# NEXT STUDENT DESIGN COMPETITION

## GENERAL REMINDERS

1. Professors will be responsible to self-jury their students and only submit the best two projects (2) per independently taught class/studio for judging in this competition

2. All final submittals are to be sent to: design4next@gmail.com  All submittals are due by December 7th.

3. Submittals must be in PDF format and be **no greater than 20MB in file size** (no min/max on number of pages)

4. As a reminder, all student participants must be currently registered as juniors or seniors in their design program, or in a 5-year master's program where there is no bachelor's degree offered or a master's program where the students have no bachelor's degree in design or other previous design experience.

5. Students must submit an entry as an individual, not as part of a team.

6. ALL updated plans and program information are posted on our competition website: www.steelcase.com/design4next  Please make sure you have downloaded the latest information.

7. All questions must be submitted by October 8th and all questions must be submitted to: design4next@steelcase.com

8. Each student participating MUST individually register no later than October 8th to be considered eligible. Students can register by going to this link: NEXT Registration link

**FINAL - QUESTIONS + ANSWERS – Questions submitted through October 8, 2018**

**Q:** Are the students to provide 4 additional offices for the visiting colleagues or are those colleagues to use the (4) private offices?

**A:** As stated in the program at the bottom of page 9, you are to provide an additional four workspaces for anyone who may be visiting. We left this workspaces and intentionally did not define these as offices.  They may be private offices, additional open office work areas, small conference huddle rooms, etc. This is up to each student to determine what type of spaces they choose for these additional four workspaces for this office comprised of all shared spaces.

**Q:** The REVIT file was quite a mess, loaded with a lot of things from a past project that made it cumbersome.  It had to be cleaned up extensively. Having said that, some students don't used REVIT and asked whether the files were available in Sketch-Up platform?

**A:** Unfortunately, this is the only revit file we were provided for this space and this is our first year of providing a revit file…we are learning through this process. Our apologies if this isn't useful.  We do not have a file available in Sketch-Up.

**Q:** Can a raised flooring system be used in the two suites?

**A:** Yes, a raised floor may be used if that meets your student's design intent.

**Q:** Are we allowed to use products from Orangebox in our space since it was recently acquired by Steelcase, but the acquisition occurred after the launch of the competition?

**A:** Yes, you are permitted to use Orangebox in the space; however, please keep this limited to the areas where we have mentioned the other partners (Reception and WorkCafe) as it would be impractical to use these products extensively throughout for a project in Denver since it is manufactured in Europe. It would be unrealistic from a cost and lead time perspective.

**Q:** Is the interior window of suite 150 looking into the lobby is an A type? The graphic on the plan look different, please advise

**A:** Yes, this is a Type A window.

**Q:** Why is the patio a different size one the floor plan than on the google maps satellite view?

**A:** We are not sure why it looks different on Google Maps satellite view. Please use floor plan provided (not Google maps) for the competition.

**Q:** Would things such as raised flooring or long running pergolas be considered architectural features or part of the 20% custom?

**A:** Those would be considered architectural and not be part of the 20%

**Q:** Does the exterior door to patio 1 need to stay or can we relocate it?

**A:** Everything must remain as shown for this.

**Q:** Can the open office workspace be split between the two spaces or must it be together in one space?

**A:** Yes, the locations of these can be determined by the student to meet their design intent. Our only direction is ensuring the appropriate number of workspaces are provided overall.

**Q:** If the design for Suite 100 requires two exits, are occupants allowed to exit through the door to the outdoor patio?

**A:** Yes; however, there are actually three exits including the loading dock door.  Additional note: there are stairs at loading dock door and the patio door from patio #2 to street so both are considered egress doors.

**Q:** Page 6 indicates that doors may be located along the blue lines. The floor plan shows both glass and solid walls along these lines. May students modify the materials along these lines?

**A:** Yes, these may be modified to meet the student's design intent.  However, please note as stated in a prior Q+A response…the security desk in the lobby may not be relocated so that should be considered for that area.

**Q:** I have a student that has expressed concern that the columns along the plan north wall in Suite 150 and the southwest columns and north columns in Suite 100 are not shown in the Revit model. These columns are clearly indicated on the PDF plan in the client overview. For consistency, are students required to plan around these columns?

