

New Clore Learning Centre at the
Royal Institute of British Architects
66 Portland Place, London



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Preliminary Briefing Paper

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1. Introduction

The Royal Institute of British Architects is seeking a lead architect and design team to design a dedicated space for the RIBA's growing Learning programme at its Grade II* London headquarters 66 Portland Place. The Clore Duffield Foundation has awarded the RIBA a generous grant towards construction of the new centre on the 4th floor, to comprise a studio, display area, terrace and study space.

The selection process is being managed by RIBA Competitions and will be held in two phases:

Phase 1: Expressions of Interest with initial ideas outlining proposed approach to the project

Phase 2: A shortlist of five practices will be selected and invited to submit and present design concepts to the Evaluation Panel.

In the first instance, Expressions of Interest are invited in accordance with the requirements set out in this Preliminary Briefing Paper.

1.1. Brief introduction to RIBA Learning and the Clore Duffield Foundation

The Learning team at the Royal Institute of British Architects delivers a programme of hands-on creative workshops and courses that support learners of all ages and experiences in understanding how the spaces and places in which they live, learn, work and play come to be.

Investigating architecture through art, design, digital media and in real-world contexts, our programmes encourage learners to think critically about the world they inhabit and to test the bounds of their creativity. Activities include:

- A National Schools Programme that supports creative partnerships between Architecture Ambassadors and teachers in primary and secondary schools across the country, pivotal to this are visits to 66 Portland Place;
- Full-day workshops during the school holidays for children and young people ages 6-18;
- A free-to-join Young People's Forum for ages 16-24;
- Drop-in events for families and children to play and explore architecture together;
- Practical workshops and courses in architectural history, drawing, model-making, photography and more for students and adults;
- Guided tours of 66 Portland Place and visits to the collection for students, specialist interest groups and RIBA guests.

Programmes draw inspiration from the work of RIBA members, past and present, and the RIBA's world-class archival collection of more than 4 million items. Learning currently delivers approximately 350 events each year, both on and offsite, engaging close to 10,000 people.

The Clore Duffield Foundation has been driving initiatives in cultural leadership and learning for more than 50 years, building a body of research and best practices in learning across the arts and cultural sectors and giving rise to a generation of cultural leaders. Underlying the Foundation's work is a driving belief that active learning sits at the heart of a successful cultural organisation and informs all aspects of its work.

The Foundation has funded more than 50 spaces for creative learning for arts, cultural and heritage sites across the UK since 2000. These range in size, scope and capacity, depending on the needs and means of the individual organisation and its visitors.

The Clore publication *Spaces for Learning* (2015) provides clear guidance on how to create successful spaces for active learning, places for making, creating and sharing for formal and informal learning groups of diverse ages, abilities and interests. To Clore, an effective learning space is a vital, versatile and visible part of a thriving and busy cultural or historic site, a physical embodiment of an organisation's educational mandate and its commitment to learning audiences:

www.cloreduffield.org.uk, www.spaceforlearning.org.uk

2. Background to the Project

Participation in RIBA Learning programmes has been rising steadily since 2010, and growing rapidly since the opening of the Architecture Gallery at 66 Portland Place in 2014 and the launch of a National Schools Programme in 2015. The Learning team engaged 9411 children, young people, students and adults in 2016, 64% of these in activities at 66 Portland Place.

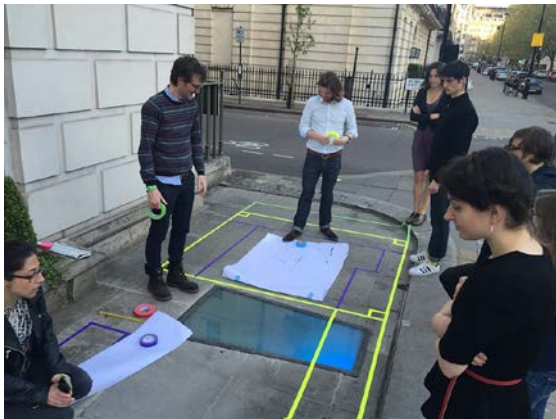
Existing spaces are no longer sufficient to accommodate growing participation and are not suited to the range of activities the programme must deliver to meet the needs and expectations of audiences and stakeholders, existing and new. The building's only dedicated teaching space was designed as a seminar room and cannot accommodate the average London class size of 30 children. During busier periods, the Learning team occupies venue-hire spaces that are not suitable for wet/dry activities, or large-scale model-making.

