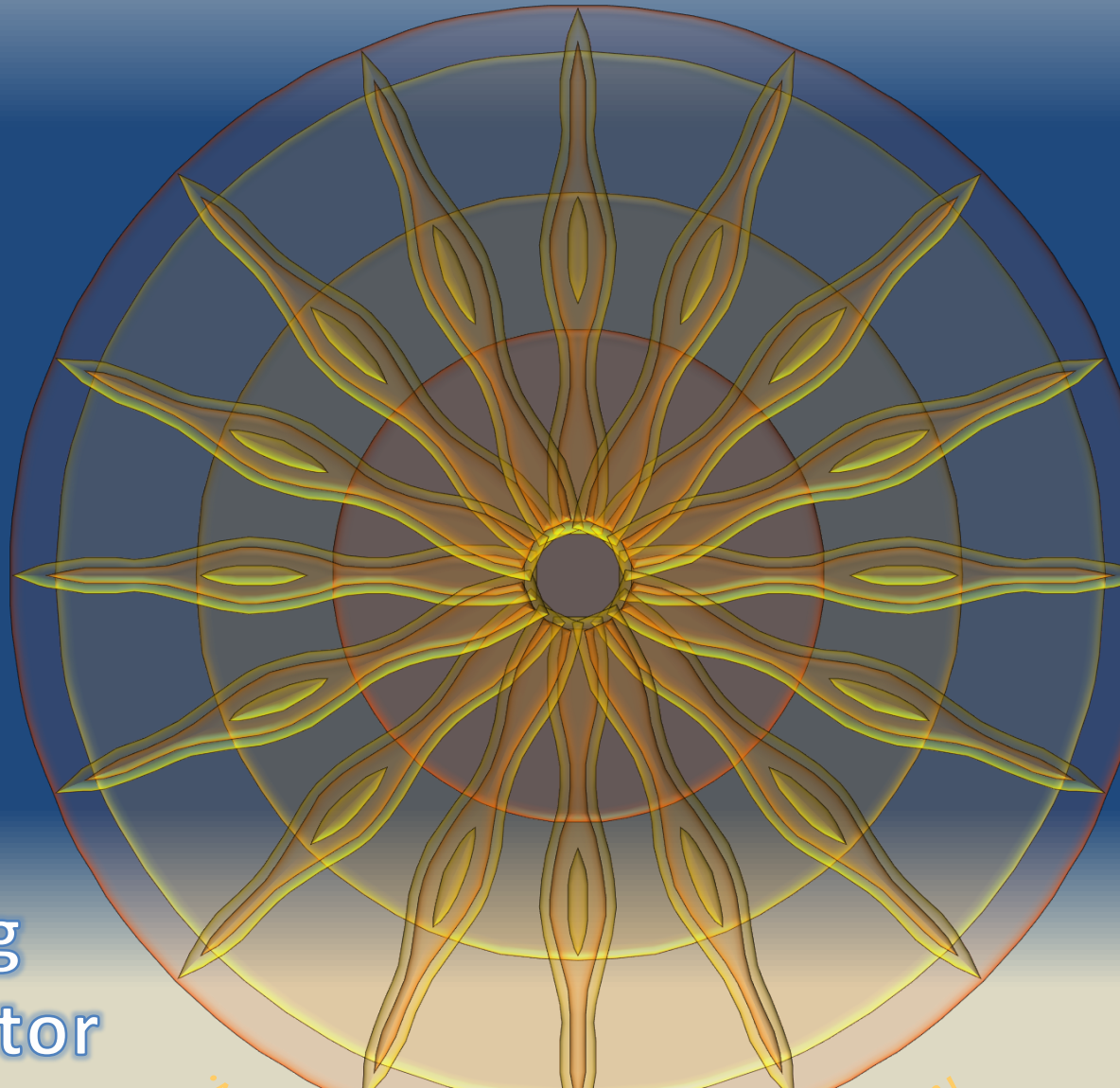




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Turn-Key Planning
and Design Contractor

Turn-Key Museum Construction Process Explanation

This presentation is designed with the client in mind. The aim is to walk through the relatively complex process of constructing a museum, from the Pre-Planning phase to Opening Day.

