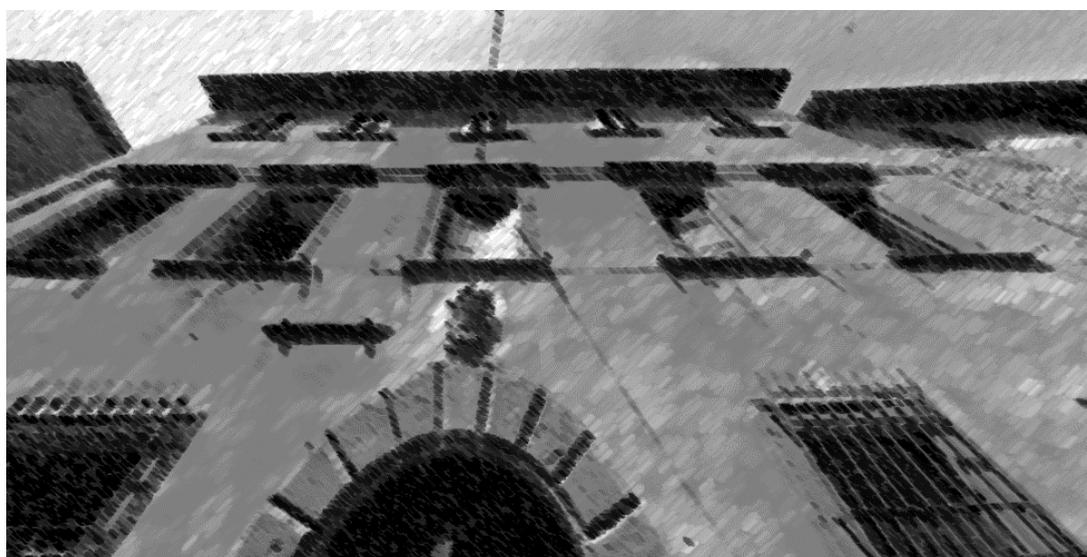


**“A PROJECT TO REDEVELOP A PORTION OF
A PROPERTY LOCATED IN VOLTERRA, VIA
DEI SARTI N. 15, PART OF THE BUILDING
CALLED PALAZZO MATTEUCCI”**



**GENERAL RULES
COMPETITION OF IDEAS**

NOVEMBER 2023

Cassa di Risparmio di Volterra S.p.A.

Direzione Generale
Piazza dei Priori 16, 56048 Volterra
Tel. 0588 91111 - info@crvolterra.it

www.crvolterra.it

Cod. ABI 6370 - Cap. Sociale versato € 101.364.400,00 - C.F./P. IVA e numero iscrizione Registro Imprese di Pisa: 01225610508 - Iscritta all'Albo degli Enti Creditizi - Aderente al Fondo Interbancario di Tutela dei Depositi e al Fondo Nazionale di Garanzia.

Cassa di Risparmio di Volterra SPA

1) OVERVIEW

1. Subjects of the Competition

The subjects of the competition, mentioned below multiple times, include:

- **Promoter:** Cassa di Risparmio di Volterra S.p.A. (VAT registration number 01225610508), registered office in Volterra (Pi), Piazza dei Priori, n. 16; town CAP: 56048;
- **Head of the Project**, i.e. the subject with coordinating functions in executing the competition, that is the Chairman of the Selection Board;
- **Support to the Head of the Project:** the subject supporting the Head of the Project in coordinating the competition;
- **Secretary of the Board:** also referred to as “*Secretary*”, i.e. the subject filing minutes concerning the Selection Board’s activities and working with the Head of the Project and with the Support to the Head of the Project as to administrative and technical aspects of the competition;
- **Selection Board:** also referred to as “*Board*”, it is appointed by the Promoter immediately after the deadline for providing administrative documents (Art. 1, Sec. 4 “*Calendar*”), according to criteria of professionalism and competency. The Board is responsible for evaluating the proposals provided by participants; it may work from home, following computerized procedures that guarantee privacy. The Board’s decision is binding for the Promoter, who, made sure that professional competence and general requirements are met, will approve the final ranking. Selection Board has to respect the deadline indicated on the “*Calendar*”.

