:

- a. **Architecture and Engineering Service Firms:** single, associated professionals and companies of professionals ex letter b), engineering companies under letter c), consortiums, GEIE, temporary

groups among the here listed subjects working for public or private owners, companies working on the free market, companies providing engineering and architecture services, or technical-administrative companies or firms providing economic-financial feasibility studies connected to them, here included all duly qualified subjects for restoration of cultural goods according to the actual law, with reference to the interventions of restoration and maintenance of movable properties and of decorated surfaces of architectural works;

- b. **Professional companies:** companies the members of which are professionals registered in the National Councils/ Association registers, according to the forms of partnerships under chapters II, III and IV of Title V of the fifth book of the Italian Civil Code, i.e. in the form of a cooperative society under chapter I of title VI of the fifth book of the Italian Civil Code, providing engineering and architecture services to private and public owners as feasibility studies, research, consultancy, project development or works management, evaluation of technical and economic adequacy or environmental impact studies;
- c. **Engineering companies:** capital companies under chapters V, VI and VII of title V of the fifth book of the Italian civil code, i.e. in the form of cooperative societies under chapter I of title VI of the fifth book of the Italian civil code that do not have the requirements of professional societies that provide feasibility studies, research, consultancy, project development or works management, evaluation of technical and economic adequacy or environmental impact studies, or any other activity of production of goods connected to the development of such services;
- d. **Engineering and architecture services providers** identified with codes as CPV from 74200000-1 to 74276400-8 and from 74310000-5 to 74323100-0 and 74874000-6 established in other member states in conformity to the Member State actual law;
- e. **Temporary groups** of subjects under Letters from a) to d);
- f. **Stable consortiums of professional companies or engineering companies**, also in mixed form, created by not less than 3 members operating in the engineering and architecture service sectors.

Indeed according to art. 156, comma 2, of DLgs 50/2016, following subjects are also admitted:

- g. **Employed people** with qualification to the exercise of the profession according to the actual national law, according to the standards that rule the employment relationship, excluding the employees of the owner, launching the invitation for tender, i.e. the Comune di Firenze (Florence town administration).

## 5.2 participation requirements

According to artt. 24, 154 e 156 del DLgs 50/2016, in order to be admitted to participate to the tender all economical operators must provide both general and professional requirements.

### **General requirements**

The general requirements for the participation to the tender are the absence of:

- Impediments under art. 80 of DLgs 50/2016;
- Conditions under art. 53, par. 16-ter, del DLgs 165/2001 or under art. 35 of DL 90/2014 converted with amendments from Law of 11 August 2014, n. 114;
- Other impediments according to the actual law for contracts with the Public Administration.

### **Professional Competence Requirements**

Independently from the legal nature of the participants, the project proposal is created and subscribed by professionals enrolled in the appropriate registers of the duly required professional associations that are personally responsible and indicated by name already during the presentation of the proposal with the specification of the respective professional qualifications. Indeed always in the project proposal it is indicated who is the physical person in charge for the integration of the expertise.

The engineering companies, professional companies and stable consortiums of professional and engineering companies must provide their requirements under artt. 254, 255 e 256 del DPR 207/2010.

In order to adequately face the tender theme it is necessary that the participating group provides competences of urban projects, landscape architecture, environmental and energetic sustainability and cost evaluation.

### **5.3 preliminary relief**

The lack of any formal element that has to be part of the request can be rectified with the procedure of preliminary relief under art. 83, comma 9, of DLgs 50/2016. In particular the lack, absence of competence and any other essential irregularity of elements and required declarations, with exclusion of the project related ones, obliges the participant to the payment in favour of the owner of the financial penalty of € 190,00, i.e. the one per thousand of the whole premium amount. In that case the owner will set a term of not more than 10 days to let the participant provide, integrate and make all necessary declarations effective by indicating the content and the interested subjects. The declarations must be then presented along with the documentation proving the penalty payment, otherwise the participant will be excluded. The penalty will be only due in case of document regularisation.

In case of formal, non-regularizing issues (i.e. the lack or non-completion or non-essential declarations) the owner will require the regularization with the procedure described above but no penalty will be charged.

In case of non-useful expiry of the regularization term, the participant will be excluded by the competition. The lack of documentation not providing the identification of the content or of a subject responsible for it, will be considered an essential irregularity and cannot be resolved.

### **5.4 conditions for exclusion**

The following subjects cannot participate to the call for tender:

- Administrators and employees of the owner;
- Members of the Commission carrying out the preselection and the Members of the Jury;
- Spouses, relatives and related people until the third degree of relationship and all other partners in relation of continuous cooperation, all notorious partners, although informal, cooperating with the here stated subject at the former points;
- People with professional activities in progress and not yet ended according to a joint assignment with the members of the Commission and Jury;
- People having impediments in working with the Public Administration;
- People that are in the conditions according to Art. 80 of DLgs 50/2016, i.e. impediment fees with the prohibition of negotiating with the Public Administration, here included the ones under DLgs 231/2001.

The violation of the requirements and modalities of participation and /or the presence of incompatibility conditions and /or inhibitions to participate imply the exclusion from the tender of the subject (single person or collective) that has determined them.

