

Design Process



Phase IB: Conceptual Design

The program document will be used as a basis for development of the conceptual design. All individual aspects of the project will be addressed, including connection and hierarchy between uses, architectural character and form, pedestrian pathways and open space, vehicular traffic and parking, security and safety, and environmental sustainability.

This phase may include a site selection process to “test-fit” the building and site requirements on multiple sites being considered. This process compares the various options based on the opportunities and constraints of each.

The conceptual design will be presented to the County Commission. Once approved, the team will begin the Schematic Design Phase



Phase II: Schematic Design

Schematic design is the phase in which the data collection and graphic illustration of phase I are translated into the definition of three-dimensional space. During this phase the budget is examined for cost savings opportunities. Our knowledge of the construction marketplace and sensitivity to our client’s needs are taken into account when developing value engineering ideas. Some examples of V.E. studies appropriate to your project are:

- Evaluation of various HVAC systems relative to low energy usage and maintenance considerations.
- Comparison of exterior facing materials from the standpoint of initial cost, ease of erection, thru-wall heat loss, appearance and life-cycle maintenance cost.
- Structural system analysis considering cost-per-square-foot and schedule impact

The design should be taken through Schematic Design before proceeding with the preliminary civil engineering, site and building detail necessary to begin the site approvals process.

Palm Beach County Tax Collector
Customer Service Center
Lake Worth



Phase III: Site Design and Approvals

Based on the research Song + Associates conducted, our team has a thorough understanding of the entitlements, zoning requirements and infrastructure needs of the area. This potentially includes the following services and approvals:

- Surveying
- Sub-surface Utility Exploration
- Lake County Development Review, Planning & Zoning Board and County Commission Approval
- Approval of local municipalities of Tavares and others that may be considered in site selection.
- Environmental Site Assessment
- Florida Department of Environmental Protection- NPDES Approval
- Parking Study
- Traffic Analysis / Operations Analysis
- Lake County Land Development + Environmental Regulation Division
- Lake County Health Department
- Surface Water Management

Green Cay Nature Center
Palm Beach County

AWARDS:

AIA Palm Beach Chapter
Honor Award for Design Excellence 2005

Palm Beach County
Water Utilities Department
Director’s Award for Architect of the Year
2005

Design and Documentation



Considering options during the design phase

Phase IV: Design Development

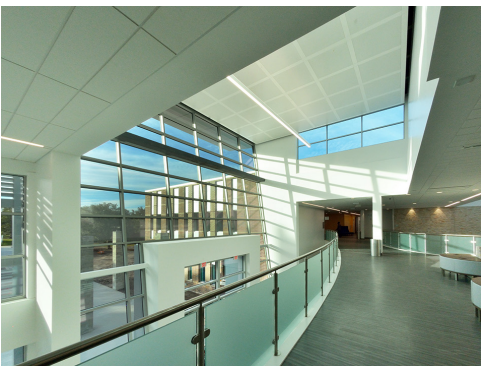
In this next phase, the broad approach of the schematic design is replaced with a finer one, with emphasis on resolving potential design conflicts, completing exterior views of the building and exploring technical issues inherent in the design. Design Development services for this project will include:

- Building technology requirements such as audio/visual, sound and lighting systems, security, communications and IT systems.
- Studies of acoustical control throughout all building spaces.
- Landscape design development
- Way-finding design including site and interior signage.
- Further detailed cost analysis and project development scheduling.
- Furniture, fixtures, and finishes selection

INTERIOR DESIGN

At Song + Associates, the two disciplines of architecture and interior design are blended and integrated to enhance each project. Our services provide a turn-key approach that ensures quality, durability, and cost efficiency for a signature design.

A **key goal of Supervisor of Elections design** is that the furnishings and technology be adaptable to changing processes and operational modes. We will include the study of spaces under different operations and provide 360 degree, 3D rendering visualization of the spaces to support decision-making. Our services include design, selection, specification, procurement services and supervision of delivery and installation.



Student Services Center
Seminole State College

Phase V: Construction Documents

Our primary concern in this phase will be for the delineation of all architectural and engineering systems to ensure that your project goals are met, code compliance is achieved, and sound construction techniques are communicated effectively. Our team will assist in obtaining approval from all appropriate government review authorities and making presentations to community organizations and State authorities if desired.

Budget Analysis and Bidding

Our team will work closely with the Construction Manager to assist you in identifying prospective bidders and pre-qualify them for suitability to the project. Our knowledge of the construction industry market, trends and traditions provides the basis for accurate analysis and bid comparison to achieve the most advantageous combination of quality and cost.



