



# **NATIONAL PENSIONS REGULATORY AUTHORITY**

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**PROPOSED REGIONAL OFFICE BUILDING**  
GHANA

**ARCHITECTURAL DESIGN COMPETITION**  
ORGANISED BY  
GHANA INSTITUTE OF ARCHITECTS



## **JURY REPORT**

FEBRUARY 2023

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## 1.0 PREAMBLE

- The National Pensions Regulatory Authority (NPRA) requires a Standard Office Design that will be replicated around Ghana.
- The NPRA requires a Grade A Building that matches its aspirations; Iconic, Modern, Functional and Environmentally Friendly. The design should reflect the Vision, Mission and Core Values of the NPRA.
- Adequate provision for Ancillary Facilities including Car Parking and Security Services for Clients and Employees should be organised to allow efficient and comfortable use by all categories of users.
- There should also be provision for Modern Mechanisms that will ensure Optimum Energy Usage.

## 1.1 Competition Organiser

The Ghana Institute of Architects (GIA), established in 1962, was appointed by the NPRA to organise the Competition. Arc. Augustus Richardson was nominated by the GIA Council as the Coordinator of the Competition.

## 1.2 Evaluation Criteria

Item	Description	Score (%)
i	Overall presentation	5
ii	Architecture (Design, Creativity and Innovation)	45
iii	Sustainability Check-List	20
iv	Civil / Structural Engineering Design Considerations	5
v	MEP and Fire Considerations	10
vi	Consideration for Persons with Disability	5
vii	Design Economics and Cost Estimation (Relevant Cost) Consideration	10
	<b>Total Score</b>	<b>100</b>

### 1.3 Composition of Jury Panel

A panel of six (6) reputable Jurors comprising three (3) Architects of the GIA, a member of the Ghana Institution of Surveyors (GHIS) and two (2) members of the Ghana Institution of Engineering (GHIE), was appointed by their respective professional bodies to adjudicate the competition on behalf of the NPRA.

The Jury and Coordinator of the competition constituted the following:



Architect  
**OSEI  
KWAME AGYEMAN**  
Chairman



Quantity Surveyor  
**EGBERT  
K. HOHOABU**  
Member



Architect  
**DANIEL  
KWADJO TEYE**  
Member



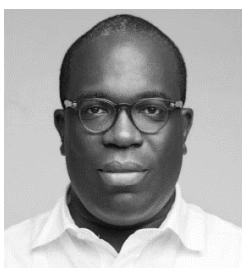
Services Engineer  
**KWASI  
OWUSU AMOAH**  
Member



Architect  
**ALICE  
ASAFU-ADJAYE**  
Member



Structural Engineer  
**EMMANUEL  
AIDOO**  
Member



Architect  
**AUGUSTUS  
RICHARDSON**  
Coordinator

## **1.4 Entries Received**

This Competition was organised as a Single Stage Architectural Design Competition. Sixteen (16) Firms responded to the Expression of Interest (EOI). On the Deadline for submission, nine (9) entries were received out of which five (5) qualified for adjudication.

## **1.5 Preliminary Checks**

The Competition Guidelines indicated clearly among others, the Project Brief and the Minimum Submission Requirements. The Jury assessed the submissions and the minimum submission requirements were noted to have been submitted by the entries that qualified for adjudication. The four (4) disqualified entries were either submitted after the deadline for submission or did not meet the minimum submission requirements.

## **1.6 Assessment and Adjudication of Entries**

Assessment and adjudication were thus carried out on the Five (5) entries that qualified through entry Pre-Selection Process. The entries were assessed and scored under the following Built-Environment Professional disciplines;

1. ARCHITECTURE,
2. STRUCTURAL ENGINEERING,
3. BUILDING SERVICES ENGINEERING AND,
4. QUANTITY SURVEYING.

## 2.0 ASSESSMENTS

### 2.1 Architecture

#### Entry 1A



#### Comments

- Design Proposal endeavoured to meet the Area Requirements of the Brief
- Ample parking is provided
- Building is oriented away from the Main Entry Street and therefore makes the Logo and announcement of the NPRA rather obscure
- The cafeteria faces the Main Road instead of the Main Entry
- The Eastern and Western Facing Facades are clad with Curtain Walls which have no shading. This will increase the Energy Loads of the Building and isn't a very good design decision
- Access into the Building is insecure because of the double accesses created from the Main Entrance and the Cafeteria
- The Main Entry, relative to the reception is large. The Double Volume Height of the Entry also renders it poorly shaded.
- The Core of the Building has no Natural Light into it and will need Artificial Illumination throughout its use.

### Entry 2A



### Comments

- Design Proposal endeavoured to meet the Area Requirements of the Brief
- Parking is inadequate for a facility of this size
- Ramps at the Entry are not disability friendly
- Building uses a lot of glass on the Northern, Eastern and Western Facades without any attempt to shade them
- Design uses a lot of forms and elements which makes it look busy
- The functional layout of the building is incoherent

### Entry 3A



### Comments

- Design proposal endeavoured to meet the Area Requirements of the building
- Ample parking is provided
- Building is oriented longitudinally along the East and West Axis in order to harness the time-proven benefits of practical Tropical Design
- The Northern Facade of the Building is glazed extensively but properly shaded by large cantilevers and the vertical shading devices is reminiscent of the proposal of the Headquarters Building
- 81% of the Total Floor Area as Lettable Floor Area is a very efficient design of space. Design generally minimises the Circulation and Ancillary Service Spaces making it very efficient



### Entry 4A



### Comments

- Design proposal endeavoured to meet the Area Requirements of the Building
- Ample parking is provided
- Building concept is rather forced and the “Light Axis” Concept is not apparent except on the plan. Furthermore, the building is too small for such an intervention. This reduces the floor plate and doesn’t make space usage efficient. A courtyard is provided and would have been enough to naturally ventilate the building
- The Timber Lattice is meant as a Shading Device however its depth will not allow it to achieve its purpose

### Entry 7A



### Comments

- Design Proposal endeavoured to meet the Area Requirements of the Building
- Ample parking is provided
- Building is oriented longitudinally along the East and West Axis in order to harness the time-proven benefits of Practical Tropical Design
- Off road parking suggested in this proposal is not the best as it can create problems to traffic flow

## **2.2 Civil/Structural Engineering**

### **Entry 1A**

Even though this Proposal touched on most major design aspects of Structural and Civil Design, the Entire Report was scanty. The Proposal did not also provide any Preliminary Concept Design to verify the Feasibility of the Project. The only thing they showed close to a Preliminary Concept Design was the positioning of their Columns on the Architectural Drawings. Though a Geotechnical Report was made available to all the groups, this Report did not provide any background on the type of Foundation to be provided or how they made use of the Geotechnical Report in their Design Considerations. The Proposal provided some scanty information on Storm Water Run-Off Reduction, Waste Water Management, Solid Waste Management, Energy Efficiency Provision, Ecological Enhancement and Environmental Measures.

### **Entry 2A**

This Proposal touched on most major design aspects of Structural and Civil Design but the Entire Report was insufficient for a Structural Report. The Proposal did not also provide any Preliminary Concept Design to verify the Feasibility of The Project. Though a Geotechnical Report was made available to all the groups, this Report did not provide any background on how they made use of the Geotechnical Report in their Design Considerations. The Proposal provided some scanty information on Storm Water Run-Off Reduction, Waste Water Management, Energy Efficiency Provision, Ecological Enhancement and Environmental Measures. Information on Solid Waste Management was not provided by this Proposal.