Moreover, existing spaces do not currently reflect the RIBA's own commitment to promoting best practices in good design for learning as stated in the RIBA's 2016 publication *Better Spaces for Learning* and as evidenced in the work of so many of RIBA members who are creating beautiful and effective schools, nurseries and teaching studios.

The new space will make possible the ongoing development of a vibrant and creative hands-on Learning programme that fulfils RIBA's mission to engage school children and the wider public in understanding architecture and the role architects play in shaping the world in which we live.

Together, the RIBA and the Clore Duffield Foundation will combine knowledge and expertise to create an exemplar space for learning at 66 Portland Place.

Representative images showing the range of activities and creative workshops currently undertaken as part of the RIBA's Learning programme:



Feilden Clegg Bradley Studios leads workshop with RIBA Young People's Forum.



Clay workshop for ages 7-11



Family Fun day in Florence Hall



Explore & Draw workshop for ages 18+



RIBA National Schools programme in-school workshop



Digital drawing workshop with Open Age

2.1. Context: A Brief History of 66 Portland Place

66 Portland Place was designed by George Grey Wornum. He was the winner of the competition to design the new headquarters for the RIBA, which attracted submissions from 284 entrants. Building work commenced in mid-1933 and completed in time for our 100th anniversary, enabling us to move out of the overcrowded conditions at our former headquarters, 9 Conduit Street, London. At a time of heated debate about what architectural style we should be using and during an economic downturn, Wornum's building opened on time and on a reduced budget. The feedback was positive. He had successfully combined Classical and Modernist elements, and provided the Institute and our members a completed building fit for purpose and adaptable to our changing needs.

Wornum worked with a range of artists and craftsmen to create the decoration in the interiors and on the façade. Many of these details carry symbolic significance, for example the main entrance is flanked by two bronze doors depicting 'London's river and its buildings'. There are also references to the British Empire, reflecting to the idea that in 1934 the RIBA was a focal point for architecture in the Empire. In 1970 the building was Grade II* listed, one of the first 'modern' buildings to be listed which recognised its unique architectural qualities.

The six storey, steel-framed building faced in Portland stone (the two upper floors were added in 1958) contains a series of spaces that vary in size and function. Our headquarters survived World War II unscathed and has only experienced minor modifications since it was extended in 1958. The most recent change has been the creation of the Architecture Gallery on the ground floor, opened in 2014.

Wornum's skilful use of space has meant that this building has served the Institute, RIBA members and the public for over 80 years without need for major alterations.

It is essential that the new space reflects Wornum's creative use of space and his artistic celebration of architecture and the architect. Equally important, the new space must feel an active part of the whole of 66 Portland Place.

