



**Interior Design Procedures:  
Furniture, Fixtures and Equipment (FF&E)**

**7 May 2020**

**EFFECTIVE DATE:** This procedure is in effect immediately for all FF&E packages developed for NAVFAC.  
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# CHAPTER 1

## 1-1 PURPOSE

### 1-1.1 Identifies:

- Resource sites for reference and policy documents, mandatory NAVFAC templates, and FF&E performance criteria and specifications
- Collateral Equipment (CEQ) - Furniture, Fixtures & Equipment (FF&E) - Definitions
- FF&E Mandatory Sources and Navy Blanket Purchase Agreements (BPAs)
- FF&E Best Value Determination (BVD) dollar thresholds and Request for Quotation (RFQ) requirements
- FF&E BVD Evaluation and Recommendation for Procurement
- Interior Design Services and Processes for Design-Bid Build (DBB)
- Interior Design Services and Processes for Design-Build (DB)

### 1-1.2 Augments:

- *UFC 3-120-10 (16 May 2018) INTERIOR DESIGN*
- NAVFAC Acquisition Guidance (internal use only), *Turnkey Furniture, Fixtures & Equipment (FF&E) Contracting Guide for Construction Projects*
- *FC 1-300-09N DESIGN PROCEDURES*

### 1-1.3 Applies to all FF&E efforts required in NAVFAC projects to include:

- NAVFAC In-House projects
- Scopes of Architectural and Engineering Services (SAESs)
- Design-Bid-Build *UFGS 01 30 01.00 20 DESIGN, PROCUREMENT AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT* specification section
- Design-Build Request for Proposals (RFPs)

## 1-2 RESOURCE SITES

### 1-2.1 Whole Building Design Guide – Navy – NAVFAC – Collateral Equipment: ***Use of NAVFAC templates, criteria and procedures documents located at <http://www.wbdg.org/ffc/navy-navfac/collateral-equipment> is mandatory.***

- *NAVFAC Interior Design Procedure: Furniture, Fixtures and Equipment (FF&E)*
- *NAVFAC Templates (Performance and Project Specific Criteria, Cost Summaries, Best Value Determination (BVD), etc.)*
- *NAVSUP - Navy Spiral III BPA Vendor List*
- *NAVSUP - Ordering Guide for Using the Navy Furniture Blanket Purchasing Agreements (BPAs)*
- *NAVSUP - Enterprise Acquisition Policy Regarding Furniture Procurement Outside the United States, 1 May 2015*
- *DPAP Policy Regarding FPI\_26Feb2019 (FPI/UNICOR)*
- *Class Deviation – Micro-Purchase Threshold, Simplified Acquisition Threshold, and Special Emergency Procurement Authority\_2019-00018\_31 Aug 2018*
- *Best Value Determination Guidelines – Micro-purchase Threshold (MPT) – Simplified Acquisition Threshold (SAT), May 2018*
- *Best Value Determination Guidelines - Greater than SAT, May 2018*
- CEQ Classification and Funding Matrix

### 1-2.2 Navy Strategic Sourcing Program Office:

<https://my.navsup.navy.mil/webcenter/portal/nss>

- Once in the site use the left navigation tab to select "Mandatory Solutions" then "Navy Furniture BPA." Award of additional Spirals is anticipated upon expiration of Spiral III. Please note that this site is Government Access Only.
- Pertinent NAVSUP documents from this site for Contractor and Interior Designer (ID) use are posted at: <http://www.wbdg.org/ffc/navy-navfac/collateral-equipment>.

### 1-2.3 GSA Schedules:

<http://www.gsaelibrary.gsa.gov/ElibMain/ScheduleList?catid=2&famid=2&sched=yes>

## 1-3 DEFINITIONS

**1-3.1 Comprehensive Interior Design (CID)** is comprised of Structural Interior Design (SID) and Furniture, Fixtures and Equipment (FF&E)/Collateral Equipment (CEQ) Buy Package development.

**1-3.1.1 SID Package:** The design of the SID includes the programming, design, specification and documentation of building-related design elements, components and finishes generally provided as part of the building itself, such as walls, ceilings, floors, built-in casework, primary window treatments (blinds, shades and drapery hardware), accent features, floor patterns, acoustical features, display walls, graphics, and signage. In addition, the SID includes the initial FF&E programming, furniture footprint, and FF&E estimate.

**1-3.1.2 FF&E/CEQ Package:** The design of the FF&E Package and/or CEQ Package(s) is the programming, design/layout, specification and documentation of items to include loose, portable and mobile furniture and specialized equipment. *This procedural document utilizes the term, FF&E Package, but the same process may apply to CEQ Packages.*

**1-3.2 Collateral Equipment (CEQ):** Defined as accessory equipment and furnishings that are movable in nature and not affixed as an integral part of a real property facility. Refer to OPNAVINST 11010.20H, Facilities Projects Instruction, Personal Property, Chapter 1.2.c.4 and Appendix A, Property Classification Table. Also see the Collateral Equipment (CEQ) Classification and Funding Matrix located at; <http://www.wbdg.org/ffc/navy-navfac/collateral-equipment>.

CEQ includes operational equipment that is detachable without damage to the real property facility or real property equipment. It is not required for the operation of the real property facility, but is required for the functional operation and activities utilizing the real property facility. CEQ is broken down into sub-categories: FF&E and Specialty CEQ.

**1-3.2.1 FF&E:** FF&E includes, but is not limited to items such as: systems and modular furniture, workstations, seating, storage, filing, visual display items, accessories, artwork, command graphics, training and conference furniture, soft window treatments, shop equipment, fitness equipment, Child Development Center furniture/furnishings, appliances, portable weapons cabinets and dorm and quarters furnishings. FF&E must be installed by a certified and/or approved manufacturer's dealer/installer, typically through a turnkey approach. If practicable and if funding sources are the same, Specialty CEQ may be included in the FF&E package.

**1-3.2.2 Specialty CEQ:** Specialty CEQ sub-categories such as Audio Visual (A/V) equipment, commercial kitchen equipment, medical equipment, fitness equipment, and wharf equipment, are purchased and installed by the Construction Contractor and coordinated through a certified and/or approved manufacturer's dealer/installer. Specialty CEQ may be designed and procured as separate packages and following the same procedures as FF&E. Or, it may be designed and procured as a fixed-price option that complies with performance criteria and specifications.

## CHAPTER 2

### 2-1 MANDATORY SOURCES

**2-1.1** Per Federal Acquisition Regulation 8.002, customers must satisfy requirements for supplies, in this case furniture, from or through the sources listed below in descending order of priority:

- Inventories of the requiring activity
- Excess from other agencies
- Federal Prison Industries (FPI)/UNICOR
- Supplies which are on the Procurement List maintained by The Committee for Purchase from People Who are Blind or Severely Disabled (Ability One)
- Wholesale supply sources, such as stock programs

**2-1.2** If the ID is unable to satisfy the furniture requirement from one of the above mandatory sources, and has documented the file as such, then use the Navy Furniture Blanket Purchase Agreements (BPAs) to satisfy the requirement.

### 2-2 NAVY BPAs

Naval Supply Command (NAVSUP) developed BPAs from existing GSA contracts for Packaged Office, Dormitory and Quarters Packaged Rooms, Dormitory, Quarters and Residential Casegoods and Beds, and various types of Office Furniture. Most major manufacturers and multiple commercial furniture dealerships participated in and were granted a Navy BPA, some with better discounting than GSA contract prices. It is mandatory for the Navy to use the Spiral III Navy Furniture BPA contracts as one of the first sources of supply for the acquisition of office and dormitory and quarters furniture. Comply with Mandatory Sources guidance in the *NAVSUP Ordering Guide for Using the Navy Furniture Blanket Purchasing Agreements (BPAs)*, 18 April 2018, as stated below. Spiral III expires 30 September 2022

#### **2-2.1 Special Item Numbers (SINs)**

In November 2007, NAVSUP granted NAVFAC authority to purchase furniture through the construction contract, without obtaining the previously required waiver, if the furniture purchased is from the BPAs. The requirements of the specific project FF&E Package will be the basis for determining the appropriate BPA category(s) / Special Item Number(s) (SINs). Comply with the direction provided by the NAVFAC ID as to the best utilization of the BPAs on the specific project. A separate Best Value Determination (BVD) and a separate purchase order are required for each BPA utilized in a project.

