
Memorandum

Date 6 March 2018
From RIBA Competitions

Subject **Oxford Street Christmas Illuminations 2018 Competition
Memorandum in response to Questions**

The information contained within this Memorandum should be treated in confidence and for the purposes of the Oxford Street Illuminations Competition.

- Q1.** In phase 2, are the possible expenses for travel and accommodation for the interview with the evaluation panel included or paid extra to the honorarium of £3,000 + VAT?
- A1.** **Any expenses at phase 2 will need to be paid from the honoraria.**
- Q2.** In phase 2, are the other 3 selected teams going to be disclosed to each participant?
- A2.** **Yes once the shortlist has been selected, anonymity will be lifted.**
- Q3.** Are the client and RIBA compromising to quote the authors of each design in each single publication, exhibition or use as marketing material?
- A3.** **The authors of each design will be revealed at phase 2 of the competition for the shortlist and at the end of the process for the rest of the competitors.**
- Q4.** Please clarify if the client (New West End Company) assigns and contracts the fabricator or if the designer is meant to team up (in phase 2) with a fabricator as might be understood by the criteria for phase 2: “team structure and ability to deliver the project including manufacture”
If the client assigns the fabricator, is the designer going to participate in this decision? Or has the client already selected a fabricator/ installation company?
- A4.** **New West End Company will tender for a company to fabricate, install and remove the Christmas lighting.**

RIBA Competitions

No. 1 Aire Street
Leeds, LS1 4PR
Tel +44 (0)113 203 1490
riba.competitions@riba.org
www.architecture.com

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- Q5.** What relationship will be established between the fabricator and the designer?
- A5.** **The winning design team will be retained as an advisor to the manufacturer and New West End Company.**
- Q6.** What honorarium will be established for the designer for the detailed design stage and the supervision of the fabrication and installation of the design?
- A6.** **This is to be determined.**
- Q7.** Are the detailed design stage documents to be legalized by the designer? Is there any third-party liability resulting from this “project” and are therefore any insurances necessary? Or is the design assumed and legalized completely by the fabricator and/ or installation company?
- A7.** **The designer should hold indemnity and public liability insurance and assure themselves that their designs are safe for public areas. We will be seeking a manufacture and installation supplier, which will be responsible for the safe installation and operation of the lights.**
- Q8.** Can the client use the winning design for realisation without the assignment / payment of the designer for the detailed design stage, supervision of fabrication and installation?
- A7.** **We act ethically and will pay the winning designer a fair remuneration for their work.**
- Q9.** For phase 2, please specify the scope of work that has to be submitted (number of DIN A ? sheets to submit, simulation images required, technical descriptions, videos, budget, team specifications etc.) in order to be able to evaluate the profitability of a design submission.
- A9.** **This will be made available to shortlisted designers.**

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Q10. Is the design of the Christmas lights in Regent Street 2018 going to be the same as in 2017?

A10. **Yes, The Regent Street lighting scheme will remain in place until 2020.**

Q11. Is it possible to provide a CAD plan or other information with the location of the existing catenaries (though the number might be enlarged after the study by Field & Lawn)?

A11. **This will be provided to shortlisted designers at Phase 2.**

Q12. Can we see a breakdown of previous years' expenditure (including fixing, storage of lighting etc) or indicative costs for these unique items to help us prepare accurate costs against the budget.

A12. **This is not necessary. At this point we are seeking a design. The client will be working out the feasibility of extending the lighting scheme, based on the available budget, which is subject to sponsors' decisions.**

Q13. Can we reuse some of the 750,000 LEDs which featured in last year's installation in order to keep costs down?

A13. **No as most now need replacing.**

Q14. It's unclear from the brief as to what the process is after the winning design is awarded. What involvement will the winning architect/designer have afterwards in the manufacture stage? How will the manufacture and delivery stage be procured or is there an existing supplier in place for this?

A14. **The winning designer will be retained as an advisor to the manufacturer and New West End Company**

Q15. Is it possible to receive a better resolution of the plan shown on p.5 for the brief /site location, attached the document downloaded.

A15. **This will be provided to shortlisted designers at Phase 2.**

Q16. Please confirm if the catenary wires/infrastructure is being supplied by the client or whether we have to allow for these items?

A16. **To be supplied by the contractor.**

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Q17. Please advise how many years will the winning bidder be contracted for.

A17. **3 years 2018 – 2021, with possibility of an extension.**

Q18. What is the deadline for the registration at RIBA platform and to obtain the URN?

A18. **Friday 23 March should be the latest date for registration in order to receive your URN in time for your submission on Monday 26 March.**

Q19. It's possible to obtain several URN with the same email? Or should we submit multiple registrations if we pretend to submit multiple solutions?

A19. **It should be one registration per entry. You may use the same email address but you will need to register additional times if you wish to submit more than one entry.**

Q20. In the competition brief you mention that the competition is open to registered architects and designers. This registration refers to the registration in the RIBA platform or you are referring to registered architects and designers in profession bodies?

