



STRANG

ARCHITECTURE ENGINEERING INTERIOR DESIGN // PERFORMANCE SPACE©

DESIGN & TECHNOLOGY

KEY STEPS OF THE FACILITY PLANNING PROCESS

Successful facility planning helps a business achieve its strategic plan.

Communication, trust, dedication and synergy are essential elements of a successful facility planning team.

Mentor Corporation utilized Strang's comprehensive design services to program and design their new 37,000 square foot office and manufacturing facility in Madison' University Research Park.



SELECTING PLANNING & CONSTRUCTION TEAM

An important objective should be to assemble an internal and external team with a broad range of expertise. Your internal building committee should include individuals with knowledge about your organization's vision, finances, operations and facilities.


At a minimum, the external project team should include an architect/engineer (A/E) and contractor with experience in your facility type. More complex projects may require interior designers, lab planners, brokers and landlords. Communication, trust, dedication and synergy are essential characteristics of a successful team.

DETERMINING SPACE NEEDS

If you are considering a building project - whether it's a remodeling, an addition or a move to a completely new facility - you have a series of important decisions to make. Your goal should be to identify and plan for the facility alternative that best helps achieve your strategic plan. The following narrative addresses key components of planning and building a new facility, and provides some tips on making the entire process successful.

The first milestone in your facility planning process is to determine your space requirements. A simple space needs analysis identifies the specific types and sizes of spaces that you need to accommodate current and future operations. The space needs analysis also verifies overall building and site requirements, assists in developing facility project budgets and evaluates the magnitude of facility expansion. A successful space needs analysis is aligned with a business plan, considers long-term vision and focuses on efficiency.

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Your Facility Planning Budget

HARD COSTS

- / Site development
- / Building construction
- / Tele/data
- / Signage
- / Contingency

SOFT COSTS

- / Land
- / Legal fees
- / Financing
- / Design fees
- / Permits
- / Furniture, fixtures & equipment
- / Commissioning
- / Moving

FACILITY PROGRAMMING

Programming determines general and special performance requirements for the space. General requirements include specific space sizes and adjacencies, mechanical systems, efficiency, flexibility and image. Special requirements include environmental controls/systems, special utilities, and user equipment. During programming, it's important to provide the A/E with thorough information, and to take time to dream. The resulting program concept plan and budget will assist you in determining when and if the building is feasible, and provide a foundation for facility development.

If you are considering a move to an existing space, the A/E team will evaluate whether the building is compatible with your operations, whether it offers adequate parking, storage and utilities, and whether it supports incremental growth.

BUDGETING

The project budget should be identified early in the building development process. The goal of budgeting is to strike a balance with your expectations for quality, quantity and value. The A/E will develop a budget from cost ranges based on the program, contractor input, historical costs, and an evaluation of hard and soft costs.

Hard costs include site development, building construction, tele/data, signage and a construction contingency of approximately five percent of the construction budget for unforeseen conditions and changes made to the design. Soft costs include land; legal and design fees; financing; permits; furniture, fixtures and equipment; commissioning; and moving.

SCHEDULING

It is never too early to begin the planning process for a building project. On average, nine months is a reasonable time frame to plan and construct a small remodeling or uncomplicated addition. A typical new building project may require 18 months for planning, design and construction, with additional time necessary if the site has yet to be selected.

THESE ARE JUST A FEW OF THE MAJOR ASPECTS OF A FACILITY PROJECT. IF YOU ARE INTERESTED IN MORE DETAILED INFORMATION ABOUT THE FACILITY DEVELOPMENT PROCESS, INCLUDING DESIGN AND CONSTRUCTION, PLEASE CONTACT STRANG, INC. (608.276.9200) FOR A COPY OF THE FACILITY PROJECT DEVELOPMENT GUIDE: A STEP-BY-STEP HANDBOOK TO PLANNING AND BUILDING A NEW FACILITY.