**2-2.1.1 Furniture BPAs:** BPAs for the following categories of furniture in Spiral III:

- SIN 711-1 Furniture Systems and Workstation Clusters
- SIN 711-2 Worksurfaces, Workstations, Computer Furniture and Accessories
- SIN 711-3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories
- SIN 711-8 Executive Office Furniture
- SIN 711-18 Multipurpose Seating
- SIN 71-204 Dormitory; Quarters and Residential Casegoods and Beds

**2-2.1.2 Packaged BPAs:** BPAs for the following categories of packages in Spiral III:

- SIN 71 1 Packaged Office
- SIN 71-200 Dormitory and Quarters Packaged Rooms

**2-2.1.3 The Packaged Furniture BPA SIN:** The Packaged Furniture category provides the ability to manage an entire project outfitting solution with one purchase order for products from a variety of manufacturers. Packaged Furniture vendors have the ability to offer a "package of items" to furnish an entire facility(s), office, conference room, common area, dormitory, etc. from a variety of manufacturers. Ancillary furniture and non-furniture items not associated with any of the Navy Furniture BPA SINs may also be included in the Packaged BPAs. Packaged Furniture vendors can work with authorized GSA contract manufacturers, qualified to service Federal

Government customers. Open Market products may be included, but utilize products on BPA/GSA schedule to the greatest extent practicable. **As long as the majority of the Packaged Furniture BPA order is from a Navy Furniture BPA**, these vendors can provide turnkey furniture solutions to Government agencies with requirements for products and services under one purchase order and only one BVD is required for the entire package.

**2-2.1.4 Non-Applicability:** If all, or the majority of the project CEQ/FF&E outfitting requirements are non-furniture items or furniture types not covered in the BPA SINs, the Packaged Furniture SINs are not appropriate and other sources such as GSA or Open Market may be considered.

**2-2.1.5 OCONUS Policy:** The Navy Furniture BPAs are not mandatory for OCONUS. The NAVSUP policy memo, *NAVSUP Enterprise Acquisition Policy Regarding Furniture Procurement Outside the United States, 1 May 2015* gives activities exercising NAVSUP contracting authority outside the United States exemption from the mandatory use policy and are authorized to purchase furniture, for use outside the United States, from local sources.

## CHAPTER 3

### 3-1 FF&E BVD REQUIREMENTS

For purposes of this procedural document, the term “procurement” as used below, is defined as any one purchase to a specific vendor for items in a FF&E package. In order to provide a complete FF&E package, multiple vendors, and therefore multiple BVDs, from BPAs, GSA and/or Open Market may be required.

#### **3-1.1 Below Micro-Purchase Threshold (MPT) (Currently \$10,000):**

For any procurement in the FF&E package with a value of \$10,000 or less, the ID may utilize any BPA holder. Other manufacturers may be utilized if the BPA holders cannot supply the item(s).

#### **3-1.2 Greater than the MPT and below the Simplified Acquisition Threshold (SAT) (Currently \$250,000):**

For any procurement in the FF&E package with a value greater than \$10,000 and \$250,000 or less, the ID must always review products and pricing from all mandatory sources per FAR 8.002 [https://www.acquisition.gov/content/part-8-required-sources-supplies-and-services#8\\_002](https://www.acquisition.gov/content/part-8-required-sources-supplies-and-services#8_002). The ID must prepare and distribute a BVD RFQ Package to at least three (3) BPA holders/manufacturers in the applicable category or SIN and Region as well as Federal Prison Industries (FPI/UNICOR). Per DFARS 208.602-70 and *DPAP Policy Regarding FPI\_26Feb2019* (FPI/UNICOR), always solicit FPI/UNICOR via email if they hold a BPA in the applicable SIN; documentation is required. The responding vendors must provide a written quote. The BVD form *Best Value Determination Guidelines - MPT - SAT, May 2018* must be completed and submitted for all FF&E procurements greater than \$10,000 and \$250,000 or less. Please note link in **Section C.1.** to *Class Deviation – Micro-Purchase Threshold, Simplified Acquisition Threshold, and Special Emergency Procurement Authority\_2019-00018\_31 Aug 2018*

#### **3-1.3 Greater than the SAT (Currently \$250,000):**

The ID must always review products and pricing from all mandatory sources per FAR 8.002. The ID must prepare and distribute a BVD RFQ Package to all BPA holders in the applicable category or SIN and Region for FF&E procurements greater than the SAT. Per DFARS 208.602-70 and *DPAP Policy Regarding FPI\_26Feb2019* (FPI/UNICOR), always solicit FPI/UNICOR via email if they hold a BPA in the applicable SIN; documentation is required. The vendor must provide a written quote. Allow a minimum of 30 days for responses if project schedule permits. The BVD form *Best Value Determination Guidelines - Greater than SAT, May 2018* must be completed and submitted for all FF&E procurements greater than \$250,000. Attach manufacturer’s quotes and a summary of all proposals.

### 3-2 BVD EVALUATION CRITERIA

**3-2.1** In addition to price (see 8.404(d) and 8.405-4), when performing the BVD, the ordering activity may consider, among other factors, the following: (rank in descending order of priority)

- Price
- Special features required in effective program performance:
- Trade-in considerations
- Probable life of the item selected as compared with that of a comparable item
- Warranty considerations
- Maintenance availability: Dealer/installation team must be located within [150] [200] [250] driving miles of [location of project] to provide proximity for support and maintenance to the Base after delivery of the product.
- Past performance
- Environmental and energy efficiency considerations
- Comfort/suitability of the item:
- Delivery terms
- Your administrative costs
- Training needed or provided
- Technical qualifications
- Compatibility with existing furniture / Products / Technology (circle appropriate category)
- Other: Ability to meet construction schedule

Other (*specify*):

**3-2.2** If other than price is the deciding factor for selection, the designer must document the decision in a narrative paragraph as part of the BVD.

**3-2.3** The ID who performed the BVD must sign the BVD forms as the Submitting Official.

### **3-3 BVD REQUEST FOR QUOTE (RFQ) PACKAGE**

**3-3.1 BVD RFQ Package:** Utilizing the NAVFAC templates, the ID must prepare a BVD RFQ Package for each SIN needed based on the approved FF&E Basis of Design. Do not include different source categories, i. e. BPA, GSA and Open Market, in the same BVD RFQ; all sources in an individual BVD RFQ must be in the same category. Each BVD RFQ package must include the following:

#### **3-3.1.1 BVD RFQ Cover Letter and Scope of Work (SOW):**

**3-3.1.1.1** Edit the brackets in both the BVD RFQ Cover Letter and SOW templates for the specific project using track changes. These documents serve as the Cover Letter and Scope of Work (SOW) for the BVD RFQ Package. Information to clarify the Cover Letter and SOW may be added to the NAVFAC template; do not delete information from the template without discussion and approval from the NAVFAC ID. The appropriate BPA SIN must be identified in the cover letter.

**3-3.1.1.2** For turnkey procurement of the FF&E package within a construction contract, the recommended best value furniture vendor(s) will be a Sub-Contractor to the Construction Contractor. Identify and any known sub-contractual terms in this document. If the construction contract has been awarded, coordinate with the Construction Contractor on the schedule for delivery of furniture, project delivery requirements (trash removal, base access, etc.), sub-contractual terms and any other requirements and include these items in the SOW.

**3-3.1.1.3** The ID must coordinate a FF&E "hold pricing" timeframe with the Construction Contractor based on the construction schedule. Clearly identify the "hold pricing" timeframe requirement, typically (6), (12), (18) or (24) months, in the BVD RFQ Cover Letter. If a known price increase is expected, and vendor pricing cannot be held for the "hold pricing" timeframe requested, then the vendor pricing must reflect the anticipated price increase(s). All anticipated price increases during the "pricing hold" period must be funded in the FF&E option. Provide manufacturer's documentation on the GSA price increase(s) and effective dates to NAVFAC.

**3-3.1.1.4** If required, identify expectations and schedule(s) for mock-ups in the BVD RFQ Cover Letter. If there is not adequate time in the schedule for mock-ups, the recommended vendor(s) must be prepared to provide detailed 3-D renderings, prior to placing orders, for Customer/Activity review and approval.

#### **3-3.1.2 BVD RFQ Spreadsheet/Questionnaire:**

Populate the BVD RFQ Spreadsheet template (Tab 1). Item numbers must reflect all required FF&E Basis of Design FF&E items and be keyed to coordinate with FF&E Plans. Provide clear references to the applicable NAVFAC Performance Criteria and Project-Specific Performance Specifications and Typical below each item description. The ID preparing the package populates the columns under the BASIS OF DESIGN for each item. The Proposing BPA/GSA vendors populate the columns under PROPOSED ITEMS on Tab 1 and answer all questions on Tabs 2 and 3. Review/edit all three (3) Tabs in this workbook.

#### **3-3.1.3 Technical Specifications:**

Address the technical portion of the BVD through use of the NAVFAC Performance Criteria and Project-Specific Performance Specifications and Typical for furniture.

**3-3.1.3.1 Performance Criteria:** Do not edit the Performance Criteria as they define NAVFAC minimum requirements and special features.

**3-3.1.3.2 Project-Specific Performance Specifications and Typical:** Edit the Project-Specific Performance Specifications and Typical templates using track changes. Criteria must clearly reference the applicable FF&E item tags on the BVD RFQ Spreadsheet and FF&E plans. Additional Project-Specific Performance Specifications and Typical may be required for items not defined by the standard NAVFAC Performance Criteria. Develop non-proprietary technical specifications for each FF&E item, or each item category, to establish minimum acceptable FF&E requirements. For Project-Specific Workstation/Desk Typical, provide description, dimensioned plans with power, data and grommet locations, detailed elevations and isometric views, etc. to communicate the desired layout. Provide adequate level of detail so that comparable and competitive pricing can be obtained from at least three (3) Navy BPA/GSA vendors. The NAVFAC ID will provide direction on the FF&E items that require Project-Specific Performance Specifications and Typical on a project-by-project basis during the Interior Designer Orientation Meeting. If Navy BPA/GSA vendors do not have access to the required equipment, research to identify appropriate Open Market specialty equipment vendors may be required.