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The Selection Board includes the following Full Members:

1. Representative designed upon proposal of the Order of Architects of the Province of Pisa;
2. Representative designed upon proposal of the Order of Engineers of the Province of Pisa;
3. Representative designed upon proposal of the Municipality of Volterra.

The Selection Board will appoint a Member as the President of the Selection Board.

- **Competitor or Participant**, i.e. the subject who takes part into the competition by presenting its own project idea.

2. Type of competition

The Competition of Ideas announced by the Promoter is an open, anonymous competition, that aims at collecting a project idea.

Participants need to elaborate an original proposal that, following the *Competition Program* and the required performances within budget, will allow the Selection Board to choose, following the assessment criteria in art. 1 sec. 10 “*Assessment Criteria*”, the best 3 proposal ideas, to draw a ranking and award the prize described in sec. 11, art. 1 “*Prizes*”;

As for the competition’s procedures and the relationships between Promoter and Participants, to guarantee anonymity and a level playing field, proposals can be delivered physically and only on paper, following the procedures described below.

3. Object of the competition and description of the real estate

The Object of this Competition is to get a project idea for redeveloping portion of a property located in Volterra, via dei Sarti n.15, belonging to the building named “Palazzo Matteucci”.

The property had been one of the CRV headquarters in Volterra for years; then, another building – also owned by CRV – was completed, and the activities of Palazzo

Matteucci had been transferred. Since then, the building is empty, so attributable to CRV's total assets, classified as non-instrumental.

The real estate described in this paper constitutes a portion of a bigger property dating back to the 1700-1800s, on a medieval structure. The lodge overlooking the open porch on Via Sarti dates back to the XIX century, while the main façade to the century before. In the middle of it, a stone door stands out, crowned by the noble coat of the original owners' family.

On the inside, the building is frescoed in different parts, from the entrance to rooms that once were offices and/or conference rooms. To improve the status of the building, we highlight the presence of: an ancient living room, still displaying the noble coat at the centre, that had been turned into a conference room; a frescoed room that held offices; two rooms with dry-painted ceilings, that had been completely redeveloped after the property was bought by CRV, as a result of a competitive procedure launched by the Municipality as previous estate owner. According to the evaluations made by art historians, decorations date back to the 1820s-1830s; the authors are various and anonymous. A work of completion of several areas has been attributed to the Leghorn painter Lodovico Gamberucci, and dated around the middle of the 1800. The entrance, which overlooks via dei Sarti, is particularly remarkable. Additional details may be found both inside the documentation attached to the Municipality of Volterra's competition for the alienation from its heritage, and inside the documentation written by various authors, available at the Pinacoteca di Volterra.

Over the years, the whole building has been redeveloped and adapted to the operative needs to serve the community (for example, when there were offices of the Municipality of Volterra), and then as CRV's offices.

The building originally was a residential building – a civil dwelling with a single owner. Over time, it has been portioned according to the needs of the historical period, changing its function from residential to office use. However, the original residential use can still be guessed looking at the structure and distribution of its rooms, as highlighted by the estate plans.

Palazzo Matteucci has three floors above ground and a portion in the basement. The structure consists of load-bearing masonry made of stone and bricks, partly plastered and partly at sight (the portion facing Via Lungo le Mura del Mandorlo); a wooden-structured pavilion covering with beams and rafters, mantled with tiles and Tuscan tile (*embrice*). Downpipes are made of copper; window frames of wood and glass.

In addition to the estates mentioned throughout the paper, the building hosts flats and properties for commercial use; those buildings have different owners, so they are to be excluded from the estate.

Palazzo Matteucci, for both its location (historic city centre) and its views and prospects (on one side, the central Via dei Sarti; on the other, the ancient-Roman-theatre ruins, the river Era valley, the Appennino mountains and Monte Serra mountain), is a key-building among the city estates.

Analysis of the building's consistency

Location: Via dei Sarti, n. 15, Municipality of Volterra, town Cap: 56048 (Pisa); adjacent to Via dei Sarti, Via Lungo le Mura del Mandorlo, except for other properties excluded by the verification process.

Siting area: historic city centre, in close proximity to Piazza dei Priori. According to the current Municipal General Town Plan, the building is placed in a homogeneous type of territorial area A (Historic urban agglomerations of particular environmental value – Old centre).