**A:** We just checked the CAD file and the columns are there. The CAD file and PDF should be used as the primary plan for reference.  We are unsure why they are not appearing in the Revit file; however, we know there have been

modifications to that file. There are indeed columns in the areas you have indicated (and as shown on the CAD/PDF files) and students must plan around columns in these areas.

**Q:** I have 2 students who forgot their passwords for the site and the "reset password" function is not sending them a link to reset via email. Can you help us sort this out?

**A:** I am unaware of a password for our NEXT website or registration link. Would you mind having them send me a screen capture of where it is asking for a password?

**Q:** Do the spaces that have specific square footage requirements have to be exact?

**A:** For the spaces where we have indicated a specific square footage, we have provided a range. Students should remain within these ranges. For the spaces we haven't provided a specific square footage (conference rooms, etc.), students need to ensure these spaces meet the number of occupant and ADA requirements.

**Q:** Can there be a door from the larger space out to the patio in the front of the building?

**A:** There are already doors from Suite 150 to patio #1...the Window Type B is an operable folding glass door. Please zoom in on page 4 of the Client Overview and Program and page 3 of the most recent Q+A document dated 9/28/18.

**Q:** And, related to the above, can we add an awning over the patio to incorporate the concept to the outdoors?

**A:** No, this would be a decision that would be made by the building owner and the Downtown Denver Partnership and is considered out of scope for this (interiors) competition. However, we understand what you are seeking to accomplish to make the space more functional. You may want to consider incorporating some of the products available by one of the new Steelcase partner companies – **Extremis** https://www.extremis.com/en/collection This could also be useful for the other patio as well.

**Q:** What fabric manufacturers can be used? Are all the graded-in fabrics considered to be within the Steelcase family? If a different COM is used, is that counted towards the 20% custom?

**A:** For reference, Designtex is a Steelcase company and has many great offerings. However, for the competition, students may use any textile manufacturer they wish and this does not count against the 20% custom.

**Q:** Do all of the Steelcase partners fall within the 80% Steelcase requirement? [Listed on the Steelcase website are: Blu Dot, Bolia, Extremis, FLOS, Microsoft, Mitchell Gold + Bob Williams, SnapCab, Viccarbe, West Elm] Only some of the partners are noted in the program. One student was particularly interested in Viccarbe, which is not noted in the Next program.

**A:** Yes. Students may use Viccarbe or any of the listed partners; however, these partners should be used in the areas we have stated are appropriate (Reception and Work Café).

**Q:** It seems like there is a ceiling in the Revit file at 10' AFF. This can be deleted, correct?

**A:** Yes, this may be deleted as it is apparently an oversight on the file.

**Q:** There are double doors into Suite 150 from the sidewalk on Market Street. Are those doors "key card" access only? exit only? lockable? open to the public? Can students make their own assumptions about the door hardware and locks?

**A:** Assume the doors to the lobby are unlocked during normal business hours. The direct entry doors on Market Street and 15th Street are card key access. Students may make assumptions on their hardware choices.

**Q:** The program states that the building is LEED Silver Certified. We have been able to find a scorecard for LEED-CI for the Chamber of Commerce interiors; however, we can't find a scorecard for the overall building core + shell. Is the entire building LEED Certified? If so, could you share a link to the building's LEED scorecard?

**A:** For the competition, assume is it LEED Silver for both.  We do not have certificates to provide.

**Q:** Our students are having a lot of issues with the Revit file. One student who is working with a tutor, said the tutor explained: Seems like the file was extracted from another project and did not extract enough stuff to be used correctly, issue with the collaborative file control/the file that's holding all of the key information is turned off and cannot be used.  Is this up to the students to correct?

**A:** Unfortunately, this is the only revit file we were provided for this space and this is our first year of providing a revit file…we are learning through this process.  Our apologies if this isn't useful.

**Q:** Is it possible to go below the floor level?

**A:** No, that would not be feasible and would be out of scope for this competition. Plus, there is a parking garage below.

**Q:** Is the core of the building the same ceiling height as the rest of the floor?

**A:** Assume yes for the competition and this area is not in scope.

**Q:** If the ceiling height is listed 14' from slab to slab, yet everything is exposed (i.e. havoc, other mechanical parts), how much space do theses systems take up?