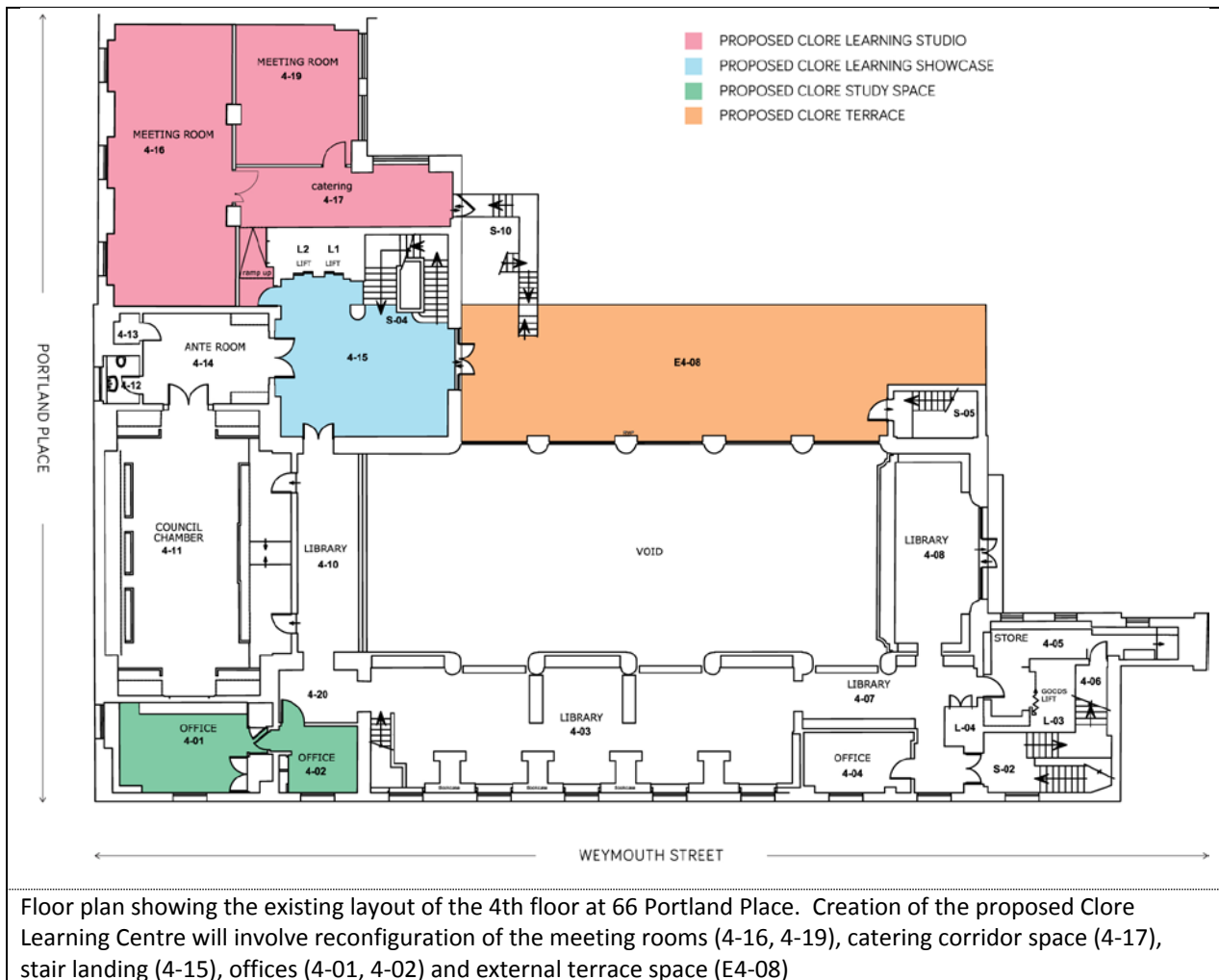
2.2. Project Vision and Objectives

This project supports RIBA's mission to engage school-age children in a lifelong interest in architecture and to deliver engaging learning and cultural programmes for all ages that celebrate the value of architecture and architects. The new space will accommodate a mixed programme of free, fee-based and funded activities, allowing the RIBA to meet its charitable purpose while generating income needed for ongoing development and delivery of the Learning programme.

The aim is to create new learning facilities that meet the expectations and needs of core users, as well as RIBA members and key stakeholders, most notably those of the funder, the Clore Duffield Foundation. The space will demonstrate best practices in the design and delivery of effective spaces for teaching and learning. Our hope is that this project presents a good opportunity to raise the profile of the shortlisted practices, the successful practice and of RIBA Learning.

3. Clore Learning Centre at 66 Portland Place

The focus of this project is the creation of a dedicated, fit-for-purpose learning centre for the delivery of hands-on, creative activities for diverse audiences, including children and families, young people and students, adults and lifelong learners. The new facility will occupy a large and prominent space on the 4th floor of the RIBA's historic London headquarters, 66 Portland Place totalling 365m². The spaces will be well-designed, vibrant and flexible for bookable workshops, regular courses, drop-ins or residencies. The proposed learning centre will be located next to the British Architectural Library and Council Chamber as shown in the floor plan below.