**3-3.1.4 FF&E Plan(s):**

Include PDF drawings with all FF&E items keyed to the BVD RFQ Spreadsheet and the Project-Specific Performance Specifications and Typical. FF&E Plans must be on the Interior Designer's title block. CAD drawings can be provided to vendors upon request.

**3-3.1.5 BVD FF&E Mock-Up Requirements:** [If required.]

Define BVD Mock-Up(s) required for FF&E items that will be used repetitively throughout a facility such as workstations or BEQ Berthing Room furniture. The ID must coordinate a mock-up for best value review of specific items and number of vendors as identified in the BVD RFQ Letter and SOW.

**3-3.1.6 BVD RFQ "Over-The-Shoulder Review" Meeting:**

Submit the BVD RFQ Package (containing track changes) to the NAVFAC ID for review/comment/approval before sending out to vendors for pricing. Send the NAVFAC-approved BVD RFQ package out via group email to document that the required vendors were contacted.

## **3-4 BVD EVALUATION OF QUOTATIONS**

**3-4.1 BVD Pricing Evaluation Spreadsheet:**

Populate this template with the proposal information provided by each vendor. Perform an evaluation of each proposed item against the Project-Specific Performance Criteria and Typical and highlight any betterments/deficiencies. Perform a side-by-side comparison of all vendor proposals. Indicate the recommended Best Value vendors in descending order.

**3-4.2 BVD FF&E Mock-Up(s):** [If required.] **Bracketed items [ ] shown in text below must be edited in the project Contract.**

**3-4.2.1** BVD Mock-Up(s) may be required for FF&E items used repetitively throughout a facility such as workstations or BEQ Berthing Room furniture. The ID will coordinate technical mock-up(s) for best value review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] by at least the top three (3) vendors submitting the highest ranked FF&E proposals based on the results of the BVD Meeting/Conference Call.

**3-4.2.2** Technical mock-up will include review of the following:

- [Interface of systems from wall, column, floor or power pole to the building, including faceplates for junction boxes.]
- [Distribution of all communications/data/power through the systems furniture including segregated pathways for SIPRnet, NIPRnet, UPS back-up power systems, etc., if required]
- [Access for communications/data/power, including separation requirements for equipment, electrical receptacles, and faceplate locations]



- [Wire management for all excess cords and cables, both internal and external for the systems furniture]
- [Comfort and expected durability]
- [Representative finish offerings based on RFP package]
- [Seating]
- [\_\_\_\_\_]].

**3-4.2.3** All vendors must have a technical representative on site to demonstrate the functional aspects of their product and review the following based on requirements identified in the BVD RFQ Letter and SOW.

**3-4.2.4** Comply with the required number of weeks' notice to NAVFAC prior to scheduling the mock-up(s), to allow time for travel arrangements established in construction contract. The reviewers must include the NAVFAC ID, the Contracting Officer, DD/Base Property (for Marine Corps projects), and the Activity. Complete the mock-up exercise prior to the BVD Vendor(s) Recommendation.

## **3-5 BVD RECOMMENDATION FOR PROCUREMENT**

**3-5.1 BVD "Over the Shoulder Review":** The ID must schedule an "Over the Shoulder" meeting/conference call to review the results of the responses to each FF&E RFQ Package and discuss the best value vendor recommendation(s). Prior to the meeting/conference call, submit the completed BVD Pricing Evaluation Spreadsheet, comparing all vendor pricing and responses in a side-by-side format. This spreadsheet must highlight items that do not meet the required performance criteria, indicate specific proposal shortcomings, Open Market items and items that do not comply with the Buy America Act (BAA) or Trade Agreement Act (TAA). Indicate the recommended vendor(s) and highlight key factors supporting the best value recommendation. The NAVFAC Contracting Officer must provide verbal approval of the vendor recommendation(s) during this call.

**3-5.2 BVD Binder Submittal:** The ID must submit the BVD Binder Submittal within 7 days of BVD "Over the Shoulder Review". If clarifications, updates or revisions are required, documentation must be revised and re-submitted. This submittal must include the following for each required BVD:

- Cover Title Page (project name, project #, location, submittal date, submittal title)
- BVD RFQ Spreadsheets/Questionnaires
- Documentation that all required Mandatory sources, Navy BPA vendors, including UNICOR, in the appropriate SIN category were contacted (copy of the email solicitation)
- Bid Response from UNICOR, if received
- Completed BVD Pricing Evaluation Spreadsheet, comparing all vendor pricing and responses in a side-by-side format. This spreadsheet must highlight items that do not meet the required performance criteria, indicate specific proposal shortcomings, Open Market items and items that do not comply with the Buy America Act (BAA) or Trade Agreement Act (TAA). Indicate the recommended vendor(s) and highlight key factors supporting the best value recommendation.
- Back-up information submitted by each bidder. (cut sheets/highlighted pricing sheets/technical specifications, pricing, dealer and manufacturer qualifications for each product showing that product meets all requirements). Provide in CD format and include in the binder for the NAVFAC ID
- Populated and signed BVD Guidelines Form complete with a comprehensive written statement outlining the evaluation of each vendor's proposal and the key factors supporting the best value NAVSUP BPA vendor recommendation.

### **3-5.3 Vendor Recommendation Letter**

Following the approval of the NAVSUP BPA vendor recommendation, the ID must send an email to all vendors who provided solicitation pricing and include the following statement:

"Thank you for your participation in [P-XXX Project Name & Project Location] BVD Analysis for product type [example: Executive Wood Furniture]. After evaluation of the quotation received from

your company based on the defined criteria, the determination has been made to proceed with [Name of Vendor] as the Best Value to the government for approval.

Your hard work and efforts are greatly appreciated.”

Notify the NAVFAC ID if a formal de-brief is requested. **Pricing information must not be provided to any vendor.**

**3-5.4 Recommended BVD Vendor(s) FF&E Mock-Up(s) – [If required.] Bracketed items [ ] shown in text below must be edited in the project Contract.**

The Construction Contractor and the ID may be required to coordinate mock-up(s) for specific items to be provided by the selected best value vendor(s) in the location specified in the BVD RFQ Letter and SOW and construction contract. If required in the Construction Contract, building finishes and fixtures must be installed in the affected area(s) to the greatest extent practicable in order to assess building systems/fixture coordination. If required by the construction contract, the Construction Contractor must have all coordinating trades available at the mock-up to discuss size of wiring/fiber bundles, multi-user telecommunications outlet assemblies (MUTOAs), junction box locations, wall plates, cover plates in furniture, etc.

The vendor(s) technical representative must be available on-site to respond to questions, must identify specifically what is included in their proposal and what must be provided by the Construction Contractor. The technical representative must be prepared to demonstrate the functional aspects of their product and review the following:

**3-5.4.1** Technical mock-up will include review of the following:

- [Interface of systems from wall, column, floor or power pole to the building, including faceplates for junction boxes.]
- [Distribution of all communications/data/power through the systems furniture including segregated pathways for SIPRnet, NIPRnet, UPS back-up power systems, etc., if required]
- [Access for communications/data/power, including separation requirements for equipment, electrical receptacles, and faceplate locations]
- [Wire management for all excess cords and cables, both internal and external for the systems furniture]
- [Comfort and expected durability]
- [Representative finish offerings based on RFP package]
- [Seating]
- [\_\_\_\_\_].

**3-5.4.2** Comply with the required number of weeks' notice to NAVFAC prior to scheduling the mock-up(s), to allow time for travel arrangements established in construction contract. Complete the mock-up exercise prior to the submittal of the Preliminary and Final FF&E submittals. The reviewers must include the NAVFAC ID and Construction Manager, the Construction Contractor, the ID, IDD, Base Property (for Marine Corps projects only), and the Activity.

## CHAPTER 4

### 4-1 INTERIOR DESIGN (ID) SERVICES OVERVIEW

**4-1.1 QUALIFICATIONS:** For all Interior Design Services, the Interior Designer must have attained National Council for Interior Design Qualification (NCIDQ) certification and state licensure, certification or registration. The Interior Designer, Design Firm owners, Construction Contractor and any Specialists must NOT have any affiliation with any furniture, fixture, or equipment products, any furniture dealership or any manufacturers in order to avoid any potential organizational conflict of interest.

**4-1.2 COORDINATION:** Provide interdisciplinary coordination of the CID. Integrate all fixed and movable furnishings with the Final design to include all building finishes and all building systems (HVAC, Plumbing, Fire Protection, Communications, Electrical, Data, Architecture, etc.). All outlets, switches, thermostats, etc. must be fully accessible. Accommodate all sprinkler heads, fire extinguishers, ABA, etc., clearances. Coordinate with the appropriate discipline and capture in plans and specifications all upgraded or special power, data, telecomm, lighting, etc. required to support or highlight SID or FF&E.