A21. **The registration body refers to architecture.**

Q22. Just to clarify, this competition scope does not include the Launch event where you say there's £200K available, correct? It's just for the "Detailed design, manufacture and installation of new illuminations (and their subsequent storage) in 2018 (£700K)." Can you confirm please?

The launch event refers to marketing activities around celebrating the arrival of Christmas on Oxford Street. NWECC has not set aside a baseline budget for the launch events so it will be subject to sponsorship commitment to be spent against sponsor and NWECCs joint objectives.

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- Q23.** The budget available (£700K), and the scope of the competition, is for a one year contract (despite the possibility to extend it up to 5 years) or a pluriannual contract?
- A23.** **The annual cost of lighting Oxford Street is in the region of £300,000 including Year One design and manufacture costs and annual installation, removal and storage costs.**
- Q24.** Does the scope of the competition include the development of Christmas illuminations for the four main department stores facades?
- A24.** **No, stores have their own designs but the scope can include projections onto the public realm and we encourage illumination of the street's trees.**
- Q25.** Does the scope of the competition include the development of Christmas illuminations to address " Key moments drawing attention - the four main departments stores and special locations such as Stratford Place"?
- A25.** **The proposal should include the ability to delivery key moments throughout the Christmas period ie. Light shows.**
- Q26.** Does the scope of the competition include the development of Christmas illuminations to the identified "District opportunities"?
- A26.** **We are seeking a design that is both consistent along Oxford Street but flexible enough to be applied in different locations, according to their scale and significance.**
- Q27.** Shall we submit project for the key five gateways at this first stage?
- A27.** **A single design for the key gateways, or if preferred a sequence of designs for each location, will be considered by the judging panel.**
- Q28.** For the Priority One Streets the lights to propose should include just the gateways or the complete illumination for each street?
- A28.** **Proposals for the gateways will be sufficient for this stage.**

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Q29. Which are the "priority one" streets?

A29. **The priority streets are marked on the plan in the brief.**

Q30. Which are the key junctions?

A30. **These are marked on the plan in the brief**

Q31. Considering that only in December 2018 will happen the traffic removal for the first phase of transformation of Oxford into a pedestrian area, can we consider ground mounted concepts at this stage?

A31. **No**

Q32. In the page 5 of competition brief there's a map where we cannot understand the legend. Could you make it available, if relevant?

A32. **Yes, attached.**

Q33. What is the declaration form mentioned in the Competition Conditions, #8 Phase 1 Submission Requirements (page 17) – "iii. A completed declaration form which should bear the URN in the dedicated section on the form."

A33. **You should have received a copy of the declaration form with your registration and notification of your URN.**

Q34. Is the main Oxford Circus Intersection within the brief of the installation?

A34. **Yes**

Q35. If yes, can we assume that there are power supplies and mounting points available on the roof?

A35. **Yes. This is a technical issue. At this point we are seeking designs that are safe for a public space. We will work on technical issues at a later stage.**

Q36. Is there a drawing that can be provided to show the heights / locations in plan of the catenary fixing points and power supplies?

A36. **No this is not available.**

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- Q37.** Is the 200K sum for the launch event intended only for the lighting installation only or for the whole event?
- Q37.** **Marketing activity around the event only – not for the lighting installation.**
- Q38.** if for the whole event, what else is anticipated to be included within this sum?
- A38.** **The launch budget will include online, PR and experiential activation to drive visitation to Oxford Street throughout the festive season.**
- Q39.** is there a description method for installation (e.g. from the street using a genie lift)?
- A39.** **This will be part of a separate tender. Paul to add...**
- Q40.** Are the power supplies provided from the building or from the street?
- A40.** **A mixture of both**
- Q41.** Given that the oxford street will be pedestrian during this period, does this change the lighting requirements?
- A41.** **No**
- Q42.** If yes, is there any scope to control the street lighting?
- A42.** **We welcome further assessment of the technical feasibility of this at latter stages.**
- Q43.** Will Oxford Street remain permanently pedestrianised?
- A43.** **This is a decision to be made by Westminster City Council. In any event occasional vehicle access will always be required.**
- Q44.** Can we assume that last years fittings are available for re-use?

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A44. Eyebolts can be reused and we are currently working with Field and Lawn to increase the coverage of ibolts across the whole of Oxford Street.

Q45. If yes, could we have the quantity and specification of the fittings?

A45. These will be supplied to shortlisted designers in the next stage.

Q46. If yes, can they be modified or are they required to remain as is?

A46. They cannot be altered although if a design requires specific fixing we will seek to arrange this with building owners.

Q47. Are lampposts available to fix to?

A47. No

Q48. Are lampposts available to draw power from?

A48. If required.

Q49. Can projectors be mounted and power from buildings?

A49. Yes, If agreed with property owner/tenant

Q50. If yes, where?

A50. Dependent upon design. We welcome projections as part of the design although Westminster City Council currently is not supportive of them in the public realm.

Q51. May one designer or company submit a design proposal even if it has no capacity to produce and supply?