Consistency: portion of a property located in Volterra, via dei Sarti n.15, belonging to the building named “Palazzo Matteucci” for office and warehouse use. That portion has four floors including the basement.

Basement: includes the following technological rooms: thermal power plant; entry to the thermal power plant in Via Lungo le Mura del Mandorlo; entrance hallway inside the building; autoclave room and a storage room. Rooms are in a normal state of maintenance.

Ground floor: includes the following rooms and ancillary rooms: a large entrance courtyard in Via dei Sarti (with a driveway gate) through which it is possible to access to the today-warehouse-rooms, however destined to storage/laboratory use, consisting

of nine main compartments, two covered cloisters (the central one has an underground cistern for collecting rainwater), eight ancillary rooms (storage rooms, hallways and toilet), and a large entrance hall heading towards the first floor (with a central column supporting four frescoed vaults) with independent access from via dei Sarti. The ground floor hosts the entrance to private flats, directly accessible from via dei Sarti, heading towards the internal condominium staircase. It is located between the entrance courtyard and entrance hall. An internal door is located nearby the entrance, directly leading to the previously described rooms (warehouse and commercial use). It gives access to the first-floor area through the condominium staircase. The rooms' state of maintenance is mediocre; a great part of the heating and electrical systems is visible. An analysis held *in loco* outlined the presence of cracks that, despite not being particularly risky right now, indicate the need for consolidation and restructuring measures.

First floor: includes the following rooms and ancillary rooms: a large access staircase leading, through a hallway floor, to two different areas previously used as offices; in addition, that floor gives access to one of the two toilets. The left-wing area is entirely occupied by office and conference rooms made of seven compartments, together with the entrance hall, the storage room, an internal staircase leading to the archives and attics, a loggia looking onto the entry courtyard, a terrace looking onto Via Lungo le Mura del Mandorlo. The right-wing area, once occupied by offices, consists of a hall, seven compartments, two storage rooms (one of which is lofted with a small internal staircase) and a stairwell (modestly wide) leading to the second floor.

All the first-floor areas are in a good state of maintenance, completely renovated since 2010 - when CRV moved part of its activities into the building – and are equipped with an electrical system data network and heating system with valid declaration of conformity. There is an internal corridor connecting the previously described areas, overlooked by a technical room with the electric panels and an additional bathroom. All areas display construction and architectural features of the original era, including vaulted, frescoed high ceilings. The floor leans out over an internal cloister, that allows a rational natural light distribution on the wide, solid access staircase.

Second floor: includes the following rooms and ancillary rooms: the left-wing area – for those accessing to the building from Via dei Sarti – hosts three accessible compartments for archive use, and two small compartments used as the loggiato’s attic, overlooking the entrance courtyard and recently turned into conference rooms; the right-wing area – for those accessing to the building from Via dei Sarti - includes the small loft of the storage room described in the first floor section, an office, two storage rooms, one toilet, a hallway and the continuation of the staircase leading to the third floor. All the second-floor areas are in a good state of maintenance, completely renovated and equipped with an electrical system data network and heating system with valid declaration of conformity.

Third floor: includes a hallway, two offices and a terrace looking onto an internal courtyard. The offices and the hallway show the structure of the roof, made of wooden beams and rafters with terracotta bricks interposed. All the third-floor areas are in a good state of maintenance, completely renovated and equipped with an electrical system data network and heating system with valid declaration of conformity.

4. Acts of origin:

- First deed of sale (*Foglio 113, mappa 77, sub 17 and 18* of the cadastral certificate) by Artieri dell'Alabastro Soc. Coop. of Volterra on 05/02/1988, rep. 14066, *rogante* Francesco Marcone notary in Pomarance, registered in Volterra Regional Office N.327, date 07/08/1990
- Second deed of sale (*Foglio 113, mappa 77, sub 20 18* of the cadastral certificate) by Duccini Oretta on 24/07/1990, rep. 19604, *rogante* Francesco Marcone notary in Pomarance, registered in Volterra Regional Office N.327, date 07/08/1990
- Awarded to CRV through open procedure and public procurement of the Municipality of Volterra date 14 September 2010, with sale by the municipality of the property identified to the New Urban Cadastre of the Municipality of Volterra such as:
 - Storage and technological rooms, *foglio 113, mappale 77, sub 17, cat. C/2, classe 3°* of the cadastral certificate, consistency of 543 square meters;
 - First floor offices, *second and third foglio 113, mappale 77, sub 18, cat. A/10 classe U, compartments 21.5 and foglio 113, mappale 77, sub 20, cat. C/2, classe 3°* of the cadastral certificate, consistency of 8 square meters.

