

ASI CALL CENTER INFORMATION		
148,000 sq. ft.		1169 Employees
PACES	#	SIZE (APPROX)
TRAINING ROOMS	3	30 x 38
LARGE CONFERENCE	5	24 x 15
SMALL CONFERENCE	17	15 x 11
BREAKOUT AREAS	14	10 x 10
PRIVATE OFFICES	25	14 x 10
MANAGER CUBICALS	82	12 x 7
2ND LEVEL MANAGER	82	12 x 7
ADMIN SUPPORT	6	12 x 7
TECH CUBICALS	968	6 x 6
BULLPENS	5	12 x 12
BUILDING MANAGER	1	12 x 18
SERVER ROOM	1	30 x 22
UPS ROOM	1	12 x 22
LG. TELEPHONE ROOM	3	30 x 20
SM. TELEPHONE ROOM	1	18 x 12
ELECTRICAL CLOSET	4	12 x 14
RESTROOMS	8	35 x 10
JANITOR CLOSET	4	8 x 10
MAIL ROOM	1	15 x 20
RECEIVING	1	18 x 18
	1	50 x 90

Often clients new to working with a design firm are curious about the design process. Outlined below is the standard design process that we use for most projects. Since every project and client are different, the process is always customized.

Programming

At MtM Design, we start off the programming phase by defining "The Big Picture" framework for ideas, and work our way into the details. We focus on how business strategies drive facility needs. Client meetings begin with discussion of project goals that will define the terms of success for the project and provide measurable objectives for business outcomes, schedule, cost, and building performance. Precepts are set for organization, qualities and limits of space; the communication of themes through architecture and image; and the accommodation of needs and functions. Once this information is understood, more detailed requirements are gathered to define size and growth of departments and work groups, important adjacencies, functional work patterns and modes of teamwork. We determine the need for building support spaces that correspond to these requirements. A report is then generated presenting all gathered information, and a space program is developed listing all functions and their area requirement. This report is the Building Program. It is used to guide and inform project design decisions and measure the effectiveness of design solutions.

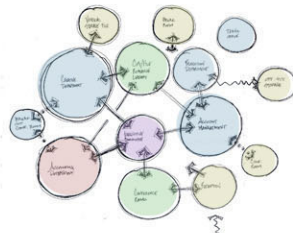
Concept Design

The creative process begins with an exploration of form and organization to generate options for "The Big Picture". These ideas will provide the large framework for the project's architecture. All fundamental aspects of the project are considered: site layout, transportation patterns, environmental opportunities, spatial arrangement of major functions, circulation of people, building form, structural order, architectural image, engineered systems. Initial drawings are typically diagrams that illustrate relationships described by the Program. These progress to block space plans, sections and 3-d models. Concurrently, architectural elements and structural orders are explored in a search for expression of the main themes through architectural form. Discovery of valid alternatives that satisfy the Program is our objective. Clients may participate in concept development to whatever degree is suitable for their time and talents. Active participation may include working with the design team "pencil-in-hand"; passive participation could be limited to providing criticism, feedback, and strategic design decisions. Typically, more active client participation allows faster design progress.

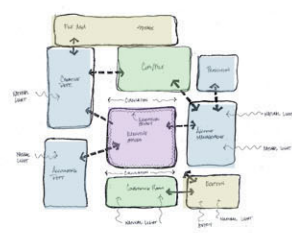
Schematic Design

An architectural design concept typically may be implemented through a wide range of economies, from too cheap to fabulously expensive, depending upon the detailed development of the design. Therefore, the concept design must be developed to a schematic level that illustrates specific solutions for the total project including site design, architecture, structure, planning, primary mechanical and electrical systems, and major building materials. The goal of schematic design is to develop the accepted concept with sufficient detail to understand quality, quantity, and constructibility of the project and to balance those properties with the agreed upon budget and schedule. Schematic design is a time of testing within the design process, as there are many ways to solve architectural and engineering problems within an overall concept.