**A:** Assume approximately 2'-0" for the competition.

**Q:** Is it possible to break through the facade?

**A:** No, that wouldn't be realistic for this project.

**Q:** Are we allowed to add awnings to Outdoor Patio #2?

**A:** No, this would be a decision that would be made by the building owner and the Downtown Denver Partnership and is considered out of scope for this (interiors) competition. However, we understand what you are seeking to accomplish to make the space more functional.  You may want to consider incorporating some of the products available by one of the new Steelcase partner companies – **Extremis** https://www.extremis.com/en/collection  This could also be useful for the other patio as well.

**Q:** Does the Emergency Exit on the east side of the building need to remain clear/ be able to be used?

**A:** Yes, this must remain.

**Q:** Are all the systems (havac, janitorial storage, etc.) in the core of the site, or should we allocate space within the confines of the tenant suites?

**A:** Assume these are in the core and there is no need to add these to the tenant suites.

**Q:** Can we add an elevated platform to Patio #2 to create a private, outdoor area accessible from Suite 100? Platform will not affect space below.

**A:** That would be out of scope and would be difficult to accomplish to meet ADA requirements.

**Q:** Can we enlarge the existing windows and/or replace their type?

**A:** No, the windows should remain as they are.

**Q:** Can we replace existing straight/orthogonal walls with curved/non-orthogonal? Ex: Restrooms and Main Lobby walls.

**A:** The only walls that can be modified are indicated in blue on page 6 of the Client Overview and Program. These could become curved walls if they do not impede the lobby or minimize the square footage of the not in scope area. The restroom walls are not in scope and should remain as they are.

**Q:** Are suite entry doors required or can the spaces be left open?

**A:** There needs to be doors. This building is occupied by multiple tenants on the floors above and there would be a lot of foot traffic through the lobby to the elevators as well as providing a more secure environment for the NEXT employees.

**Q:** Is there a maximum width for the exit/entry doors?

**A:** The exit/entry doors must comply with all codes and regulatory guidelines.

**Q:** Can a column be removed/relocated if supplemental structure were to be provided?

**A:** The columns must remain in place as they are.

**Q:** Can you provide a Revit file that is in an architectural template? The current is engineering.

**A:** Unfortunately, this is the only revit file we were provided for this space and this is our first year of providing a revit file…we are learning through this process. Our apologies if this isn't useful.

**Q:** The columns in Suite 100 & 150 vary in look (one poched the other not). Are the poched columns concrete or is this merely a graphic or modeling issue?

**A:** Assume all columns in both suites are I-Beam columns that are wrapped in fire rated drywall assembly. However, if students wish to fully expose the I-Beams they may.


**QUESTIONS + ANSWERS – Questions submitted through September 28, 2018**


**Q:** Do you need a room just for work files/storage/catalogs, etc. Is the resource center storage adequate for this purpose?

**A:** As mentioned in the program, NEXT is attempting to go paperless as much as possible and utilize the cloud. Assume the storage in the resource center is enough storage.

**Q:** Have you set up guidelines as to where we can place water walls for plumbing? Does it need to be as on the plan currently or can we design a wet wall elsewhere?

**A:** For purposes of this competition, you may place plumbing where needed.

**Q:** How many employees are in the office on an average day?  You noted that all 40 are seldom there at one time.

**A:** It varies from day to day. Please focus your attention on the required spaces and quantities required and know that on few occasions everyone might be in the office.

**Q:** In your impromptu collaboration spaces what might be the activities; i.e., do you need drawing surfaces, etc.

**A:** Most of these interactions would be impromptu face-to-face communication.  On occasion, these conversations may lead to more in-depth discussions and transition to the need for visual display or retrieval of documents from the cloud.  You may want to consider your adjacencies when planning these zones.

**Q:** How much space is needed for pin-up areas.  Can a whiteboard double as a pin-up space?  How big of documents are being pinned up?

**A:** Whiteboards can definitely be used as pin-up spaces.  The largest documents to be pinned would be 30" x 42" and a variety of sizes below this.  Please place as many and sizes as needed to meet your design intent.

