

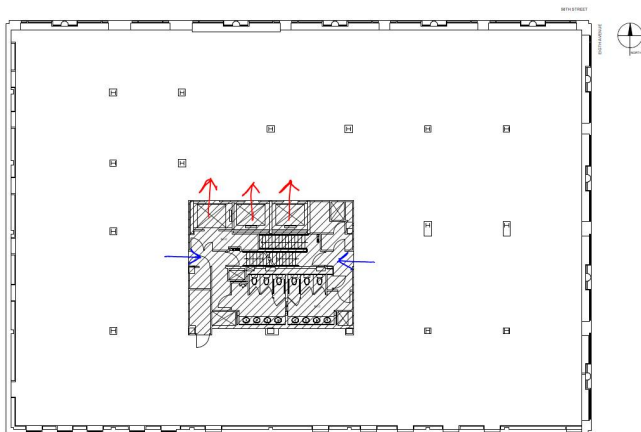
GENERAL REMINDERS

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 8th.
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 1st** and all questions must be submitted to: design4next@steelcase.com
8. Each student participating **MUST individually register no later than October 1st** to be considered eligible. Students can register by going to this link: [NEXT Registration link](#)

Q+A QUESTIONS + ANSWERS – Questions submitted through September 17, 2021

Q: We are thinking that the (3) elevators open directly onto the 7th floor with a secondary entrance access from the hallway that leads to an exit staircase. We are not sure if this is correct or if there are other considerations that we are not seeing.

A: Yes, the elevators exit directly onto the 7th floor. This is identified by the red arrows. There are two entrances (openings) that lead to doors that provide access to the building staircases. These are identified by the blue arrows.



Q: Does WIFI reach out onto the terraces?

A: Assume yes

Q: Where is the entrance on the 7th floor?

A: Direct access off of elevators

Q: Can we combine spaces (for example, video and photo development, marketing, product development, etc.)?

A: If this meets your design intent and the requirements of the requires spaces, then yes; however, please note, in our feasibility space planning these were planned as separate spaces and the student may be left with a lot of additional unused space.

Q: Do we have to include an HVAC and fire safety plan?

A: No, for this competition, it is not required and we will assume that has been accommodated for; however, if your program requires this for your student projects it can be provided; however, it will not be used for evaluation purposes of reviewing the projects since it isn't required.

Q: Does the other tenant on the 8th floor have access to the 8th-floor outdoor terrace?

A: No, there is no additional tenant on the 8th floor, we merely removed that portion from scope to reduce the amount of SF the students needed to design for this competition.

Q: How much square footage is on each floor? How much does the first floor have? Second floor?

A: This can be calculated by the students for each floor from the AutoCAD and/or Revit files.

Q: Are there any COVID-19 policies enforced that will affect design choices?

A: For the purposes of this competition, assume no. All requirements (and what will be evaluated by the judges) is in the program documents.

Q: Are there any parameters for the Wildcard Space?

A: No requirements other than what is stated and remaining within in all regulatory codes.

Q: What kinds of service does "coffee service" in the Work Cafe entail? Will some workers take your order or a self-serve coffee bar?

A: Self-service.

Q: What exactly is an "HDVC telepresence"?

A: We will not dictate specific use here. This is something that can be researched by students regarding best practice solutions and planning ideas and there are many recommendations from a variety of Steelcase resources.

Q: Is the 8th-floor terrace covered?

A: Not covered.

Q: Are we allowed to drop the ceiling?

A: Yes, if this meets your design intent and meets regulatory codes.

Q: Should seating be spaced out according to Covid standards?

A: For the purposes of this competition, assume no.

Q: Since there is a mother's room, are there other areas that need to be child-friendly?

A: No. This space is intended for nursing mothers that may need to use breast pumps, etc. once they return to work from maternity leave; however, it is not intended to have children present on site.

Q: What types of things are expected to be on the Hospitality counter in the Large meeting space?

A: Catering that is brought in. Self-Serve food items, etc.

Q: Do any of the windows open, and can we change window types for the terrace area.

A: Assume none of the windows are operable and there and the window types may not be changed.

Q: Can we create larger openings for the Terrace area?

A: The openings should remain as they are.

Q: What type of events will typically happen on the terrace?

A: Internal team events, a secondary work zone for employees, events with clients – basically, the same types of activities/events as inside the building with the option to do outside.