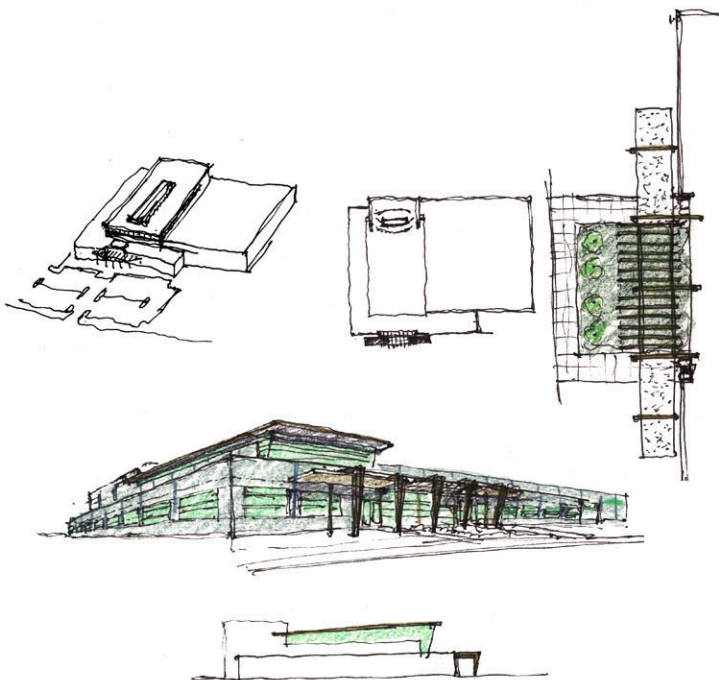
Space Program



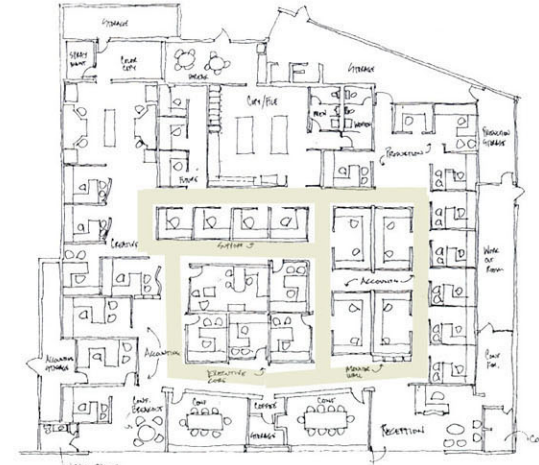
Bubble Diagram



Block Diagram



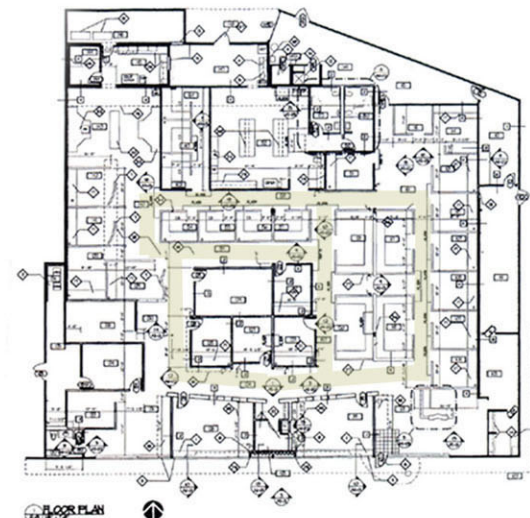
Concept Design



Schematic Plan



Design Development



Construction Plan

Design Development

This phase explores more detail, and fully develops concepts proposed in the earlier phases. All drawings necessary to completely illustrate the design are produced during the DD phase. All architectural forms and elements are resolved as to their essential qualities, composition, and materials. All detailed space planning is completed so that each functional area and department is detailed to show offices, workstations, and circulation flow. Copy, network server, storage, conference rooms, and other support areas are located in the plan. Architectural finishes, lighting, ceiling design, construction details, furniture layout, and equipment requirements are further developed. The design drawings, along with proposed furniture, finishes, lighting, and other significant design elements, are presented to the client. Often three-dimensional perspectives are generated to further illustrate major design concepts and important areas.

Construction Documents

The C.D. phase represents the culmination of the entire design process. Production of C.D.'s often coincide with the D.D. phase for fast track project delivery. In this phase, the approved design is finalized and the focus turns to producing drawings that are used in the bidding, permitting, and construction stage of the project. Information is added to the plans, including notes, dimensions, electrical and plumbing items, lighting and door schedules, and finish specifications. A final code and quality control review is conducted prior to the drawings release for bidding and permitting.

Construction Observation

During construction, MtM Design works in close coordination with the construction project manager. The architect makes periodical site visits to evaluate construction progress and answer constructability questions. Changes to the drawings due to field conditions, design changes, or client requests are documented in writing and copied to pertinent members of the project team. The architect may be required to submit formal clarification or addenda to keep the construction process proceeding smoothly. MtM Design can also provide pay requests for the contractor, based on the percentage of the work complete.