



**ELEMENTAL
design**

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What IS the design process?








What DO you do all day?

N.T.: See US Court client's comments - this is a good email to receive!!! Thanks Suzanne and B. for all of the good work on this project!!!

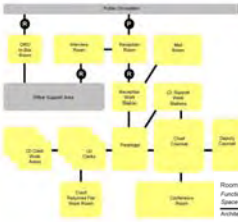
B.D.: All credit is due Suzanne; can we clone her?



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Step 1: Programming




Room Requirements/Summary						
Room Number	Room Name	Area	Count	Priority	Notes	Comments
201	Office	100	1	1		
202	Office	100	1	1		
203	Office	100	1	1		
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What DO you do all day?

- Define Scope
- Adjacencies
- Room List
- Build-out

You're amazing! I've sent these off to the Judge who made the suggestion. Nice timing, since G. and I mentioned how terrific you were to work with - and then you crank this back out in two seconds. Thank you!!



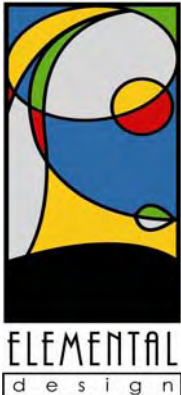
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Room / Area Build-Out

- Floor loading (heavy files need increased loading)
- Wall type (Ceiling high, Slab to slab, Sound conditioned)
- Ceiling Acoustic rating
- Ceiling Height
- Ceiling Type
- Door Type
- Door Hardware
- Security systems
- AV requirements
- Mechanical (separate zone, thermostat)
- Plumbing
- Lighting (type, dimmer, light level)
- Power (voltage, plug faceplate type)
- Communication (data telephone, cable)
- Finishes: Floor, Wall, Ceiling, Wall base
- Cabinetry or trim
- Anything else?

What DO you do all day?

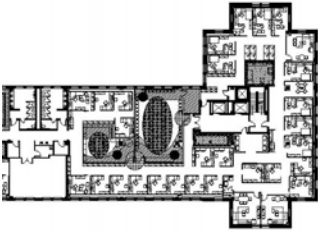
The Contractor has the costs for all your selected finishes. To the dismay of the Contractor, the total pricing for TI went downas you recall that was an issue and the reason for pushing for your presentation of color and materials.... So it looks like you scored a perfect "10"! Again, thanks for the hard work.



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Step 2: Space Plan

- Meet Code & Functional needs
- Does Furniture fit?
- Do doors hit furniture?
- Does space layout flow?
- Are views ok?
- Fix awkward spaces



What DO you do all day?

Kudos to you Suzanne, thanks for going the extra mile on this one!!!



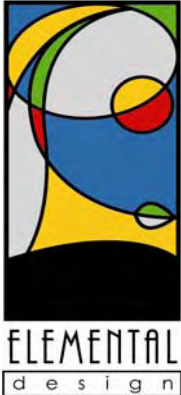
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Step 3: Design Drawings

- Construction Plan
- Lighting and Electrical Plans
 - Coordinate device locations with furniture layout
 - Vacuuming
 - Holiday Decorations
 - Special Electronic Equipment
 - Avoid fire and tripping hazards
 - Consult with Electrical Engineer, Lighting & Automation consultant

What DO you do all day?

Thank you so much for all of your hard work !!!! I appreciate your patience and all the extra time you had to spend to get the job done !!!!




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Step 3: Design Drawings

- Reflected Ceiling Plan
 - Design light layout
 - Design ceiling interest details
 - Resolve conflicts of lights, HVAC, speakers, fire sprinklers
 - Verify ceiling details and recessed lighting fit in structure
 - Work with Mechanical Engineer

What DO you do all day?

Hi, yes I am very pleased with Suzanne's work. She did a great job. Since I had never used this service before, I was not sure what to expect -- to say the least I was very impressed with the process and the results. I hope if we ever need this service again that we can work again with Suzanne.




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Step 3: Design Drawings

- Flooring Details
 - What finish goes where
 - Goal is flush finish transitions
 - Finish thickness affects concrete slab thickness
 - Coordinate electrical floor outlets BEFORE slab is poured (avoiding \$\$\$ loud guy w/ huge saw later)

Nice Job. I like the new look for the open office area and Shared Conference Rooms.

What DO you do all day?