#### 4-1.3 INTERIOR DESIGN (ID) SERVICES PROCESSES FOR DESIGN-BID-BUILD (DBB)

There are three (3) Interior Design Services processes for FF&E design and specification for Design Bid Build (DB) projects. Verify the level of development (Process 1, Process 2 or Process 3) required for the FF&E Package or CEQ Package with the NAVFAC ID and Contract Specialist. For NAVFAC Pacific (PAC) projects, verify the level of development required for the CEQ Package with the CEQ Program Manager/SME and Contract Specialist. **Chapters 5-8 will expand on the requirements and deliverables for each ID Services Process for Pre-Award and Post-Award. Note: Bracketed items [ ] shown in text below must be edited in the project contract.**

##### 4-1.3.1 PROCESS 1:

**4-1.3.1.1 Pre-Award (Services provided by the 1<sup>st</sup> ID):** The A/E's ID (or NAVFAC ID for In-House projects) must develop the FF&E Package or CEQ Package from design start to the Schematic/Concept Design submittal (approx. 35%) during the overall building Design Phases. Develop design sufficiently to be fully integrated with the building systems (electrical, mechanical, etc.) to include product sizes and communications/data/electrical requirements.

**4-1.3.1.1 Post-Award (Services provided by the 2<sup>nd</sup> ID):** After the Construction Contract Award, the Construction Contractor must hire a different ID to validate the Schematic/Concept package requirements with the Activity and make any necessary revisions, develop specifications, perform the BVD and prepare the Final FF&E submittal during the Construction Phase. The Construction Contractor may not hire the ID who prepared the Schematic/Concept Design submittal. All required effort by the Construction Contractor's ID described above, from validation to preparation of the Final FF&E submittal, must be included in the Base Bid CLIN and is separate and excluded from the FF&E Turnkey Option CLIN to procure and install the FF&E.

##### 4-1.3.2 PROCESS 2:

**4-1.3.2.1 Pre-Award (Services provided by the 1<sup>st</sup> ID):** The A/E's ID (or NAVFAC ID for In-House projects) must develop the FF&E Package or CEQ Package from the design start, Schematic/Concept Design submittal, BVD and to the Pre-Final and Final FF&E submittals. This effort occurs during the overall building Design Phases and prior to Construction Contract Solicitation.

**4-1.3.2.2 Post-Award (Services provided by the 2<sup>nd</sup> ID):** The awarded Construction Contractor must hire an ID to validate the FF&E package pricing and product availability during the Construction Phase and submit any required changes to the Government for approval prior to award of the FF&E Planned Modification CLIN. The Construction Contractor may not hire the ID who prepared the Final FF&E submittal. The pricing

validation effort of the FF&E design package must be included in the Base Bid CLIN and is separate and excluded from the FF&E Turnkey Option CLIN.

#### **4-1.3.3 PROCESS 3:**

**4-1.3.3.1 Pre-Award (Services provided by the 1<sup>st</sup> ID):** The A/E's ID (or NAVFAC ID for In-House projects) must develop the FF&E Package or CEQ Package from the design start, Schematic/Concept Design submittal, BVD and to the Pre-Final and Final FF&E submittals. This effort occurs during the overall building Design Phases and prior to Construction Contract Solicitation.

**4-1.3.3.2 Post-Award (Services provided by the 1<sup>st</sup> ID):** The same ID validates the FF&E package pricing and product availability during the Construction Phase and submits any required changes to the Government for approval. The updated and approved Final FF&E Package is provided to the Construction Contractor prior to award of the FF&E Turnkey Option CLIN.

# CHAPTER 5

## ID SERVICES PROCESS 1

### 5-1 DBB PROCESS 1 PRE-AWARD: *Performed By A/E's or NAVFAC ID (1st ID)*

#### DESIGN, MEETINGS & SUBMITTALS

##### 5-1.1 FF&E SCHEMATIC/CONCEPT DESIGN:

**5-1.1.1 FF&E Plan(s):** Refine the FF&E Plan(s) developed during the SID and FF&E client programming to indicate all FF&E that is required to support facility functions.

**5-1.1.2 FF&E Estimated Cost Summary List:** Develop a FF&E Estimated Cost Summary List keyed to all items identified on the FF&E Plan(s). Categorize items in the list (i.e., F# for FF&E, A# for Appliances, E# for Electronic Equipment, FE# for fitness equipment, etc.). Verify the numbering system with the NAVFAC ID or CEQ Program Manager/SME.

**5-1.1.3 FF&E Performance Specifications, Plans and Isometrics:** Develop FF&E Performance Specifications, Plans and Isometrics. The AE's ID must develop the project-specific specifications, dimensions, plan views and isometric views for workstation typicals indicating all required panels, work surfaces, storage, task lighting, ergonomic accessories (keyboard trays, monitor arms, etc.), tools and accessories, and any electrical, voice or data requirements. Include plan views and isometric views of FF&E typicals on the FF&E plans.

**5-1.1.4 Specification Section 01 30 01.00 20 DESIGN, PROCUREMENT AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT:** Prepare/edit Specification Section 01 30 01.00 20 provided by the NAVFAC ID. This specification section must include project phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort.

**5-1.1.5 Specification Section 00 22 13.00 20 SUPPLEMENTARY INSTRUCTIONS TO OFFERORS:** Coordinate with Design Team Project Manager and Design manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

##### 5-1.2 MEETINGS

**5-1.2.1 FF&E Requirements Meeting (Interior Design Orientation):** Hold meeting at the Concept Design Workshop (CDW), prior to completion of Design Development (or approximately 35%) and the development of the FF&E package. The NAVFAC ID will review current template documents required for use in the FF&E Schematic/Concept Package, BPAs, GSA, or other mandatory sources to consider. Submit the itemized FF&E Estimated Cost Summary List within 21 days to the NAVFAC ID to review.

##### 5-1.3 SUBMITTALS

###### 5-1.3.1 Schematic/Concept FF&E Package:

**5-1.3.1.1 Schematic/Concept FF&E Package Binder.** (Submit in conjunction with the Pre-Final (100%) Design Submittal):

- FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary List.
- FF&E Estimated Cost Summary List
- FF&E Performance Specifications, Plans and Isometrics

**5-1.3.1.2 Specification Section 01 30 01.00 20 Design, Procurement and Installation of FF&E:** This specification section must include project phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort. (Include with Project Specifications)

**5-1.3.2 Schematic/Concept FF&E Package:**

**5-1.3.2.1 Schematic/Concept FF&E Package Binder.** (Submit in conjunction with the Final Design Submittal):

- Refined FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary List.
- FF&E Estimated Cost Summary List
- FF&E Performance Specifications, Plans and Isometrics

**5-1.3.2.1 Specification Section 01 30 01.00 20:** Prepare Final Specification Section 01 30 01.00 20. This specification section must include project phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort. (Include with Project Specifications.)

## **5-2 PROCESS 1 DBB POST-AWARD: *Performed by Construction Contractor's ID (2nd ID)***

### **DESIGN, MEETINGS & SUBMITTALS**

#### **5-2.1. FF&E BASIS OF DESIGN:**

**5-2.1.1 Validate FF&E Schematic/Concept Package:** The Construction Contractor's Interior Designer and Equipment Specialist(s) must meet with the Activity to discuss the function of each area, validate all FF&E requirements, make any necessary changes and additions to the Schematic/Concept FF&E Package and recommend any adjustments/revisions to the interior building finishes and building infrastructure.

**5-2.1.2 FF&E Plan(s):** Refine the FF&E Plan(s) provided in the FF&E Schematic/Concept Package to indicate all FF&E that is required to support facility functions.

**5-2.1.3 FF&E Estimated Cost Summary List:** Develop a FF&E Estimated Cost Summary List keyed to all items identified on the FF&E Plan(s). Include a brief product description (include dimensions), quantity, estimated unit cost and extended cost (costs included for budgetary use) for each item. Categorize items in the list (i.e., F# for FF&E, A# for Appliances, E# for Electronic Equipment, FE# for fitness equipment, etc.). Verify the numbering system with the NAVFAC ID or CEQ Program Manager.

**5-2.1.4 Develop and Present FF&E Basis of Design Offerings:** Develop a minimum of [two (2)] [three (3)] FF&E offerings for NAVFAC review. Clearly label FF&E offerings and present in a "loose" format for preliminary approval.

**5-2.1.5 Revise FF&E Basis of Design Offerings:** Revise FF&E Offerings for presentation of FF&E Basis of Design to the Activity based on feedback from NAVFAC ID during the "Over the Shoulder" meeting.

**5-2.2. BVD RFQ (RFQ) PACKAGE(S):** Prepare the BVD RFQ Package. **Provide in accordance with Chapters 1-3 of this document.**

**5-2.3 BVD:** Perform the BVD. **Provide in accordance with Chapters 1-3 of this document.**

**5-2.4 FF&E MOCK-UP(S): [Not required.]** **Provide in accordance with Chapters 1-3 of this document.**

**5-2.5 PRE-FINAL DESIGN/DESIGN DEVELOPMENT FF&E:** **Upon BVD concurrence with NAVFAC Contracting Officer, NAVFAC ID, and Activity:**

**5-2.5.1 Fabrics and Finishes:** Coordinate with selected vendors/NAVFAC ID/Activity to make fabric and finish selections. Adjust any SID finishes if required.