### **Entry 3A**

This Proposal touched on most major design aspects of Structural and Civil Design, the Entire Report was well presented with adequate information for a Preliminary Concept Design. This Proposal provided a Preliminary Concept Design to verify the Feasibility of the Project. They provided a picture of their Structural Model to prove the Feasibility of the Project. This Proposal provided the background on how the Geotechnical Report was used to determine the Type of Foundation for their building and also provided some solution for the Ground Water Issues as they designed their Basement Car Park. The Proposal also provided enough information on Storm Water Run-Off Reduction, Waste Water Management, Solid Waste Management, Energy Efficiency Provision, Ecological Enhancement and Environmental Measures.

### **Entry 4A**

The Structural, Civil and Earthquake Engineering Considerations in this report was very poor and wholly inadequate. This Design Proposal provided a single sentence for the Structural Report. They only provided the Type and Material to be used for the Design and Construction of the project. The Scheme did not provide Preliminary Concept Design to verify the Feasibility of the Project. Though a Geotechnical Report was made available to all the groups, this Report did not provide any background on how they made use of the Geotechnical Report in their Design Considerations. The Design provided some scanty information on Energy Efficiency and Water Management. The Scheme did not provide any information on Waste Water Management, Solid Waste Management, Energy Efficiency Provision, Ecological Enhancement and Environmental Measures. There is no indication of any innovation in Structural Engineering to meet the Architectural Requirements.

### **Entry 7A**

Even though this Design Proposal touched on most major design aspects of Structural and Civil Design, the Entire Report was still inadequate. This Proposal did not provide any Preliminary Concept Design to verify the Feasibility of the Project. This Design Report did not provide any background on how they made use of the Geotechnical Report they were provided in their Design Considerations. The Design provided some information on Storm Water Run-Off Reduction, Waste Water Management, Solid Waste Management, Energy Efficiency Provision and Environmental Measures. Information on Ecological Enhancement was not provided by this Design Proposal. There is no indication of any innovation in Structural Engineering to meet the Architectural Requirements.

## **2.3 Building Services Engineering**

### **Entry 1A**

This Proposal considered how the Design impacts on the Natural Environment. It however did not fully detail the Design with respect to Site Sensitivity (Ecological Enhancement). Design makes an attempt to reduce a Heat Island Situation (Ratio of Hard Landscape to Soft Landscape). Rainwater Attenuation was considered in light of Stormwater Run-Off Reduction. Solid Waste Management was not fully detailed at this stage of the Design Proposal. The reuse of Grey Water was an efficient method of Waste Water Management. This Proposal made adequate provision for Efficient Energy Systems through Photovoltaic Solar Systems, LED Lighting as well as Smart Metering Systems. It also considered the use of Sustainable Materials for the project. The Design Proposal made provision for Water Recycling, Rainwater Harvesting and the use of Low Water Appliances as an effective way of managing water for the Project. There was the clear description of Building Services to be provided in relation to the Physical Form of the Architectural Design.

### **Entry 2A**

This Proposal did not fully detail out the Fire Fighting System as well as the Vertical Transportation Systems to support the Design.

### **Entry 3A**

This Proposal considered how the Design impacts on the Natural Environment. It also adequately informed on how the Design is sensitive to the Site (Ecological Enhancement). The Scheme Design addresses the issue of Heat Island Reduction (Ratio of Hard Landscape to Soft Landscape). Rainwater Attenuation was considered in light of Stormwater Run-Off Reduction. The Design also proposed using the Existing Storm Drain – which is to ensure that this Existing Water Framework does not deteriorate. Solid Waste Management was not fully detailed at this stage of the Design Proposal. The reuse of Grey Water was an efficient method of Waste Water Management. This Proposal had an apparent lack of energy monitoring via Smart Meters. The Design Proposal made provision for Rainwater Harvesting as well as the use of a Borehole – Sources of Water. There was not the clear detail of Vertical Transportation to support the design submitted.

### **Entry 4A**

This Proposal considered how the Design impacts on the Natural Environment. It did not address how the Design is sensitive to the Site (Ecological Enhancement). The Scheme Design makes an attempt to addresses the issue of Heat Island Reduction (Ratio of Hard Landscape to Soft Landscape). No indication of Stormwater Run-Off Reduction made in this proposal. It also did not address any issue of Solid Waste Management. Waste Water Management was also absent in this scheme. This Proposal did not make any provisions for Energy Efficiency such as Solar Energy, Borehole Systems as well as Energy Efficient Systems. There was no mention of materiality or water systems. Sources of water and electricity to support the Design was not indicated.

### **Entry 7A**

This Proposal considered how the Design impacts on the Natural Environment. It however did not fully detail the Design with respect to Site Sensitivity (Ecological Enhancement). Design makes an attempt to reduce a Heat Island Situation (Ratio of Hard Landscape to Soft Landscape). Rainwater Attenuation was considered in light of Stormwater Run-Off Reduction. Solid Waste Management was not fully detailed at this stage of the Design Proposal. The use of a Water Treatment Plant was an efficient method of Waste Water Management. This Proposal made adequate provision for Efficient Energy Systems through Solar Power Generation as well as Smart Metering Systems. It also considered the use of Sustainable Materials for the project. The Design Proposal made provision for Rainwater Harvesting as an effective way of managing water for the Project. There was only the provision of Electrical Information as Building Services for this project.

## 2.4 Cost Evaluation

### Introduction

This is a Cost Assessment Report for the Design Competition organised by the Ghana Institute of Architects for the National Pensions Regulatory Authority (Accra).

### Method

A Cost Limit of USD 2,000 per sqm and USD 1,700 per sqm was set for the Head Office Building and Regional Office Building respectively. The estimates provided by the Competitors were then compared with them to establish how reasonable they were. Marks were then awarded accordingly.

### Entry 1A

This competitor provided estimates based on details from some Bills of Quantities for both the Head Office and Regional Buildings. The competitor's estimates were as follows:

- Head Office USD 27,945,398.98 / m<sup>2</sup>
- Regional Office USD 22,524,845.41 / m<sup>2</sup>

Whilst the estimates for the Regional Office is considered reasonable; that of the Head Office is grossly inadequate. The competitor gave the design areas as follows:

- Head Office (3,327 m<sup>2</sup>)
- Regional Office (1,426.00 m<sup>2</sup>)

They were assessed at 40% of the Maximum Mark

### Entry 2A

Competitor 2 submitted estimates for both the Regional and Head Office Buildings. The floor area approach was used and the floor area estimates are as follows:

- Head Office (Phase 1) USD 1,404.00 / m<sup>2</sup>
- Head Office (Phase 2) USD 1,698.00 / m<sup>2</sup>
- Regional Office (USD 1,440.00 / m<sup>2</sup>)

They are deemed to be exclusive of Soft Furnishings / Furniture and CCTV / Audio Visual Connections.

The total areas designed for are as follows:

- Head Office (20,405.84 m<sup>2</sup>)
- Regional Office (1,298.00 m<sup>2</sup>)

They were assessed at 60% of the Maximum Mark

### Entry 3A

This competitor submitted estimates for both the Regional and Head Office Buildings based on details probably from some Bills of Quantities. The floor area estimates are as follows:

- Head Office (Phase 1) USD 1,886.00 / m<sup>2</sup>
- Head Office (Phase 2) USD 1,651.70 / m<sup>2</sup>
- Regional Office (USD 1,900.00 / m<sup>2</sup>)

The floor areas designed for are as follows:

- Head Office (26,930 m<sup>2</sup>)
- Regional Office (1,348.00 m<sup>2</sup>)

They were assessed at 65% of the Maximum Mark

**Entry 4A**

This competitor submitted designs for only the Regional Office Building with no cost estimates and was assessed at 0%.

Attached are the Assessment Scores for all the Competitors.