The Clore Learning Centre will comprise:

A Clore learning studio (112m²): This will involve reconfiguration and refurbishment of meeting rooms (4-16 and 4-19), catering corridor space (4-17) and demolition of existing partition walls. The intention is to create a very flexible and adaptable space that can cater for a wide variety of users, undertaking a variety of activities throughout the day. It must respond to users' needs by providing a resilient and durable space that can be reconfigured and used in different ways. An easily accessible sink is essential. Storage and display are very important and can be used to both define different areas within the space and to hold valuable resources needed for teaching and learning. It must be an open, airy and well-lit space, equipped with all the necessary equipment, furniture, fixtures and fittings and IT to enable a 21st century teaching and learning space.

The intention is to completely refurbish the existing spaces to create one large studio, which would include an IT workspace, and various fixed, fitted and loose furniture and fittings. Storage for personal items such as visitors' coats and bags (outside the studio area), as well as storage for materials and equipment is essential. Display is also important - for both teaching purposes and inspiration.

Children and young people will visit the studio during the day throughout the week, both in and out of term-time. During term-time, the aim is to accommodate two school groups of 30 at one time, making use of the studio and break-out spaces in the Council Chamber. Evening classes for adults will be held later in the day. Families can drop in for short sessions during the holidays and on weekends alongside adult workshops held in the space.

A Clore learning showcase (40m²): This will involve reconfiguration and refurbishment of the stair landing space (4-15). The intention is to create a flexible display area on the 4th floor landing where interesting and relevant stories about architecture can be curated through the learning programme. The display units should be flexible and easy to use, be suitable to the listed status of the building and must accommodate a range of 2D and 3D material produced by learning programme participants, as well as digital display units.

The Clore learning terrace (107m²): This will involve reconfiguration and refurbishment of the external terrace space (E4-08). The Clore Terrace will connect the RIBA Learning programme with the built world beyond 66 Portland Place, with inspiring views of Ken Shuttleworth's 10 Weymouth Street bronze façade and the BT Tower overhead, placing architecture in its real-world context. Floor-to-ceiling windows linking the Clore Terrace to the British Architectural Library will connect hands-on learning to the rich resources in the RIBA collections. The terrace must be made suitable for use by children with a demountable balustrade that protects children while giving them a means of viewing and experiencing the architecture on display. Any work to the terrace will need to be in keeping with the listed nature of the building and will probably need to be removable to enable the return of the building to its original intended design.

The Clore study space (33m²): The former Library Director's Office (4-01, 4-02) will be refurbished as a study area for small seminar groups to explore collection material up-close. Proximity to the studio will mean this work can incorporate hands-on learning activities for deeper exploration of key themes and methodologies.

The centre will also include use of the historic Council Chamber as a breakout space (104m²) although this will not require any building work. The public toilets on the 5th and 6th floor (75m²) will also be refurbished as part of this project to ensure they are suitable for visitors of all ages to 66 Portland Place.

The centre will offer year-round, daily activities for people of all ages and life experience to engage in active, creative learning about architecture, working side-by-side with opportunities for sharing practice. Importantly, although the centre will provide much-needed space for the Learning programme, learning activities will not be confined to the centre and will be complemented by activity in the beautiful Florence Hall and other spaces throughout the building. The aim is for the whole of 66 Portland Place to be filled with inspiring and joyful learning activity and to ensure that the centre and

the activities within it feel a core part of the building and its daily life.

Images showing some of the areas to be reconfigured and refurbished as part of the Clore Learning Centre project:

View from the 6th Floor



Stair landing 4-15 with entrances to Council Chamber ante-room, ramped access to existing meeting rooms



View looking along existing external terrace



Stair landing 4-15 with entrances to the Library, ante-room to Council Chamber



Catering space hall (4-17) to meeting rooms



Existing large meeting room 4-16



Existing large meeting room (4-16)



Existing smaller meeting room (4-19)



4. The Client and Project Governance

The client is the Royal Institute of British Architects. The Project Manager is Elizabeth Grant, Head of Learning. Liam McConnell, Head of Estates & Facilities, will oversee construction of the new facility. The Project Team, including the project's executive sponsor RIBA CEO Alan Vallance, will approve the design at key stages of development.