A51. You may submit a design proposal, however if you were successful in reaching the shortlist you will be expected to give consideration to your wider team to enable production and supply should you be successful.

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- Q51.** May one tenderer submit more than one proposition?
- A51.** **You may submit more than one proposal however you will need to register again in order to receive another URN.**
- Q52.** Are there any CAD drawings (plans, elevations, sections) or 3D model available of Oxford Street, indicating heights of building facades- both sides, position of existing lighting columns, trees, etc?
- A52.** **These are currently not available for this competition.**
- Q53.** Can we obtain editable versions of the maps and diagrams of Oxford Street as per the Publica 2017 report? Can we get in touch with Publica directly and ask them to share their knowledge on Oxford Street area and the neighbouring urban setting?
- A53.** **We encourage designers to focus on producing a design using existing information in the brief. We cannot incur further costs from additional work from agencies including Publica.**
- Q54.** Is there any available information (CAD plan and elevation drawings/ other details), of the existing catenary system, mounting details and possible fixing points? Is it possible to re-use the currently installed catenary systems and wiring infrastructure for festive lighting if this is appropriate to our design proposal? What is the current load and weight capacity of the catenary? How is a catenary installation achieved on listed facades such as the Oxford Circus listed buildings? What is the required clearance under the proposed light installation?
- A54.** **Reusing existing catenary would need to be agreed with F&L/Catros, eyebolts already have the required agreements with WCC for listed buildings and I believe the minimum height from the old lights was 6m.**
- Q55.** Is it possible to contact Field and Lawn directly regarding the Catenary locations/ details and the additional seasonal lighting currently proposed for the East side of Oxford street in Phase 1?
- A55.** **These will be supplied to shortlisted designers in the second round of the competition.**
- Q56.** Are there any lighting load (electrical load) restrictions in specific areas, or for the scheme as a whole?

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- A56. All lighting is a regular 13amp connection with no loading issues.**
- Q57.** In what way should the Oxford Street lighting scheme be influenced by/ or be complimentary to existing department store festive illuminations, for example the Christmas lighting on Selfridges, House of Fraser, Debenhams, John Lewis facades.
- A57. The department stores each have their own Christmas lighting designs. We are liaising with each of the stores to understand their design intentions for Christmas 2018 and we will share these with the shortlisted designers.**
- Q58.** Will the “Spirit of Christmas” lighting along Regent Street remain in place for the next 5 years? In what way does the new Oxford street lighting scheme need to be complementary? (i.e. in terms of theme, colour temperature? Scale and type of installation?)
- A58. It will remain in place at least until 2020.**
- Q59.** Please provide a more detailed budget breakdown including the assumptions made for the various component parts:
- a) detail design, manufacture, installation and storage of installation (£700K)
 - b) infrastructure, catenaries and fixing/mounting details (TBC)
 - c) launch event / reveal moment (£200K– what does this include?)
- In particular, what percentage of the £700K do you envision allocated for each category (detail design, manufacture, installation, storage). Is there a known standard storage space (per sq.m, per cubic metre) budget cost allowance?
- A59. The budget is dependent upon the level of support from sponsors, so at this point it cannot be shared. We therefore are seeking a design that can be scaled up or down, according to the level of available resources.**
- Q60.** Can you please provide a breakdown of the suggested programme for the Christmas lighting detailed design and installation period from final winner notifications in May 2018 to the launching event in November 2018?
- A60. 10th April: identify additional ibolt and catenary locations and submit listed building consents**
30th April: draft tender for manufacture, installation, removal and storage

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21st May: commence tender

11th June: complete all buildings wayleave agreements

18th June: commence detailed design and manufacture of new lighting scheme

1st Oct: commence installation on Oxford Street

5th Nov: Switch on lights

Q61. Who will manage the approvals process between all project stakeholders in order to reach the final design solution? Will the selected design team need to seek approval from the local authority and local stakeholders during the next stage?

A61. Any approvals would need to be done by the selected contractor responsible for manufacturer, installation, removal and storage.

Q62. Are there any restrictions on the size and make-up of competition team members?

A62. No, other than not being associated with the panel of judges.

Q63. Is the 1000 word written statement part of the 2 x A3 landscape presentation sheets or it's a separate document? If so can it include visual aid or just plain text?

A63. The 1000 word written statement is in addition to the 2 x A3 presentation sheets. It may include visuals if required however should not be materially different from the visuals included on the A3 sheets.

Q64. Where is the man power box located? Is there any specific location or can it be provided from any buildings?

A64. Provided by the buildings along the street.

Q65. Is there any limitation of luminaire mounting height?

A65. The constraints are weight and windage so the lighting design is safe for a public space.

Q66. What is the max. load of existing catenary wire? Can drawings of existing catenary mounting points be provided?

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- A66. F&L have already provided the locations of catenary locations, attached eye bolt information.**
- Q67. Is rooftop or any floor (public area or tenants area) accessible luminaire / mounting supporter installation?**
- A67. *Sorry we don't understand the question.***