**Entry 7A**

This competitor provided estimates for both Head Office and Regional Office Buildings on the floor area approach. The floor area estimates are as follows:

- Head Office (Phase 1) USD 1,431.00 / m<sup>2</sup>
- Head Office (Phase 2) USD 1,620.00 / m<sup>2</sup>
- Regional Office (USD 1,440.00 / m<sup>2</sup>)

The floor areas designed for are as follows:

- Head Office (24,211 m<sup>2</sup>)
- Regional Office (1,041.00 m<sup>2</sup>)

They were assessed at 60% of the Maximum Mark

**General Comments**

Competition Dossier

Two items under 13 of the Competition Dossier headed disqualification (ii and iv) are conflicting in my view

“ii” talks of the competitors substantially satisfying the requirements whilst “iv” says any of the instruction / conditions being disregarded constitutes disqualification. I suggest “iv” be deleted in future request dossiers.

### 3.0 EVALUATION SCORES

OVERALL PRESENTATION (5%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
Response to Client's Brief (1%)	0.67	0.5	0.93	0.58	0.84
Meeting requirements set out in the Competition Dossier (1%)	0.69	0.55	0.94	0.55	0.84
Clarity of Presentation (1%)	0.64	0.48	0.96	0.43	0.78
Clear Hierarchy of Space (1%)	0.54	0.43	0.96	0.58	0.73
Organisation of Parking (1%)	0.59	0.58	0.91	0.59	0.62
Total	3.13	2.54	4.7	2.73	3.81

ARCHITECTURAL DESIGN (45%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
Design Ingenuity - Innovative Ideas (5%)	1.83	1.67	3.33	2.5	3
Adaptability of the Architectural Identity (5%)	1.83	1.5	3.5	2	2.67
Site Responsiveness (3%)	1.33	1.17	2	1.5	1.33
Modularity and possible Repetitive Building achieved through Industrial Methods and Technology (4%)	1.75	1.33	3.17	2.17	2.33
Spatial Design Concept, Massing, Aesthetics (10%)	4.67	3.67	8	3.67	7.33
Deliverability and Expandability of Proposed Designs (3%)	1.67	1.5	2	1.33	2
Space/Design Efficiency (Usable Space to Service / Circulation Space Ratio) 7%	3	2.67	6	2.67	4.67
Passive Design Strategy (8%)	2.33	2.17	6.67	3.33	5
Total	18.41	15.68	34.67	19.17	28.33

DESIGN ECONOMICS & REASONABLENESS OF COST ESTIMATE (10%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
Space Utilisation Efficiency at Design Level (4%)	2	2.5	3	2	2
Material Cost pertaining to Building Fabric and Structure (3%)	1.2	1.8	1.98	0	1.8
Material Cost pertaining to Finishes (3%)	1.2	1.8	1.98	0	1.8
Total	4.4	6.1	6.96	2	5.6

SUSTAINABILITY CHECK-LIST (20%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
Environmental (2%)	1.04	1.08	1.38	1.25	1.33
Site Sensitivity (Ecological Enhancement) 2%	0.71	0.75	1.13	0.75	0.75
Heat Island Reduction (Ratio of Hard Landscape to Soft Landscape) 2%	0.63	0.75	1	1	1.33
Stormwater Runoff Reduction (2%)	1.04	1	2.67	0.75	1.38
Solid Waste Management (2%)	0.95	0.92	1.42	0.75	1.13
Waste Water Management (2%)	1.12	0.92	2.83	0.75	1.21
Energy Efficiency Provisions (3)	1.5	1.25	2.16	1.17	1.54
Material (3%)	1.42	1.33	2.25	1	1.58
Water (2%)	1.16	1	1.63	0.92	1.25
Total	9.57	9	16.47	8.34	11.5

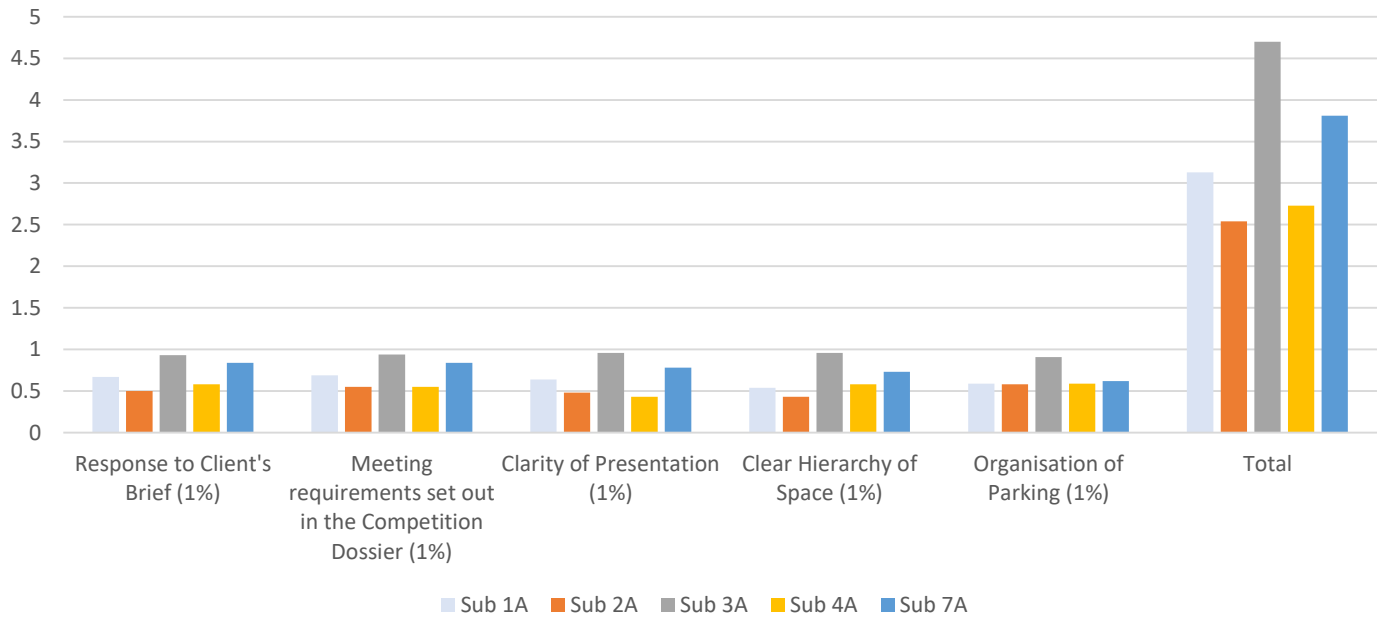
CIVIL/ STRUCTURAL ENGINEERING CONSIDERATIONS (5%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
Civil / Structural Considerations (5%)	2	2.7	4.5	0.5	1.2
Total	2	2.7	4.5	0.5	1.2

MEP AND FIRE CONSIDERATIONS (10%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
MEP and Fire Considerations (10%)	8	6	7	6	7
Total	8	6	7	6	7