**Q:** Are there known adjacencies?  Which employees meet with clients most often?

**A:** Both of these questions have already been answered.  Please refer to the recently posted Q+A from September 21st.

**Q:** On the programming information its indicated that there will be 40 employees and all 40 employees are required to have a docking station with dual monitors and use of laptop. Does it mean that 80 monitors should be installed for use of all employees or can we assume that some will work on dual monitor stations and some others on laptops and once needed they can change? Please clarify.

**A:** The only locations with access to dual monitors are the shared private offices, open office / individual work areas, and reception area.  Since this is a mobile working environment, they will have access to these as needed when they use these spaces.

**Q:** When looking at previous questions, there was a mentioning that we need to follow the AutoCAD file for all building related matter. However, there are no doors to the smaller outdoor patio on the Revit file or the AutoCAD file. But when looking at Google Maps view of the building, the doors are shown in the middle two windows. Should we plan to have the doors in these locations?

**A:** Window Type B is an "operable curtain wall", which are used as doors to the exterior patio.

**Q:  Window A:**
You have clarified that window pane A measures 28" h x 29" w and has a 2" mullion between the adjacent panes.  Is this correct?

The photograph of Window A shows 5 panes of glass which would then measure 12'-6" high including the dimension of the mullions.  However, your clarification in a recent Q&A says these windows measure 10' high, but that would only allow for 4 panes of glass, not 5 panes of glass as shown in the photo.  Which is correct?  4 panes of glass or 5 panes in window type A?

What is the correct total height of window A?

**Window B:**
From the information provided, we understand the glass door height with frame to be 6'-10". There is a 1'-0" drywall header above making this total height to the bottom of the windows, 7'10". Is this correct?

If the windows above the glass doors measure the same as Window A (32" h x 33" with mullions), this would bring the total height of the top of these windows to 8'-6" high. Our concern is that these windows would not align with the adjacent Window A as is shown in the photo.

What are the correct dimension of the doors?
What are the correct dimensions of the windows above the doors?
What is the correct finished total height of this curtain wall B including the windows above?

**A:** Window Type A is 12'-0" high. There are 5 panes of glass, but upon further inspection, they are not all equal and nominally around 28". Feel free to modify these so that they are 5 equal panes. Window mullions are 2" thick. See the image below for dimensions to clarify Window Types A and B. The overall ceiling height is 14'-0".

**Q:** On one document it states a minimum of 3, maximum of 7 renderings. But on a different document it states a minimun of 5 renderings, maximum of 10. Which is correct?

**A:** Our apologies for the discrepancy. The correct count is minimum of (5) renderings, maximum of (10) as stated on the Contest Background and Judging Criteria document. The other totals reference the counts from prior competitions and we missed updating it on the other document. The reason for the change was based on feedback from our professional judges…they wanted to see more views of the space through renderings.

**QUESTIONS + ANSWERS – Questions submitted through September 21, 2018**

**Q:** Where is the existing entrance to Suite #150 off the main lobby? There is a door off the street but no door off the lobby indicated.

**A:** This is the current condition…Suite 150 was designed with the intention to enter from the street or the building vestibule for the prior tenant. You may choose to place/add entry to the main lobby in any of the locations as noted on page 6 of the program.

**Q:** Locations of Type B and Type C windows are noted- where are type A windows located?

**A:** Per the mention on page 4, assume all windows are Type A (unless they are noted as Type B or C.

**Q:** Are there existing type A windows at Suite #100 facing the lobby, as well as at Suite #150 facing the lobby? Must these remain or can a solid wall be put there?

**A:** Yes, there are Type A windows in these locations. Yes, students may change to solid wall if this meets their design intent. It is permitted but not required.

**Q:** Can the existing Security Desk location in the lobby be moved? You indicate that that is an area where we can place a new door.

**A:** No, this area is not in scope and as a tenant of the building they wouldn't have a say over the building lobby.

**Q:** Can we affect the exterior guardrail at out door patio #1 and especially the wrought iron fence/gate at Outdoor Patio #2?

**A:** No, this is the current condition and part of the building construction and Patio #2 is owned by the building and available to all occupants of the building including the NEXT employees.

**Q:** In Key Factors- what does transparency of information to clients and employees mean?

**A:** This is merely a reference to being able to visually show/demonstrate information about projects, culture, employees news and information in various locations as referenced in the space/program requirements.

