

## Interior Design Procedures:

13 February 2025

### Furniture, Fixtures and Equipment (FF&E)

**EFFECTIVE DATE:** This procedure is in effect 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 Government Supply Sources
- 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 Interior Design (06-15-2021)* [UFC 3-120-10 Interior Design, With Change 2](#)
- NAVFAC Acquisition Guidance (internal use only), *Turnkey Furniture, Fixtures & Equipment (FF&E) Contracting Guide for Construction Projects (10-01-2022)* [Turnkey FF&E Guide for Construction Projects - NAVY access only](#)
- *FC 1-300-09N Navy And Marine Corps Design Procedures (07-09-2021)* [FC 1-300-09N Navy And Marine Corps Design Procedures, With Change 6](#)
- *OPNAVINST 11010.20J* [OPNAVINST 11010.20J](#)

### 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)* [SAES templates - NAVY access only](#)
- Design-Bid-Build *UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND EQUIPMENT PACKAGE* [UFGS 12 00 01.00 20 Furniture, Fixtures And Equipment \(FF&E\) Package](#)
- Design-Build *Request for Proposals (RFPs)*

### 1-1.4 Comply with Project-Specific Contract Requirements to include:

- SAES,
- *UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND EQUIPMENT (FF&E) PACKAGE* or
- Design Build *Request for Proposal (DB RFP)* [DB Master RFP](#)

## 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 [WBDG - NAVFAC Collateral Equipment Page](#) is required.***

- NAVFAC Interior Design Procedure: Furniture, Fixtures and Equipment (FF&E)
- NAVFAC Performance Criteria
- NAVFAC templates (Project-Specific Technical Specifications, Cost Summaries, Best Value Determination (BVD), etc.)
- CNIC FF&E/CEQ funding request templates
- CEQ Classification and Funding Matrix

### 1-2.2 DON Category Management Program Office:

[DON Category Management Program - NAVY access only](#)

- Pertinent NAVSUP documents from this site for Contractor and Interior Designer (ID) use are posted at: [WBDG - NAVFAC Collateral Equipment Page](#)

### 1-2.3 Excess from Other Agencies:

- [GSAXcess](#)

**1-2.4 Federal Prison Industries (FPI)/UNICOR:**

- [FPI/UNICOR](#)
- [FPI Yearly List of FSC Codes to be Competed](#)

**1-2.5 The Committee for Purchase from People Who are Blind or Severely Disabled (Ability One):**

- [Ability One](#)

**1-2.6 GSA Schedules:**

- [GSA Office Furniture Schedules](#)
- [GSA Packaged Furniture](#)

**1-2.7 Approved Secure Storage Equipment:**

- [GSA Global Supply - Security Containers](#)
- [DoD Lock Program \(navy.mil\)](#)

## **1-3 DEFINITIONS**

**1-3.1 Comprehensive Interior Design (CID)** is comprised of Structural Interior Design (SID) and Furniture, Fixtures and Equipment (FF&E) 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 Package:** The design of the FF&E Package is the programming, design, layout, specification and documentation of items to include loose, portable and mobile furniture and specialized equipment. Note: The NAVFAC Atlantic (LANT) Area of Responsibility (AOR) utilizes the term **FF&E Package** and the NAVFAC Pacific (PAC) AOR utilizes the term **CEQ Buy Package**. These terms are synonymous. For the purposes of this document, the term **FF&E Package** is used.

**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 11010.20J, Facilities Projects Instruction, Personal Property, Chapter 1.2.c (17) and Appendix A, Property Classification Table, 27 Dec 2022.

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, and dorm and quarters furnishings. FF&E must be installed by a dealer/installer certified and/or approved by the FF&E manufacturer(s), typically through the Construction Contractor using 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 equipment may be designed and procured as separate packages in the same manner as FF&E or as a fixed-price option that complies with performance criteria and specifications.