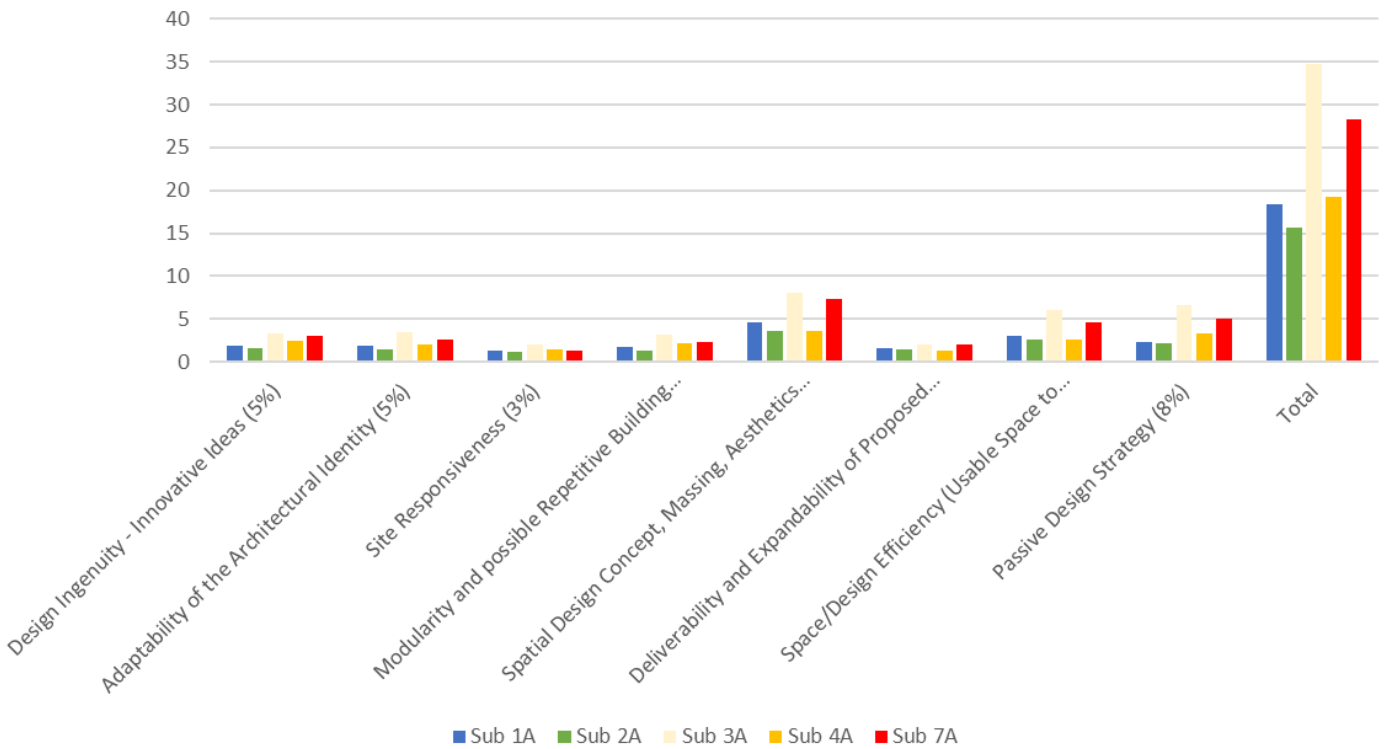
CONSIDERATION FOR PERSONS WITH DISABILITY (5%)	Sub 1A	Sub 2A	Sub 3A	Sub 4A	Sub 7A
Consideration for Disabled Persons (5%)	1.08	2.17	2.67	2.67	2
Total	1.08	2.17	2.67	2.67	2