### **5.5 acceptance of the tender clauses**

With the participation to the call for tender all participants accept without reservation all the standards of the present invitation to tender. The lack of compliance to the here established clauses implies the automatic exclusion from the call for tender, with the exception of the clauses and provisions under art. 83, par. 9, of DLgs 50/2016.

For what is not included in the present invitation to tender, the actual law will prevail with its provisions, rules and contract standards.

### **5.6 enrolment fee**

In order to participate to the tender, every participant or group must pay an enrolment fee of € 50,00, in the following ways:

- Through post office account c/c n. 159509, addressed to Tesoriere del Comune di Firenze;

- Through bank transfer IBAN IT28D0760102800000000159509, addressed to Tesoriere del Comune di Firenze;

In both cases the reason of the payment must be specified as following:

“quota di iscrizione al concorso di idee “CONCORSO LUPI DI TOSCANA”.

## 6. DOCUMENTATION AND INFORMATION MATERIAL

### 6.1 materials

From the date of the issuing of the invitation to tender on the website of the Florence Town Administration at the link <http://concorsolupiditoscana.comune.fi.it>, the tender secretariat will provide the following digital material in Italian and /or English:

- 1 Enrolment form
- 2 Form for declaration (dichiarazione sostitutiva unica) of being in the conditions to participate ex Invitation for Tender and the non-existence of the incompatibility clauses for the participation to the tender, and non-existence of the exclusion clauses
- 3 General Report
- 4 Intervention Area
- 5 Photographic Documentation
- 6 Decree of Restriction
- 7 Structural Plan
- 8 Urban Plan
- 9 Urban Plan standards document
- 10 Abstract of cadastral map
- 11 Scandicci Urban Plan standards document
- 12 Maps and Orthophotomaps

## 7. PRESELECTION

### 7.1 preselection aim

Preselection requirement is the elaboration of a project idea presented in a simple and clear way. This project idea must aim to demonstrate to the Commission according to point 7.5 which is the project-related approach that the participant wants to propose according to the context and to the general objectives that the Administration has provided, notwithstanding the modalities of representation listed as follows.

### 7.2 required documents and plans

#### 7.2.1 delivery

In order to participate to the **PRESELECTION** of the competition of ideas, all participants must deliver (under penalty of exclusion) no later than 14<sup>th</sup> December 2016 by 12:00 a.m., the here listed documentation in a single sealed envelope with the following title: “**CONCORSO LUPI DI TOSCANA**” addressed to:

COMUNE DI FIRENZE

UFFICIO SEGRETERIA GENERALE E AFFARI ISTITUZIONALI

SERVIZIO CONTRATTI E APPALTI

Palazzo Vecchio, Piazza Signoria

50122 FIRENZE

The delivery can be carried out through a carrier (Post Service, carriers or authorised delivery agencies) or by hand. In such case the delivery can occur through the Office "Servizio Protocollo del Comune di Firenze" located in Palazzo Vecchio, Piazza della Signoria, in the opening hours: from Monday to Friday from 08.30 to 13.00 and Tuesday and Thursday also from 15.00 to 17.15.

The date of termination is referred without exception to the delivery and not to the date of shipment, whatever the carrier is. The delivery of the envelope is at exclusive risk of the sender. Participants whose envelopes will arrive after the established delivery term will not be admitted to the tender, also in case of lacking or delayed delivery due to force majeure, fortuitous events or attributable to third parties. In case of loss of the envelope, while it was provided to a carrier, the owner will not accept any proceeding from the participants' side. The envelopes containing the documents will not be sent with delivery costs and/or insurance to be paid by the recipient.

The duly sealed envelope must guarantee that the sender remains anonymous, otherwise he will be excluded by the call for tender. All envelopes, documents and plans here contained, also in digital format, with the exception of the documents contained in envelope A, must not present any mark to make the sender recognizable (ex: signatures, marks, stamps, headed paper, file properties, etc.) otherwise the participant will be excluded.

In order to guarantee the anonymity throughout the tender all candidates, under penalty of exclusion, when they rely on agencies to deliver their envelopes (carriers) or Post Office, must make sure that the indicated subjects for the delivery will not put labels and/or receives on the envelope that will enable the identification of a participant. When it is necessary to indicate a sender on the documentation according to the delivery, the sender to be indicated is: "SERVIZIO CONTRATTI E APPALTI, Palazzo Vecchio, Piazza della Signoria, 50122 Firenze".

When the envelope is received (or delivered), a stamp of the general protocol with the number of protocol and date of arrival will be provided.

The receives of the delivered envelopes arrived per post or currier will be published on the site <http://concorsolupidotoscana.comune.fi.it> in order to guarantee to the sender that the envelope has been received. The receive will provide an identification code of the envelope with date of the day and daytime of the delivery. This will be done also for the envelopes that will arrive after the termination date.

### **7.2.2 contents**

The envelope will contain the following two envelopes, A and B, closed and sealed:

- **Envelope A**, matt, with heading "DOCUMENTAZIONE AMMINISTRATIVA", with the documentation indicated below;
- **Envelope B**, matt, with heading "ELABORATI PROGETTUALI" containing, under penalty of exclusion, all indicated plans hereunder, in anonymous form and without writing or signs that could enable recognition.