**5-2.5.2 FF&E Plans:** Develop FF&E Plans with vendor product. Key all product to FF&E Cost Summary List.

**5-2.5.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/BOM for accuracy.

**5-2.5.4 FF&E Cost Summary List:** Refine FF&E Cost Summary List.

**5-2.5.5 Procurement Data Spec Sheets:** Develop Procurement Data Spec Sheets for each item.

**5-2.5.6 Finish/Fabric Sample Boards:** Prepare finish/fabric sample boards.

#### **5-2.6 FINAL DESIGN:**

**5-2.6.1 Fabrics and Finishes:** Coordinate final fabric and finish selections with selected vendors to finalize package.

- 5-2.6.2 FF&E Plans:** Finalize FF&E Plans with vendor product. Key all product to FF&E Final Cost Summary List.
- 5-2.6.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/Bill of Materials (BOM) for accuracy.
- 5-2.6.4 FF&E Cost Summary List:** Finalize FF&E Final Cost Summary List.
- 5-2.6.5 Document FF&E Changes:** Document and provide explanation for all price changes and product reselection due to price increases or discontinued product.
- 5-2.6.6 Procurement Data Spec Sheets:** Finalize Procurement Data Sheets for each item.
- 5-2.6.7 Finish/Fabric Sample Boards:** Finalize finish/fabric sample boards

## 5-2.7 MEETINGS

- 5-2.7.1 FF&E Requirements Meeting (Interior Design Orientation):** This meeting will occur at the CDW, prior to completion of Design Development (or approximately 35%) and the development of the FF&E package. The NAVFAC ID will review current template documents required for use in the FF&E BVD solicitation package, BPAs, GSA, or other mandatory sources to consider, review the BVD process, discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary List within 21 days to the NAVFAC ID.
- 5-2.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Basis of Design Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].
- 5-2.7.3 FF&E Basis of Design:** Present the NAVFAC-approved FF&E Basis of Design choices for the FF&E Basis of Design package to the Activity for approval. Hold meeting at [the Activity's location] [NAVFAC [\_\_\_\_] in [\_\_\_\_]]. Attendees include the [A/E's] [Contractor's] Project Manager and ID, Activity, NAVFAC OICC/ Project Manager/ ID [and Electrical Engineer]. Photos documenting the selected finish selections will be emailed to the NAVFAC ID within 7 business days.
- 5-2.7.4 BVD RFQ Package(s) "Over the Shoulder Review" Meeting:** Meet with the NAVFAC ID for an "over-the-shoulder" review of the solicitation package(s) and to review the most current NAVSUP BPA vendor list. Prior to issuing the BVD RFQ Package(s), send an electronic copy and a hard copy in binder format of the complete FF&E BVD RFQ package[s] to the NAVFAC ID for review. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].
- 5-2.7.5 FF&E Mock-up(s):** [Not required] **Provide in accordance with Chapters 1-3 of this document.**
- 5-2.7.6 BVD Meeting/Conference Call:** Provide the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].
- 5-2.7.7 Pre-Final/Design Development FF&E Meeting:** Provide to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final/Design Development FF&E, fabric and finish selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final/Design Development Submittal. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

## 5-2.8 SUBMITTALS

- 5-2.8.1 FF&E Basis of Design:** Submit within [two (2)] [three (3)] months after Pre-Construction Conference (PRECON).
- 5-2.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.



**5-2.8.3 BVD RFQ Package(s):** Submit no later than [14] [15] [ ] months prior to Contract Completion Date (CCD). **Provide in accordance with Chapters 1-3 of this document.**

**5-2.8.4 BVD Submittal:** Submit no later than [12] [13] [ ] months prior to CCD. **Provide in accordance with Chapters 1-3 of this document.**

**5-2.8.5 Pre-Final/Design Development FF&E Meeting Submittal:** **Provide in accordance with Chapters 1-3 of this document.**

**5-2.8.6 Pre-Final / Design Development FF&E Submittal:** Submit in conjunction with 100% Pre-Final Design Submittal. Submit no later than [11] [12] [ ] months prior to CCD.

**5-2.8.6.1 Pre-Final FF&E Package Binder:** Submit the following in a 3-ring binder [(with the exception of the 16x20 color boards)]:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Cost Summary List
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary list and Procurement Data Sheets
- Technical Specifications used in RFQ package for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal.
- CD Copy of Preliminary FF&E Submittal
- [16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent]

**5-2.8.7 Final FF&E Package Submittal:** Submit no later than [9] [10] [ ] months prior to CCD.

**5-2.8.7.1 Final FF&E Package Binder:** Submit the following in a 3-ring binder:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Final Cost Summary List
- Procurement Data Sheets completed for each product
- Final FF&E Plans coded to the FF&E Final Cost Summary list and Procurement Data Sheets
- Technical Specifications for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Final Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Final Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal
- Best Value Determination Guidelines forms (completed and signed by the ID)
- Written guarantees from all vendors to hold pricing for a minimum of [120] [360] [ ] days.
- CD Copy of Final FF&E Submittal

## **5-2.9 POST CONSTRUCTION AWARD SERVICES (PCAS)**

**5-2.9.1 FF&E Package Price Validation:** Validate all pricing and product availability for the entire FF&E Package approximately [10] [11] [12] months prior to the Contract Completion Date (CCD).

**5-2.9.2 FF&E On-Site Mock-up(s):** [Not Required]

**5-2.9.2.1** Coordinate [one (1)] [two (2)] [three (3)] technical mock-up[s] for review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] with the selected, best-valued vendor(s).

**5-2.9.2.2** Mock-ups must accurately represent all product exactly as specified in the Final FF&E Submittal. Install building finishes and fixtures in the affected area(s) to the greatest extent practicable in order to assess building systems and fixture coordination.

**5-2.9.2.3** The reviewers will include the ID, Construction Contractor, NAVFAC ID, Construction Manager and Contracting Officer, [IDD/Base Property,] and the Activity. The vendor(s) will be available on-site to respond to questions.

**5-2.9.2.4** Complete mock-up exercise prior to the submittal of the FF&E Package Price Validation and award of the FF&E Turnkey Option CLIN.

**5-2.9.3 Punch List:**

**5-2.9.3.1** The ID (and other specialty consultants, if applicable) will attend [one (1)] [two (2)] punch list site visits. Other attendees will include the FF&E vendor(s)/dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, [Base Property] and the Activity.

**5-2.9.3.2** The first site visit must identify all punch list items (at installation dealer's 98% completion).

**5-2.9.3.3** [The second (at 100% completion) must confirm that all punch list items have been resolved.]

# CHAPTER 6

## ID SERVICES PROCESS 2

### 6-1 DBB PROCESS 2 PRE-AWARD: *Performed by A/E'S or NAVFAC ID (1st ID)*

#### DESIGN, MEETINGS & SUBMITTALS

##### 6-1.1. SCHEMATIC/CONCEPT FF&E DESIGN:

**5-2.1.1 FF&E Plan(s):** Refine the FF&E Plan(s) developed during the CDW/Charrette SID and FF&E client programming to indicate all FF&E that is required to support facility functions.

**5-2.1.2 FF&E Estimated Cost Summary List:** Develop a FF&E Estimated Cost Summary List keyed to all items identified on the FF&E Plan(s). Include a brief product description (include dimensions), quantity, estimated unit cost and extended cost (costs included for budgetary use) for each item. Categorize items in the list (i.e., F# for FF&E, A# for Appliances, E# for Electronic Equipment, FE# for fitness equipment, etc.). Verify the numbering system with the NAVFAC ID or CEQ Program Manager.

**5-2.1.3 Develop and Present Preliminary FF&E Offerings:** Develop a minimum of [two (2)] [three (3)] preliminary FF&E offerings for NAVFAC review. Clearly label FF&E offerings and present in a "loose" format for preliminary approval.

**5-2.1.4 Revise FF&E Offerings (FF&E Basis of Design):** Revise FF&E Offerings for presentation of FF&E Basis of Design to the Activity based on feedback from NAVFAC ID during the "Over the Shoulder" meeting.

**6-1.2 BVD RFQ (RFQ) PACKAGE(S):** Prepare the BVD RFQ Package. **Provide in accordance with Chapters 1-3 of this document.**

**6-1.3 BVD:** Perform the BVD. **Provide in accordance with Chapters 1-3 of this document.**

**6-1.4 FF&E MOCK-UP(s):** [Not required.] **Provide in accordance with Chapters 1-3 of this document.**

**6-1.5 PRE-FINAL DESIGN/DESIGN DEVELOPMENT FF&E:** Upon BVD concurrence with NAVFAC Contracting Officer, NAVFAC ID, and Activity:

**6-1.5.1 Fabrics and Finishes:** Coordinate with selected vendors/NAVFAC ID/Activity to make fabric and finish selections. Adjust any SID finishes if required.