## Overall Presentation (5%)

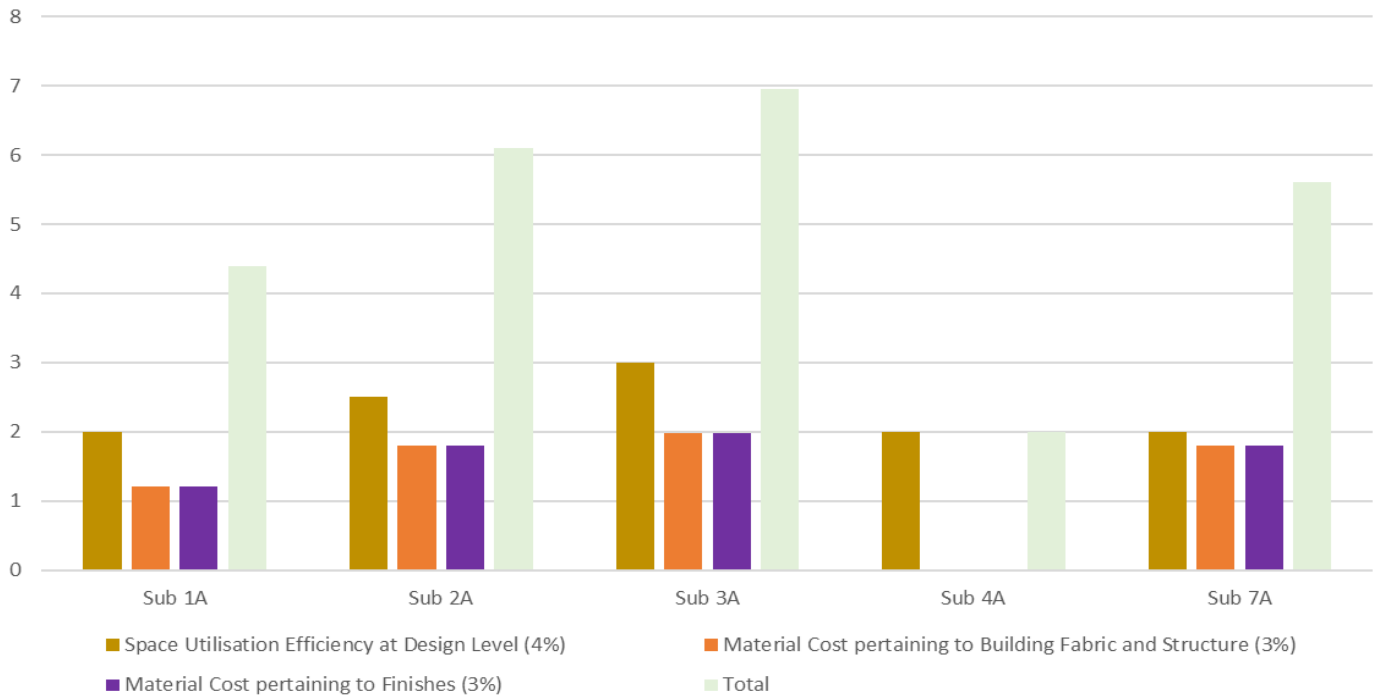


## Architectural Design (45%)

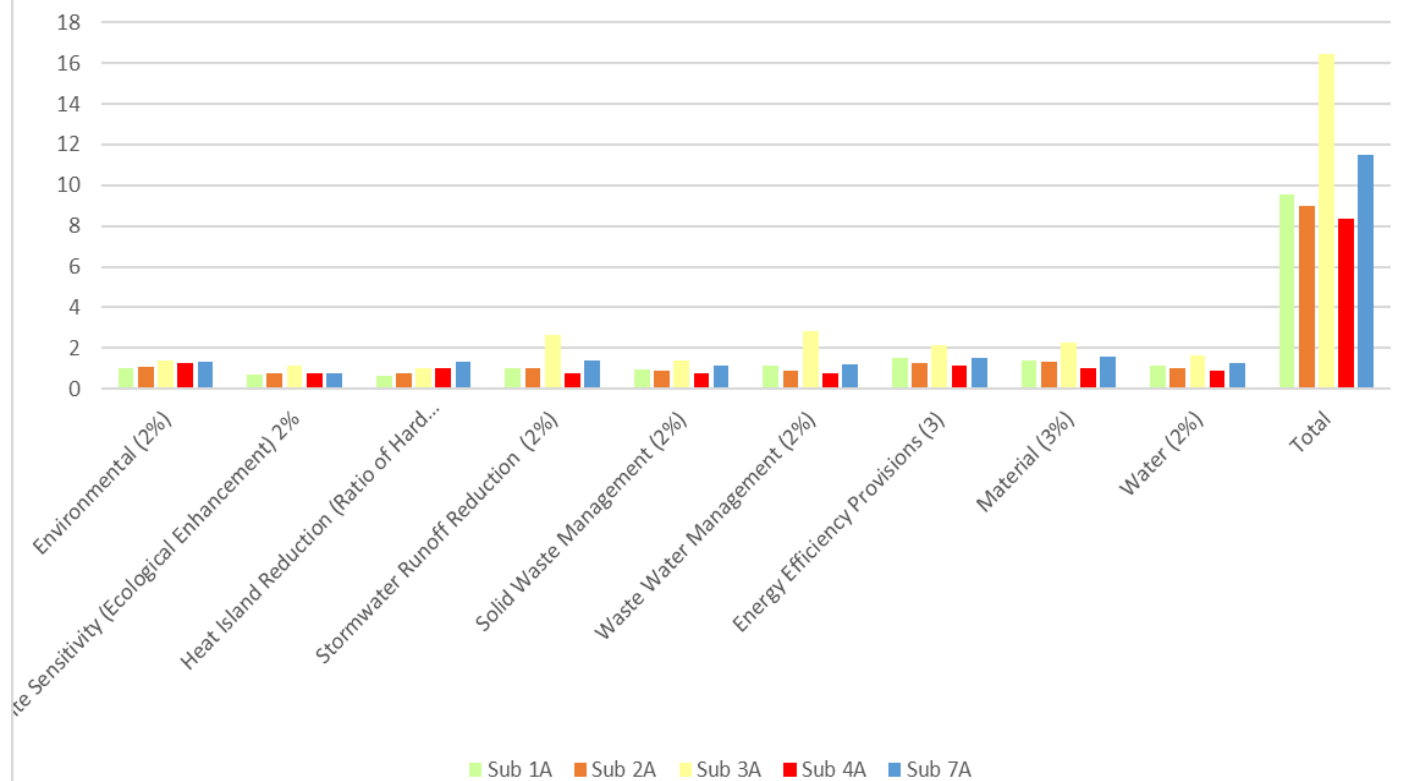




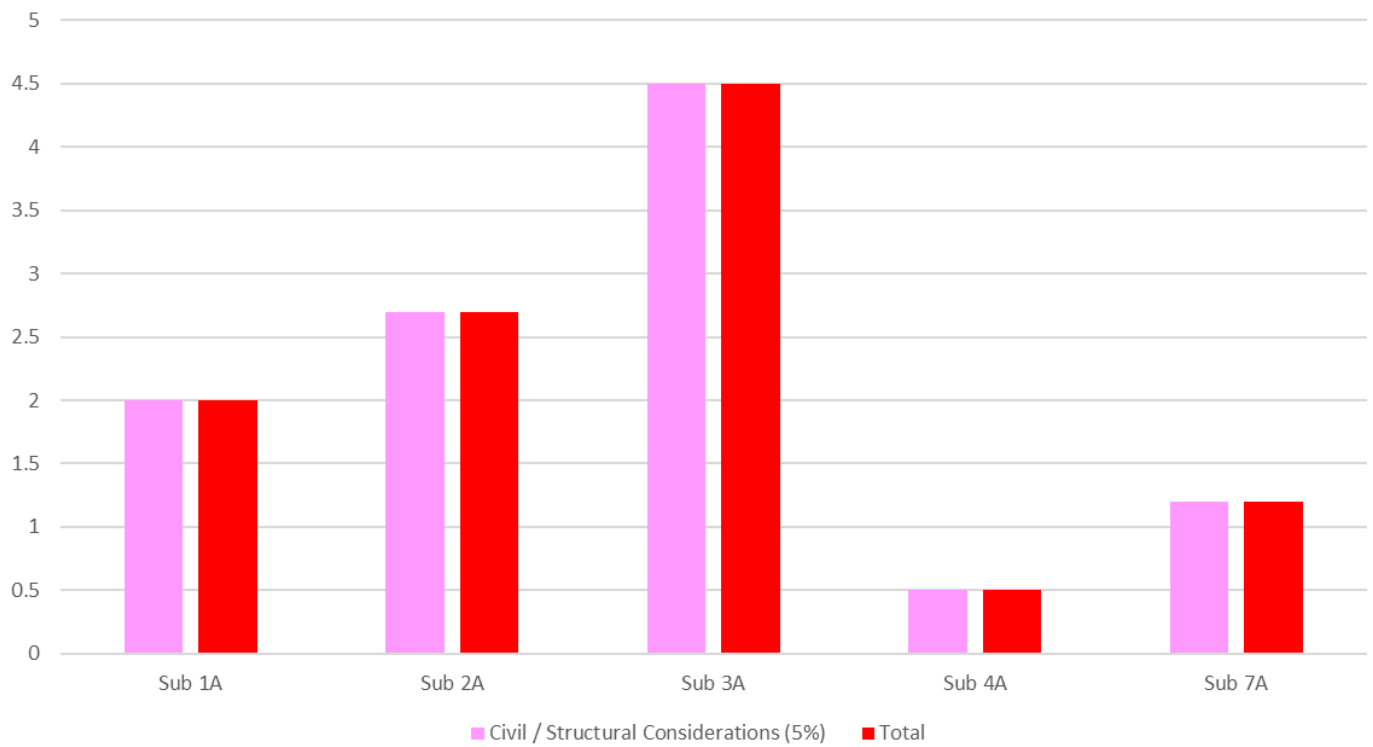
### Design Economics & Reasonableness of Cost Estimate (10%)



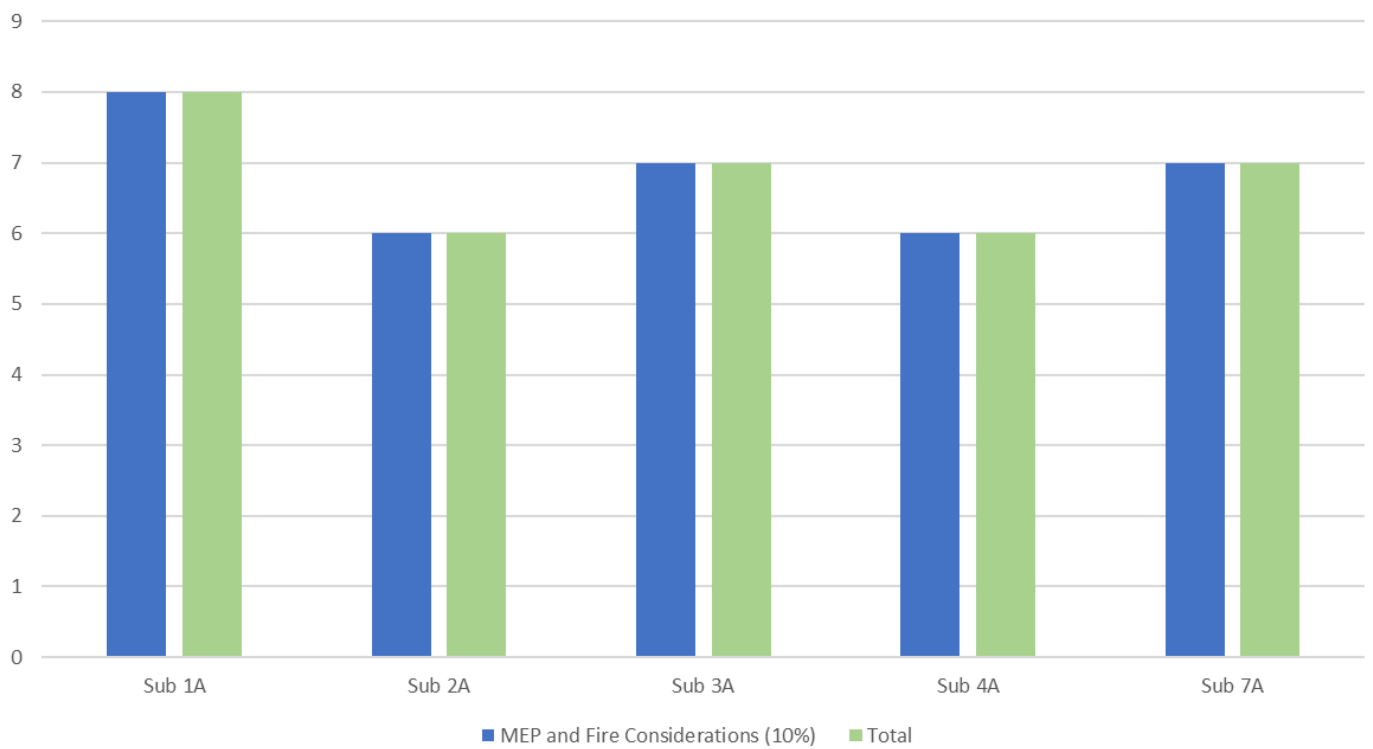
### Sustainability Check-List (20%)

