



Connecting cities
Building successes

URBACT II

Graphic design and modelling of publications

1- CONTEXT

URBACT

URBACT is a European exchange programme for integrated and sustained urban development.

Through URBACT, cities come together to develop responses to the main challenges facing urban environments. The programme affirms their key role in addressing the increasingly complex challenges that face our society, helping them develop new, concrete, sustainable solutions that integrate economic, social, and environmental dimensions and allowing town planning professionals in Europe to share good practice and lessons gleaned from exchanges. The URBACT programme has enabled more than 500 cities in 29 countries in Europe to participate in thematic networks consisting of 10-12 cities involving more than 7,000 actors on the ground (local administrations, elected representatives, civil society, residents, etc.). URBACT is co-financed by FEDER and Member States.

For more information, visit www.urbact.eu

URBACT Capitalisation process in 2012

The capitalisation work for 2012 was organised along the following 6 specific sub-themes on which the URBACT programme may bring a useful contribution based on its networks:

1. Dealing with demographic change in shrinking cities;
2. More jobs: better cities;
3. Cohesive cities: stronger together;
4. Against divided cities in Europe;
5. Motivating mobility mindsets;
6. Building energy efficiency in European cities.

As foreseen by the URBACT II Programme Manual, *“the needs of capitalisation will be addressed from the earliest stages of exchanges at project level (baseline studies, support from experts, common methodologies, templates, etc.) and at programme level: creation of thematic poles in charge of supporting the projects and building on their activities to develop capitalisation projects taking into account non-URBACT knowledge and needs, development of thematic dossiers, etc.”* (Programme manual, factsheet 1).

In this perspective, the activities of the 6 “work streams” aimed to consolidate and put forward results and findings from the URBACT projects, while incorporating knowledge coming from other programmes/ projects dealing with sustainable urban development outside of URBACT.

The work streams explored and put forward good practices and solutions to some of the main threats and challenges outlined in the report "Cities of Tomorrow" published by the European Commission.

The report “Cities of Tomorrow” presents the challenging economic and social context of European cities and provokes reflection about what cities can say or do to respond to modern difficulties and downturns. This provides a coherent framework in which all 6 work streams operated. Led by URBACT thematic experts, these groups brought together a range of URBACT projects, key stakeholders from ETC programmes and projects and relevant European organisations in order to:

- bring forward potential solutions for integrated & sustainable urban development as a response to the urban threats identified in the report “Cities of Tomorrow”
- issue practical recommendations to support European cities

In terms of outputs, the workstreams produced 6 Articles for the URBACT Tribune 2012 (URBACT magazine) and delivered 6 thematic workshops at the URBACT Annual Conference early December 2012.

As a temporary conclusion of their work, the 6 workstreams are going to produce synthetic thematic papers to be published in the first months of 2013. This is the subject of the present tender.

2- PURPOSE OF THE SERVICE

As indicated above, the objective of the publication (or publications) is to present the provisional result of the work of the 6 work streams.

The document(s) will be **written in English**.

The works requested consists of **the graphic design and modelling** of the document(s).

The service provider may offer the printing of the document(s) as an optional extra.

3- CONTENTS OF THE PUBLICATION

At present, the Secretariat at URBACT is studying 2 alternative or cumulative possibilities:

Option 1: Six separate publications + 1 cross-cutting policy brief assembled in a folder

Each publication will include (about 40 pages each):

- A title: What cities can do about...;
- An abstract (outline of a half page);
- An executive summary for politicians (2 to 4 pages of key findings);
- The main text consisting in 12,000- 15,000 words;
- A brief text describing URBACT, the capitalisation process (common to all publications);
- A brief text describing the way of working of each workstream;

- An appendix with the list of people involved in the workstream activities (core group and witnesses);
- An appendix of URBACT, INTERREG IVC, ESPON projects working on the six themes;
- 10 pictures per paper, including diagrams, photos, etc.

The cross-cutting policy brief would stand alone in the folder.

Option 2: A single publication including the six thematic papers and the cross-cutting policy brief (about 240 pages)

The service provider can provide with its offer a proposal or opinion in relation to these options: single publication, 6 publications, or a combination of the two 2 options.

4- FORMAT, VISUALS, AND PHOTOS

The publication will be in 29.7 x 21 format, French style. Visuals and most of the photos will be provided by the Secretariat at URBACT. Nevertheless the service provider may be asked to provide photos.

5- DEADLINE

The service provider selected will be supplied with text, photos, and visuals as they are produced, between Friday 1 February and Friday 22 February 2013.

The service provider will move in sync with the rate of production of documents delivered for formatting and send formatted documents to URBACT. The planning process contains several phases of validation and amendments between the service provider and the Secretariat at URBACT.

A first complete layout is to be delivered by Monday, March 1. The completed file(s) supplied for the printer (BAT) are expected by Friday, 15 March 2013.

6- METHODS OF ORGANISATION

The service provider must appoint and present a project manager as the sole interlocutor of the Secretariat at URBACT for this service. This manager will be responsible for coordinating all stages of the process, planning, and the quality of the final product.

Note:

Source files must be sent to URBACT in electronic format. These files will be the property of URBACT.

7- PROPOSALS

Proposals must highlight the cost of the single document option, the separate documents option (compiled in a cardboard box), and the cost of the option for both types of publication.

A proposal can include a print option based on the following elements:

Print: The whole publication (inner pages and cover) with 4-colour satin finish + acrylic varnish.

Paper: 135g matt paper (inner pages) and 300g matt paper (cover).

Binding: Square back

Circulation: Based on assumption of 1,500 copies, 3,000 copies, and 5,000 copies.

Delivery: 1 point in the Paris region

Submission of quotes

Quotes must be sent to the Secretariat at URBACT, attention Thierry PICQUART.

Via e-mail: t.picquart@urbact.eu.

Via fax: 33 (0) 1 4917 4555

Via post:

The Secretariat, URBACT, 5 rue Pleyel 93283 Saint Denis Cedex.

Attention: Proposal and quote to be sent no later than Friday, 11 January 2013

Interlocutors

Administrative and financial aspects:

Thierry PICQUART t.picquart@urbact.eu

Technical aspects:

Jenny KOUTSOMARKOU – Capitalisation officer: j.koutsomarkou@urbact.eu