**6-1.5.2 FF&E Plans:** Develop FF&E Plans with vendor product. Key all product to FF&E Cost Summary List.

**6-1.5.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/BOM for accuracy

**6-1.5.4 FF&E Cost Summary List:** Refine FF&E Cost Summary List

**6-1.5.5 Procurement Data Spec Sheets:** Develop Procurement Data Spec Sheets for each item

**6-1.5.6 Finish/Fabric Sample Boards:** Prepare finish/fabric sample boards

**6-1.5.7 Specification Section 01 30 01.00 20:** Prepare/edit Specification Section 01 30 01.00 20. (Template provided by the NAVFAC ID.) This specification section must include project phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort. (Include with Project Specifications.)

## 6-1.6 FINAL DESIGN:

**6-1.6.1 Fabrics and Finishes:** Coordinate final fabric and finish selections with selected vendors to finalize package.

**6-1.6.2 FF&E Plans:** Finalize FF&E Plans with vendor product. Key all product to FF&E Final Cost Summary List.

**6-1.6.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/Bill of Materials (BOM) for accuracy

**6-1.6.4 FF&E Cost Summary List:** Finalize FF&E Final Cost Summary List.

**6-1.6.5 Document FF&E Changes:** Document and provide explanation for all price changes and product reselection due to price increases or discontinued product.

**6-1.6.6 Procurement Data Spec Sheets:** Finalize Procurement Data Sheets for each item

**6-1.6.7 Finish/Fabric Sample Boards:** Finalize finish/fabric sample boards

**6-1.6.8 Specification Section 01 30 01.00 20:** Prepare Final Specification Section 01 30 01.00 20. This specification section must include project phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort. (Include with Project Specifications)

**6-1.6.9 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

## 6-1.7 MEETINGS

**6-1.7.1 FF&E Requirements Meeting (Interior Design Orientation):** This meeting will occur at the CDW, prior to completion of Design Development (or approximately 35%) and the development of the FF&E package. The NAVFAC ID will review current template documents required for use in the FF&E BVD solicitation package, BPAs, GSA, or other mandatory sources to consider, review the BVD process, discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary List within 21 days to the NAVFAC ID.

**6-1.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Schematic/Concept Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**6-1.7.3 Schematic/Concept FF&E Presentation (FF&E Basis of Design):** Present the NAVFAC-approved Schematic/Concept FF&E choices for the FF&E Basis of Design package to the Activity for approval. Hold meeting at [the Activity's location] [NAVFAC [\_\_\_\_] in [\_\_\_\_]]. [Schedule in conjunction with the SID presentation to the Activity]. Attendees include the [A/E's] [Contractor's] Project Manager and ID, Activity, NAVFAC OICC/ Project Manager/ ID [and Electrical Engineer]. Photos documenting the selected finish selections will be emailed to the NAVFAC ID within 7 business days.

**6-1.7.4 BVD RFQ Package(s) "Over the Shoulder Review" Meeting:** Meet with the NAVFAC ID for an "over-the-shoulder" review of the solicitation package(s) and to review the most current NAVSUP BPA vendor list. Prior to issuing the BVD RFQ Package(s), send an electronic copy and a hard copy in binder format of the complete FF&E BVD RFQ package[s] to the NAVFAC ID for review. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**6-1.7.5 FF&E Mock-up(s):** [Not required] **Comply with Chapters 1-3 of this document.**

**6-1.7.6 BVD Meeting/Conference Call:** Provide the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**6-1.7.7 Pre-Final/Design Development FF&E Meeting:** Provide to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final/Design Development FF&E, fabric and finish selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final/Design Development Submittal. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

## **6-1.8 SUBMITTALS**

**6-1.8.1 Schematic/Concept FF&E:** Submit in conjunction with 35% Design Submittal.

**6-1.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.

**6-1.8.3 BVD RFQ Package(s):** Provide in accordance with Chapters 1-3 of this document.

**6-1.8.4 BVD Submittal:** Provide in accordance with Chapters 1-3 of this document.

**6-1.8.5 FF&E/CEQ Pre-Final/Design Development Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.

**6-1.8.6 Pre-Final / Design Development FF&E Package Submittal:** Submit in conjunction with 100% Pre-Final Design Submittal.

**6-1.8.6.1 Pre-Final FF&E Package Binder:** Submit the following in a 3-ring binder [(with the exception of the 16x20 color boards)]:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Cost Summary List
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary list and Procurement Data Sheets
- Technical Specifications used in RFQ package for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal.
- CD Copy of Preliminary FF&E Submittal
- [16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent]

**6-1.8.6.2 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule)

**6-1.8.6.3 Specification Section 01 30 01.00 20:** Provide edited Specification Section 01 30 01.00 20. (Include with Project Specifications.)

**6-1.8.7 Final FF&E Package Submittal:** Submit in conjunction with Final Design Submittal.

**6-1.8.7.1 Final FF&E Package Binder:** Submit the following in a 3-ring binder:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Final Cost Summary List
- Procurement Data Sheets completed for each product
- Final FF&E Plans coded to the FF&E Final Cost Summary list and Procurement Data Sheets
- Technical Specifications for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Final Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Final Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal
- Best Value Determination Guidelines forms (completed and signed by the ID)
- Written guarantees from all vendors to hold pricing for a minimum of [120] [360] [ ] days.
- CD Copy of Final FF&E Submittal

**6-1.8.7.2 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

**6-1.8.7.3 Final Specification Section 01 30 01.00 20:** Provide final, edited Specification Section 01 30 01.00 20. (Include with Project Specifications.)

## **6-2 DBB PROCESS 2 POST-AWARD: *Performed by Construction Contractor's ID (1st ID)***

### **DESIGN, MEETINGS & SUBMITTALS**

#### **6-2.1 POST CONSTRUCTION AWARD SERVICES (PCAS)**

**6-2.1.1 FF&E Package Price Validation:** Validate all pricing and product availability for the entire FF&E Package approximately [10] [11] [12] months prior to the Contract Completion Date (CCD).

**6-2.1.2 FF&E On-Site Mock-up(s):** [Not Required]

**6-2.1.2.1** Coordinate [one (1)] [two (2)] [three (3)] technical mock-up[s] for review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] with the selected, best-valued vendor(s).

**6-2.1.2.2** Mock-ups must accurately represent all product exactly as specified in the Final FF&E Submittal. Building finishes and fixtures must be installed in the affected area(s) to the greatest extent practicable in order to assess building systems and fixture coordination.

**6-2.1.2.3** The reviewers will include the ID, Construction Contractor, NAVFAC ID, Construction Manager and Contracting Officer, [IDD/Base Property,] and the Activity. The vendor(s) will be available on-site to respond to questions.

**6-2.1.2.4** Complete mock-up exercise prior to the submittal of the FF&E Package Price Validation and award of the FF&E Turnkey Option CLIN.

#### **6-2.1.3 Punch List**

**6-2.1.3.1** The ID (and other specialty consultants, if applicable) will attend [one (1)] [two (2)] punch list site visits. Other attendees will include the FF&E vendor(s)/dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, [Base Property] and the Activity.

**6-2.1.3.2** The first site visit must identify all punch list items (at installation dealer's 98% completion).

**6-2.1.3.3** [The second (at 100% completion) must confirm that all punch list items have been resolved.]

# CHAPTER 7

## ID SERVICES PROCESS 3

### 7-1 DBB PROCESS 3 PRE-AWARD: *Performed by A/E'S or NAVFAC ID (1st ID)*

#### DESIGN, MEETINGS & SUBMITTALS

##### 7-1.1. SCHEMATIC/CONCEPT FF&E DESIGN:

**7-1.1.1 FF&E Plan(s):** Refine the FF&E Plan(s) developed during the CDW/Charrette SID and FF&E client programming to indicate all FF&E that is required to support facility functions.

**7-1.1.2 FF&E Estimated Cost Summary List:** Develop a FF&E Estimated Cost Summary List keyed to all items identified on the FF&E Plan(s). Include a brief product description (include dimensions), quantity, estimated unit cost and extended cost (costs included for budgetary use) for each item. Categorize items in the list (i.e., F# for FF&E, A# for Appliances, E# for Electronic Equipment, FE# for fitness equipment, etc.). Verify the numbering system with the NAVFAC ID or CEQ Program Manager.

**7-1.1.3 Develop and Present Preliminary FF&E Offerings:** Develop a minimum of [two (2)] [three (3)] preliminary FF&E offerings for NAVFAC review. Clearly label FF&E offerings and present in a "loose" format for preliminary approval.

**7-1.1.4 Revise FF&E Offerings (FF&E Basis of Design):** Revise FF&E Offerings for presentation of FF&E Basis of Design to the Activity based on feedback from NAVFAC ID during the "Over the Shoulder" meeting.