1-3.2.2.1 Medical Facility FF&E Package(s) or CEQ Package(s) must be developed as outlined in *UFC 4-510-01 Design: Military Medical Facilities* for procurement and installation. Comply with direction of the SAES or *UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND*

*EQUIPMENT PACKAGE*, NAVFAC Contracting Officer, PM and ID for specific project requirements.

## CHAPTER 2

### 2-1 MANDATORY SOURCES

**2-1.1** Per Federal Acquisition Regulation (FAR) 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 [GSAXcess](#)
- Federal Prison Industries (FPI)/UNICOR [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) [Ability One](#)
- General Services Administration (GSA) [GSA Schedules](#)

**2-1.2** If the ID is unable to satisfy the furniture requirement from one of the first four (4) mandatory sources listed above, and has documented the file as such, use the GSA or other Government Supply Sources to the greatest extent practicable to satisfy the requirement. For some specialty items or equipment, Open Market sources may be the best avenue of supply.

### 2-2 GSA BPA SCHEDULES

The GSA Furniture BPAs awarded against GSA Multiple Award Schedules (MASs) are an available, but not mandatory, vehicle for acquiring FF&E. In addition to the GSA Furniture BPAs identified below, GSA schedules for office furniture, specialized furniture and equipment are available for use when applicable. The Category Management "golden rule" and market research order of precedence recommends the use of an existing Government contracting vehicle, such as the GSA Furniture BPAs, be given priority consideration. A separate Best Value Determination (BVD) is required for each SIN utilized in a project.

#### 2-2.1 GSA Furniture BPA Schedules

##### 2-2.1.1 Household, Dormitory & Quarters Furniture:

- SIN 337121H Household, Dormitory & Quarters Furniture
- SIN 337122SBSA Household, Dormitory & Quarters Furniture (SBSA)
- SIN 3FURNISH Commercial Office Furnishings (SBSA)

##### 2-2.1.2 Miscellaneous Furniture:

- SIN 33712 Complete Daycare, Preschool and Classroom Solutions
- SIN 337127 Institutional Furniture
- SIN 337127CFBSB Cafeteria and Food Service Furniture (SBSA)
- SIN 337127CISB Correctional Institution Furniture
- SIN 337127INT International Furniture Products
- SIN 337127LFSB Library Furniture
- SIN 337127TLBSB Tables and Lecterns (SBSA)
- SIN 337215SBSA Wall Units and Displays SBSA
- SIN 33721SBSA Storage - Includes cabinet, wall unit, and hazardous material storage.
- SIN 33721T Training Room, Auditorium and Theater Furniture

##### 2-2.1.3 Office Furniture:

- SIN 33721 Office Furniture

##### 2-2.1.4 Packaged Furniture:

- SIN 337121P Packaged Household Dormitory and Quarters Furniture
- SIN 337127P International Packaged Furniture
- SIN 33721P Packaged Office Furniture
- SIN 339113P Packaged Healthcare Furniture

The GSA Packaged Furniture BPA SINs provide 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 non-furniture items not associated with any of the GSA 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 NAVFAC should utilize products on GSA schedule to the greatest extent practicable. As long as the order is predominantly from GSA sources, 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.

## **2-3 Approved Secure Storage Equipment**

The Information Security Oversight Office (ISOO) issued a notice requiring federal agencies to purchase GSA Approved containers using National Stock Numbers through GSA Global Supply. Please see *ISOO Notice 2014-02: Procurement of Security Equipment* [ISOO Notice 2014-02](#) (Reference 4) for additional information.

### **2-3.1 Approved Security Containers that conform to federal specifications and standards are for the storage of:**

- Classified documents
- Components
- Materials
- Equipment
- Funds
- Valuables
- Weapons

### **2-3.2 Mandatory Source**

Effective 1 Oct 2019, GSA Global Supply is the mandatory source for the procurement of all secure containers, to include safes. A .gov or .mil email address is required to place an order for these items. Security containers are no longer procured by construction contractors as part of the FF&E turnkey process.