The Museum Construction Process examines:

- Preplanning
- The Functional Plan
- Design
- Construction Planning
- Construction
- Commissioning
- Evaluation

Pre-Planning

Purpose: To define the planning and implementation process that will result in a museum that meets the client's needs

Phase I: Define the basic objectives and parameters of the project

- opportunity/need
- client and Cobéal roles
- project stages
- key decision points

Phase II: Incorporate the client/institutional context for museum

- mission, mandate, purpose

Pre-Planning

Phase III:

Define space and facilities requirements for collection

- review criteria of collection and collection policies
- classify collection into “Display,” “Study,” “Reserve”
- examine conservation needs of collection
- calculate exhibition and storage needs

Phase IV:

Determine users of the museum

- review client’s marketing strategy
- calculate demographic and behavioral data into plan
- analyze basic facility needs for attendance

Pre-Planning

Phase V:

Define space and facility requirements for public use

- examine public access needs and requirements
- define food service (catering) space and facilities
- define retail sales potential (museum shop)
- calculate visitor amenities requirements
- calculate staff, space, and facilities requirements to provide public programs (activities, exhibition, programs, research)

Phase VI:

Review critical points from feasibility study

- establish the budget (capital and operating costs)
- review project fund-raising targets
- schedule target dates

The Functional Plan

- Phase I: **To define the museum's requirements**
- access, adjacencies, and circulation
 - zoning and functional areas
 - site requirements
 - performance criteria for building systems
 - room data sheets (requirements for all factors/all spaces)
 - unit cost plan
- Phase II: **To define the technical requirements of Phase I**
- site development
 - foundation and structure
 - materials and surfaces
 - building systems
 - equipment and facilities
 - refine implementation schedule

The Functional Plan

Phase III:

To design the museum according to the Phase I & II

- develop the initial design concept; defining scope, scale, and relationships of building components
- prepare floor plans, sections, and elevations
- prepare site plan
- prepare preliminary exhibition and display design
- test against requirements of Phase I & II
- check against budget and schedules
- refine costs, budget, program, and schedules

Schematic
Design

Phase III:

To prepare detailed floor plans

- prepare site plans showing landscape design
- design special systems (hvac, lighting, etc.)
- test against initial design concept (Phase III)
- check compliance w/regulations, by-laws, building codes
- refine initial costs, budget, schedules

Detailed
Design

Construction Planning

Phase I:

To prepare the technical drawings and detailed specifications:

the final dimensional, coded, comprehensive plans describing all aspects of the architectural, structural, mechanical, electrical, communications, and other systems

- invite contractors to submit bids
- analyze and compare bids and make recommendations
- finalize contract for construction and include specifications, conditions of work, schedules, and financial procedures

Construction

- Phase I: **To build (or renovate) the building according to the plans, specifications, and schedule**
- prepare the site
 - construct the building
 - monitor and control expenditure
 - monitor compliance with Design Intent and Functional Plan
- *site visits during construction are arranged through Cobeal

Commissioning

Phase I:

To turn the completed museum over to the owner

- conduct detailed inspection
- prepare list of deficiencies / assign responsibility
- reduce list of deficiencies to zero to the Building Committee's satisfaction
- ensure effective operation of environmental controls and all other building systems
- declare contract complete and sign-off
- agree on final accounts
- museum takes control of building
- exhibition and display contractors commence on-site installation work
- train building operators and museum staff in new systems and facilities
- museum operation and maintenance commences

Evaluation

Phase I:

To improve museum planning and building performance for future projects

- study and document the performance of the building against the original objectives
- analyze actual costs against cost plan
- disseminate best practices to industry