

## Scope of Work for Interior Design of New Office Building

### Overview

The scope of this contract encompasses the complete interior design services for a new office building, including conceptualization, planning, and detailed design development. The design must cater to the specific room requirements outlined and deliver a cohesive, functional, and aesthetically pleasing office environment.

For the new office buildings two versions of initial office layout should be presented. The detailed project will be developed based on the chosen concept, incorporating clients' comments, feedback and recommendations.

### Room Requirements

#### 1. Kitchen:

- Serve staff for both new and old offices.
- Minimum of two tables with four chairs each.
- The kitchen should include fridge, dishwasher, sink and microwave. As well as the outlet and connection points for water dispenser and electric kettle.
- Storage cupboards should be designed for dishes, and dry storage for expendable kitchen supplies.

#### 2. Office for Project Managers & Cost Estimation:

- Workspace for 6 people.

#### 3. Architecture Team Office:

- Workspace for 5 people.

#### 4. Procurement:

- Workspace for minimum 5 people.

#### 5. Large Meeting Rooms:

- Two rooms, each accommodating 10 people.

#### 6. MEP Engineers Office:

- Workspace for 4 people (electrical, mechanical, plumbing engineers).

#### 7. Individual Offices:

- Office for Construction Director
- Office for Chief Architect

#### 8. Separate dedicated space for DCC/Assistant close to construction director office

#### 9. Archive room (Place for storage of hardcopies documents for DCC)

#### 10. Technical room (Heating, CCTV, Electrical)

### Deliverables

#### 1. Conceptual Design Phase:

- Initial design concepts for each room.
- Mood boards and color schemes.
- Layout options for efficient use of space for the new (2 options).

## 2. Design Development Phase:

- Detailed floor plans and elevations.
- Selection of furniture, fixtures, and equipment (FF&E).
- Material and finishes specifications.
- Lighting and acoustic design.
- 3D renderings of key spaces.

## 3. Documentation Phase:

- Construction documents and specifications.
- Detailed drawings for custom furniture and built-ins.
- Coordination with MEP systems.
- Permitting documents and assistance.

## 4. MEP Design Phase:

- Mechanical systems design (HVAC, ventilation).
- Electrical systems design (lighting, power distribution, data cabling).
- Plumbing systems design (water supply, drainage).
- Coordination with architectural design to ensure seamless integration.

## Design Criteria

### 1. Aesthetics:

- Contemporary and professional office design.
- Use of sustainable and eco-friendly materials.
- Use sound-absorbing materials
- Cohesive color schemes and design language across all rooms.

### 2. Functionality:

- Efficient space utilization for each team.
- Ergonomic furniture and workstations.
- Adequate storage solutions.
- Flexible and adaptable meeting spaces.

### 3. Technology Integration:

- Seamless integration of AV systems in meeting rooms.
- Smart office solutions for lighting, climate control, and security.

### 4. Comfort and Well-being:

- Adequate natural and artificial lighting.

- Good acoustic control and soundproofing, especially between offices and between meeting rooms.
- Comfortable and collaborative work environments.

#### Responsibilities of the Interior Designer

##### 1. Consultation and Communication:

- Regular meetings with the client to understand requirements and preferences.
- Presentations of design concepts and progress updates.

##### 2. Coordination:

- Ensure design compatibility with structural and MEP systems.

##### 3. Budget Management:

- Provide detailed BoQ for cost estimates and budget tracking.
- Optimize design solutions to stay within budget constraints.

##### 4. Quality Control:

- Ensure high standards of workmanship and material quality.
- Address and rectify any design or construction issues promptly.

#### Timeline

- Conceptual Design: 2 weeks
- Design Development: 4 weeks
- Documentation: 4 weeks
- Final Handover (incorporating client comments): 1 week