### **2-3.3 Security Containers Package**

Include the security containers as part of the coordinated FF&E effort, but develop a separate Security Containers Package for Activity use. Identify security containers in existing facility(s) available for reuse in the new facility(s) and/or redistributed to DRMO. Do not BVD the Security Containers Package as that function will occur during procurement by GSA Global Supply. Do not include HAR and SIOH for the security containers since these are GFGI items.

Security Containers Package to include:

- Final Cost Summary
- Procurement Data Sheets (include NSN)
- Keyed Furniture Plan

For additional information:

[GSA Global Supply - Security Containers](#)  
[DoD Lock Program \(navy.mil\)](#)

### **2-3.4 MILCON Projects with Initial FF&E Outfitting Funded by Commander, Navy Installations Command (CNIC)**

CNIC will provide OMN funds for the purchase of movable security containers via a Budget Submitting Office (BSO) to BSO Execution Transfer (i.e. CNIC to NAVAIR). CNIC will initiate the BSO transfer document. Once the transfer is complete, the Activity must obtain these funds from their BSO and be responsible for procuring and installing the security containers as GFGI equipment.

### **2-3.5 MILCON Projects with Initial FF&E Outfitting Funded by Marine Corps Installations Command (MCICOM)/Supply Management Division (SMD)**

MCICOM/SMD will provide OMN funds and procure all movable security containers. After delivery to the SMD warehouse, the Activity is responsible for transportation to the project site and installation after building occupancy in order to maintain chain of custody as GFGI equipment. An exception to this process applies to large Ordnance storage containers, which are funded and procured by the organizational Ordnance activity. Coordinate with project SMD representative.

### **2-3.6 FF&E Packages not funded by CNIC or SMD**

For FF&E Packages not funded by CNIC or SMD, the Activity must provide funding, procurement and installation of the Security Containers Package as GFGI equipment.

## **2-4 AUTHORIZATION FOR USE OF GOVERNMENT SUPPLY SOURCES**

The Contracting Officer will authorize the Contractor to purchase the required products through the specified sources and will provide a letter of authorization to the Contractor in accordance with FAR 51.102 Authorization to use Government supply sources (e)(1) through (5) citing the name of the furniture Vendor(s) and other information to use when accessing the Federal Government supply sources. The Contractor must procure and coordinate the installation of the approved Final FF&E Package exactly as specified.

## **2-5 BUY AMERICAN ACT (BAA) and TRADE AGREEMENT ACT (TAA)**

All products under the FF&E Option Item are subject to the rules and regulations governing the acquisition of foreign supplies, e.g., Buy American Act (BAA) (FAR 25.1 Buy American-Supplies). This also includes all supplies procured through Government Supply Sources. Solicitations are required to meet the Trade Agreement Act (TAA) Designated Countries (FAR 25.4 Trade Agreements), as part of the BAA. In addition to the applicable BAA clauses and provisions for construction materials, the Contracting Officer must also insert the appropriate BAA or TAA clauses and provisions for supplies. The Contractor is responsible for ensuring the FF&E is compliant with the BAA or TAA.

## **2-6 PROHIBITION ON PROCUREMENT OF CERTAIN ITEMS CONTAINING PERFLUOROOCTANE SULFONATE (PFOS) OR PERFLUOROOCTANOIC ACID (PFOA)**

Effective April 1, 2023, in accordance with section 333 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, the Department of Defense must not procure any covered items that contain PFOS or PFOA. The Contractor must not provide any covered items containing PFOS or PFOA in performance of this contract or task order.

### **2-6.1 A Covered Item Means the Following:**

- Nonstick cookware or cooking utensils for use in galleys or dining facilities.
- Upholstered furniture, fabrics, carpets, and rugs that have been treated with stain-resistant coatings.