**Q:** In SPACE – Eliminate owner /assigned private offices. Does this mean that there are NO assigned offices. Everyone just chooses the enclosed space they want for the day or the function?

**A:** There will be no (owned/assigned) private offices. NEXT would like to make private spaces available to the entire staff on an as-needed basis.

**Q:** Are the adjacencies in the Zone diagram just suggested or required?

**A:** This is merely a graphic to represent the five key spatial zones NEXT would like to see reflected in their space design and was not intended to suggest any adjacency.

**Q:** Is there only one of each zone? Or is there one of each zone in each Suite?

**A:** The size, location, ratio, and location of each zone shall be determined by the student. There is no requirement for these to be in each suite but rather these zones be achieved overall.

**Q:** Can zones be split into smaller areas?

**A:** The size, location, ratio, and location of each zone shall be determined by the student.

**Q:** Do all program areas need to be in each Suite? Or do the program areas get distributed between the 2 suites?

**A:** These were intended to be distributed between both suites.

**Q:** Do the Employees have assigned desks? What about reception But Employees are not assigned offices. are not assigned offices, correct?

**A:** The only employee with an assigned desk is the receptionist. All others are free address where they can choose between the variety of spaces within the program requirements to accomplish the type of work they must complete.

**Q:** Since no Brand Identity was supplied ( either in brand story, logo, brand colors, etc.) we are assuming student may design the brand identity package for NEXT.
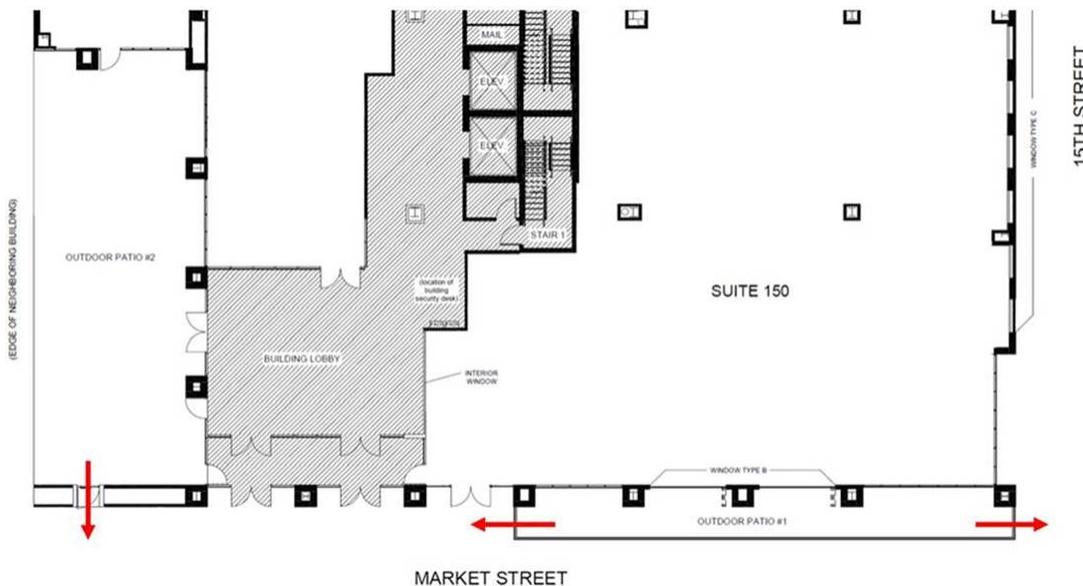
**A:** Each student is to develop their own brand identity for NEXT.

**Q:** Does fire suppression in ceiling (page 4) refer to protective coating on deck or sprinklers (or both)?

**A:** Both

**Q:** Is there a gate to the sidewalk on Patio #1? One is shown on the AutoCAD file but not on the PDF plan.

**A:** Exterior gates are indicated with red arrows below:



**Q:** Is the 29" horizontal and 28" vertical for Window Type "A" a measurement to the center line of the mullion or to the edge of mullion?

**A:** The dimension is measuring inside edge to inside edge of the mullion (essentially measuring the glass inside the mullion). Mullions are approximately 2" wide.