4.1. Stakeholder Consultation

There will be consultation with various groups throughout the process and these will include:

- RIBA Learning team, including freelance educators and volunteers,
- RIBA Public Education Committee
- Clore Duffield Foundation
- RIBA staff
- RIBA members, including RIBA Architecture Ambassadors
- User groups, including the RIBA Young People's Forum
- Westminster Planning department
- Neighbours, and residents' associations, including the Marylebone Association and Portland Village

4.2. Planning and Project History

The RIBA has worked closely with Sarah Williams, RIBA client adviser, to develop a feasibility study for the project to establish high level costs and develop a more detailed brief. A pre-application document has also been submitted to Westminster Council for feedback, and this will be shared with the winning team. The building is Grade II* listed and as such will require coordination with the conservation and planning officers at Westminster. A full conservation plan for the building will be made available to short-listed teams at the second phase of the competition.

5. Project Costs and Anticipated Project Programme

The feasibility study determined the construction cost for the project which is listed below. This does not include VAT, design fees or other client costs (e.g. surveys, planning application etc.). The budget for loose Furniture, Fixtures and Equipment is listed separately.

It would be expected that the winning team would also provide services for the fit out of the centre including all furniture, fittings and equipment.

Net Construction Cost	GBP £348,000
Loose Furniture, Fixtures and Equipment	GBP £44,000

Task	Anticipated completion date
Appoint winning team	September 2017
RIBA Stage 1	September 2017
RIBA Stage 2	December 2017
RIBA Stage 3	February 2018
Submit planning application	February / March 2018
RIBA Stage 4	July 2018
RIBA Stage 5	August 2018
RIBA Stage 6	December 2019
Launch	February 2020
RIBA Stage 7	December 2020

6. Eligibility

Expressions of Interest are invited from current RIBA Chartered Members and RIBA Chartered Practices. UK-based applicants should be registered with the Architects Registration Board (ARB) with overseas-based applicants registered with an equivalent regulatory body. Applicants should note it is anticipated that the project will require close collaboration with the RIBA project team, the Clore Duffield Foundation, Westminster City Council and other stakeholders.

At the second phase of the competition and depending on the nature of the proposals put forward, short-listed teams may need to seek the support of consultants from other design disciplines (e.g. structural engineer). The RIBA will retain the services of a cost consultant for the duration of the project.

No employee of the promoting body (the Royal Institute of British Architects), the Evaluation Panel, or any partner, close associate or employee of them, architect practices, or members involved, directly or indirectly, with the preparation of this competition brief is eligible to compete or to assist an applicant.

It is anticipated that up to 5 teams will be invited to the second phase of the competition. Each team short-listed will be required to make a submission demonstrating their approach to the design and cost, to working with the RIBA, together with a fee proposal.

7. Honorarium

An equal honorarium of GBP £2,000 (+VAT) will be paid to each short-listed team that participates in the second phase of the competition. Honorarium payments will be paid following submission and presentation of design proposals at the clarification interview. The RIBA undertakes to pay the honorarium within six weeks of the conclusion of the competition. Invoices for payment should be submitted to RIBA Competitions.

8. Post-Competition Commitment

The RIBA reserves the right not to proceed beyond the competition stage in the event that no one scheme meets the requirements and aspirations in respect of the project. All honorarium payments will however be paid as indicated.

The RIBA is procuring services for the Clore Learning Centre that relates to a design competition followed by appointment of the winning team and development of the design through to RIBA Stage 3 in the first instance. Further progression of the project will be subject to confirmation of funding, planning and listed building consent.

The winning architect team will be required to retain Professional Indemnity insurance cover of GBP £500,000 (as a minimum) for each and every claim. Should the winning applicant not currently have the required level, this will be required on appointment.