#### **Documents in the closed envelope A**

The participants will present exclusively in Italian language the following documentation by compiling the here attached forms:

- Enrolment form: in this form a 10 characters alphanumeric code (chosen by the participant) will be provided and it will be identical to the one inserted in the documents and plans of envelope B. The alphanumeric code will be composed of 6 numbers and 4 letters (of which two capital and two lowercase);
- Declaration (dichiarazione sostitutiva unica) of being in the conditions to participate ex Invitation for Tender and the absence of the incompatibility/ exclusion clauses for the participation to the tender;
- Declaration of conformity to the original paper documents of the n. 5 DVD in envelope B;
- Copy of a valid personal document or ID of the participant (or participants in case of a group);

- Certificate of the payment of the enrolment fee in accordance with 5.6;
- PASSOE under art. 2, par. 3.2, ANAC deliberation n. 111 of 20<sup>th</sup> December 2012, to be provided with the indicated modalities in the “complementary information” at the margins of the present call for tender;
- Payment receive of the ANAC € 20,00 (twenty euro) fee according to the modalities under deliberation of the Authority in date 09<sup>th</sup> December 2014 (available at [http://www.avcp.it/portal/public/classic/home/\\_riscossioni](http://www.avcp.it/portal/public/classic/home/_riscossioni)).

### **Documents in the closed envelop B**

In order to participate to the preselection, the following documents in Italian or English language must be delivered:

- 1 table of UNI A2 horizontal format (L 594 mm x H 420 mm) containing a plan on a scale chosen by the participant;
- 1 table of UNI A2 horizontal format (L 594 mm x H 420 mm) containing one or more tridimensional plans chosen by the participant and all necessary details to express the own idea and feasibility at best, and by stressing out the most meaningful elements of the project;
- 1 illustration report UNI A4 in vertical format (L 210 mm x H 297 mm) max length: 6.000 characters, including spaces.

The UNI A2 format tables and the report must be provided in n. 1 paper copy that will not be provided back to the participants and in digital format (PDF file of max 15 Mb each) to be provided in CD/DVD in n. 5 copies. All tables must be provided on flat, rigid, light and resistant supports.

The use of colour is a free choice of the participants.

Different or further documents (other than the ones indicated inside the invitation for tender) are not admitted.

**ALL DOCUMENTS AND PLANS CONTAINED IN ENVELOPE B, HERE INCLUDED THE CD/DVD, FREE OF ANY RECOGNITION SIGN, MUST BE MARKED ON TOP RIGHT WITH AN ALPHANUMERIC CODE CREATED WITH THE MODALITIES DESCRIBED ABOVE AND CORRESPONDING TO THE ONE WRITTEN ON THE ENROLLMENT FORM IN ENVELOPE A.**

### **7.3 clarification requests**

Eventual clarification requests about the invitation to tender must be presented no later than 23<sup>th</sup> November 2016 , by using the specific form that you can download at the section **faq** of the site <http://concorsolupiditoscana.comune.fi.it>.

A summary of the requests and here related answers will be published in anonymous form within 30<sup>th</sup> November 2016, at the section **faq** of the same site. Requests of clarification being presented after the established term will not be considered as valid.

### **7.4 commission: composition**

The preselection of the 8 candidates to be admitted at the selection will be carried out by a Commission named by RUP composed by:

- n. 1 manager of the Town Administration of Florence, with President functions;
- n. 1 representative of the Agenzia del Demanio (State Property Office);
- n. 1 representative of the National Council of Architects;
- n. 1 representative of the National Council of Engineers;
- n. 1 representative of the University of Florence, School of Architecture.

For each member a substitution member will be also named.

The last three subjects must indicate three names each for the Town Administration of Florence that will then select the representative and the substitution member.

When a chosen member declares his non availability to participate to the works, at the opening or during the Commission works, he will be definitively replaced with a substitution.

A reporting secretary named by the RUP together with the Commission nomination, without the right to vote, will also participate to the Commission works.

The Commission works will take place in one or more sessions; reports will be written and subscribed by all components and kept into custody by the reporting secretary.

The reports of the sessions will contain the description of the method used to follow the works and their pathway.

The final report at the preselection outcome must contain the 8 best project ideas with motivated score. All Commission decisions are binding for the Owner.

### **7.5 preselection procedure**

After the last term for the delivery of the envelopes the tender Board, gathered in a public session at the Office "Servizio Contratti e Appalti" will provide a progressive number to each envelope according to the protocol order of entry inside the Body and to verify the anonymous form of the provided envelopes, with consequent exclusion of those that have not respected the rules of anonymity. The Board will then open the envelopes and provide a progressive number to envelopes A and B and verify their anonymity.

Furthermore the Commission, in a public session, will open the envelopes B and will check their contents in conformity with the prescriptions at 7.2.2 of the present invitation for tender, and to the verification of the anonymity of the here contained documents with following exclusion of the candidates that have made their proposals recognizable and don't have respected the minimum content standards under 7.2.2.

In the following closed sessions the Commission will examine the projects and documents and evaluate them according to the criteria described in the present invitation to tender.

### **7.6 evaluation criteria of the commission**

For the candidates preselection the Commission will adopt the following criteria for comparisons and scores:

#### ***1. capability of reading and detecting of the characteristics of the territory and provide adequate placement of the work inside its context (weight 25%)***

- **excellent** | the project idea considers the characteristics of the territory and is brilliantly placed inside the context;
- **good** | the project idea provides compatible solutions with the characteristics of the territory with a good level of context inclusion;
- **sufficient** | the project idea, although not really catching the characteristics of the territory, can be well included in the context;
- **not sufficient** | the project idea has not understood the characteristics of the territory and has not produced solutions that could guarantee their correct context inclusion.

