ARCHT-110 – Assignment
Computer Applications for Architecture

MATC

Assignment: Integrate Your Knowledge of Word, Excel, PowerPoint, Sketchup and Bluebeam to create a "project proposal".

In this final assignment of our ARCHT-110 Computer Applications Class, you will be using the software platforms that we have been learning about in this class. You will be taking on the role of a principal in a design/build firm that specializes in historic preservation. Your task is to put together a portion of the presentation package that will be used as a response to a request for proposal (RFP) from a prospective client. Your job is to make the proposal as complete and attractive as possible to best represent your company and secure a new client.

The project in the request for proposal is an 8,000 sq. ft. 1895 historic building in the central business district. The budget for the project is 1.2 million dollars. Total renovation is the goal, but your company has been asked to provide design and construction related services for selected portions of the project (15% of the budget or $180,000). The project includes façade renovation, including brick tuck pointing, replacement of all windows, doors, and flooring – including related research and working drawings.

Deliverable:

The proposal package that you will be assembling must include:

Deliverable: *(Grading Criteria)*
The Integrated proposal package that you will be assembling shall include:

1.   Cover Page with photograph of an exterior of a historic building . (Indicate the   use as well as style/period reference).
2.   A Cover Letter – (done in MSWord)
3.   Table of Contents page
4.   Six (6) PowerPoint slides minimum. (done in PowerPoint)
5.   Door and Window schedule using a spreadsheet with Cost Totals (Excel)
6.   Produce Bar or Pie Chart of budget in Excel work. (done in Excel)
7.   Product Literature with graphics and text with one paragraph comment from you. Use Adobe Pdf or Bluebeam to edit the literature with one paragraph comment overlaid.
8.   Use Sketchup to present a sample architectural product or building - Shed, patio, window, door etc. (You can find samples in Sketchup's 3d Warehouse).

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Use the information below and supplement this with your own Internet research on product materials, and architectural styles to be used in the proposal package.

Cover Letter
- Make a company letterhead using "Your Name + Architects-Builders Inc. or (LLC)"
- Introduce and explain your company's fee (20%) and its approach to the project. Use the AIA's handout "*What to Expect*" to help guide your explanation of services.
- Summarize content of the proposal package in the letter.
- Use professional letter format.

Spreadsheets, Tables and Charts
- Complete Door and Window schedule on an Excel Spreadsheet. Include a column to allow for changing prices of items and for total cost. Show steps and formula setup.
- Using Excel create a pie chart showing how production funds will be allocated and bar graph of work schedule (40 days total)
- Transfer a copy of chart to Word Document.

PowerPoint Slides (min. 6)
- Slide 1 and 2 – Project title and historic building pictures (style reference)
- Slide 3 – One paragraph summary
- Slide 4 – Package Contents
- Slide 5 – Bar graphs of work schedule and Pie chart of cost breakdown (materials and labor).

- Slide 6 – Sketchup detail of replacement window (downloaded from 3d-Warehouse) with product literature of Door/Window or Flooring.

    You may use clip art and screen snips to enhance any of the slides.

Product Literature
- Research Product Literature for one item only – Door, Window or Wood flooring.
- Submit Information – Text Graphics and a one paragraph comment from you.

Final Submittals Due:

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