It is anticipated that (subject to fee agreement) the proposed architect team will be retained. However, the RIBA reserves the right to determine the final composition of the team appointed as the winner and this may include the appointment of consultants that are not suggested within the applicant's bid. For the avoidance of doubt this is to ensure the correct mix of skills and expertise and will not be imposed unreasonably.

It is anticipated that the project will be procured traditionally.

9. Competition Timetable

Key dates, which may be subject to alteration, are as follows:

Activity	Date (estimated)
Competition launch & Preliminary Briefing Paper available	Tues. 13 June 2017
Deadline to raise questions on the Preliminary Briefing Paper	Thurs. 22 June 2017
Deadline for receipt of Expressions of Interest	Fri. 14 July 2017
Review of Expression of Interest returns	Thurs. 20 July 2017
Shortlist and unsuccessful applicants notified	w/c. 24 July 2017
Additional briefing information & feedback issued to Shortlist	Mon. 31 July 2017
Briefing session for Shortlist	Mon. 31 July 2017
Deadline to raise questions on the Brief	Mon. 7 Aug 2017
Issue of Memorandum in response to questions	Thurs. 10 Aug 2017
Submission of design concepts	Tues. 29 Aug 2017
Evaluation commences	Wed. 30 Aug 2017
Clarification interviews	w/c Mon. 4 September
Notify teams and public announcement of result	Mid September

10. Phase 1 Submission Requirements

In order to be considered for the commission, potential applicants must submit an Expression of Interest document (in electronic copy only) as per the requirements outlined in this Preliminary Briefing Paper.

10.1. Unique Registration Number

Interested parties who intend to submit an Expression of Interest must obtain a Unique Registration Number (URN). RIBA Competitions will issue a URN to interested parties within 2 working days of

submitting the on-line request form available at:

<https://ribacompetitions.wufoo.eu/forms/clore-learning-centre/>

The Declaration and Confirmation of Insurances Held form will also be issued, with drawings and images of the existing space, together with a secure link to enable applicants to upload their Expression of Interest via RIBA Competitions' digital submission portal (**RIBASubmit**).

Applicants will also be provided with the following supporting information on registration:

- Photographs of areas to be reconfigured and refurbished as part of the Clore Learning Centre project
- Plan (.dwg format) showing current 4th floor layout
- Drawing showing 4th floor terrace elevation

Please note that this and all future correspondence will be sent to the e-mail address entered into the wufoo on-line request form.

10.2. Format of Expression of Interest document

Expressions of Interest should comprise no more than **10** single sides of A4 (or double-side equivalent, not counting the front cover, declaration form and contents page), plus **1** single side of A3 formatted as below.

10.2.1. Front Cover

The front cover should bear the name of the architect practice together with the Unique Registration Number [**R#**] issued by RIBA Competitions.

10.2.2. Declaration and Confirmation of Insurances Held form

The Declaration and Confirmation of Insurances held form (issued by RIBA Competitions on registration) should be duly completed and incorporated immediately after the Contents page. As well as asking the architect firm to confirm the level of Professional Indemnity Insurance protection held, by signing this form the applicant confirms that the design approach ideas outlined are their intellectual property, prepared for the purposes of entering the Clore Learning Centre competition.

Please note that the details stated on the Declaration form will be used for future promotional activity so please ensure this information is completed accurately.

10.2.3. Team composition

A brief introduction, **maximum x1 single side of A4** (to be included in the 10 Pages) should be provided to outline the practice's experience, together with brief CVs, **maximum x2 singles sides of A4** (to be included in the 10 Pages) for members of the practice that would be responsible for leading, developing and potentially delivering the design concept. Projects undertaken at a previous practice may (with appropriate recognition) be included, but the role in developing and delivering the scheme (design team leader, project architect etc.) must be clearly outlined.

The anticipated delivery arrangement should be clearly articulated, with specific delivery arrangements if the project is remote from the firm's principal location.