#### ***2. clear detection of possible context-embedded relations (weight25%)***

- **excellent** | the project idea has brilliantly resolved the context-embedded relations system;
- **good** | the project idea provides adequate solutions to establish a system of relations with the context;
- **sufficient** | the project idea has not fully implemented the relations network but stresses out some possible solutions;
- **not sufficient** | the project idea has not produced solutions that could resolve the context-embedded relations system.

#### ***3. quality of urban planning in the proposed settlement (weight30%)***

- **excellent** | the project idea proposes solutions providing a particular attention to the quality of urban settlements;

- **good** | the project idea proposes adequate solutions to guarantee a good quality of urban settlement;
- **sufficient** | the project idea does not fully guarantee the quality in urban planning, indeed some aspects are here faced and resolved;
- **not sufficient** | the project idea has not produced adequate solutions to guarantee the quality of urban planning.

#### *4. capacity to guarantee the functional autonomy of the settlement in public areas and choice of a functionally qualifying mix for the context supporting the feasibility of the intervention (weight 20%)*

- **excellent** | the project idea proposes some brilliant solutions to guarantee functional autonomy of the settlement on a public area and proposes a functional mix with high qualification for the context;
- **good** | the project idea proposes adequate solutions in order to guarantee the functional autonomy of the settlement on a public area and proposes a functional mix with good qualification of the context;
- **sufficient** | the project idea proposes solutions that are not to be considered that brilliant but that indeed guarantee functional autonomy to the settlement on a public area. The here proposed functional mix is sufficient to guarantee autonomy;
- **not sufficient** | the project idea has not produced adequate solutions to guarantee functional autonomy to the settlement and does not propose a qualifying functional mix for the context.

Total maximum score: 100

The scores assignment will be provided according to the method of the coefficient average, variable between 0 and 1, that can be attributed by the single commissioners, in conformity to lett. a) n. 4 of attachment I of DPR 207/2010, on the basis of a graduated evaluation on the following judgment scale:

EXCELLENT = 1

GOOD = 0,7

SUFFICIENT = 0,4

NOT SUFFICIENT = 0

According to the attribution of the coefficients, compliant with lett. b of attachment I to DPR 207/2010, the ranking of the proposals will be determined according to the aggregation-compensation method under attachment G to DPR 207/2010.

### **7.7 outcomes and publishing of the preselection**

At the end of the preselection the Commission will detect the **8 candidates** for the **SELECTION** on the basis of the alphanumeric codes.

Furthermore the Chair will open in a public session the envelopes A corresponding to the B ones with the excluded project ideas, in order to select the candidates that will be provided with a communication of their exclusion through certified mail (PEC).

Inside the Town Administration Network, at the address <http://concorsolupiditoscana.comune.fi.it>, at the section **selected**, the Owner will publish the list of the alphanumeric codes of the excluded candidates and of the 8 admitted candidates to the selection. **The term for presenting the plans will be issued too** according to the following 8.3.

## **8. SELECTION**

### **8.1 required documents and plans**

In order to participate to the **SELECTION** of the competition of ideas the participants will provide (with penalty of exclusion) **within and not after the issued term inside the Town Administration Network**, on

the site <http://concorsolupidotoscana.comune.fi.it>, in the section **calendar**, the documentation listed here below in a only one sealed envelope with the following title: “**CONCORSO LUPI DI TOSCANA**” addressed to:

COMUNE DI FIRENZE

UFFICIO SEGRETERIA GENERALE E AFFARI ISTITUZIONALI

SERVIZIO CONTRATTI E APPALTI

Palazzo Vecchio, Piazza Signoria

50122 FIRENZE

For all information about the delivery, please go to 7.2.1 of the present invitation to tender.

The envelope must contain the following envelopes, A and B, closed and sealed:

- **envelope A**, matt, without any recognition sign, with the title “DOCUMENTAZIONE AMMINISTRATIVA”, containing a declaration of the permanence of the requirements for the participation declared during the preselection phase and the corresponding alphanumeric code to the one reported in the presented documentation for the preselection;
- **envelope B**, matt, without any recognition sign, with the title “ELABORATI PROGETTUALI” containing (with penalty of exclusion) the plans indicated at the following point 8.4, in total anonymous form and without any writing or sign to provide recognition.

## 8.2 materials

Following to the publication of the preselection output the Project Guidelines Document (Documento di Indirizzo per la Progettazione, DIP) will be made available on the site <http://concorsolupidotoscana.comune.fi.it>, at the section **material**.

## 8.3 clarification requests

Eventual clarification requests will be provided within the term indicated in the site <http://concorsolupidotoscana.comune.fi.it>, inside the section **calendar**, by using the special form of the section **faq** inside the same website.

A summary of the requests and here related answers will be published in anonymous form in the same section. Requests of clarification being presented after the established term in the **calendar** section will not be considered as valid.

