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# RSQ No. 21-0914

Supervisor of Elections  
Building Design

LAKE COUNTY



TAB 3 | PROPOSED SOLUTIONS

THE  
**LUNZ**  
GROUP

# PROPOSED SOLUTION.



## INVESTIGATE



Upon initiation of the purchase order, The Lunz Group and its team members will start collecting, collating and thoroughly reviewing all of the raw data; including but not limited to existing building analysis, spatial needs assessment, service delivery, funding sources (existing and potential), surveys, industry trends, environmental studies, and meeting with individual key stakeholder groups, as this project may require.

Our goal in this phase is to view the problem from all angles with all parties early on in the process.

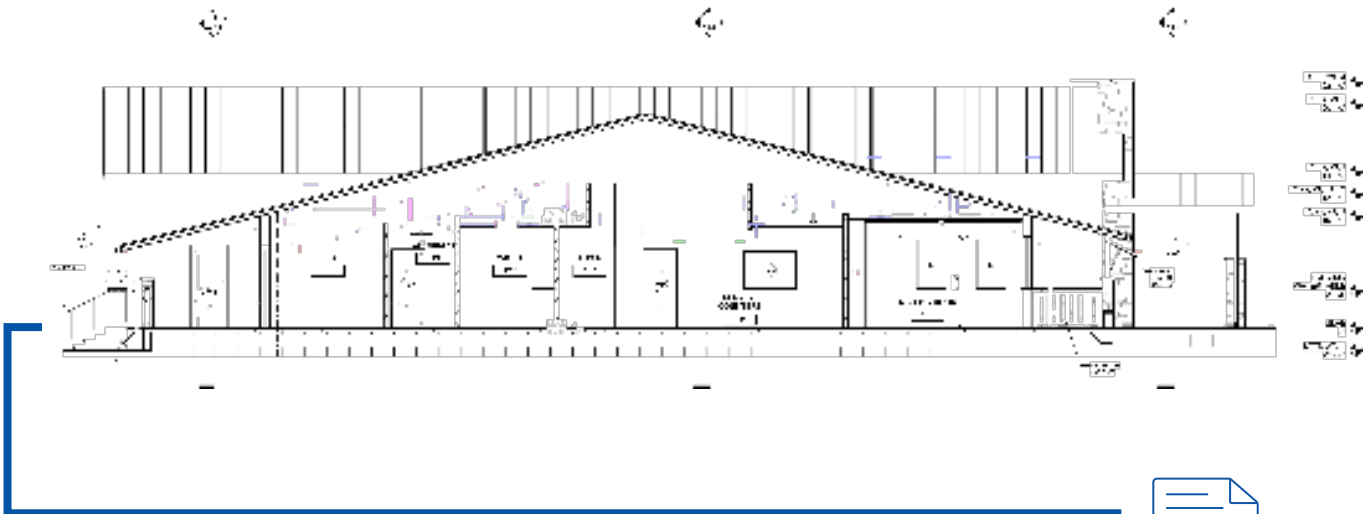


## COLLABORATE

After our goals, opportunities and potential roadblocks have been identified, we advise on our recommended approach based on after our communication and agreeing to our approach to the project, and will layout the design, creating a rough mass and floor plan. The result of this step is the schematic design for the project.



# PROPOSED SOLUTION.



## DOCUMENT



After the design has been approved, we will begin document production based on the needs of the project. The Lunz Team establishes milestones for document production based on your project timelines. At each milestone we deliver permit, bid and construction documents for stakeholder review.

Reviewers have ample time to review, capturing all feedback before returning to The Lunz Group who then resolves any issues or concerns raised during review. The final step of this phase is delivery of permit, bid and construction documents. Our goal during this phase is to deliver complete and accurate document set for use in permitting, bidding and construction.

## BUILD

This is the phase where the rubber meets the road. After delivery of the final set of permits, bid and construction documents, the project is ready to be constructed. The Lunz Group provides full bid assistance and construction administration throughout the project as required. We have an excellent record of providing contractors with thoroughly coordinated drawings and specifications on all of our projects. Our attention to detail and ability to fast-track submissions often means much less time in the permitting process - meaning a quicker project start-up for construction.



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# PROPOSED SOLUTION.