## CHAPTER 3

### 3-1 FF&E BVD REQUIREMENTS

For the purposes of this document, the term “procurement” as used below, is defined as any single purchase to a specific vendor for items in a FF&E Package. In order to provide a complete FF&E Package, multiple vendors and multiple BVDs, from GSA, other Government Supply Sources and/or Open Market may be required. Do not include different source categories, i.e. different GSA SINs, GSA and Open Market, in the same BVD Request for Quotation (RFQ); all sources in an individual BVD RFQ must be in the same category. The Interior Designer (ID) must confirm current procurement threshold dollar values at time of BVD.

#### 3-1.1 Below Micro-Purchase Threshold (MPT):

- For any procurement in the FF&E Package with a value at or below the MPT, the Interior Designer may utilize any GSA vendor. Other manufacturers may be utilized if the GSA vendors cannot supply the item(s).

#### 3-1.2 Greater than the MPT and below the Simplified Acquisition Threshold (SAT):

- For any procurement in the FF&E Package with a value greater than the MPT and below the SAT, the ID must always review products and pricing from all mandatory sources per FAR 8.002. **If the requirement cannot be met by mandatory supply sources (to include FPI/UNICOR), per FAR 8.405-2 (2)(ii), the ID must prepare and distribute a BVD RFQ Package to at least three (3) vendors within the applicable SIN.**
- Per DFARS 208.602-70, Acquisition of items for which FPI/UNICOR has a “significant market share,” means an item for which FPI’s share of the DoD market for the federal supply class including that item is greater than 5 percent, as determined by DoD in consultation with the Office of Federal Procurement Policy. A list of the federal supply classes of items for which FPI has a significant market share is maintained at [FPI Yearly List of FSC Codes to be Competed](#). This list is updated each year in April.
- Per DFARS 208.602-70, and FAR 8.405-2 (c)(4), Ordering procedures for services requiring a statement of work, the RFQ must be provided to FPI/UNICOR for the opportunity to propose.
- Per DFARS 208.602-70 (c)(2), when acquiring an item for which FPI/UNICOR does not have a significant market share, acquire the item in accordance with the policy at FAR 8.602.
- Per FAR 8.405-2 (c)(4), provide the RFQ to any GSA vendor within the applicable SIN or category who requests a copy of it prior to the RFQ response due date. Documentation is required.
- Per DFARS PGI 215.371-2 if only one (1) offer is received when competitive procedures were used and the solicitation allowed fewer than 30 days for receipt of proposals, the ID must consult with the contracting officer as to whether the RFQ should be revised in order to promote more competition (see FAR 6.502(b) and 11.002); and resolicit, allowing an additional period of at least 30 days for receipt of proposals.
- For competitive solicitations in which more than one (1) potential offeror expressed an interest in an acquisition, but only one offer was ultimately received, request feedback and document why the opportunity was declined. The ID must confirm the pricing with the recommended vendor.
- The responding vendors must provide a written quote. Attach vendor quotes and a summary of all proposals. The ID must confirm the pricing with the recommended vendor.
- The BVD form Best Value Determination Guidelines - MPT - SAT must be completed and submitted to the Contracting Officer and Contract Specialist for all FF&E procurements greater than the MPT and below the SAT (FAR 2.101).

#### 3-1.3 Greater than the SAT:

- For any procurement in the FF&E Package with a value greater than the SAT, the ID must always review products and pricing from all mandatory sources per FAR 8.002. **If the requirement cannot be met by mandatory supply sources (to include FPI/UNICOR), per FAR 8.405-2 (c)(3)(iii)(B) for orders greater than the SAT, the RFQ must be sent to as many vendors within the applicable SIN or category as practicable, consistent with market research appropriate to the circumstances, to reasonably ensure that quotes will be received from at least three (3) vendors that can fulfill the requirements.**
- Per DFARS 208.602-70, Acquisition of items for which FPI/UNICOR has a “significant market share,” means an item for which FPI’s share of the DoD market for the federal supply class including that item is greater than 5 percent, as determined by DoD in consultation with the Office of Federal Procurement Policy. A list of the federal supply classes of items for which FPI has a significant

market share is maintained at [FPI Yearly List of FSC Codes to be Competed](#). This list is updated each year in April.