## 8.4 required documents

### *Documents in closed envelope A*

The participants will present exclusively in Italian language the following documentation:

- Declaration of the permanence of the requirements for participation previously declared at the preselection phase;
- Declaration of conformity to the paper original copies of the n. 5 CD/DVD in envelope B;
- Copy of a valid document for personal recognition or ID of the participant (or of the participants in case of a group)

### *documents in closed envelope B*

The project proposal must have the contents of a masterplan containing the analysis of the relevant themes in the considered context, the critical areas and potential of the territory, the strategic development pathways, the project idea and the actions for its realisation. Specifically there must be the following parts in Italian or English language:

- Technical or explanatory report in UNI A4 vertical format (L 210 mm x H 297 mm), of maximum length 16.000 characters included spaces for a maximum total of 16 page sides, illustrating the guidelines (also through graphic schemes and images), of project choices according to the call for tender aims and intervention features;

- Preliminary document for Strategic Environment Evaluation (Valutazione Ambientale Strategica, VAS) compiled according to the index provided inside the DIP, in UNI A4 vertical format (L 210 mm x H 297 mm);
- Simplified economical financial plan, in UNI A4 vertical format (L 210 mm x H 297 mm);
- Graphic work: 4 tables in UNI A1 horizontal format (L 840 mm x H 594 mm), illustrating the project proposal. In particular the graphic tables must contain:
  - Classification of the territory with masterplan and orthophoto maps, setting out the relations inside the context;
  - General plan in scale 1:2.000;
  - Accessibility schemes (driveways, cycle ways and pedestrian paths), functional distribution, la characterisation of public spaces (streets, squares, parking spaces, parks and/or gardens), destinations of use and morphological asset of the settlement;
  - Illustration schemes of the required flexibility according to the SUL increment by transferring it to public/private property areas;
  - rendering, perspective studies and all other necessary tools to make the participant express his project idea at best and stressing out the most significant elements of the project.

The A1 format tables and documents (report, preliminary VAS document, economic and financial plan) must be provided in n. 1 paper copy that will not be provided back to the participants and in digital format (pdf format file of maximum 20 Mb each) to be provided in CD/DVD in n. 5 copies. The tables must be provided on plain, rigid and resistant supports.

The use of colour is a free choice of the candidates.

Plans and Documents other than the ones indicated in the invitation for tender are not admitted.

**ALL DOCUMENTS AND PLANS CONTAINED IN ENVELOPE B, HERE INCLUDED THE CD/DVD, WITHOUT MARKS OF RECOGNITION, MUST CARRY THE ALPHANUMERIC CODE WITH THE INDICATED MODALITIES AT POINT 7.2.2 (TOP RIGHT) CORRESPONDING TO THE ONE ALREADY REPORTED IN THE PRESELECTION DOCUMENTATION.**

### **8.5 Composition of the jury**

The jury, nominated by the RUP (the Person in Charge of the Proceedings) according to art. 155 of DLgs 50/2016, is composed of n.5 full members and two alternate members:

#### **Full members**

- n.1 member of Comune di Firenze (Florence municipality), who acts as chairman
- n.1 university professor of urban design
- n.1 landscape architect
- n.1 architect specialized in urban design
- n.1 expert in eco- sustainable environmental design

#### **Alternate members**

- n.1 member of the Consiglio Nazionale degli Architetti (National Council of Architects)
- n.1 member of the Consiglio Nazionale degli Ingegneri (National Council of Engineers)

In case one of the full members is unable to take part in the tender, before or during the Jury's working period, he/she will be replaced by one of the alternate members, who is appointed by the RUP. A secretary compiling the minutes will also take part in the work. He/she is appointed by the RUP together with the jury, and has no right to vote. The jury sessions are valid when n.5 members, whether full or alternate, are present.

In order to achieve a comprehensive analysis of the project proposal, the RUP also appoints n.1 one expert in financial and economic evaluation, who has no right to vote.

The work of the jury will take place in one or more sessions; official minutes of each session, signed by each member of the jury and by the secretary, are drawn up.

The minutes, which are kept by the secretary, shall include the methodology used and the process of the works. The final report shall include the competitors' ranking and the reasons behind their score.

The decisions of the jury are binding for the contracting Authority. The members of the jury are nominated by the RUP after a pre-selection. The results of the nomination will be available on the site <http://concorsolupiditoscana.comune.fi.it>.

### **8.6 selection procedure**

After the deadline for the delivery of packages expires, an Evaluation Committee, established by the Service for Contracts and Tenders, shall assign a progressive number to each package in order of entry protocol number. The Evaluation Committee shall also ensure that the packages are anonymous. The competitors who don't comply with the anonymity rules shall be excluded. The Evaluation Committee shall then open the packages and assign the progressive number written on the package to the A and B envelopes contained therein, and ensure that the envelopes are anonymous.

Afterwards the jury will, in a public session, open the B envelopes, ascertain their content in compliance with the prescriptions of art. 8.4 of this document, and ensure that the draft projects contained therein comply with the anonymity rules. The jury shall exclude competitors who submitted recognizable projects and did not comply with the prescriptions of art. 8.4.

During subsequent confidential sessions the jury will examine the projects and evaluate them following the criteria set out later in this document.