**7-1.2 BVD RFQ PACKAGE(S):** Prepare the BVD RFQ Package. **Provide in accordance with Chapters 1-3 of this document.**

**7-1.3 BVD:** Perform the BVD. **Provide in accordance with Chapters 1-3 of this document.**

**7-1.4 FF&E MOCK-UP(s):** [Not required.] **Provide in accordance with Chapters 1-3 of this document.**

**7-1.5 PRE-FINAL DESIGN/DESIGN DEVELOPMENT FF&E: Upon BVD concurrence with NAVFAC Contracting Officer, NAVFAC ID, and Activity:**

**7-1.5.1 Fabrics and Finishes:** Coordinate with selected vendors/NAVFAC ID/Activity to make fabric and finish selections. Adjust any SID finishes, if required.

**7-1.5.2 FF&E Plans:** Develop FF&E Plans with vendor product. Key all product to FF&E Cost Summary List.

**7-1.5.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/BOM for accuracy

**7-1.5.4 FF&E Cost Summary List:** Refine FF&E Cost Summary List

**7-1.5.5 Procurement Data Spec Sheets:** Develop Procurement Data Spec Sheets for each item

**7-1.5.6 Finish/Fabric Sample Boards:** Prepare finish/fabric sample boards

**7-1.5.7 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

**7-1.5.8 Specification Section 01 30 01.00 20:** Prepare/edit Specification Section 01 30 01.00 20. (Template provided by the NAVFAC ID.) This specification section must include project



phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort. (Include with Project Specifications.)

#### **7-1.6 FINAL DESIGN:**

**7-1.6.1 Fabrics and Finishes:** Coordinate final fabric and finish selections with selected vendors to finalize package.

**7-1.6.2 FF&E Plans:** Finalize FF&E Plans with vendor product. Key all product to FF&E Final Cost Summary List.

**7-1.6.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/Bill of Materials (BOM) for accuracy

**7-1.6.4 FF&E Cost Summary List:** Finalize FF&E Final Cost Summary List.

**7-1.6.5 Document FF&E Changes:** Document and provide explanation for all price changes and product reselection due to price increases or discontinued product.

**7-1.6.6 Procurement Data Spec Sheets:** Finalize Procurement Data Sheets for each item

**7-1.6.7 Finish/Fabric Sample Boards:** Finalize finish/fabric sample boards

**7-1.6.8 Specification Section 01 30 01.00 20:** Prepare Final Specification Section 01 30 01.00 20. This specification section must include project phasing requirements, if required, as they relate to phased FF&E delivery and installation by the Construction Contractor, as well as separation of FF&E Submittals into phases, if deemed necessary for coordination effort. (Include with Project Specifications)

**7-1.6.9 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

#### **7-1.7 MEETINGS**

**7-1.7.1 FF&E Requirements Meeting (Interior Design Orientation):** This meeting will occur at the CDW/Charrette, prior to completion of Design Development (or approximately 35%) and the development of the FF&E package. The NAVFAC ID will review current template documents required for use in the FF&E BVD solicitation package, BPAs, GSA, or other mandatory sources to consider, review the BVD process, discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary List within 21 days to the NAVFAC ID.

**7-1.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Schematic/Concept Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**7-1.7.3 Schematic/Concept FF&E Presentation (FF&E Basis of Design):** Present the NAVFAC-approved Schematic/Concept FF&E choices for the FF&E Basis of Design package to the Activity for approval. Hold meeting at [the Activity's location] [NAVFAC [\_\_\_\_] in [\_\_\_\_]]. [Schedule in conjunction with the SID presentation to the Activity]. Attendees include the [A/E's] [Contractor's] Project Manager and ID, Activity, NAVFAC OICC/ Project Manager/ ID [and Electrical Engineer]. Photos documenting the selected finish selections will be emailed to the NAVFAC ID within 7 business days.

**7-1.7.4 BVD RFQ Package(s) "Over the Shoulder Review" Meeting:** Meet with the NAVFAC ID for an "over-the-shoulder" review of the solicitation package(s) and to review the most current NAVSUP BPA vendor list. Prior to issuing the BVD RFQ Package(s), send an electronic copy and a hard copy in binder format of the complete FF&E BVD RFQ package[s] to the NAVFAC ID for review. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**7-1.7.5 FF&E Mock-up(s):** [Not required] **Provide in accordance with Chapters 1-3 of this document.**

**7-1.7.6 BVD Meeting/Conference Call:** Provide the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**7-1.7.7 Pre-Final/Design Development FF&E Meeting:** Provide to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final/Design Development FF&E, fabric and finish selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final/Design Development Submittal. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

## **7-1.8 SUBMITTALS**

**7-1.8.1 FF&E Schematic/Concept:** Submit in conjunction with 35% Design Submittal.

**7-1.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.

**7-1.8.3 BVD RFQ Package(s):** Provide in accordance with Chapters 1-3 of this document.

**7-1.8.4 BVD Submittal:** Provide in accordance with Chapters 1-3 of this document.

**7-1.8.5 FF&E/CEQ Pre-Final/Design Development Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.

**7-1.8.6 Pre-Final / Design Development FF&E Package Submittal:** Submit in conjunction with 100% Pre-Final Design Submittal.

**7-1.8.6.1 Pre-Final FF&E Package Binder:** Submit the following in a 3-ring binder[(with the exception of the 16x20 color boards)]:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Cost Summary List
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary list and Procurement Data Sheets
- Technical Specifications used in RFQ package for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal.
- CD Copy of Preliminary FF&E Submittal
- [16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent]

**7-1.8.6.2 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

**7-1.8.6.3 Specification Section 01 30 01.00 20:** Provide edited Specification Section 01 30 01.00 20. (Include with Project Specifications.)

**7-1.8.7 Final FF&E Package Submittal:** Submit in conjunction with Final Design Submittal.

**7-1.8.7.1 Final FF&E Package Binder:** Submit the following in a 3-ring binder:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Final Cost Summary List
- Procurement Data Sheets completed for each product
- Final FF&E Plans coded to the FF&E Final Cost Summary list and Procurement Data Sheets
- Technical Specifications for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Final Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Final Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal
- Best Value Determination Guidelines forms (completed and signed by the ID)
- Written guarantees from all vendors to hold pricing for a minimum of [120] [360] [ ] days.
- CD Copy of Final FF&E Submittal

**7-1.8.7.2 Specification Section 00 22 13.00 20:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option CLIN and Notes are included in the Specification Section 00 22 13.00 20 (also referred to as the Bid Schedule).

**7-1.8.7.3 Specification Section 01 30 01.00 20:** Provide final, edited Specification Section 01 30 01.00 20. (Include with Project Specifications.)

## **7-2 DBB PROCESS 3 POST-AWARD: *Performed by A/E's or NAVFAC ID (1st ID)***

### **7-2.1 POST CONSTRUCTION AWARD SERVICES (PCAS)**

**7-2.1.1 FF&E Package Price Validation:** Validate all pricing and product availability for the entire FF&E Package approximately [10] [11] [12] months prior to the Contract Completion Date (CCD). Submit any substitutions due to product non-availability for NAVFAC ID approval.

**7-2.1.2 FF&E On-Site Mock-up(s):** [Not Required]

**7-2.1.2.1** Coordinate [one (1)] [two (2)] [three (3)] technical mock-up[s] for review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] with the selected, best-valued vendor(s).

**7-2.1.2.2** Mock-ups must accurately represent all product exactly as specified in the Final FF&E Submittal. Building finishes and fixtures must be installed in the affected area(s) to the greatest extent practicable in order to assess building systems and fixture coordination.

**7-2.1.2.3** The reviewers will include the ID, Construction Contractor, NAVFAC ID, Construction Manager and Contracting Officer, [IDD/Base Property,] and the Activity. The vendor(s) will be available on-site to respond to questions.

**7-2.1.2.4** Complete mock-up exercise prior to the submittal of the FF&E Package Price Validation and award of the FF&E Turnkey Option CLIN.

**7-2.1.3 Punch List:**

**7-2.1.3.1** The ID (and other specialty consultants, if applicable) will attend [one (1)] [two (2)] punch list site visits. Other attendees will include the FF&E vendor(s)/dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, [Base Property] and the Activity.

**7-2.1.3.2** The first site visit must identify all punch list items (at installation dealer's 98% completion).

**7-2.1.3.3** [The second (at 100% completion) must confirm that all punch list items have been resolved.]

## CHAPTER 8

### DESIGN BUILD (DB) POST-AWARD: *(Performed by DB A/E & Construction Contractor's ID)*

#### 8-1 SPECIFICATION SECTION E20, FURNISHINGS: PART 3, ENGINEERING SYSTEMS REQUIREMENTS (ESR)

Specification section Part 3, E20 is the project specific section tailored to meet the specific requirements of the project. The Construction Contractor's ID must develop the FF&E Package or CEQ Package from design start to design completion and perform PCAS requirements.

#### DESIGN, MEETINGS & SUBMITTALS

##### 8-1.1. FF&E SCHEMATIC/CONCEPT DESIGN:

**8-1.1.1 FF&E Plan(s):** Refine the FF&E Plan(s) developed during the CDW SID and FF&E client programming to indicate all FF&E that is required to support facility functions.