10.2.4. Projects of relevance to the Clore Learning Centre project maximum x7 single sides of A4

Illustrative case studies (images with explanatory supporting text) should be provided for two projects, that the applicant considers of relevance to the Clore Learning Centre project, demonstrating the practice's experience of refurbishment projects, and cognisance of issues of working within a listed building environment, or other sensitive contexts or settings to secure planning consent.

The projects should demonstrate the ethos and character of the practice and relate to projects that have reached completion over the previous five years. Applicants should consider the relevance and relative merits of projects within their firm's portfolio, together with the selection criteria against which these will be assessed. Whilst the inclusion of an 'incomplete' project (i.e. a project that is on, or about to commence on site) as one of the illustrative case studies would not deem the submission unacceptable, it may, depending on the stage that it is at, limit the ability of its qualities to be appraised. Similarly, whilst applicants may elect to include projects that reached completion over more than the stipulated five year limit, their inclusion may limit the current technical and professional ability of the applicant to be appraised.

Any images featured within the submission should be clearly annotated to explain to which projects they refer. A clear distinction should be made between photographic images of completed projects and computer generated visualisations.

In addition to representative illustrations and sketches, the following information should be provided for each case study:

- Client name;
- Project value;
- Year of completion;
- Relevance of the project or design approach to the Clore Learning Centre project.

10.2.5. Details of Past Client Contacts for Reference Projects

For the two reference projects provided under **Section 10.2.4**, please provide full details (to include e-mail address and telephone number) for a person within the Client body to contact for reference purposes (to be included in the 7 pages above).

Please ensure that your nominated referees are prepared and available to provide references if requested. References may be taken up prior to confirmation of the shortlist or the final interviews.

The Evaluation Panel may also elect to visit reference projects and/or speak to clients/occupiers of the buildings prior to confirmation of the winning team.

10.2.6. Initial Ideas outlining proposed approach to the Clore Learning Centre project

1x No. landscape format sheet (equivalent to A3 in PDF format) should be incorporated within the digital Expression of Interest document outlining the practice's initial ideas and proposed approach to the project. This is primarily intended to be a graphic response and should include diagrams, concept sketches etc. together with brief explanatory notes to explain the rationale and drivers behind the proposed approach.

The URN should be prominently displayed in the top right hand corner of the A3 sheet together with the practice name.

Drawings of the existing 4th floor layout, external terrace elevation and images of areas to be reconfigured will be made available to registered applicants via RIBA Competitions' FTP server. The content/means of depicting the preliminary response is left to the discretion of individual applicants; however the Evaluation Panel will not expect or wish to see finite design solutions at this stage. Design development will occur at Phase 2 of the competition in response to more detailed briefing information and feedback that will be issued to short-listed teams.

10.3. Submission Method

An electronic copy of the Expression of Interest document (to be contained in a single PDF file of <15Mb) must be submitted via RIBA Competitions' digital submission portal. The file name should consist of the allocated Unique Registration Number [R#] and also include the name of the architect firm, e.g. 'URN#_Practice Name.pdf'.

A unique link for this purpose will have been e-mailed to the address entered into the wufoo on-line request form. Applicants are strongly advised to familiarise themselves with the submission portal and allow sufficient time for their Expression of Interest to successfully upload prior to the submission deadline. The portal will not accept any material to upload once the deadline has expired.

Deadline for Return: 14.00hrs (GMT), Fri 14 July 2017

Note

- Only applicants responding in accordance with the submission requirements and deadline for receipt of applications will be considered. Late submissions will not be accepted.
- RIBA Competitions will not be responsible for any submissions delayed, lost or otherwise damaged or corrupted during transmission however so caused.