**Q:** What is the height of the soffit above Window Type "A" and "B"? Does it run to deck?

**A:** Assume window types "A" and "B" are 10' high. The soffit above is 4'high.

**Q:** What is the depth of the soffit above Window Type "A" and "B"?

**A:** The soffit is about 2' deep around these windows.

**Q:** Is the window noted as "interior windows" (Suite 150 just inside the lobby entrance) to be Window Type "A" or is it just a solid expanse of glass?

**A:** Yes, assume this is to match window type "A".

**Q:** What is the bump-out in Suite #150 along the egress stairs? Is this extra space for plumbing chase?

**A:** This is the existing condition and should remain.  We are unsure what is behind it in the actual built condition.

**Q:** The VR space, will it be an active engagement of VR or is it meant to be more passive (sitting) experience?

**A:** Assume NEXT would like the virtual reality zone to have an active engagement where their clients can experience spaces that are up for lease as well as projects that have been completed and designed.  This can also be a multi-media solution where they can also demonstrate the spaces for a larger group of clients.

**Q:** What is the gender breakdown in the office?

**A:** NEXT is a fictitious client.  For the purposes of this competition, please consider designing in a gender neutral way. Especially given this is a highly mobile/free address working environment, that may be the appropriate design direction.

**Q:** What is the age breakdown in the office?

**A:** Like above, please design to the needs for accomplishing the work process, not to a person's age.

**Q:** Organizational chart of the company or could they clarify chain of command?

**A:** Assume the management on-site run the overall operations of the office.  Senior Brokers are independent contractors.  Brokers are a combination of reporting to Sr. Brokers and/or management.  The rest of the employees report up through the local management team with the exception of the interns – they report into broker and project management teams.  The local management reports to the executive team (CEO, COO, etc.) elsewhere.

**Q:** With one of the goals being attracting new talent; should we be designing for more than 44 employees or will the 4 "extra" stations fill new hire needs?

**A:** Yes, the four (4) extra are for future growth.

**Q:** What is the typical exterior wall assembly for the brick facade?

**A:** We are unsure of the wall assembly, you can make assumptions to meet your design objectives or design program requirements.   Here is a photo of the brick exterior of the existing condition (see below)

**Q:** Where are the plumbing walls (if any, along the interior side of the suites)?

**A:** For purposes of this competition, you may place plumbing where needed.

**Q:** What are the interior wall types?

**A:** Drywall construction.

**Q:** What is the floor assembly?

**A:** Concrete slab.

**Q:** In what ways is the building Certifiably Green Denver? Are there score cards available?

**A:** The building is the Denver Chamber of Commerce building. We do not have score cards available, but please visit their website at https://denverchamber.org/about-us/our-space/ for more information.

**Q:** Can we provide alternate furniture options besides Steelcase? (aside from 20% custom)

**A:** All product from manufacturers are to be from the Steelcase family of brands (or Steelcase partner brands as indicated for certain areas). Any other product would need to be "custom designed" product and not to exceed 20% of the entire solution provided.

**Q:** For window type C, can we eliminate the window if we are eliminating the built-in box?

**A:** No. The windows will remain; however, the built-in (interior) box may be removed.

**Q:** Is there anything specific we should pay attention to from the list of referenced real estate firms, or is it just a general reference?

**A:** These were general resources for reference and we have no intention of directing your attention to anything specific. You are free to use or not use as you wish.

**Q:** Are there specific branding guidelines for NEXT? (fonts, color, logo, etc) If not, is it our responsibility to come up with branding for NEXT?

**A:** It is the responsibility of each student to develop their own branding for NEXT.

**Q:** Can we go over / under the approximate square footage indicated per room type?

**A:** Please accommodate the range guidelines provided in the program and/or design to the code needs for other occupancy of spaces with no range provided. The most important design consideration should be to meet the design criteria as stated in the program.

**Q:** Can you increase the quantity of rooms? For example, can we stay within the square footage but have two separate Wellness rooms?

**A:** You may increase the number of spaces (assuming each meets the program requirements) and no other required spaces are eliminated.

**Q:** Could the virtual reality space be a part of other rooms / Does it need to be a designated room?

**A:** This space may be incorporated into another space and/or in a designated space. It may be in a room, it's own room, or out in the open. The program requirements should be met; however, it is up to each student to decide how it executed.