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Step 3: Design Drawings

- Wall Elevations and Details
 - Design cabinetry
 - Special detail features
 - Extent of wall finishes
 - Make sure finish transitions work

Thank you--I would also like to take this opportunity to say--it was a pleasure working with you--this is the first time that I had to work so closely with an architect firm--and adjustments are not always easy--but the transition was effortless and the outcome was very productive. The professionalism and the technical assistance/expertise that I received from you and your co-workers was truly appreciated--thanks again. I look forward to working with you in the future.

What DO you do all day?



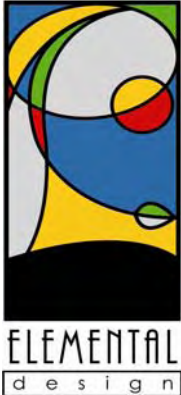
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Step 3: Design Drawings

- MEP (Mechanical, Electrical and Plumbing)
 - Consult with Engineers and IT
 - Make sure required chases and closets are accounted for
 - If not, redraw space plan to make all work in harmony together

What DO you do all day?

I just wanted to let you know that it is a pleasure working with you on our drawings. You are extremely efficient and are able to quickly understand our design ideas and changes.



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Step 3: Design Drawings

- Finish Plan
 - Plan showing special items
 - Spreadsheet of all finishes
 - Wall finish determines drywall texture / treatment needed
 - Details for tile patterns
 - Design start and stop of material repeats or joints

What DO you do all day?

Thanks! In case I haven't told you lately how much I have enjoyed working with you and how terrific you are . . . I have enjoyed working with you, you are a terrific person and interior designer. Thanks for everything!!




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Step 3: Design Drawings

- Specifications
 - Exact item to be purchased
 - Considerations
 - Function
 - Code requirements / testing
 - Life Cycle Analysis
 - Sustainability – Green Attributes
 - Maintenance
 - Availability / Lead Time

Thank you for the email below in further explaining your intentions. It is my overall feeling and understanding that your firm does strive to be professional and thorough in the design services that it provides. The detail given below is only further evidence of this.

What DO you do all day?



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Specifications


- Quality Decision
- What image / value does client want to convey?
- Value, like beauty, is in the eye of the beholder
 - Museum paintings = priceless
 - Grandchild photo = priceless

After I saw the 8 pages of questions and noticed the initial body language of the architect, I was concerned that they did not understand the value of our program and drawing package. But after the meeting--I know they were overwhelmed and I'm sure they understood the value of what we submitted and how much you put into getting the results to make our phase of this project a success that must be carried on.


What DO you do all day?

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You need transportation



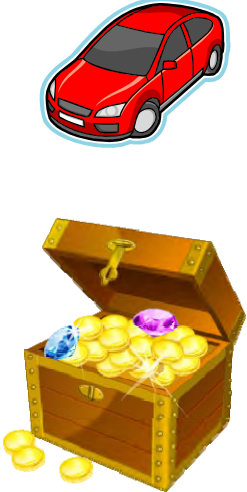
What DO you do all day?



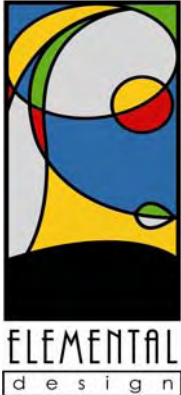
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What price range?

- Economy
- Affordable
- Upscale
- Luxury
- Super Luxury
- Exotic
- Muscle



What DO you do all day?




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What kind of Car?

- 2 seat
- Hatchback
- 4 door
- Make


Economy
2 or 4-Door/Automatic/Air




Compact
2 or 4-Door/Automatic/Air




Midsize
2 or 4-Door/Automatic/Air



Standard
4-Door/Automatic/Air



Luxury
2 or 4-Door/Automatic/Air



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**What
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Car Specification


- Year
- Model
- Color
- Options



Dealer Financing Insurance

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Interior Specifications

- Floor Finishes
- Wall Base
- Wall Finishes
- Ceiling Finishes
- Appliances
- Signage
- Cabinet Finishes and Hardware
- Light Fixtures and Lamp (light bulb)
- Plumbing Fixtures and Hardware
- Electrical Devices (outlets, switches, access panels)
- Furniture

What DO you do all day?

The church sanctuary came out beautifully, and I want you to know how very much we appreciate your help. The idea you had to cut open the entrance to the altar area was very helpful--I can tell a difference in how easy it is to enter it when I'm up there.



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Step 4: Color Scheme

- Concurrent with Design Drawing development
- Present color and furniture schemes to client
- Coordinate with details, specifications and drawings

What DO you do all day?