The portion of building this competition refers to can be found on the paper available for download at www.crvolterra.it, website page mentioned in Art. 1, sec. 5. The dedicated webpage allows to download the photographic record.

The estimated cost of this project, including safety charges, is of € 2.000.000,00 excluding VAT.

N.	Activity	Phase	Effective date/Deadline
1	Publication of the notice of competition, beginning of the deadline for the submission of requests for participation and expression of interest for the inspection	Opening period	15/11/2023
2	Request for Clarification	Opening period	21/11/2023
3	Time limit for the submission of applications and expression of interest	Closing period (h. 12:00)	15/12/2023

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4	Appointment and nomination of the Selection Board		18/12/2023
5	Assessment of the admission criteria by the Selection Board	Opening period	19/12/2023
5	Assessment of the admission criteria by the Selection Board	Closing period	19/12/2023
6	Communication of admission to participants		19/12/2023
6a	Submission of works and administrative documents	Opening period	19/12/2023
6b	Conditional admission of participants	Opening Rescue Instructor period	19/12/2023
6c	Expression of interest for the inspection – appointment schedule		26/11/2023
5a	Conditional admission of participants	Closing Rescue Instructor period (h. 12:00)	29/12/2023
2	Performing of the inspection	Closing period	20/01/2024
6	Request for Clarification	Closing period (h. 12:00)	1/12/2023
2	Request for Clarification – publishing		20/12/2023
6	Deadline for providing works and administrative documents	Closing period (h. 12:00)	1/02/2024
7	Selection Board – appointment	Opening period	02/02/2024
7	Selection Board – Call	Closing period	10/02/2024
8	Selection Board - End of the activities, with the announcement of the final ranking and the winner, together with the minutes of the Selection Board	Closing period	28/02/2024
9	Publication and exhibition of projects (if any)		If any (2024)

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5. Documents for the competition

The Promoter provides the following documents:

Disciplinare di Gara (competition rules)

1. Photographic Repertoire of Palazzo Matteucci;
- 1-bis 3D Virtual Tour - Detailed visualization with immersive 3D exploration
2. Site plans of Palazzo Matteucci;
3. Competition forms, including:
 - a. *Domanda di partecipazione* (Admission request), *Informativa* (Policy) and *consenso Privacy* (Privacy Consent);
 - b. *Modello di Autocertificazione titoli professionali Concorrenti* (Self-certification form of the qualification to practice the profession);
4. Policy 231/2001;
5. *Codice Etico* (Code of Ethics) of Cassa di Risparmio di Volterra S.p.A
6. Participant incompatibilità communication.

The above mentioned documents are available in a dedicated section of the Competition's website and can be downloaded at <https://crvolterra.it/concorso-di-idee/>.

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7. Entities admitted, requirements and information relevant to participation

7.1 General and professional-competence related requirements

- a) Single or associated economic operators may participate to the Competition, if they meet the following professional-competence related requirements:
(for the professional entities) when participating to the Competition, subscription to the professional register as framed by current legislation, i.e. entitled to exercise their profession according to the native country's rules;
- b) (for Engineering companies and Professional Associated Firms) subscription to the register held by the Chamber of Commerce, Industry and Agriculture.
- c) The professional entities mentioned in a), even if working in cross-disciplinary teams. In that case, all the documents will refer to a single person, that is the referent for the development of the project idea (Team leader).

The Participant living in a country different from Italy, has to submit a declaration in lieu of a sworn affidavit self-certifying the subscription to the professional registers, membership lists and the degree equivalence to Italian standards.

