

## THE SEVEN STEPS TO ADAPTING YOUR EXISTING WAREHOUSE FOR EXPANSION OR TENANCY

**BEFORE**



**AFTER**



**A**rchitectural and Engineering design services for the planned warehouses facility renovations are based on information provided in a Request for Proposal (RFP) and discussions with the client. For this type of project, the Scope of Services would look something like this:

### 1. THE SITE VISIT

To get started, we'll perform a site visit to the existing building to review the proposed lease space location and perform a visual survey to document existing utilities, structure, and any conditions to be addressed as part of the planned alterations to the space. Particular attention will be paid to the number of loading docks, their current configuration, and potential opportunities for future docks to be added.

### 2. A FIRST MEETING

Next, we will meet with representatives of the client/owner to review the goals and design objectives for the project. This is when we would confirm the space use program for process(es), office functions, storage space, employee needs, etc. We'll also coordinate utility requirements with specifications of the equipment to be installed.

### 3. PRELIMINARY PLANS

Based on our stakeholder meeting, we will then prepare preliminary plans for your improvements, including the layout and organization of the space. We will prepare floor plans for those areas discussed and provide a general description of the proposed lighting and mechanical systems. The schematic plan may include layouts of proposed toilet room, general utility sources for process equipment scheduled to be installed, or other potential construction. At this phase we will also perform a preliminary building code review and identify potential building code compliance issues and permit requirements for your project.

### 4. THE SECOND MEETING

For the next stakeholder meeting, we review the preliminary plans and proposed scope of construction together. We will also answer any questions or concerns generated during the development of the preliminary plans, verify the locations and utility requirements for all proposed equipment installations (including source, distribution, panel locations, etc.), confirm the design directions and any modifications to be incorporated into the project documents. At this time, we'll additionally coordinate with you to verify a project schedule and any contractor bidding or procurement processes you'd like us to assist with. If needed, we may also schedule an additional site visit to verify existing conditions or confirm detailing for new work.



## 5. PREPARING CONSTRUCTION DOCUMENTS

Once we have a final agreed-upon plan of action, we'll prepare bidding and permit documents based on the comments and direction received from our previous meetings. These design and construction documents will be developed to comply with International Building Codes (IBC) and local building codes.

Documents prepared for bidding and permit approvals typically will include:

- Architectural floor plans, sections, elevations, details, schedules as required to identify the scope of work to be performed for the project.
- HVAC, Plumbing, Electrical, and Fire Protection plans, details, and schedules as required for the scope of work to be performed.
- Technical specifications for the project will be short-language version and included as part of the drawings prepared.



## 6. A FINAL REVIEW

Prior to issuing the project for bid, we will have our last stakeholder meeting where we will perform a final review of the documents. Here's where we review everything together one last time and confirm the final layout, locations of equipment, integration of utilities, and other work to be performed under the construction contract(s). At this point we would also

finalize any finishes to be selected, confirm the list of bidders, schedule a pre-bid conference date, bid due date, etc. This meeting will also include a review of the permit submission to local building code official, identifying the submission requirements, number of drawing sets, permit fees, and any other information needed.

## 7. THE BIDDING AND CONSTRUCTION

Finally, we'll coordinate bidding of the project by issuing bid documents, respond to the bidders' questions, issue addenda, and attend a pre-bid conference. During this time our team will provide any reviews, comments, or recommendations as requested. We'll also prepare the permit submission documents and application and can submit them to the local building code official. We may also provide Construction Administration services following the award of contract, if preferred. Construction Administration Services allow us to review and process shop drawing and product submissions from contractors, make several agreed-upon visits to the project site to review progress, attend project meetings, answer contractor questions during the length of the project, and assist with the project close-out.

### FOR MORE INFORMATION

To learn more about warehouse adaptive reuse projects and how we can help you create a functional space and floor plan to attract or retain tenants, contact me at [JimS@MG-Architects.com](mailto:JimS@MG-Architects.com) or 610.376.4927. You can also visit our YouTube channel at [mg-architects](https://www.youtube.com/mg-architects) for videos about this type of process.



Jim Sarro, AIA, LEED AP, BD+C,  
Principal, MG Architects