**8-1.1.2 FF&E Estimated Cost Summary List:** Develop a FF&E Estimated Cost Summary List keyed to all items identified on the FF&E Plan(s). Include a brief product description (include dimensions), quantity, estimated unit cost and extended cost (costs included for budgetary use) for each item. Categorize items in the list (i.e., F# for FF&E, A# for Appliances, E# for Electronic Equipment, FE# for fitness equipment, etc.). Verify the numbering system with the NAVFAC ID or CEQ Program Manager.

**8-1.1.3 Develop and Present Preliminary FF&E Offerings:** Develop a minimum of [two (2)] [three (3)] preliminary FF&E offerings for NAVFAC review. Clearly label FF&E offerings and present in a "loose" format for preliminary approval.

**8-1.1.4 Revise FF&E Offerings (FF&E Basis of Design):** Revise FF&E Offerings for presentation of FF&E Basis of Design to the Activity based on feedback from NAVFAC ID during the "Over the Shoulder" meeting.

**8-1.2 BVD RFQ (RFQ) PACKAGE(S):** Prepare the BVD RFQ Package. **Provide in accordance with Chapters 1-3 of this document.**

**8-1.3 BVD:** Perform the BVD. **Provide in accordance with Chapters 1-3 of this document.**

**8-1.4 FF&E MOCK-UP(s):** [Not required.] **Provide in accordance with Chapters 1-3 of this document.**

**8-1.5 PRE-FINAL DESIGN/DESIGN DEVELOPMENT FF&E:** Upon BVD concurrence with NAVFAC Contracting Officer, NAVFAC ID, and Activity:

**8-1.5.1 Fabrics and Finishes:** Coordinate with selected vendors/NAVFAC ID/Activity to make fabric and finish selections. Adjust any SID finishes if required.

**8-1.5.2 FF&E Plans:** Develop FF&E Plans with vendor product. Key all product to FF&E Cost Summary List.

**8-1.5.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/BOM for accuracy

**8-1.5.4 FF&E Cost Summary List:** Refine FF&E Cost Summary List

**8-1.5.5 Procurement Data Spec Sheets:** Develop Procurement Data Spec Sheets for each item

**8-1.5.6 Finish/Fabric Sample Boards:** Prepare finish/fabric sample boards

## 8-1.6 FINAL DESIGN:

**8-1.6.1 Fabrics and Finishes:** Coordinate final fabric and finish selections with selected vendors to finalize package.

**8-1.6.2 FF&E Plans:** Finalize FF&E Plans with vendor product. Key all product to FF&E Final Cost Summary List.

**8-1.6.3 Quote(s)/Bill of Materials (BOM):** Review and verify Quote(s)/Bill of Materials (BOM) for accuracy

**8-1.6.4 FF&E Cost Summary List:** Finalize FF&E Final Cost Summary List.

**8-1.6.5 Document FF&E Changes:** Document and provide explanation for all price changes and product reselection due to price increases or discontinued product.

**8-1.6.6 Procurement Data Spec Sheets:** Finalize Procurement Data Sheets for each item

**8-1.6.7 Finish/Fabric Sample Boards:** Finalize finish/fabric sample boards

## 8-1.7 MEETINGS

**8-1.7.1 FF&E Requirements Meeting (Interior Design Orientation):** This meeting will occur at the CDW, prior to completion of Design Development (or approximately 35%) and the development of the FF&E package. The NAVFAC ID will review current template documents required for use in the FF&E BVD solicitation package, BPAs, GSA, or other mandatory sources to consider, review the BVD process, discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary List within 21 days to the NAVFAC ID.

**8-1.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Schematic/Concept Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**8-1.7.3 Schematic/Concept FF&E Presentation (FF&E Basis of Design):** Present the NAVFAC-approved Schematic/Concept FF&E choices for the FF&E Basis of Design package to the Activity for approval. Hold meeting at [the Activity's location] [NAVFAC [\_\_\_\_] in [\_\_\_\_]]. [Schedule in conjunction with the SID presentation to the Activity]. Attendees include the [A/E's] [Contractor's] Project Manager and ID, Activity, NAVFAC OICC/ Project Manager/ ID [and Electrical Engineer]. Photos documenting the selected finish selections will be emailed to the NAVFAC ID within 7 business days.

**8-1.7.4 BVD RFQ Package(s) "Over the Shoulder Review" Meeting:** Meet with the NAVFAC ID for an "over-the-shoulder" review of the solicitation package(s) and to review the most current NAVSUP BPA vendor list. Prior to issuing the BVD RFQ Package(s), send an electronic copy and a hard copy in binder format of the complete FF&E BVD RFQ package[s] to the NAVFAC ID for review. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**8-1.7.5 FF&E Mock-up(s):** [Not required] **Provide in accordance with Chapters 1-3 of this document.**

**8-1.7.6 BVD Meeting/Conference Call:** Present the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting [at NAVFAC, located in [\_\_\_\_]] [via conference call] [\_\_\_\_].

**8-1.7.7 Pre-Final/Design Development FF&E Meeting:** Present to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final/Design Development FF&E, fabric and finish

selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final/Design Development Submittal.

## **8-1.8 SUBMITTALS**

**8-1.8.1 Schematic/Concept FF&E Package:** Submit in conjunction with 35% Design Submittal.

**8-1.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.

**8-1.8.3 BVD RFQ Package(s):** Provide in accordance with Chapters 1-3 of this document.

**8-1.8.4 BVD Submittal:** Provide in accordance with Chapters 1-3 of this document.

**8-1.8.5 Pre-Final/Design Development FF&E Meeting Submittal:** Provide in accordance with Chapters 1-3 of this document.

**8-1.8.6 Pre-Final / Design Development FF&E Package Submittal:** Submit in conjunction with 100% Pre-Final Design Submittal

**8-1.8.6.1 Pre-Final FF&E Package Binder:** Submit the following in a 3-ring binder [(with the exception of the 16x20 color boards)]:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Cost Summary List
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary list and Procurement Data Sheets
- Technical Specifications used in RFQ package for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal.
- CD Copy of Preliminary FF&E Submittal
- [16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent]

**8-1.8.7 Final FF&E Package Submittal:** Submit in conjunction with Final Design Submittal.

**8-1.8.7.1 Final FF&E Package Binder:** Submit the following in a 3-ring binder:

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value BPA vendors)
- FF&E Final Cost Summary List
- Procurement Data Sheets completed for each product
- Final FF&E Plans coded to the FF&E Final Cost Summary list and Procurement Data Sheets
- Technical Specifications for all FF&E items.
- Final Finish/Fabric Selections and Samples mounted on mat board in heavy-duty plastic sheet protectors.
- Final Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Final Cost Summary Item Codes. Indicate and provide explanations for all changes to quantities and/or pricing that occur between accepted vendor proposal and Final FF&E Submittal

- Best Value Determination Guidelines forms (completed and signed by the ID)
- Written guarantees from all vendors to hold pricing for a minimum of [120] [360] [ ] days.
- CD Copy of Final FF&E Submittal

## **8-1.9 POST CONSTRUCTION AWARD SERVICES (PCAS)**

**8-1.9.1 FF&E Package Price Validation:** Validate all pricing and product availability for the entire FF&E Package approximately [10] [11] [12] months prior to the Contract Completion Date (CCD).

**8-1.9.2 FF&E On-Site Mock-up(s):** [Not Required]

**8-1.9.2.1** Coordinate [one (1)] [two (2)] [three (3)] technical mock-up[s] for review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] with the selected, best-valued vendor(s).

**8-1.9.2.2** Coordinate [one (1)] [two (2)] [three (3)] technical mock-up[s] for review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] with the selected, best-valued vendor(s).

**8-1.9.2.3** Mock-ups must accurately represent all product exactly as specified in the Final FF&E Submittal. Building finishes and fixtures must be installed in the affected area(s) to the greatest extent practicable in order to assess building systems and fixture coordination.

**8-1.9.2.4** The reviewers will include the ID, Construction Contractor, NAVFAC ID, Construction Manager and Contracting Officer, [IDD/Base Property,] and the Activity. The vendor(s) will be available on-site to respond to questions.

**8-1.9.2.5** Complete mock-up exercise prior to the submittal of the FF&E Package Price Validation and award of the FF&E Turnkey Option CLIN.

**8-1.9.3 Punch List:**

**8-1.9.3.1** The ID (and other specialty consultants, if applicable) will attend [one (1)] [two (2)] punch list site visits. Other attendees will include the FF&E vendor(s)/dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, [Base Property] and the Activity.

**8-1.9.3.2** The first site visit must identify all punch list items (at installation dealer's 98% completion).

**8-1.9.3.3** [The second (at 100% completion) must confirm that all punch list items have been resolved.]



## **8-2 SPECIFICATION SECTION E20, FURNISHINGS: PART 4, PERFORMANCE TECHNICAL SPECIFICATION (PTS)**

Specification section Part 4, E20 is the performance technical specification; it contains standardized language requiring less tailoring for specific project needs. This section addresses Specific Construction Contractor responsibilities for the FF&E Package to include requirements regarding purchasing and installation, warranty considerations, and the authorization for purchasing FF&E using Government Supply Sources, specifically the Navy BPAs. Since FF&E items may carry warranties lasting several years, this section specifies that any warranties pass through to the Government upon acceptance of the facility and FF&E.

END