7.2 Grounds for exclusion and limits to participation

Participants may be excluded from the Competition for different reasons, namely:

- a) Grounds for exclusion for lack of professional-competence related requirements, as explained in a), sec. 6.1, "*General and professional-competence related requirements*";
- b) Documents not integrated among the procedure of further remediation are mentioned in art. 2, sec. 2 "*Further remediation*";
- c) Failure to comply with the rules mentioned throughout the competition's document;
- d) Participants who may turn out to be favored because they have performed preliminary services linked to the competition and/or are involved in the drafting of the Competition Rules and/or in realizing the Competition and/or might influence the decisions of the Selection Board.

This applies in particular to the following subjects:

1. Head of the Project, Support to the Head of the Project, Secretary of the Board, Selection Board's members, members of the Management Board, and employees of the Promoter;
2. Husband, wife, and first-, second- and third-degree-relatives of the subjects mentioned in letter d), 1);
3. Professional companies or associations of professionals directly or indirectly related to the subjects mentioned in letter d), 1) and 2);
4. Direct superiors and collaborators of the subjects mentioned in letter d), 1);

6.3. Conditions for participation

Those who participate to the competition implicitly accept without reservation all the rules provided within this paper and the Competition's documents.

Participants explicitly waive the Promoter, its employees and collaborators of any responsibility linked to any malfunction or bug related to the connectivity services needed to access, through the public telecommunication network, the Promoter's website.

6.4 Anonymity of the proposals

During all the phases of the Competition, the impossibility to trace back the project paper referred to the participant will be guaranteed. Moreover, all the documentation linked to the Competition – under penalty of being excluded by the Competition itself – must not mention the author's name nor any other graphic sign or hallmark that might allow to identify the Participant. The Promoter has determined that, as a technique to guarantee anonymity, an 8-digits alpha-numeric identifying code will be used.

The code may consist of digits and/or letters, uppercase or lowercase according to the participant's preference. The code has to be framed within a rectangle with maximum sizes of 10 cm x 3 cm.

All the documents to access the Competition must be packed for delivery following the rules mentioned in art. 2, par. 4, "*Methods and deadlines for submitting project proposals*".

6.5 Copyright

Once the award is granted, the Promoter acquires the right to use the participants' proposals. Anyway, the copyright and intellectual property of the project ideas belong to their authors. The Promoter has the right to publish the project ideas when the Competition is ended, quoting the authors' names, and without additional compensation in their favor. The above mentioned right is shared with the authors, who might publish their works without limitation once the Competition has ended.

In addition, the Promoter has the right to assign the next phases of the project to a different entity; the Participant will not have any kind of right over the before mentioned project idea.

8. Participants' address for service and communication channels with the Promoter

In the *Modulo di Iscrizione* (Subscription Form) each Participant must indicate an address for service to receive all communications related to the Competition.

In order to get in touch with the Promoter, the following email addresses are available:

- In order to submit the *Modulo di Iscrizione*, to get information about the Competition, for any Request for Clarification and to request an Inspection, please contact ufficio.marketing@postacert.crvolterra.it;
- If you fail to reach the Cassa di Risparmio di Volterra's website or if you have problems opening documents, please contact s.volani@livesignane.com.

9. Languages of the Competition and unit of measurement

Italian is the official language of the Competition. Requests for clarifications and the competition works to be written in Italian. The Promoter provides an English language translation to facilitate the understanding of the paper; however, in case of discrepancy between the Italian *Disciplinare di gara* (Competition rules) and the English translated version, the Italian original version always prevails.

For the documentation and for the project ideas, only the metric system is valid.

10. Selection Board and possible incompatibility of a Participant

Each participant must have no impediments as per the art. 6.2.

After the names of the members of the Board have been published on the Cassa di Risparmio di Volterra's website, whether a participant finds conditions of incompatibility concerning one or more Board members, a Notification Form of incompatibility available on the website is to be submitted, under penalty of exclusion from the Competition. The Form must be submitted within five days from the date of publication of the Board members' names.

Filling the Form, the Participant has to write down its name and surname and the ground for incompatibility. The Selection Board, after receiving the notice of incompatibility, will assess the situation and decide whether the participant should be excluded. The Secretary of the Board will communicate the decision to the Participant.

The Selection Board has to complete its proceedings within the deadlines set in art. 1, sec. 4 "*Calendar*".