Commission Chamber
City of Coral Springs

Construction + Occupancy

Phase VI: Construction Administration

The combined experience of our staff represents decades of experience in construction administration. We utilize cutting-edge technology combined with proven management practices and office systems to provide the highest attention to quality control. We anticipate and resolve conflicts before they become insurmountable impacts to cost and time.

Our construction phase services are expertly lead by Leila Rouady who holds the unique qualifications of being a registered architect and certified general contractor with an MBA degree.

Among our CA services are:

- Sales Tax Recovery Program
- W/MBE and SBE participation and documentation.
- Testing, inspection, and agency review coordination
- Project schedule monitoring



Phase VII: Post Construction and Occupancy

Although not commonly practiced by most firms, we believe that providing a post-occupancy evaluation is vital for the long term success of your new facility. This practice is part of our commitment to achieving excellence through a superior understanding of how a design functions long-term. We will ensure that you are furnished with the necessary record documents, warranties, and maintenance / operation program manuals. The Post Occupancy Evaluation Report is provided 12 months after occupancy and includes:

- Distribution and compilation of post-occupancy questionnaires
- Interviews with administrators and staff
- Detailed review of assemblies, material performance and systems
- Warranty Review

From the project kick-off meeting... to the ground-breaking through the ribbon cutting... and long into the building's future, the Song + Associates Design Team will support and partner with the Supervisor of Elections. We look forward to an interview opportunity to share more detail about our proposed approach and innovative design process.



Cost Control



Lobby, City Hall
West Palm Beach

Song + Associates' Design Team is well organized to deliver high quality finished products on time and within budget. We strive to provide seamless service from award to warranty. We ask questions early, proactively manage development and engage and manage open communication with the owner, end users, the community and all involved within the project.

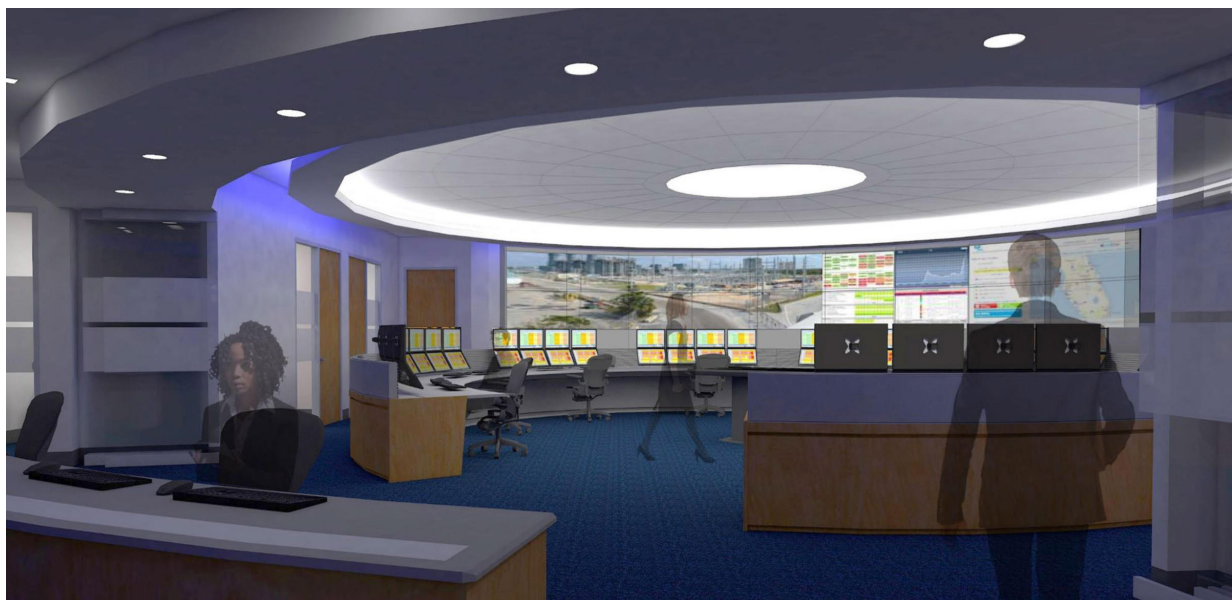
We engage in the practice of "value engineering", but not with mere cost cutting. Our understanding of value is far more sophisticated. We identify opportunities to remove unnecessary costs while assuring that the quality, reliability, performance, and other critical factors meet the owner's expectations. This "value enhancement" is particularly important to carry out after the conceptual design phase, prior to the detailed design, but is continued throughout the design process. We pursue the best value. We take into the consideration; versatility, expandability, functionality and life cycle.