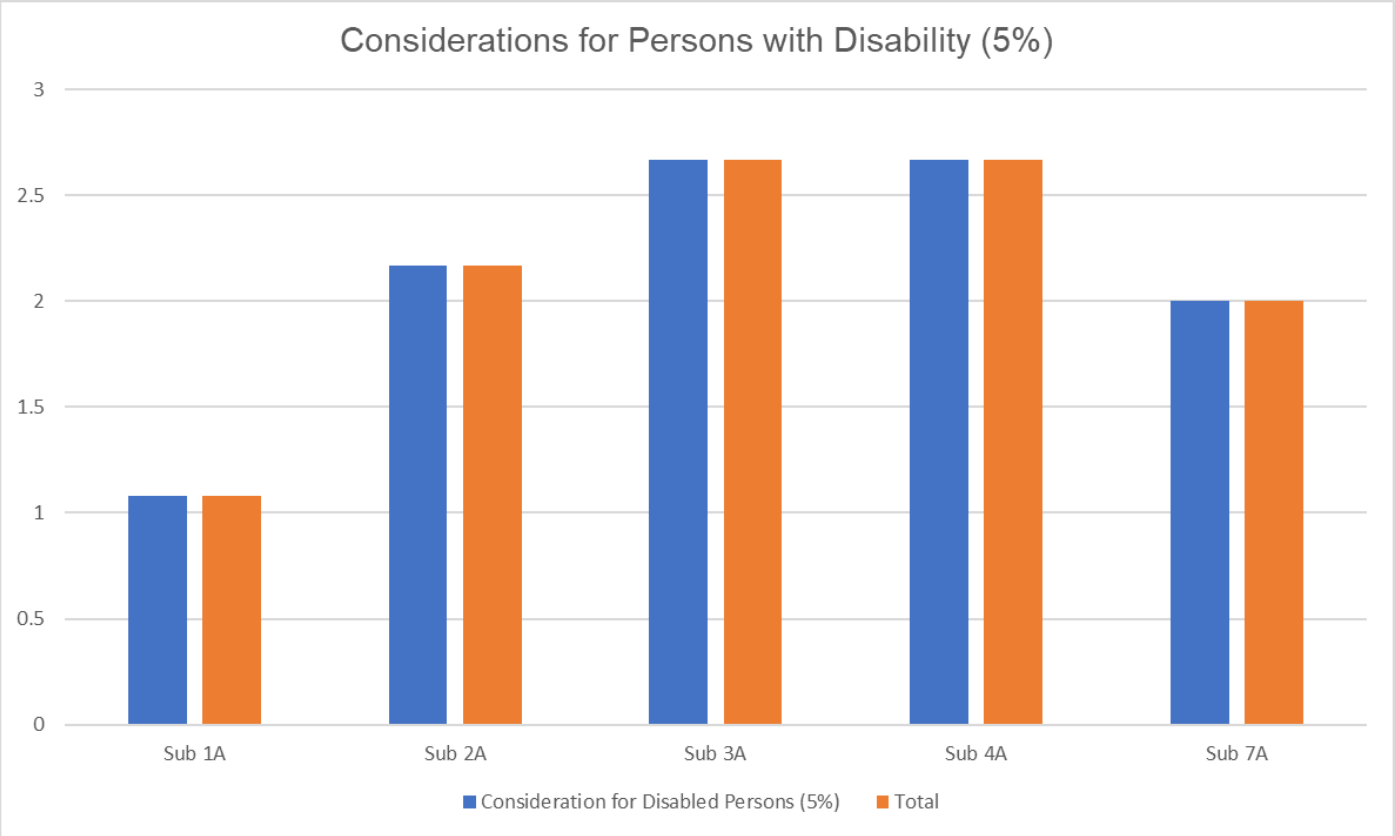


Civil / Structural Engineering Considerations (5%)

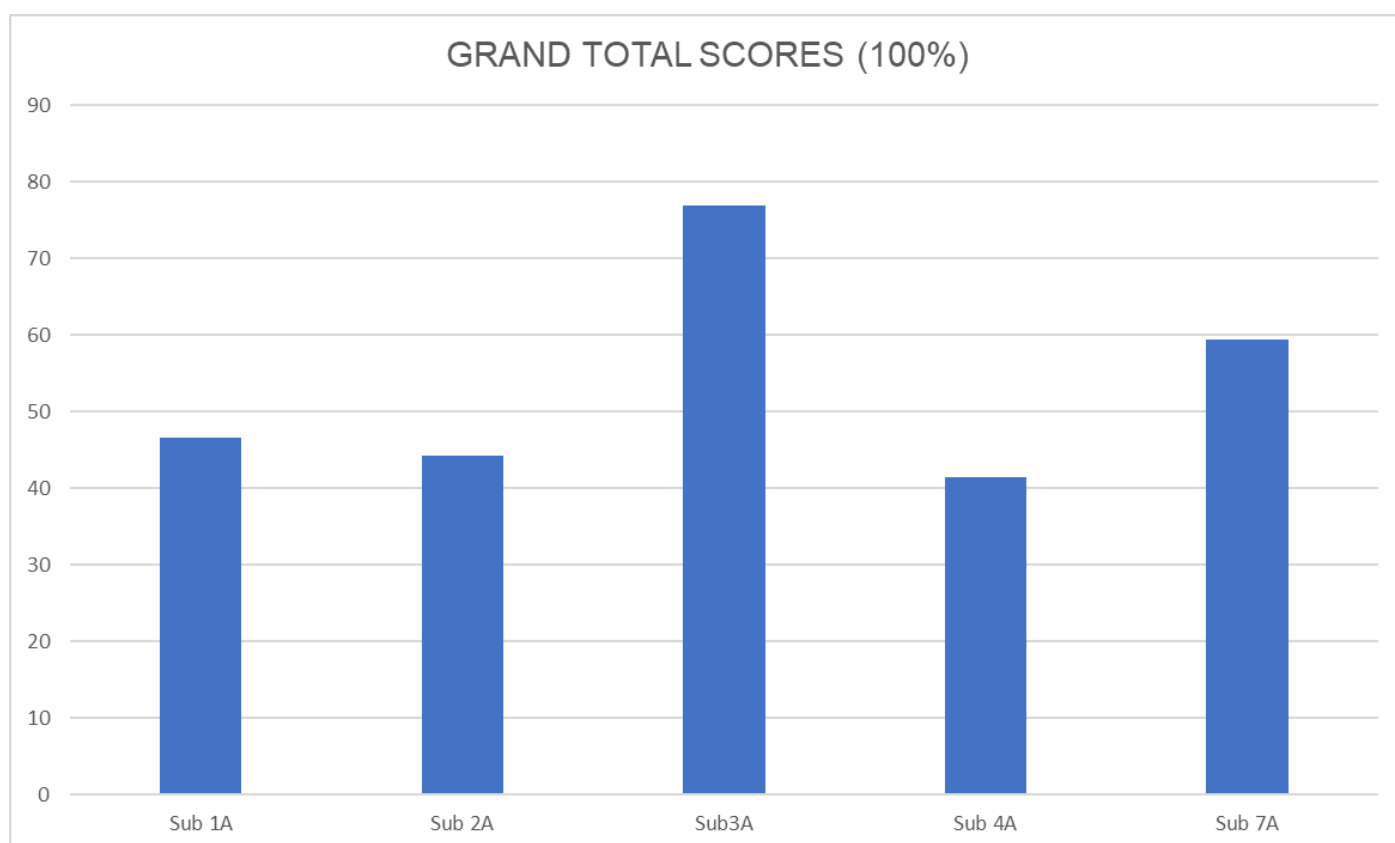


MEP and Fire Considerations (10%)