### **8.7 programme of the jury's work**

The work of the jury is planned as follows:

- establishment of the Jury at the Comune di Firenze and public opening of B envelopes, which contain the projects. The members of the Jury will be given a CD or DVD containing the projects drawn up by the 8 selected competitors
- planning of the sessions. The members of the Jury may plan video-conference sessions
- end of the works. The final session (1/2 days) will take place at the Comune di Firenze

### **8.8 evaluation criteria**

In the selection of competitors, the Jury shall adopt the following criteria and scores:

#### ***a. the appropriateness of the project in the context given (weight: 20%)***

- **excellent** | the project is fully appropriate in the context given
- **good** | the project is appropriate in the context given
- **sufficient** | the project is not fully appropriate, but it has some relations with the context given
- **not sufficient** | the project is not appropriate in the context given.

#### ***b. functionality of pedestrian, cycling and vehicle mobility system in relation to the current context and to the scenarios foreseen (weight: 15%)***

- **excellent** | the project is fully adequate in terms of functionality of pedestrian, cycling and vehicle mobility system in relation to the current context and to the scenarios foreseen;
- **good** | the project is adequate in terms of functionality of pedestrian, cycling and vehicle mobility system in relation to the current context and to the scenarios foreseen
- **sufficient** | the project is not fully adequate in terms of functionality of pedestrian, cycling and vehicle mobility system in relation to the current context and to the scenarios foreseen, but it offers some partial solutions;
- **not sufficient** | the project is not adequate in terms of functionality of pedestrian, cycling and vehicle mobility system in relation to the current context and to the scenarios foreseen.

#### ***c. quality of the settlement structure in terms of its morphology and functional mix (weight: 15%)***

- **excellent** | the project proposes an excellent settlement structure in terms of its morphology and functional mix;
- **good** | the project proposes a good settlement structure in terms of its morphology and functional mix;
- **sufficient** | the project does not propose a good settlement structure in terms of its morphology and functional mix, but it offers some partial solutions;
- **not sufficient** | the project does not propose an adequate settlement structure in terms of its morphology and functional mix;

*d. the inclusion of public space as a key element of the settlement structure (weight: 10%)*

- **excellent** | the project fully includes public space as a key element of the settlement structure;
- **good** | the project includes public space as a key element of the settlement structure;
- **sufficient** | the project does not fully include public space as a key element of the settlement structure, but it fulfills some of the requirements;
- **not sufficient** | the project does not include public space as a key element of the settlement structure to the extent required;

*e. the inclusion of solutions aimed at mitigating the environmental impact of the settlement (the content of the VAS preliminary document) (weight: 10%)*

- **excellent** | the project includes excellent solutions aimed at mitigating the environmental impact of the settlement;
- **good** | the project includes good solutions aimed at mitigating the environmental impact of the settlement;
- **sufficient** | the project includes only some solutions aimed at mitigating the environmental impact of the settlement;
- **not sufficient** | the project does not include any good solutions aimed at mitigating the environmental impact of the settlement;

*f. eco-sustainability of the settlement (its contribution to the enhancement of the ecological network, control of microclimate and solar radiation, proper orientation of houses, rational use of energy sources) (peso: 10%)*

- **excellent** | the project is excellent in terms of eco-sustainability of the settlement in its various aspects;
- **good** | the project is adequate in terms of eco-sustainability of the settlement in its various aspects;
- **sufficient** | the project is not fully adequate in terms of eco-sustainability of the settlement in its various aspects, but it fulfills some of the requirements;
- **not sufficient** | the project is not adequate in terms of eco-sustainability of the settlement in its various aspects;

*g. guaranteed functional autonomy of the settlement proposed in the public area, proper connections and relations with the context; degree of implementation flexibility, which is required in case gross usable surface increases as a result of acquisitions of public and/or privately owned areas (functional sections) (weight: 10%)*

- **excellent** | the project includes excellent solutions in terms of both functional autonomy and implementation flexibility ;
- **good** | the project includes good solutions in terms of both functional autonomy and implementation flexibility;
- **sufficient** | the project includes only some adequate solutions in terms of functional autonomy and implementation flexibility ;
- **not sufficient** | the project does not include any adequate solutions in terms of functional autonomy and implementation flexibility ;

#### *h. economic and financial feasibility (weight: 10%)*

- **excellent** | the plan proposes convincing solutions in terms of economic and financial feasibility of the operation;
- **good** | the plan proposes adequate solutions in terms of economic and financial feasibility of the operation;
- **sufficient** | the plan does not propose fully adequate solutions in terms of economic and financial feasibility of the operation, but it fulfills some of the requirements;
- **not sufficient** | the plan does not propose any adequate solutions in terms of economic and financial feasibility of the operation.

Total maximum score: 100

The scoring system is based on the average of coefficients, which range from 0 to 1. Each member of the jury assigns a coefficient at his/her own discretion, in accordance to lett. a) n. 4 annex I of DPR 207/2010, and based on the following evaluation scale:

EXCELLENT = 1

GOOD = 0,7

SUFFICIENT = 0,4

NOT SUFFICIENT = 0

Once the coefficients are given, the submitted projects will be ranked – pursuant to lett. b of annex I of DPR 207/2010 – using the method described in annex G of DPR 207/2010

#### **8.9 selection of the winner**

Official minutes of the Jury's work will be drawn up. They will include the scores given by the members of the jury to each competitor and each score will be associated to the envelope number and to alphanumeric codes. The final report will include a provisional ranking of the competitors.