**Q:** Is the connect zone to be viewed by the public or employees only?

**A:** This space was intended for internal communication purposes. It would most likely not be in the most public spaces; however, if it was viewed by a client that is in the space it wouldn't be an issue. It doesn't need to be in a private space.

**Q:** What's the difference between the mail next to the elevator and the resource center?

**A:** The mail next to the elevators is for the building and not in scope. The resource center is internal to NEXT and should meet the function as stated in the program.

**Q:** We found solar panels on the roof, does that service our floor? What do the solar panels do? Is the building fully run on solar power?

**A:** This is unknown. You may make any assumptions here to meet your design considerations.

**Q:** What kind of HVAC system is it? Central or individual controlled?

**A:** For the purposes of this competition, assume individually controlled.

**Q:** What is the bathroom layout/plumbing walls within the bathroom? (how is the "existing" appliance to the code? in terms of # stalls and/or sinks)

**A:** The bathrooms are in the not in scope area and do not need to be considered for the purposes of this competition If you choose to change the bathrooms to meet the requirements of your design curriculum, you may choose to do so; however, this will not be considered as part of the evaluation of student submittals.

**Q:** What kind of windows are there? Tinted? Double pane? etc? (there are only TYPE listed)

**A:** Not tinted, single-pane.

**Q:** In Suite 150 there is a detailed description of existing flooring, what is the existing flooring for Suite 100?

**A:** You may use whatever flooring works best for your design in (both) suites. Assume a concrete slab for the existing floor.

**Q:** Can we add a bathroom within Suite 150 or 100 for direct access?

**A:** If the student chooses to add a bathroom within the in scope part of this project (Suite 100 or 150) for the competition, they may choose to do so; however, the focus needs to be on meeting all the other program requirements that will be used for evaluation before adding any bathrooms. Before adding any bathroom's within the "in-scope" portion of NEXT, you must ensure it meets all local and regulatory codes.

**Q:** Are the lockers intended to be what one might think of as traditional lockers or can they be some sort of cabinetry solution? Are the lockers in a separate room or are they in the open space adjacent to the work areas? Or somewhere else?

**A:** No, the reference was to "individual locking storage" not lockers. There are numerous options (pedestal files, lateral file cabinets, high density storage, etc.) available from Steelcase for these.

**Q:** Can you provide more descriptives that help define the company culture?

**A:** There is a high sense of urgency and expediency in always trying to find a competitive advantage because the competition in this industry is fierce.

**Q:** Please provide more descriptives regarding the corporate brand.

**A:** Each student is to develop their own brand identity for NEXT.

**Q:** Could you outline the job descriptions for each employee type? *(Management, Sr. Brokers, Brokers, Project Managers, Transaction Mgr, Property management services , Abmin support, receptionist, Interns)*

**A:** As this is a fictitious client, we do not have these; however, researching these job functions on the suggested companies websites (see page 17 of the program document) and also searching on Glassdoor: https://www.glassdoor.com/index.htm

**Q:** Which employees are considered to be "management" within the company? i.e. CEO, COO, CFO.

**A:** The local (management) would be managing directors.

**Q:** Can you clarify the level of privacy needed for each employee type? *(Management, Sr. Brokers, Brokers, Project Managers, Transaction Mgr, Property management services , Abmin support, receptionist, Interns)*

**A:** Assume the client overview program and the required spaces are appropriate for levels of privacy needed for NEXT

**Q:** Is there a hierarchy between employees? If so, can you outline this hierarchy for us?

**A:** Assume the management on-site run the overall operations of the office. Senior Brokers are independent contractors. Brokers are a combination of reporting to Sr. Brokers and/or management. The rest of the employees

report up through the local management team with the exception of the interns – they report into broker and project management teams.  The local management reports to the executive team (CEO, COO, etc.) elsewhere.

**Q:**  Are there any critical space adjacencies between employees or rooms that we should know about ? Are there any employees who need a "fixed" space to go to regularly?

**A:**  There are none. Adjacencies to be determined by student based on design decisions.  The only fixed (dedicated) workspace is the receptionist.

**Q:**  Which of the employees meet directly with clients on a regular basis? What happens at these meetings in the office?

**A:**  Senior Brokers, Brokers, and Project Managers would be the ones meeting with clients on a regular basis.  Many of their meetings would be off-site; however, when in the office with clients, the meetings would be presentations to clients or potential clients.