SCORING CATEGORIES	Sub 1A	Sub 2A	Sub3A	Sub 4A	Sub 7A
OVERALL PRESENTATION (5%)	3.13	2.54	4.70	2.73	3.81
ARCHITECTURAL DESIGN (45%)	18.41	15.68	34.67	19.17	28.33
DESIGN ECONOMICS & REASONABLENESS OF COST ESTIMATES (10%)	4.40	6.10	6.96	2.00	5.60
SUSTAINABILITY CHECK-LIST (20%)	9.57	9.00	16.47	8.34	11.50
CIVIL / STRUCTURAL ENGINEERING CONSIDERATIONS (5%)	2.00	2.70	4.50	0.50	1.20
MEP AND FIRE CONSIDERATIONS (10%)	8.00	6.00	7.00	6.00	7.00
CONSIDERATIONS FOR PERSONS WITH DISABILITY (5%)	1.08	2.17	2.67	2.67	2.00
<b>GRAND TOTAL</b>	<b>46.59</b>	<b>44.19</b>	<b>76.97</b>	<b>41.41</b>	<b>59.44</b>



## 4.0 RECOMMENDATIONS

It is the unanimous decision of the Jury Panel that **COMPETITOR NO. 3A** won the competition. They recommend that the National Pensions Regulatory Authority go on to work with the winner to develop their Regional Office Building.

The Various Jurors in their assessment have made their comments on the Pros and the Cons of the Evaluated Schemes and these are to be considered by the National Pensions Regulatory Authority in proceeding with the winner of the Competition.

## **5.0 APPROVAL BY JURY**

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**A.     ARC. OSEI KWAME AGYEMAN (ARCHITECT) – CHAIRMAN**

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**B.     ARC. DANIEL KWADJO TEYE (ARCHITECT) – MEMBER**

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**C.     ARC. ALICE ASAFU-ADJAYE – MEMBER**

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**D.     SURV. EGBERT K. HOHOABU (QUANTITY SURVEYOR) – MEMBER**

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**E.     ING. KWASI OWUSU AMOAH (SERVICES ENGINEER) – MEMBER**

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**F.     ING. EMMANUEL AIDOO (STRUCTURAL ENGINEER) – MEMBER**

**APPENDIX:**

**SUBMISSION**

**REQUIREMENTS**

**GUIDELINES AND PROJECT BRIEF FOR**  
**ARCHITECTURAL DESIGN COMPETITION**

**PROPOSED DEVELOPMENT OF**  
**REGIONAL OFFICE BUILDING, ACCRA**

**FOR**

**N ATIONAL PENSIONS REGULATORY AUTHORITY**

**ORGANIZED BY**  
**GHANA INSTITUTE OF ARCHITECTS**

The National Pensions Regulatory Authority(NPRA) has mandated the Ghana Institute of Architects (GIA) to organize a design competition to select a Consultant to prepare architectural and engineering designs and bills of quantities for the development of proposed prototype regional office building. The selected consultant may also be responsible for the full post-contract architectural services to ensure the successful implementation of the project.

The selected Consultant will be required to provide professional, objective and impartial advice and at all times, hold The National Pensions Regulatory Authority's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

The following conditions and guidelines have been prepared to guide the contestants in their design proposals and participation in the competition. These conditions and guidelines are to be strictly adhered to since any breach will render an entry summarily disqualified.

### **1. Important General Notes**

- a. The NPRA makes no guarantee about and takes no responsibility for the accuracy and completeness of these conditions and guidelines and disclaims any liability for interested party's use of the information.
- b. The NPRA may change or replace any information contained in these conditions and guidelines at any time, without giving any prior notice or providing any reason.
- c. The NPRA reserves the right to reject any or all submissions and/or not to proceed with the completion of the building project. This will not relieve the sponsor of the obligation to remunerate owners/consultants of submitted schemes.

### **2. Eligibility**

This is an open architectural design competition and is opened to architectural firms in good standing. Where a firm decides to associate with another architectural firm for the purpose of entering the competition, evidence of agreement or memorandum of understanding must be provided.

### **3. Objectives of the Design Competition**

The main objective of the design competition is to select an outstanding architectural design and its Architect on a Quality-Based Selection Method for the design and construction supervision of this proposed Class A office building.

### **4. Responsibilities of the Sponsor and Competition Coordinator**

The Competition Sponsor is the National Pensions Regulatory Authority and the Competition Coordinator is the Ghana Institute of Architect and together their responsibilities are as follows:

- A. To provide the competitors with the information required to participate in the competition. The following information is included in these Conditions and Guidelines:



- i. Name of sponsor
  - ii. Subject of the design competition
  - iii. Objective and submission requirements
  - iv. Remuneration for the participants
- b. To draw up for distribution to the competitors the Particulars and Conditions of the competition in accordance with this document.
  - c. To establish all competitors' rights in the designs submitted including protection of the designs under the Copyright Act.
  - d. To answer competitors' questions promptly.
  - e. To conduct the competition in such a manner that all competitors will be placed under uniform conditions.
  - f. To examine the designs and ascertain whether they comply with the mandatory requirements of the conditions.
  - g. To ensure that all competitors are entities which are registered with the ARC and authorized to practice architecture in Ghana, in accordance with the Architects Act 1969 (NLCD 357) and ARC Bye-laws.
  - h. To advise the competitors of the results of the judgment.
  - i. To remunerate the winning participants promptly upon conclusion.
  - j. Appoint a Professional Advisor in consultation with GIA to organize the competition.

## **5. Responsibilities of the Competitors (Architects)**

- a. To satisfy themselves that honorarium for winning participants are disclosed, fair and reasonable.
- b. To satisfy themselves that all competitors are equally treated.
- c. To satisfy themselves that these guidelines are met.

## **6. Jury**

A jury that shall comprise reputable Architects and members of the allied professions shall be appointed to assist the Professional Advisor in the assessment of the submissions. The profiles of the Jury (adjudicators) shall be sent to all competitors as an addendum not later than Wednesday 30th November, 2022

## 7. Exhibition

The sponsor may arrange for a public exhibition of the submissions. The sponsor may make available photographs or reproductions of portions of the submissions for the use of the media. In all cases, the authorship of each submission shall be fully and properly credited.

## 8. Presentation

- i. All submissions, including architectural and engineering drawings and project reports are to be presented in both print and soft. Any architectural embellishment may be displayed but facades must **NOT** be rendered obscured by unnecessary shades and shadows, or be covered by trees, human being, vehicles, etc. Essential shades and shadows must be accurate and actual and proposed planting may be shown on the site layout.
- ii. Contemporary architecture is preferred and proposed concepts should show;
  - Innovation;
  - Aesthetics;
  - Environmental responsiveness;
  - Disability friendliness;
  - Spatial efficiency;
  - Incorporation of local building materials where possible;
  - Potential revenue generation attributes.

