

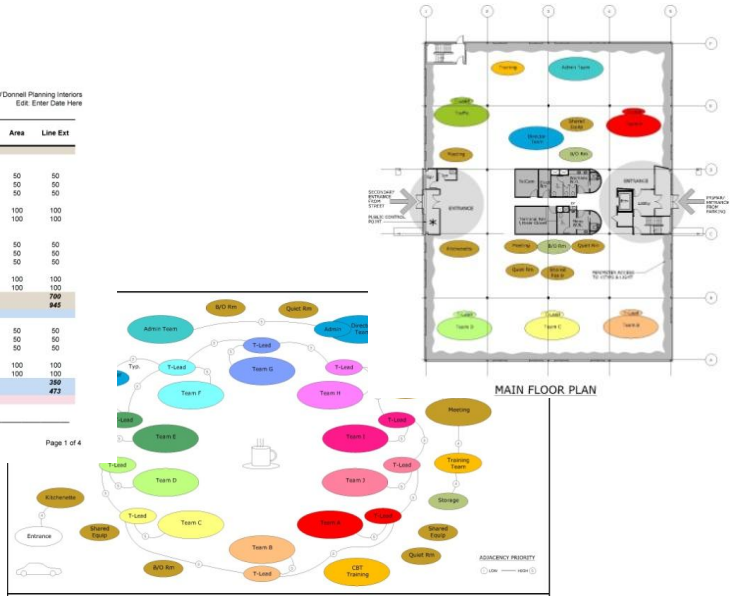
The OP&I Process of Project Design and Development

Client: Client Name
 Project: Project Name
 SPACE INVENTORY AREA REQUIREMENTS

O'Donnell Planning Interiors
 Est. Enter Date Here

Workspace Name	Workspace Description	Work Space Dimension	# of PTE's in Space	Other Space	Area	Line Ext
1 Group A						
1.1 Sub-Group A						
People Spaces						
1.1.1 Name	Description		1		50	50
1.1.2 Name	Description		1		50	50
1.1.3 Name	Description		1		50	50
Non-People spaces						
1.1.4 Name	Description		1	100	100	100
1.1.5 Name	Description		1	100	100	100
1.2 Sub-Group B						
People Spaces						
1.2.1 Name	Description		1		50	50
1.2.2 Name	Description		1		50	50
1.2.3 Name	Description		1		50	50
Non-People spaces						
1.2.4 Name	Description		1	100	100	100
1.2.5 Name	Description		1	100	100	100
Sub-Total			6	4	700	700
Sub-Total c/w circulation	35.00%					945
2 Group B						
2.1 People Spaces						
2.1.1 Name	Description		1		50	50
2.1.2 Name	Description		1		50	50
2.1.3 Name	Description		1		50	50
Non-People spaces						
2.1.4 Name	Description		1	100	100	100
2.1.5 Name	Description		1	100	100	100
Sub-Total			3	2	350	473
Sub-Total c/w circulation	35.00%					473
3 Group C						
3.1 People Spaces						

OP&I
 Making Space Mean Business



Pre-design Phase

Information gathering and “discovery” of your vision and developing this into the Project’s *Program of Requirements, Drivers, and Visual Profile*; developing the metrics for space needs analysis; communicating our assessment of the various components of space, and the overall space required for your project; preparing the proposed lease base space plans from the Developer’s and/or Landlord’s lease information, and assessing any architectural elements involved. Building Code and other authorities’ requirements are assessed and referenced for inclusion and impact. Client approval is obtained before proceeding to the next phase.





Conceptual Design Phase

We begin *space planning* the proposed lease space to assess the “fit” of the program and concept and the lease space requirements. Construction and finish materials are pre-qualified. ***This phase will provide the information needed by the client to assess the feasibility of the project in the proposed leased space.*** *Very preliminary assessment of probable costs can be determined at this stage.* Client approval is obtained before proceeding to the next phase.

Design Development Phase

Continuing the development of the accepted Conceptual Design into more refined detail and intended construction. The layout/floor plan would be “fixed” during this phase as it becomes the base layer for all the subsequent detail and systems development including lighting, HVAC, plumbing, furniture placement and the built-in elements. Allied Consultants for electrical, mechanical structural, IT or any other disciplines required, would incorporate their work simultaneously during this phase, as needed, depending on the design solutions and project’s requirements. The assessment of probable costs can be further assessed at the end of this phase. Materials and finishes are determined and the visual aesthetic is presented. Custom designed elements are conceived. More detailed cost estimates can be achieved at this point. Client approval is obtained before proceeding to the next phase.



❖ Furniture Programs as required are developed to coordinate with constructed environment

Construction Documents Phase

Preparing the construction drawings and specifications developed from the earlier phases into documents for pricing, procurement and tender by the various trades required. Our allied Consultants would work with our “layers” of established plans. Client approval is obtained before proceeding to the next phase.



Tender Phase

The construction documents – as a package is priced, bid or tendered as agreed with our client. Review and response to bidders’ questions during tendering and issuing of addenda as required. Construction costs and budgets are assessed and financial details and processes are established for the contractual development of the project and the purchasing of furniture and finishing elements. Client approval is obtained before proceeding to the next phase.



Standard construction document CCDC

2
1994

Stipulated price contract

Project:



Construction Admin Phase

The selected Contractor is contracted by formal agreement with the client and actual construction takes place, administered and monitored by the Designer as required by agreements. The Design Consultant's services may be retained on a continual, scheduled, or trouble-shooting/as-needed basis, depending on the method of project management applicable.

Contract administration and post-construction deficiency review are examples of services selected during this phase. The Designer, on behalf of the client would review the progress payment requests and confirm the work for payment or reparation. The Designer consults with the Contractor as needed during the course of construction to ensure the merit of the design documents are respected.

- ❖ The end of this phase may also include tenant signage, artwork selection & placement and consultation to guide facility use by occupants.

Post Construction Phase

The designer continues the consultation with the client as the project is furnished, fitted-out and made operational. A post-project evaluation is completed and the final project is photo-documented. It is now time to celebrate your new workplace and enjoy!