I received your final Design Intent set today. Haven't opened it yet, but seeing it reminded me that I have not said thank you to you, for all the work you've done and the patience and professionalism you exhibited while doing the work. It was a pleasure to work with you. Take care of yourself and I wish you continued success- you work hard for it.




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Step 5: Furniture

- FF&E - Furniture, Fixtures and Equipment
 - Separate package typically completed after Design Drawings
 - New / Relocated Existing Furniture
 - Plans coded to Specifications
 - Budget Compilation
 - Art Package

What DO you do all day?

Suzanne - I am sending you this STAR to say thank you for all of your patience, dedication, and all that it has taken to get this job done.



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Step 6: Construction Administration

- Ensure construction completed per drawings & specifications (legally binding documents)
- Problem resolution
- Site inspections
- Punch List prep and oversight
- FF&E Purchasing & Installation

What DO you do all day?

Just wanted to send you two a note of thanks for your professional manner and continued expression of knowledge in handling the project. The meeting went very well yesterday because of you.

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So THAT is what it takes...

- Who do YOU want making decisions for your money?
- Make sure you have a talented, experienced professional interior design firm looking out for you and your project's best interests!



What DO you do all day?

N.T.: See M.L.'s (US Courts client) comments - this is a good email to receive!!!
Thanks Suzanne and B. for all of the good work on this project!!!
B.D.: All credit is due Suzanne; can we clone her?

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Best Referrals

- Business Owners leasing or purchasing space
- Facilities Managers
- Commercial Real Estate Agents
- Commercial Mortgage Lenders
- Architects
- Contractors

Offices + Warehouses + Restaurants + Retail
Schools + Libraries + Museums + Casinos + Hotels
Courtrooms + Detention Facilities + Residential

What DO you do all day?



ELEMENTAL

Design, LLC

Tel 504.701.9994

Fax 504.458.6455

P.O.Box 872334

New Orleans, LA 70187

Capabilities Statement

Elemental Design, LLC is dedicated to improving quality of life. Our extensive expertise streamlines the design process. We provide functional, high quality design, within budget and on schedule. Attention to detail, integrity and communication ensure success.

Suzanne (Dummer) Stafford, IIDA LEED AP

Principal

suzanne@elemental-design.com

Services

- Master Planning
- Architectural Design
- Design Intent Documents
- Space Planning
- LEED Certification
- Construction Administration
- Programming
- Interior Design
- Construction Documents
- Furniture Specification
- Cost Estimating

Company Designations

CAGE:

DUNS:

EIN:

ORCA Registered

Key Personnel

Professional Registrations

Registered Interior Designer

LEED-AP

NCIDQ

Principal: Suzanne (Dummer) Stafford, IIDA LEED AP:

A licensed interior designer with eighteen years of diversified corporate and federal experience in architectural design, facilities programming, space planning, interior design, interior detail development, furniture planning and specifications. She has been responsible for the successful relocations of major governmental agency headquarters to new or remodeled locations with increased efficiency. She has programmed and space planned hundreds of thousands of square feet of corporate and governmental space in her career.

Certifications

WBENC WBE Certified

Small Business

Women-Owned Business

Louisiana State SE(HI) (Small Entrepreneurship-Hudson Initiative)

Louisiana State SEBD (Small and Emerging Business Enterprise)

Suzanne has ten years of experience managing projects procured under individual contract, facilities work orders* and multi-year Indefinite Quantity contracts* with the General Services Administration throughout GSA Region 4 (FL, NC, SC, KY, TN, GA, AL); Region 7 (TX, OK, LA, AR, NM); Region 9 (CA, NV, AZ, HI) and Region 5 (IL, IN, MI, MN, OH, WI)*.

*Work performed with previous firm

NAICS Codes

541310 Architectural Services

541410 Interior Design Services

541340 Drafting Services

Suzanne's knowledge in designing with state-of-the-art furniture systems and creativity in interior design solutions is unparalleled. She is noted for being an expert in programming and space planning. She develops imaginative, resourceful designs within the client's budget. Her wide-ranging involvement in projects of various sizes and complexity has augmented her ability to solve the programmatic needs of the user client.

SIC Codes

7389 Business Services, NEC

8712 Architectural Services

PSC Codes

C211 Architectural/Eng SERVICES

C215 A/E PROD ENG SERVICES

C219 OTHER A/E SERVICES

Suzanne has extensive experience providing technical expertise and technical quality control to design and modify projects to be in compliance with applicable building as well as fire and life safety codes and accessibility requirements. She is very familiar with all government regulations and standards.