## 9. Minimum Submission Requirements

Two (2) sets of all architectural drawings and design reports are to be presented in both print and soft to cover the following:

- i. Site and block plans showing all property lines, circulation ways, all buildings and landscaping;
- ii. Spatial design concept, massing, exploration of form, space and volume as a design tool/ compositional element
- iii. Floor Plans at all levels showing space utilization;
- iv. Longitudinal and Cross sections;
- v. Elevations and views of all building facades;

- vi. 3-dimensional expressions or perspectives of proposed building (street views, interior views, aerial views, etc.) relating to the existing and envisaged future environs;
- vii. Short Statements on Mechanical, Electrical, Plumbing and Fire Suppressions/fighting considerations.
- viii. Short Statements on Civil and Structural Engineering Considerations.
- ix. 2 No. A4 copies of all drawings and 3-Ds (simply stapled together or held with paper clips in separate envelope)
- x. Design Report on the proposal shall include the following items, but not limited to:
  - Clear expression and concise statement on the design concept or goal that can be related to the physical form of the design.
  - Schedule of facilities and services provided.
  - Schedule indicating individual and total area covered by the designed spaces.
  - Short Statements on Civil/Structural Engineering Considerations
  - Short Statements on Mechanical, Electrical, Plumbing and Fire Suppression/Fighting Considerations.
  - Sustainability Check-List
  - Design Economics and Project Cost Estimate (Relevant Cost) Consideration
  - Innovation in Design

## 10. Evaluation Criteria

The general criteria for the assessment of entries will be as follows:

i.	Overall Presentation	-5%
ii.	Architecture (Design and creativity and Innovation)	-45%
iii.	Sustainability Check-List	-20%
iv.	Civil/Structural Engineering Considerations	-5%
v.	MEP and Fire Considerations	-10%
vi.	Considerations for Persons with Disability	-5%
vii.	Design economics and reasonableness of cost estimates	<u>-10%</u>
	<b>Total Score</b>	<b>-100%</b>

### **11. Scale of Drawings and Sheet Sizes**

All drawings must be drawn on A2 sheets (minimum size of paper) at scales sufficient to explain the proposed scheme.

### **12. Anonymity**

Strict anonymity **MUST** be observed by the competitors throughout the competition period. Submissions, including all drawings and reports **MUST NOT** bear any symbol, insignia, logo, emblem or any indication to expose the identity of the author or the firm submitting the entry. Competitors will be invited to identify their submissions to the Jury after the entire technical assessment has been completed and a report submitted to the sponsor.

### **13. Disqualification**

Entries shall be summarily disqualified for any of the following reasons;

- i. If an entry is received after the stated dates and times;
- ii. If an entry does not substantially satisfy the project brief and or minimum submission requirements;
- iii. If a competitor discloses his/her identity or improperly attempts to influence the decision of the jury assessors; and
- iv. If any of the conditions or instruction are disregarded.

#### 14. Programme/ Timelines

No.	Description of Activity	Start Date	Finish Date	Duration	Responsibility
1	Client's Brief (Meeting between the GIA Competition Coordinator and Representatives of NPRA).	20.09.2022	20.09.2022	1 Business Day	GIA/NPRA
2	Development of Client's	21.09.2022	27.09.2022	6 Business Days	GIA
3	Presentation of Developed Brief for Client's Sign Off. NPRA to submit list of their members to be part of the adjudicators	27.09.2022	27.09.2022	1 Business Day	GIA/NPRA
4	Development of Competition Dossier	27.09.2022	11.10.2022	10 Business Days	GIA
5	Presentation of Competition Dossier to NPRA for Sign Off	11.10.2022	11.10.2022	1 Business Day	GIA/NPRA
6	Launch of Competition for Expression of Interest by Membership	27.10.2022	27.10.2022	1 Business Day	GIA
7	Period for Expression of Interest	27.10.2022	03.11.2022	5 Business Day	GIA
8	Pre-Competition Meeting with prospective competitors	11.11.2022	11.11.2022	1 Business Day	GIA
9	Submission of Competition Dossier to Competitors	15.11.2022	15.11.2022	1 Business Day (4:00pm)	GIA
10	Architectural Design Competition Period	16.11.2022	30.01.2023	28 Business days	Competitors
11	Submission of Concept Designs by Competitors	30.01.2023	30.01.2023	1 Business Day (4:00pm)	Competitors
12	Adjudication	31.01.2023	03.02.2023	4 Business days	GIA/NPRA
13	Evaluation Report Writing	06.02.2023	17.02.2023	10 Business Days	GIA
14	Presentation of Evaluation Report to NPRA for Sign Off	20.02.2023	20.02.2023	1 Business Day	GIA/NPRA
15	Announcement of Winner	21.02.2023	21.02.2023	1 Business Day	GIA/NPRA
16	Total			72 Business Days	

## 15. Proposed Prizes

1 <sup>st</sup> Prize (Winner)	- Twenty thousand Ghana Cedis (GH ₵ 20,000.00)
2 <sup>nd</sup> Prize (1 <sup>st</sup> Runner-up)	- Fifteen thousand Ghana Cedis (GH ₵ 15,000.00)
3 <sup>rd</sup> Prize (2 <sup>nd</sup> Runner-up)	- Ten thousand, Ghana Cedis (GH ₵ 10,000.00)

## 16. Questions and Queries

All questions, enquiries and queries should be directed to the Honorary Secretary, Ghana Institute of Architects to the addresses detailed in No. 17 below. All answers will be furnished to all competitors in writing/by e-mail. Dead line for submission of queries by competitors shall be 23rd November, 2022. Response to queries shall be communicated to all competitors not later than 25th November, 2022

## 17. Submission of Entries

Entries are to be appropriately parceled and sealed **WITHOUT ANY FORM OF IDENTIFICATION WHATSOEVER**, and delivered to the street address below not later than **16.00hrs GMT on the due dates indicated above.**

Mailing Address: The Honorary Secretary,  
Ghana Institute of Architects,  
P.O. Box MB 272,  
Accra, Greater Accra Region, Ghana

Street Address: Architecture House  
No. 3 Abdul Diouf Road  
Ridge,  
Accra.

Telephone: 0303.966.841/0302.229.464/0241.921.557

E-mail: admin@gia.com.gh

Contact Person: Honorary Secretary, Ghana Institute of Architects

## **PROJECT BRIEF**

### **PROPOSED PROTOTYPE REGIONAL OFFICE BUILDING FOR THE NPRA**

#### **GENERAL INFORMATION**

The National Pensions Regulatory Authority(NPRA) requires a standard office design that will be replicated around Ghana.

The NPRA requires a Grade A building that matches its aspirations, is iconic, modern, functional and environmentally friendly. The Design should reflect the vision, mission and core values of the NPRA.

Adequate provision for ancillary facilities including car parking and security services for clients and employees should be organized to allow efficient and comfortable use by all categories of users.

There should be provision for modern mechanisms that will ensure optimum energy usage.

#### **BRIEF**

Contestants Shall consider but not limit themselves to the following;

- 2-Storey building with each floor plate approximately 300square meters in area.
- Design to be executed on a plot size 100ft x 200ft with access on the 200ft side of the facility.
- Parking for building must meet required parking ratio of 4-parkings to a 100square meters of Gross leasable area for office buildings.
- The Ground and First Floor area of the building is to be occupied by the NPRA.
- The 2nd Floor will be rented out to a tenant.
- Design for an expected permanent staff capacity of 10 people and an expected temporary staff capacity of 5 people.
- Provide an office each for a branch manager (special bathroom) and his deputy.
- Washroom facilities must meet the expected occupancy per floor.
- Staff Canteen with commensurate reheated kitchen
- Adequate Provision of Ancillary Facilities necessary for the proper functioning of a Grade A office building.

**GENERAL SERVICES**

- Surface parking for users of the facility
- Security gate post
- Water storage and borehole area
- Air-conditioning units should be well concealed
- Connection of liquid and solid waste to existing lines
- Refuse collection point



**\*END\***