11. Phase 1 Selection Criteria

The Phase 1 return consists of an Expression of Interest document. The Evaluation Panel will appraise the Expression of Interest returns against the following criteria:

SELECTION CRITERIA	AS EVIDENCED BY
Overall experience and balance of the design team, including proposed key personnel responsible for leading, developing and potentially delivering the design concept	Section 10.2.3
Evidence of ability to design refurbishment projects of distinction whilst demonstrating pragmatism, and cognisance of issues of working within a listed building setting, or other sensitive contexts to secure planning consent	Section 10.2.4
Relevance of projects and resonance with the Client group's aspirations for the Clore Learning Centre project	
Initial ideas and proposed approach to the Clore Learning Centre project	Section 10.2.6

The Evaluation Panel will take a holistic view of the Expression of Interest returns and base their selection on the experience of the practice, proposed individuals who would be responsible for day-to-day activities on the project, together with the project specific initial ideas presented. The Shortlist may therefore include teams with less previous experience but excellent initial ideas and proposed approach to design or vice versa.

Requests for feedback, which will only be provided upon request, should be submitted within one calendar month of the short-listing notification.

12. Phase 2

Applicants that are provisionally identified to proceed to the design phase following short-listing of the Expression of Interests will be required to provide information to demonstrate their economic/financial standing.

13. Evaluation Panel

The Evaluation Panel, which may be subject to change, is expected to comprise:

Name	Affiliation
Gillian Wolfe CBE	Learning, Arts and Heritage consultant
Ben Derbyshire	RIBA President Elect
Alan Vallance	Chief Executive, Royal Institute of British Architects
Elizabeth Grant	Head of Learning, Royal Institute of British Architects
Sarah Williams	Principal, S Williams Architects (acting as the RIBA Architect Adviser)
Hannah Rylatt *	Competitions Officer, RIBA Competitions (Observer)

* Hannah Rylatt (RIBA Competitions) will attend the assessment to document the selection process and provide procedural support.

The Evaluation Panel will, subject to later amendment, be provided with advisory assistance from RIBA representatives and/or consultants employed by them. In the event of a Panel member being unable to continue to act through illness or any other cause, the RIBA reserves the right to appoint an alternative Panel member.

14. Design Concept Phase of the Award Process

Short-listed teams will be invited to proceed to the design phase of the competition based on the Selection Criteria set out in **Section 9**. It is anticipated that this will involve:

- A site visit and briefing session to include presentations from the client team;
- Submission of up to 2x A2 boards to illustrate possible design approach, together with an accompanying short design report, outline specification (and drawings for cost feasibility check purposes) and fee proposal;

- Short-listed teams will be invited to present their proposals to the Evaluation Panel at a clarification interview. The purpose of the interviews will be to provide design teams with an opportunity to outline their approach, and to enable Panel members to seek clarification on any issues that are unclear from their initial appraisal of the submission return.

Award Criteria

The competition seeks to select a preferred team on the basis of design, value and potential deliverability within the anticipated budgetary constraints. Details of the Award Criteria will be included in the briefing information issued at Phase 2, but are expected to include:

- Quality of the design, approach and response to the requirements of the brief;
- Financial and technical viability of the proposals including potential ability to gain planning and listed building consent;
- Understanding of client expectations, and ability to work in partnership with the client team and other stakeholders;
- Capacity to manage and deliver the project to programme and budget;
- Submission of a competitive (whilst adequately resourced) fee proposal;

15. Publicity

Applicants will be expected to honour a request for confidentiality and not identify themselves as a successful or unsuccessful participant, or the names of short-listed practices to any third parties, web sites or social media outlets until after an official announcement has been made and/or any related embargoes have been lifted.

16. Enquiries

The competition is being managed by RIBA Competitions. Members of the Evaluation Panel and RIBA representatives involved in the project/competition should not be solicited for information as this may lead to disqualification from the competition. All queries relating to the Expression of Interest phase should be submitted via e-mail to riba.competitions@riba.org and contain *Clore Learning Centre Competition* in the 'subject' header line.

Applicants should refer to the Competition Timetable regarding the latest deadline by which to raise queries. The intention will be to make advice arising from queries received available to all Applicants via the e-mail address entered into the wufoo on-line request form, where doing so is in the interest of maintaining transparency and fairness in the procedure, and would not constitute a breach of commercial confidentiality.

RIBA Competitions
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+44 (0)113 203 1490
riba.competitions@riba.org

www.architecture.com/competitions