After the selection process by the Jury, the Evaluation Committee will, during a public session, open envelopes A of the selected competitors, match the competitors' names with the respective alphanumeric codes and draw up the definitive ranking, provided every requirement is fulfilled and according to the prescriptions of this document regarding participation requirements and competitor incompatibility.

The final ranking will be published by the contracting authority on the Comune's website at this link [http://www.comune.fi.it/export/sites/retecivica/comune\\_firenze/bandi/elenco](http://www.comune.fi.it/export/sites/retecivica/comune_firenze/bandi/elenco) and on the website <http://concorsolupiditoscana.comune.fi.it>. The competitors included in the ranking will receive an email to the certified email address (PEC) from the contracting authority.

## **9.FINAL PROVISIONS**

### **9.1 prize**

NO PRIZE is awarded for participating in the PRESELECTION process. The 8 selected competitors – after the required documentation is submitted and validated by the Jury – will be awarded the following prizes:

winning project        euro 50,000

selected projects        euro 20,000

the tender is subject to the obligations in the field of financial flows traceability, pursuant to art. 3 of Law 13, August 2010, n. 136.

### **9.2 funding**

The financial resources needed for the disbursement of the prizes established in this document are allocated by the Agenzia del Demanio (State Property Office), by virtue of the agreement signed with the Comune di Firenze on 22<sup>th</sup> September 2016.

### 9.3 project property rights

Except for the intellectual property rights, the full property of the winning project and of the submitted proposals will be acquired by the contracting authority only after the disbursement of the prizes.

In any case, all the competitors will keep holding the copyright of their projects – according to regulations in force – and will be free to publish them only after the results of the tender are issued.

### 9.4 publication of results

According to regulations in force, the results of the tender will be published on the sources <http://concorsolupiditoscana.comune.fi.it> and websites indicated point 4.7 of this document, within 30 (thirty) days from the approval of the works by the Jury.

The results of the selection process will be communicated to each competitor of preselection and selection stages, by means of certified email address (PEC) and after the opening of envelopes A.

### 9.5 personal data processing

The personal data submitted during application will be processed by the contracting authority solely in order to enable the identification of the finalists of tender.

The data may be communicated to other subjects only for purposes strictly connected to the tender, and disclosed for purposes related to the promotion of the projects.

With the acceptance of this document – and pursuant to DLgs 30, June 2003 n. 196 – the participants in the tender agree that their personal data might be processed for purposes related with the performance of the tender, in compliance with the regulations in force.

### 9.6 display and publication of the proposals

After the declaration of the results, the contracting authority has the right to exhibit, publish and disclose the projects presented during the tender, in the forms it deems most appropriate and without the authors claiming for their rights.

The contracting authority has the right of publishing the projects.

### 9.7 final regulations

Access to documents regarding the procedure is only allowed after the approval of the Jury's work.

For whatever is not regulated by the tender document, regulations in force shall be applied.

Judicial protection before administrative courts is regulated by the code of the administrative procedure adopted through DLgs 104/2010. Appeals and complaints can be submitted to Tar Toscana (Regional Administrative Court of Tuscany), Florence, in compliance with the prescriptions indicated at art. 120, paragraph 5 of the afore mentioned DLgs.

## 10. ADDITIONAL INFORMATION

### 10.1 Self-attested declaration

For participating in the tender, self-attested declarations are required, submitted in accordance with articles 46 and 47 of the Presidential Decree DPR 28/12/2000, n. 445 with a self-declaration form; for tenderers resident outside Italy suitable documentation is required. The documentation shall be equivalent according to the legislation of the Country of Origin. With the aforementioned documentation the tenderer certifies, by explicitly indicating them, that no exclusion grounds exist in accordance with article 80 of Legislative Decree DLgs 50/2016 (Code of Tendering) and not to have impediments to the participation as in art. 53, comma 16-ter, of Legislative Decree DLgs. 165/2001.

In the case of **temporary groups** in accordance with art. 46, comma 1, letter e) Legislative Decree DLgs 50/2016, each temporary group is required to submit and undersign the self-attested declaration, which is

to be included in Envelope A, in accordance with par. 7.2.2. and 8.4, captioned with the required information.

In the case of **stable consortia** pursuing art. 46, comma 1, letter f) Legislative Decree DLgs 50/2016, the consortium is to submit and undersign a self-attested declaration and, if the consortium is not participating on its own behalf, the executing **member of consortium** on behalf of which the consortium participates shall also submit and undersign a self-attested declaration, which is to be included in Envelope A, according to paragraphs 7.2.2. and 8.4.

The declarations pursuing **art. 80, comma 1, of the Code of Tendering (grounds relating to criminal convictions)** shall be submitted by the legal representative of the tenderer, in accordance also with the parties indicated in art. 80, comma 3, with a name identification of the parties to whom the requirements are referred (for sole traders: the owner and technical director; for collective partnerships: partner and technical director; for limited partnerships: managing partners and technical director; for other companies and consortia: Board of Directors members empowered to represent, direct or monitor, or of parties empowered to represent, direct and control, technical director, sole shareholder whether natural person, or majority shareholder in case of company with less than four partners). In case of other companies, except for the collective and limited partnerships, consisting of just two partners, each with half of the shares, the declarations must be referred to both partners.