Design reviews and in-house cost estimating reviews begin immediately at the conceptual design phase and occur again at the completion of the design development phase and the construction document phase. Estimates are performed at:

- Completion of the Advanced Schematic Design Phase
- Completion of 50% Construction Documents
- Completion of 95% Construction Documents

The owner is included in all design reviews and consensus is formed in order to satisfy the approved project program, budget and schedule.

We work with the Construction Manager to review material selections and construction alternatives. The process allows for the implementation of alternative types of construction and materials in order to achieve the desired and essential function of the owner's program at the lowest life cycle cost consistent with required and necessary performance, reliability, quality and safety without affecting aesthetics, environment or function.



Concept Design Rendering, Command Center for Public Utility

Quality Control and Quality Assurance

Teamwork is key to a successful project. Quality begins with the Team. Only qualified personnel are specifically selected for the project based on its special and particular technical needs. A design team kick-off meeting is held to provide a uniform multi-discipline understanding of the project's scope, schedule, budget, and owner's needs & expectations. Schedules are carefully developed to ensure a well-coordinated and an agreed upon project delivery schedule. The schedule includes time for multi-discipline cross checks well ahead of the deliverable dates in order to submit well-coordinated documents.

Drawings are carefully and meticulously reviewed at various stages of design for Code compliance, ADA requirements, functionality, systems coordination, materials, etc. Prevention Checklists are completed by each discipline prior to plan submission. All items must be addressed prior to the cross-discipline reviews. Plans are reviewed periodically by our in-house Construction Administration team to add yet another layer to the already layered review process and lends them project depth and knowledge when construction commences.

Our Construction Administration team is lead by Leila Rouady. Leila is a Registered Architect and a Certified General Contractor. These distinctions along with a Masters in Business Administration, make her an invaluable asset to the team.

In our over 30 years of successfully managing projects through the contract administration phase, we have developed multiple, real-time, software sources to track all data, decisions, and cost or value engineering activities. As important, is our project management single-point control for all communication with a project-dedicated construction administrator assigned throughout the project.



RELEVANT PROJECT EXAMPLE
PBC SUPERVISOR OF ELECTIONS
 WEST PALM BEACH, FLORIDA



OWNER CONTACT:
 Palm Beach County
 Wendy Link, Supervisor of
 Elections
 240 S. Military Trail
 West Palm Beach, FL 33415
 561-656-6200

SERVICES PROVIDED:
 Programming
 Conceptual Design
 Site Feasibility
 Schematic Design
 Design Development
 (in progress)

CONSTRUCTION COST:
 Estimated: \$42,000,000

CONSTRUCTION COMPLETION:
 Anticipated Occupancy:
 April 2023

PROJECT SIZE:
 155,000 SF

The Supervisor of Elections of Palm Beach County needed to expand their facilities and consolidate functions into a single location in order to effectively manage the elections process for the over 1 million registered voters of the County. Song + Associates was tasked with this design challenge which began with a detailed programming study analyzing the space needs and functions of the elections process.

The elections office shifts through numerous operational modes throughout the year from handling registrations, to pre-election training of poll workers, mail-in and early voting periods, election day and recounts. Through these operations the staff can swell from the full time staff of approximately 100 to seasonal temporary workers numbering over 500. This required an adaptable facility design with the infrastructure and support spaces capable of handling the highest occupancy levels.

The facility includes administrative offices, training and multi-purpose spaces, ballot processing areas, equipment storage, secured ballot storage and support spaces. The loading dock includes 10 bays to access the equipment storage areas used to deploy to precincts for election days and receiving/loading of mail.

The facility is designed to protect the retained ballots and equipment through storm events and is highly secured.

RELEVANT PROJECT EXAMPLE

PALM BEACH COUNTY TAX COLLECTOR SERVICE CENTER
LAKE WORTH, FL



OWNER CONTACT:
301 North Olive Ave, 3rd Floor
West Palm Beach, FL 33401
Anne Gannon, Tax Collector
(561) 355-2805

SERVICES PROVIDED:
Architecture
Interior Design
Site Development + Approval
Programming
Construction

CONSTRUCTION COST:
\$11,000,000

CONSTRUCTION COMPLETION:
May 2016

PROJECT SIZE:
37,000 GSF Total

Based on our extensive experience in programming and design of similar government projects, Song + Associates was hired to design the new 37,000 GSF facility to replace the existing Lake Worth and Lantana locations while including the Department of Motor Vehicles. Song + Associates designed a front façade with a curving wall with 20’ high glass windows to allow natural light to filter into the interior spaces, taking advantage of the zoning requirements of the site in an Urban Infill Overlay District.

