

INTERIOR DESIGN SERVICES

■ CONCEPTUAL DESIGN & SPACE PLANNING

We will provide a space plan based on preliminary ideas, needs and functions of our clients' existing environment, expansion space, and relocation space.

■ FIELD VERIFICATION & AS-BUILTS

ADI will field measure and accurately document the current or existing conditions of any building. This service includes a site visit, measurement of the space, and an updated CAD drawing reflecting the new information for our clients' records.

■ PRELIMINARY PRICING PLANS

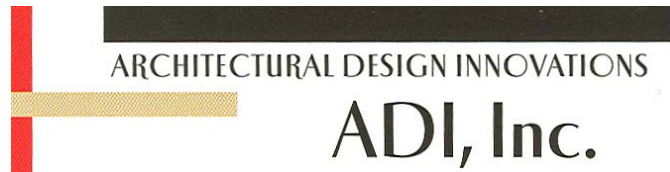
After a space plan is created, we will add basic notes and information necessary for a contractor to provide a preliminary budget. This service can ensure that the design is on track with the client's proposed budget.

■ FINAL PRICING PLANS

This set of drawings is similar in concept to the preliminary pricing plans, only more specific information and notes are applied to the space plan. Final pricing plans usually include such information as proposed finishes, new placement of electrical outlets, new partitions, partitions to be removed, and proposed lighting fixtures. Also included is any specialty information essential in providing an accurate, final budget for the client.

■ BID ANALYSIS & REVIEW

During the pricing phase, three contractors typically bid the project. ADI will review and analyze each bid to assure uniformity and consistency within the bids. The bids are also evaluated against the pricing plans to determine that all information was captured.



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■ CONSTRUCTION DOCUMENTS

ADI will create a set of documents that illustrate the entire design project. These documents will provide the contractor with detailed information in order to construct the new design layout. Documents will include an architectural plan with dimensions and new layout, an electrical plan indicating new and existing outlets, a reflected ceiling plan with lighting layout, emergency lighting and exit lighting, a finish plan including all finishes and materials, and any detail drawings such as elevations/sections for specialty items and cabinetry. Construction Documents (CD's) are the final set of drawings in the design process and are the drawings used to obtain a building permit. Therefore, these drawings are legal documents complying with all local and national building codes and safety regulations.

■ CONSTRUCTION ADMINISTRATION

We will provide management of the construction process to ensure that the contractor is adhering to the construction drawings and overall design intent. Weekly site visits are completed to track progress and answer any questions the contractor may have. Site visits are crucial in supervising the construction schedule and identifying that the project is on schedule. A punch list will be provided to the owner, tenant and contractor.

■ COORDINATION OF OTHER TRADES

We will coordinate the construction drawings with engineers so that engineering disciplines can create mechanical, electrical, plumbing, and/or structural drawings based upon the design intent.

■ SELECTION OF FURNITURE, FIXTURES & ARTWORK

ADI will aide our clients in the selection of furniture, fixtures and artwork. We have a wide variety of resources to choose from. We will research and select products to enhance the overall design theme.