Q: Do you have data on the culture, demographics, and diversity of your employees?

A: This is a fictitious client. Students can make any assumptions here that support their design intent and they can attribute their design decisions to support this and the client's stated goals/objectives (in program) for this project.

Q: What does diverse mean to you?

A: For the purposes of this competition, think of diverse as cross-generational, gender neutral, and multi-cultural as well as supporting individuals with different needs (ie: inclusive design).

Q: What do you mean you say to incorporate "power and connective technology" throughout the space?

A: Access to power sources and wireless technology (WiFi) and multiple appliances (devices) throughout the space.

Q: How formal would you like the space to be?

A: No expectations. This is left to the determination of the student to express their creativity.

Q: Will there be children coming into the space/will employees be able to bring their kids to work if they need to be looked after?

A: Childcare is not provided and not part of the program.

Q: Can we add additional spaces that are not required like a daycare or a napping area?

A: If this meets your design intent and it can be supported while also addressing the required spaces, it may be permitted; however, please know there are additional code requirements and needs that must be met/incorporated if a daycare is added.

Q: Can we change the door hardware so that it can be opened with a personal device?

A: Yes. If this meets your design intent and it can be supported while also addressing the required spaces, it may be permitted.

Q: Are we allowed to add extra structural elements such as walls, beams or columns to our design? May we add or change the windows?

A: You may add structural elements as mentioned in the interior and within the contracted space. Windows may not be added or changed.

Q: Are their judgements based on professional vs creative design since this is for an office space? If so, what is preferable?

A: There is no preference here. If students include all of the stated requirements, there is no preference/recommendation on style as that is subjective and each of our professional judges have their own individual preferences.

Q: Is there a budget for this project that we must stick to?

A: No budget has been established for this fictitious client.

Q: Is it assumed that employees are provided laptops or bring their own devices? It was also mentioned that employees are given mobile phones, are we allowed to change this if it collides with our concept?

A: As stated, NEXT employees are provided both (laptops and mobile phones) and that should be considered when planning.

Q: Are there safety precautions we should plan for the cafe? Is it expected that disposable dishes will be used?

A: This is not a traditional cafeteria where dishes and utensils are provided. Occupants will bring their own food; however, disposal of waste should be considered.

Q: Should we include building support spaces such as IT, Mechanical and Electrical rooms?

A: Those are N.I.C. (not in contract). No design needed for these spaces. Be sure to show these NIC spaces in plan.

Q: Are the given SF numbers just a recommendation or do they need to be followed strictly?

A: These are general guidelines and should have minimal deviation.

Q: Is it possible to incorporate all of the Steelcase brands such as Coalesse, Turnstone, Designtex, and Orangebox?

A: Yes, and we encourage students to explore their creativity by leveraging many of our brands.

Q: Can other spaces be added to the program such as Meditative Spaces, etc.?

A: Yes; however, all required must be met first and/or this could be your “wildcard space”.

Q: Is it required that the students use Revit, or are they also allowed to use sketchup (with high quality skills and capabilities)?

A: We do not require use of any specific software, including Revit. We added Revit a few years ago in addition to AutoCAD due to high demand as it seems most programs have switched to Revit software and that is also true for design firms as well. The only obligation is to meet the requirements as stated in our in the program documents and judging criteria. How the students achieve this is up to them.

Q: What intra-company communication software/hardware is currently in use?

A: This is a fictitious client. For the purposes of this competition, you are free to make any assumptions on software/hardware is used that meets your design intent.

Q: Is this a dog friendly office?

A: This is a fictitious client. For the purposes of this competition, you are free to make any assumptions that meets your design intent.

Q: Is the work cafe area just seating or do we need counter space for paying/receiving food? It said no food prep, but I am not sure where this falls.

A: You can choose to have a counter; however, it wouldn't be needed for paying/receiving food. Individuals would bring their own food into the space.

Q: What is the business more about, what specific things will employees be working on here?

A: This is a fictitious client. You may make any assumptions outside of what is stated in the program.

Q: What are the restrictions on the building?

A: Unsure of your question. What restrictions are you inquiring about? This location is listed as Class A office space.

Q: Do the employee's day to day tasks involve a lot of over the phone communicating with clients? (audio levels in open office space)?

A: It varies; therefore, we encourage a range of options available for all employees for various work modes.

Q: Can we add in Skylights?

A: No.