- Per DFARS 208.602-70, and FAR 8.405-2 (c)(4), Ordering procedures for services requiring a statement of work, the RFQ must be provided to FPI/UNICOR for the opportunity to propose.
- Per DFARS 208.602-70 (c)(2), when acquiring an item for which FPI/UNICOR does not have a significant market share, acquire the item in accordance with the policy at FAR 8.602.
- Per FAR 8.405-2 (c)(4), provide the RFQ to any GSA vendor within the applicable SIN or category who requests a copy of it prior to the RFQ response due date. Documentation is required.
- Per DFARS PGI 215.371-2, if only one (1) offer is received when competitive procedures were used and the solicitation allowed fewer than 30 days for receipt of proposals, the ID shall consult with the contracting officer as to whether the RFQ should be revised in order to promote more competition (see FAR 6.502(b) and 11.002) and resolicit, allowing an additional period of at least 30 days for receipt of proposals. Request feedback from vendors and document why the opportunity was declined. Allow a minimum of 30 days for responses if project schedule permits.
- Per FAR 8.405-2 (c)(3)(iii)(B) When fewer than three (3) quotes are received from schedule contractors that can fulfill the requirements, the interior designer shall prepare a written determination to explain that no additional contractors capable of fulfilling the requirements could be identified despite reasonable efforts to do so. The determination must clearly explain efforts made to obtain quotes from at least three (3) schedule contractors. The Contracting Officer shall prepare a written determination to explain that no additional vendors capable of fulfilling the requirements could be identified despite reasonable efforts to do so.
- The responding vendors must provide a written quote. Attach vendor quotes and a summary of all proposals. The ID must confirm the pricing with the recommended vendor.
- The BVD form Best Value Determination Guidelines – Greater than SAT (Reference 9) must be completed and submitted for all FF&E procurements exceeding the SAT.

## 3-2 BVD EVALUATION CRITERIA

**3-2.1** In addition to non-proprietary technical specifications and salient characteristics, BVD RFQ Packages may include photos and/or drawings to establish the aesthetic and Basis of Design intent. This will aid vendors in proposing competitive alternatives. In addition to price (see FAR [8.404\(d\)](#) and [8.405-4](#)), when performing the BVD, the ordering activity may consider, among other factors (see FAR 8.405-1(f)), the following: (Rank the criteria in descending order of priority for each BVD.)

- Special features of the supply or service 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
- Past performance
- Environmental and energy efficiency considerations
- Ergonomics/comfort/suitability of the item
- Delivery terms
- Administrative costs
- Training needed or provided
- Technical qualifications
- Compatibility with existing furniture / Products / Technology
- Other (specify)

**3-2.2** A narrative justification for each evaluation factor utilized above for other than lowest price must be attached. Describe the evaluation factor, how the recommended best value vendor's offer met or exceeded the standard for each factor, and why the offeror represents the best value to the Government compared to the other offerors.

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

## 3-3 BVD REQUEST FOR QUOTATION (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 SINs or source categories, i. e. GSA and Open Market, in the same BVD RFQ; all sources in an individual BVD RFQ**

**must be in the same category.** The NAVFAC ID will identify the appropriate SIN(s) and quantity of BVDs required for the project. 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. When applicable, the appropriate GSA 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 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 Item. 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 order placement, for Activity review and approval.