11. Procedures and assessment criteria

During the first Board meeting, admission of Participant and methodologies to be adopted will be decided; the Assessment Criteria are listed below, from the most to the least relevant:

- TECHNICAL-ECONOMIC FEASIBILITY
- CONSISTENCY WITH THE SURROUNDING AREA
- ENHANCEMENT OF THE ELEMENTS OF ARTISTIC AND HISTORICAL VALUE
- INNOVATIVE USE OF SPACES

The assessment of the Competition works will take place through progressive critical phases, following each of the above mentioned criteria. The result will be motivated by the assignment of scores. The Selection Board will assess the suitability of the proposals to the project development and the potential to reach a high-quality result at the end of the Competition.

A score-based ranking will be drawn up; the first, second and third place will be awarded.

The Secretary will file a minutes about the assessment procedure; it will only display the alpha-numeric codes, and will be published within the deadline indicated on the “Calendar” available on the website, in accordance with Art.2, par.8.

12. Prizes

At the end of the Competition, a ranking of merit and the distribution of prize amount – total amount € 10.000,00 (ten thousand euro//00) – will be performed.

The overall prize amount will be:

- **Award for the first place:** € 5.000,00;
- **Award for the second place:** € 3.000,00;
- **Award for the third place:** € 2.000;

The above mentioned amount, inclusive of VAT and social security charges, net of any withholding tax provided, will be settled within 60 days from the date of approval of the ranking.

The prizes awarded constitute a consideration for the work performed, and therefore do not fall within the framework of DPR 430/2001; they are to be considered gross of VAT and any other tax and social security fee.

13. Privacy – personal data protection and accuracy of declarations

The collected data will be processed – also using IT tools – pursuant to D. Lgs 30 June 2003, n. 196 and any other following amendments, and to the Regulation (EC) 27 April 2016, n. 2016/679/EU, exclusively within the framework of the procedure referred to in this paper. For the purposes of the processing and methods of storing personal data, please refer to the privacy information attached to the Registration Form. Pursuant to art. 71 of Presidential Decree n. 445/2000, the Promoter has the right to carry out suitable random controls and, in any case, in all circumstances where doubts arise as to truthfulness of declarations made for the purposes of participation to the Competition, to proceed with the exclusion from the Competition.

13. Publication of the Competition

The competition rule notice will be:

1. Published on the Promoter's website:

<https://crvolterra.it/concorso-di-idee/>

2. Transmitted to the National Councils of Architects and Engineers for further information among their members;

14. Administrative Responsibility of Institutions

The Participant:

- declares to be aware of the legislation in Legislative Decree 8 June 2001 n. 231 and subsequent amendments and additions regarding "Administrative Responsibility of Institutions" (hereinafter

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the Decree), as well as of its implications in terms of obligations and responsibilities and, consequently, to comply with the provisions contained therein;

- declares to have read the Policy pursuant to the Decree adopted by Cassa di Risparmio di Volterra S.p.a. (hereinafter Policy 231), as well as the *Codice etico* (Code of Ethics) of the same bank.

Based on the aforementioned declarations, the Participant undertakes:

- during participation in the Competition Notice, to scrupulously observe the principles of conduct and contents identified in Policy 231 and in the *Codice Etico* (Code of Ethics) of Cassa di Risparmio di Volterra S.p.A.;

- to declare without delay any involvement in judicial proceedings relating to the crimes and offenses referred to in the aforementioned Decree.

Any violation of any of the provisions referred to in the previous paragraph and, in particular, of the principles and contents of Policy 231 or the *Codice Etico* (Code of Ethics) of Cassa di Risparmio di Volterra S.p.A. may constitute grounds for exclusion from the Competition, without prejudice to the right to request compensation for any damages. Any exclusion will be communicated by registered mail with acknowledgment of receipt or certified e-mail according to the instruction received and will be effective from the moment the Competitor receives the aforementioned communication.

15. Jurisdictional protection

For any legal dispute that may arise with reference to this competition, the Court of Pisa will have exclusive jurisdiction.