**Q:**  How often do visiting employees (from Dallas) visit the office in Denver?

**A:**  No more than a few times a year.

**Q:**  Are we to furnish the outdoor patio #2 even though it is used by everyone in the building?

**A:**  Yes

**Q:**  Can a restroom/shower be added in our space?

**A:**  If you wish to add a bathroom/shower into the NEXT space for the competition, you may choose to do so; however, the focus needs to be on meeting all the other program requirements that will be used for evaluation before adding any bathrooms/showers.  If they are added, you must ensure they meet all local and regulatory codes.

**Q:**  Can we include a complete RCP for the entire project or should we only submit the RCP's as noted in the client profile?

**A:**  Yes. Though this is only required in the stated spaces, you are free to submit a complete RCP for the entire project.

**Q:**  Can we divide groups of workstations in the open offices with custom millwork or Steelcase cabinet solutions?

**A:**  Yes.  How you divide the space or groups between workstations is up to each student's design intent.

**Q:**  If a student wanted to include multiple levels in the space, does everything need to meet ADA requirements w/ ramps, or can some elements (like a conversation pit) be inaccessible?

**A:**  Everything must meet ADA requirements and be accessible unless there was an equal "conversation pit" that was accessible as the inaccessible one

**QUESTIONS + ANSWERS – Questions submitted through September 14, 2018**

**Q:**  The Official Rules document indicates 20% of the project can be composed of custom applications in feature areas. How is the 20% defined? Seeking clarity if the custom 20% is of projected cost, quantity, volume, surface area, etc....

**A:**  This would be anything custom built that is (furniture related) and is not a solution provided by one of the many Steelcase brands (ie: reception station, custom millwork, etc.).  The 20% would merely be an estimate of all the solutions provided by the student in total (count/quantity).

**Q:** There is some confusion of what furniture can be used where. The program document indicates that some spaces are to use selections from Steelcase, where other indicate partner products can be used. The judging criteria document only indicates products are to used from the Steelcase portfolio and partner lines. Is it acceptable to use partner products in any space. Or shall the furniture selection space recommendations found in the program document be followed strictly when considering furniture selections for specified spaces?

**A:** We are asking for the majority of the NEXT spaces to have Steelcase Inc (Steelcase, Steelcase Education, Steelcase Health, Coalesse, Turnstone, Polyvision) products. However, there are areas noted on the program where additional partner products could be considered. These are merely considerations/suggestions for ONLY these areas as we wanted to bring attention to the full breadth (including all – new – partners in certain areas as they may be good solutions).

**Q:** What job title(s) make up one project team? For example does a typical project team consist of (3) brokers+(1) PM + (1) Admin?

**A:** Project teams always vary by client and scope of the project. The PM's and Admin roles will work with multiple teams simultaneously. As long as your spaces meet the required number of occupants, that is what is most necessary to meet the objectives of this competition.

**Q:** Please rank the employee types from which spends the most % of time in the office, to which spends the least % of the time in office (and include percent?).

**A:** Receptionist (100%), Admin Support (95%), Interns (80%), Management (75%), Transaction Manager (75%), Project Managers (50%), Property Management Services (50%), Brokers (40%), Senior Brokers (30%)

**Q:** Is your VR display type portable through out the whole office? Or only used in the "large pitch" room?

**A:** Mobility or lack thereof of the VR solution is up to the student's discretion to meet their design intent. It is not required to be inside the large pitch room; however, it may be if that meets their design intent; however, if not inside that space it must be in close proximity.

**Q:** Does "VR Zone" display a generic VR scene for people to try out, or are clients' projects shown in there?

**A:** It would be both. Example: a generic VR scene could be always looping; however, a client specific project could be shown as needed.

**Q:** There are several elements in the Revit file that don't show up in the pdf of the floor plan. The Revit file has several different flooring materials, some ceiling elements, etc. We are assuming these elements can be deleted from the model and aren't needed for this project. Please confirm these items can be deleted - see attached screen shot.

**A:** Yes, all of those elements can be deleted from the Revit file. The CAD file and the PDF files are the basis of the design intent so for any discrepancies with the Revit file, please refer to the CAD file for verification.