



THE DESIGN PROCESS

Every client is unique, whether the client is a health care provider or a widget maker the processes to determining their goals and objectives are very similar. The process starts with the identification the client's identity, business plan, culture and values. Information is gathered to determine what is needed to create an environment that employees can take pride in, work ergonomically and facilitates them to do their best. The outline of the design process below is used whether you are renovating an existing space, adding on additional space or building a new building. The process is used to identify your needs, design an appropriate solution and then give you the documentation required to produce the final product.

STEP 1: PROGRAMMING

A. ESTABLISHING GOALS

1. FORM
2. FUNCTION
3. ECONOMY
4. SCHEDULE
5. ENVIROMENTAL IMPACT
6. LEED CERTIFICATION

B. COLLECTING DATA

1. USER REQUIREMENTS
2. ACTIVITY REQUIREMENTS
3. FURNISHINGS AND EQUIPMENT
4. ADJACENCIES
5. SPACE REQUIREMENTS
6. DEADLINES AND MILESTONES
7. BUDGET

- C. UNCOVERING CONCEPTS**
 - 1. CLIENT INTERVIEWS
 - 2. QUESTIONNAIRES
 - 3. OBSERVATIONS
 - 4. FIELD SURVEYS
- D. DETERMINING NEEDS**
 - 1. SPACE & VOLUME NEEDS
 - 2. TOTAL REQUIRED AREA
 - 3. SPACE RELATIONSHIPS

STEP 2: SPACE PLANNING

- A. CONCEPT DEVELOPMENT**
 - 1. SPACE & VOLUME
 - 2. DESIGN STYLE
- B. SPACE ALLOCATIONS**
 - 1. EXISTING CONDITIONS
 - 2. ORGANIZATION CONCEPTS
 - 3. CIRCULATION PATTERNS
 - 4. FURNISHING LAYOUT
 - 5. EQUIPMENT LAYOUT
 - 6. CODE RESTRICTIONS
- C. DESIGN CONSIDERATIONS**
 - 1. MAINTAINING ADJACENCIES
 - 2. PUBLIC & PRIVATE AREAS
 - 3. ENCLOSED VS. OPEN
- D. STATEMENT OF PROBABLE COST**
- E. CODE REVIEW**

STEP 3: DESIGN DEVELOPMENT

- A. REFINE DESIGN CONCEPTS**
 - 1. FINALIZE FLOOR PLAN
 - 2. FINISH AND MATERIAL SELECTIONS
 - 3. DEFINE FURNITURE, FIXTURES AND EQUIPMENT
- B. CODE REVIEW**
- C. STATEMENT OF PROBABLE COST**

STEP 4: CONSTRUCTION DOCUMENTS

- A. CONSTRUCTION DRAWINGS**
 - 1. DEMOLITION PLANS
 - 2. ARCHITECTURAL FLOOR PLANS
 - 3. REFLECTED CEILING PLANS
 - 4. ELECTRICAL / DATA PLANS
 - 5. PLUMBING/HVAC PLANS
 - 6. ELEVATIONS
 - 7. SECTIONS AND DETAILS
 - 8. DOOR AND WINDOW SCHEDULES
 - 9. ROOM FINISH SCHEDULES
- B. SPECIFICATION**
 - 1. PRODUCT
 - 2. QUALITY
 - 3. EXECUTION
- C. SPECIALTY COORDINATION**

STEP 5: CONSTRUCTION ADMINISTRATION

A. BIDDING AND NEGOTIATION

1. BID PACKAGE
2. INSTRUCTIONS TO BIDDERS
3. ADDENDUMS
4. RECEIVE & ANALYZE BIDS
5. AWARD BIDS

B. CONSTRUCTION OBSERVATION

1. INSTRUCTIONS TO CONTRACTORS
2. CHANGE ORDERS
3. SUB-CONTRACTOR COORDINATIONS
4. CONFIRMATION OF DESIGN INTENT
5. TRACK SCHEDULES
6. INSTALLATION COORDINATION

C. MOVE COORDINATION

1. SCHEDULE
2. COORDINATE
3. PACK AND TAG
4. INFORM