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2) Methods and deadlines for submitting applications and project proposals

1. Method for submitting applications for participation

In order to participate in the Competition of Ideas, each participant must send within the deadline indicated in art. 1 Section 4 "Calendar" the *Modulo di Iscrizione* (Registration Form) duly completed along with the following documentation:

- Self-certification of qualification to practice the profession;
- Privacy disclaimer.

All documentation to be hand signed must be sent in advance by certified email to ufficio.marketing@postacert.crvolterra.it, within the deadline indicated in art. 1 Section 4 "Calendar", to allow the Commission to evaluate the participation requirements of the Participants and to proceed with the relative admission.

According to the provisions of the following article 2 Sec. 2, the originals of the documents must be sent to the Promoter according to the methods indicated in art. 2 Section 6.

2. Further remediation

The deficiencies related to any formal element of the participation application and, in particular, the lack, incompleteness and any other essential irregularity, with the exclusion of those relating to the project proposal, can be adjusted through the remediation procedure, within ten days from the request for integration made by Cassa di Risparmio di Volterra S.p.A..

The Participant who does not comply with the Head of Project's requests within the established deadline will be excluded from the Competition.

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The deadlines to be respected for the integration of the documentation are those indicated in art. 1 Section 4 “Calendar”.

Any additions must be forwarded to ufficio.marketing@postacert.crvolterra.it.

3. Inspection

According to the timing and methods identified in art. 1 Section 4 "Calendar", each admitted participant to the Competition has the right to request an inspection to be carried out at the estate. In order to optimize the execution of the inspection in a single day, the Promoter reserves the right to combine all requests received from Participants in the same time slot. The Head of Project will notify with adequate advance notice, to the address chosen in the *Modulo d’Iscrizione* (Registration Form), date, place and time of the inspection and the rules of conduct that must be adopted by the Competitors for access to the estate.

4. Request for clarifications

Requests for clarifications can be forwarded to ufficio.marketing@postacert.crvolterra.it, within the deadline indicated in art. 1 Section 4 “Calendar”.

The answers will be published by the Head of the Project on the website of the Promoter, in the same section of the Competition, within the terms established in the same art. 1 Section 4 “Calendar”. These answers, together with the questions, will become an integral part of the Competition.

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All communications between the Promoter and Participants are considered validly and effectively carried out if made in the manner provided for in Article 1 Section. 7. **Please remember not to include in the questions any data or information that could determine the identification of the work.**

5. Technical assistance for using the Cassa di Risparmio di Volterra's website

For any need for technical assistance relating to access to the competition's documentation on the Cassa di Risparmio di Volterra's website, the Promoter provides the following email address available to participants: s.volani@livesignage.it.

6. Method of presentation of the works

All Competition documentation must be delivered in a closed opaque envelope containing the envelopes referred to the following points 1) and 2). All the envelopes, including the external one, must bear on the outside eight-character alphanumeric code and the following sentence: "A PROJECT TO REDEVELOP A PORTION OF A PROPERTY LOCATED IN VOLTERRA, VIA DEI SARTI N. 15, PART OF THE BUILDING CALLED PALAZZO MATTEUCCI ". The name of the Promoter must also be reported as "Cassa di Risparmio di Volterra S.p.A.". The following documents must be inserted inside the external envelope:

- 1) Closed and opaque envelope bearing the words "ENVELOPE "A" - WORKS"
- 2) Closed and opaque envelope bearing the words "ENVELOPE "B" - DOCUMENTS"

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1) Closed and opaque envelope bearing the words “ENVELOPE “A” - WORKS” as well as the eight-character alphanumeric code, containing the following works:

a) Graphic drawings: two UNI A1 tables horizontally arranged (it is not mandatory that the tables to be fixed on a rigid support) and containing:

- A general project plan in an appropriate scale.
- An in-depth analysis of the previously mentioned elements with precise indication of all the elements of the project on a scale consistent with the level of design required by this competition of ideas and with findings from the photographs and measurements.
- Any axonometrics, perspectives and/or renderings and any other type of work deemed to be suitable to represent the proposal.
- Diagrams and details relating to the design in the scales deemed to be the most suitable ones.