The declarations pursuing art. 80, comma 1, of the Code of Tendering (grounds relating to criminal convictions) shall also be referred to each of the parties, indicated in art. 80, comma 3, of the Code of Tendering, who **ceased** to hold office in the year preceding the publication of the tender notice (for sole traders: the owner and technical director; for collective partnerships: partner and technical director; for limited partnerships: managing partners and technical director; for other companies and consortia: Board of Directors members empowered to represent, direct or monitor, or of parties empowered to represent, direct and control, technical director, sole shareholder whether natural person, or majority shareholder in case of company with less than four partners). In case of other companies, except for the collective and limited partnerships, consisting of just two partners, each with half of the shares, the declarations must be referred to both partners. In case of incorporation, merger or company sale the above-mentioned declarations must be referred also to Board of Directors members empowered to legally represent, direct or monitor or of parties empowered to legally represent, direct or control and to technical directors that have worked for the incorporated, merged or sold company in the year that preceded the call for tender. The underwriter of the declaration set forth in this letter is legitimated to state that the exclusion grounds in accordance with art. 80 of the Code of Tendering do not exist, with reference to parties that have ceased to hold office, *“to the best of its knowledge”*.

In case of criminal convictions, it is required to add the information regarding the exclusion grounds, stating the nature of the offence committed, the duration of the conviction and also the eventual ancillary penalty that implies a ban on contracting with the Public Administration and the related duration.

In case of convictions, it is required to indicate in the self-attested declaration whether the tenderer has taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (*autodisciplina* or *“Self-Cleaning”*, in accordance with art. 80, comma 7, of Legislative Decree DLgs 50/2016); in this regard, if the parties convicted were parties that ceased to hold office in accordance with the art. 80, comma 3, it is required to indicate the measures that demonstrate full and effective dissociation from the criminal conduct.

The declarations in accordance with art. 80, comma 2, of the Code of Tendering shall be submitted by the legal representative of the tenderer for itself and in reference to all the other parties of the economic operator that participates, subject to antimafia verifications in accordance with art. 85 of Legislative Decree DLgs 159/2011.

## 10.2 PASSOE

The verification in order to certify the general and professional competence requirements shall be carried out, under Article 81, comma 2, read in conjunction with Article 216, comma 13, of Legislative Decree DLgs 50/2016, using the AVCPass system, made available by ANAC (Italian National Anti-Corruption Authority) with the deliberation n. 111 of 20th December 2011 and subsequent amendments and additions, in the manner outlined therein.

In case of technical obstacles related to the system AVCPass, the verification of requirements shall be carried out upon request by the Contracting Authority.

All designers interested in participating to this procedure of tender are obliged to register in the AVCPass system, by clicking the appropriate link on the AVCP Portal (Servizi ad accesso riservato - AVCPASS, Reserved Area – AVCPASS <http://www.anticorruzione.it/portal/public/classic/Servizi/ServiziOnline/AVCPass>) and following the instructions therein presented, and are also obliged to acquire the “PASSOE”, the document which certifies that the economic operator can be verified through AVCPass, in accordance with art. 2, comma 3.2, deliberation n. 111 of 20th December 2012 of AVCP, which shall be submitted during the participation in the preselection, with the administrative documentation.

In any event, if the submitted PASSOE does not satisfy the requirements, or if the PASSOE is not submitted, since it is a necessary tool to carry out the verifications, the submission of the PASSOE shall be required and the tenderer will be given 10 days to submit it, **on pain of exclusion from the contract**.

## 10.3 Right to access

The right to access to the acts of this procedure is regulated by art. 53 of Legislative Decree DLgs 50/2016 and, for matters not explicitly set out therein, by Law Legge 241/1990 and its amendments. Access can be made, preferably upon telephone arrangement, at the Ufficio Segreteria Generale e Affari Istituzionali – Servizio Contratti e Appalti (Office for General Secretary and Institutional Affairs – Service for Contracts and Tenders) at piazza di Parte Guelfa n. 3 in Florence during the following hours: from Monday to Friday 9.00 a.m. to 1:00 p.m. – and on Tuesdays and Thursdays also from 3:00 p.m. to 5:00 p.m., tel. +39 055 2616085-6/ +39 055 2769112.

## 10.4 Communications under art. 76 DLgs 50/16

All communications inherent to this procedure shall be made by the Administration exclusively through certified email address (PEC). For this purpose, the tenderer is obliged to indicate, in the participation form, in addition to the address for service, the certified email address (PEC) to which the tenderer agrees that the communications be submitted.

The tenderer is obliged to communicate to the Administration using the certified email address (PEC) to [contratti.appalti.dir.affaristituz@pec.comune.fi.it](mailto:contratti.appalti.dir.affaristituz@pec.comune.fi.it), **only after the awarding of the tender**, any change in the addresses already indicated in the participation form for the receipt of communications, which has occurred during the tender procedures. The Administration will submit communications under art. 76 of Legislative Decree DLgs 50/2016 through brief notice. Provision measures, details of the procedure and awarding of tender are available at the following website <http://concorsolupidotoscana.comune.fi.it>.

## 10.5. Verification of declarations

The declarations submitted in order to participate in the present procedure are subject to verification pursuant to and for the purposes of the Presidential Decree DPR 445/2000.