During the programming phase of the project, Song + Associates’ mission was to design innovative work space layouts, separate public service areas from private meeting spaces, and provide logical circulation patterns to create a highly efficient environment for both visitors and employees.

Given the nature of this public service facility, there is a heightened concern for public safety, security of the staff, and providing a facility that is aesthetically pleasing while at the same time durable and easy to maintain.

RELEVANT PROJECT EXAMPLE

TOWN OF JUPITER POLICE
JUPITER, FLORIDA



OWNER CONTACT:

Town of Jupiter
David Brown
561-746-5134 ext. 273
davidb@jupiter.fl.us

SERVICES PROVIDED:

Architecture
Interior Design
Site Development + Approval
Engineering (Sub-Consultants)
Construction Management

CONSTRUCTION COST:

\$14,000,000

CONSTRUCTION COMPLETION:

2020

PROJECT SIZE:

38,000 SF Police Headquarters
and EOC Facility
2,000 SF Hardened IT Data
Center

Song + Associates was first engaged by the Town of Jupiter to develop the Master Plan for their 22 acre Town Municipal Center. The master plan was approved by council in 2017 and included the new Police Department, new Town Hall and expansion of the existing Community Center to add approximately 50,000 SF of gymnasiums and multi-purpose space to the campus.

The Police Department facility serves as the Town’s Emergency Operations Center and also houses the central Information Technology Data Center for the Police and Town Hall. This hardened facility is designed for continuous operations through storm events and allow Police and Town staff to occupy the building during and after a storm. Full generator capacity and redundancy of systems ensures the Town and Public Safety services to residents are uninterrupted from this critical facility.

The design team assisted the Town in obtaining over \$1 million in Federal grant funds for the building’s hardening.

Song + Associates served as prime architect, providing programming, site master planning, architectural and interior design, engineering (sub-consultants), and construction administration.

RELEVANT PROJECT EXAMPLE

CITY OF ST. CLOUD CITY HALL EXPANSION
ST. CLOUD, FLORIDA



OWNER CONTACT:
City of St. Cloud
1300 9th Street
St. Cloud, FL 34769
John Davis
407-957-7132
john.davis@stcloud.org

Through our Continuing Services Contract, Song + Associates was selected to serve as the Architect for the City of St. Cloud’s City Hall Lobby Extension Project.

SERVICES PROVIDED:
Architecture
Interior Design
Site Development + Approval
Engineering (Sub-Consultants)
Construction Administration

This \$3.9 million dollar, three story addition will create a secure lobby on the first floor, with improved building department space on the second floor accessed by escalators. The third floor will have additional office and conference space.

CONSTRUCTION COST:
\$3,900,000

The balance of security and welcoming public access in today’s governmental buildings is a critical concern but one we believe can be addressed through thoughtful design and collaboration with the owner. Both passive and active security measures are combined in a multi-faceted approach.

CONSTRUCTION COMPLETION:
2022 (est.)

PROJECT SIZE:
38,000 SF Police Headquarters
and EOC Facility
2,000 SF Hardened IT Data
Center

RELEVANT PROJECT EXAMPLE

ST. LUCIE COUNTY SUPERVISOR OF ELECTIONS
FORT PIERCE, FLORIDA



OWNER CONTACT:
St. Lucie County
4132 Okeechobee Rd.
Fort Pierce, Florida 34947
Gertrude Walker
(772) 462-1500

SERVICES PROVIDED:
Programming
Master Planning
Architectural & Interior Design

CONSTRUCTION COST:
\$6,000,000 (est.)

CONSTRUCTION COMPLETION:
N/A

PROJECT SIZE:
30,000 SF

Song + Associates was engaged to design a new Supervisor of Elections Facility for St. Lucie County. The project consisted of a new 30,000 SF building, with 20,000 SF dedicated to the Supervisor of Elections to serve the 204,000 registered voters of the County. The programming and master plan development was a total team effort with participation by County leadership, project committee members, staff end users, and design team members. Song + Associates facilitated meetings with the programming participants to identify, discuss, and prioritize values and goals that would impact the project, including institutional purposes, growth objectives, and technological criteria. Planned spaces included offices, storage, warehouse, a tabulation room, absentee ballot room, press room, and an early voting room.

The project was completed through design development and has been on hold. The County Commission tabled the project to reallocate funds to other needed areas.