Please note that:

- the level of design required is consistent with the procedure of the competition of ideas and therefore the relevant findings can be deduced from the photos, the extract of PRG and the photogrammetric extract attached to the competition set of documents;
- all the documents (report, tables, summary estimate) are functional to express "ideas" relating to the evaluation criteria, with reference to next Article 1 Section 10, used by the Selection Board in its activities.

b) Reduction of graphic documents: the two tables referred to in the previous point must also be reproduced and attached in a reduced UNI A3 format without rigid support.

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c) Illustrative report: maximum 10 pages in addition to the cover, in UNI A4 format, which may be accompanied by images and graphic diagrams and will contain an indication of the design criteria with reference to the architectural and formal aspects. The report will also indicate the consistency of the project with the indications of the functional program and with the requirements of the Promoter.

d) Summary report: maximum one page in addition to the cover in UNI A4 format which will contain the main features of the project.

e) Total economic framework of the operation containing the possibilities of financing or self-financing of the project and summary calculation of the expenses (price reference of Toscana region 2023) relating to the works envisaged by the project. The summary calculation of the expenses must be included in the illustrative report and is therefore an integral part of the ten page report referred to in previous letter c). Said summary calculation of the expenses must be completed with an economic framework scheme having a maximum amount of €2,000,000.00 to include the following items:

- Amount of works and estimated amount of safety costs;
- VAT according to law provisions in force calculated on the sum of the amount of works and amount of safety charges;
- Technical expenses (design, works management, safety coordination, calculated according to the professional reference rates with a maximum limit of 7% on the sum of the amount of the works and safety charges) in addition to charges and VAT;

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f) CD ROM/USB: to contain files in pdf or jpg format of the above documentation in dual resolution (maximum allowed resolution for any paper publication and resolution optimized for the web jpeg 1024x768). The CD ROM/USB will be kept by Promoter.

2) Closed and opaque envelope bearing the words “ENVELOPE “B” - DOCUMENTS” as well as the eight-character alphanumeric code, containing, under penalty of exclusion:

a) Registration Form attached to this competition (Annex "A"), copies of the identity document, self-certification of registration in the professional register.

7. Deadline and place for submission of the proposals

All documentation relating to the Competition must arrive no later than **12.00 AM on the deadline date indicated in art. 1 Section 4 "Calendar" bearing clear reference to "Documents and administrative documentation - Closing of Period" (final deadline)** whatever type of delivery is used. Delivery refers only to the delivery date and not to the shipping date. The material must be sent to the Registered Office of Cassa di Risparmio di Volterra S.p.A. at the following address: Cassa di Risparmio di Volterra S.p.A. Sede Legale e Direzione Generale Piazza dei Priori, 16 - 56048 Volterra (PI).

The Promoter will have no responsibility for the failure or delay in delivery of the documentation.

Any proposal arriving later than the aforementioned deadline will be excluded from the Competition. Project ideas, even if they replace or are in addition to those previously sent, which may reach the Promoter after the above mentioned deadline, will not be taken into consideration.

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Envelope B (containing the name of the Participant) will be opened by the Head of the Project only after the final ranking has been drawn up.

8. Final operations

8.1 Approval of Final Ranking

At the end of the Selection Board's operations, the Head of the Project, with the support of the Secretary, will open Envelope B (containing the names of the Participants) and, based on the correspondence of the alphanumeric code indicated on Envelope A, will combine each paper to the respective author. A specific report will be available for such an activity.

Once this activity has been completed, the final ranking will be drawn up on the basis of the evaluations, indicating the top three participants and the award of the relevant prize.

8.2 Publication of Projects

The Promoter has the right to show the project proposals of the Competition to the general public, including the names of the authors and collaborators, and to present an extract in the Competition catalog, whenever published, or in any other publications that Cassa di Risparmio di Volterra S.p.A. will consider, without the possibility for any claim of economic or other nature by the Participants in the Competition.

In particular, the Promoter as required by art. 1 Section 4 "Calendar" may at its sole discretion decide to publish the submitted works either electronically or by setting up an exhibition.

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In particular, the winning project ideas may be advertised on the website of the Promoter, on social channels, in the local, regional, national press and/or in specialized magazines and with any other mean deemed to be suitable.

CASSA DI RISPARMIO DI VOLTERRA S.P.A.

PLEASE NOTE:

this is a service/courtesy translation – for all relevant aspects and information the Italian original version always prevails.

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