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## QUALITY CONTROL & ASSURANCE

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The Lunz Group relies on our QA/QC plan to assure work plan compliance. Our project quality assurance plan ensures that regular project review meetings occur to update information and verify schedule and budget targets.

**Our quality control structure consists of:**

**Principal in Charge** | Provides complete project oversight, ensuring all quality standards, timelines, budget guidelines and work plans are achieved.

**Project Manager** | Controls and designs the project and takes responsibility for overall communication and coordination.

**QA/QC Principal** | Acts as a third-party to the project, coming in during the documentation phase to review drawings and submittal through critical and detailed review.

We have found that by instilling this process in every project, our team is able to produce accurate and detailed drawings for permit, meaning less back-and-forth with department for approvals and a quicker turn around for construction kick-off. It also allows for us to remain on schedule, even during accelerated schedule projects.

Regular meetings are held with our consultants to discuss the status of the project. Timeline schedule charts and budget analysis are discussed; near-term deliverables are defined. This process alerts the team to tasks that are pending or falling behind schedule so that steps can be planned to bring those tasks back to schedule compliance.

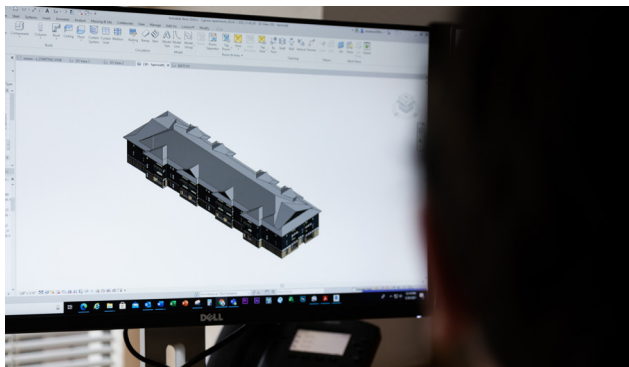
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## BUILDING INFORMATION MODELING

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**To meet the guidelines and the needs of Lake County, The Lunz Group provides advanced AutoCAD Architecture v. 2022 and Revit Software v. 2022 to more effectively utilize Building Information Modeling (BIM).**

In order to provide the best services to all our clients, our team has made significant investments in the latest high speed, broadband communication during the design process. We also provide systems for all areas of project work supported by a dedicated visualization team. We are ready to begin working on your projects immediately.



## OUR INNOVATIVE APPROACH

Often times creativity has the misnomer of being expensive. Our approach to design is that creative solutions are cost effective solutions. We add value through design. This is rooted in our design process. The first step encourages us not to only problem solve but seek out the problems. You can't solve a problem until you fully understand the interrelated parts of a problem. Our job begins with understanding all the what ifs, the indirect influences an issue has and the goals of the client. Below is just an example of a creative solution that has been implemented in our past projects:



## CAMPBELL CITY TAX COLLECTORS OFFICE

### Challenges:

- Accelerated timeline needed.
- The facility's design needed to fit into the demographics of Campbell City while differentiating itself to be recognizable as an Osceola County building.
- Impacted by global shortages, supply chain issues, and financing pressures due to Covid-19, the timing response during Construction Administration was particularly crucial.

### Solutions:

- Highly collaborative and engaged stakeholder group with regularly scheduled meetings.
- By working together with the County and the Tax Collector, our team was able to identify and integrate the desired residential and institutional features into one cohesive design that met both the County and the Tax Collector's expectations.
- Our team managed to stay on schedule thanks to our known ability to fast-track any submission, as well as our ability to work cohesively with the contractor. As a result, the Construction Manager asked for an extension of only 16 days to manage some of the provider's delays on orders.

The Lunz Group was the Architect of Record for the Osceola County Campbell City Tax Collector's project, which included architectural, site engineering, and planning services for the 11,000 SF new facility that accommodates a spacious welcome center, 16 clerk desks, waiting area for 100 people, as well as private offices, a print room, vault room, and a breakroom. A flex-room was included in the program to facilitate a space for the Supervisor of Elections office staff training and to serve as a voting precinct location.

**Construction began on October 16th, 2019, and 280 days later, the Campbell City Tax Collectors Office was up and ready for business.**