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

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. **Follow direction provided by the NAVFAC ID regarding the potential inclusion of manufacturer names and model numbers to establish a FF&E Basis of Design.** Provide clear references to the applicable NAVFAC Performance Criteria and Project-Specific Technical 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 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 Technical 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 Technical Specifications and Typical:** Edit the Project-Specific Technical 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 Technical 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) vendors. The NAVFAC ID will provide direction on the FF&E items that require Project-Specific Technical Specifications and Typical on a project-by-project basis during the

Interior Designer Orientation Meeting. If 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 Technical 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:**

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 consult with the NAVFAC ID on the specific item(s) that may require mock-up(s). The ID must coordinate mock-up(s) for best value review of these items and number of vendors as identified in the BVD RFQ Letter.

#### **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, and 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 Technical Specifications 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):**

**3-4.2.1** BVD FF&E 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 at least the top three (3) vendors submitting the highest ranked FF&E proposals based on the results of the BVD Meeting as part of the BVD evaluation process. The ID must edit the BVD Cover Letter and SOW templates to define the preferred presentation format. Physical furniture items are preferred for Activity evaluation. If physical products cannot be provided for an in-person mock-up, follow direction of the NAVFAC ID on alternative mock-up options. If digital mock-ups are permitted, they may be evaluated against other Vendors providing physical samples. Digital submissions with video or website links are permitted to augment physical mock-ups. Vendors may not send general product videos that do not specifically address products in the solicitation. Applicable features and operation can be visually indicated and digitally conveyed in a simple compositional storyboard for each product.

**3-4.2.2** Typical technical mock-ups may include evaluation 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, JWICS, 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
- Mounting mechanisms and tolerances
- Controls and mechanisms for operation and adjustment
- Material application
- Integrated standard accessories and/or features and hardware
- Comfort and expected durability
- Representative finish offerings based on RFQ Proposal
- Other

**3-4.2.3** All vendors must have a technical representative on site or virtually to demonstrate the functional aspects of their product and review the following based on requirements identified in the BVD RFQ Cover 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 the construction contract. The reviewers must include the NAVFAC ID, the Contracting Officer, Asset Management Branch (AMB)/Supply Management Division (SMD) (USMC 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" Review meeting (in-person or virtually) 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, 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) and the Prohibition on Procurement of Certain Items Containing Perfluorooctane Sulfonate (PFOS) or Perfluorooctanoic Acid (PFOA). Indicate the recommended vendor(s) and highlight key factors supporting the best value recommendation.

**3-5.2 BVD Package 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, GSA vendors, including UNICOR, in the appropriate SIN category were contacted (copy of the email solicitation)
- 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 vendor (cut sheets/highlighted pricing sheets/technical specifications, pricing, Vendor 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 vendor recommendation

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

To address inquiries following the NAVFAC approval of the recommended vendor(s), the ID may send an email to vendors who provided BVD RFQ pricing and include the following statement:

"Thank you for submitting your quotation for [example: SIN 33721P Packaged Office Furniture] in support of [P-XXX Project Name & Project Location]. After evaluation of the quotation received from your company based on the defined criteria, a recommendation has been made to proceed with another vendor as the Best Value to the Government.

Your hard work and efforts are greatly appreciated."

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

### **3-5.4 On-Site FF&E Mock-Up(s)**

Prior to order placement, 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 Cover Letter, 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. Additionally, if required in 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 or virtually to respond to questions and 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 On-Site FF&E Mock-Up(s) may include confirmation 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, JWICS, 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
- Mounting mechanisms and tolerances
- Controls and mechanisms for operation and adjustment
- Material application
- Integrated standard accessories and/or features and hardware
- Comfort and expected durability
- Representative finish offerings based on RFQ Proposal
- Other

**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. The reviewers must include the NAVFAC ID and Construction Manager, the Construction Contractor, the ID, AMB/SMD (USMC projects) and the Activity.

## CHAPTER 4

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

**4-1.1 QUALIFICATIONS:** Qualification of interior designers is based on education, experience and examination. Professional interior designers must have completed a program accredited by the Council for Interior Design Accreditation (CIDA) or equal accreditation program of academic training in interior design. For all Interior Design Services, the professional interior designer must have attained National Council for Interior Design Qualification (NCIDQ) certification and state licensure, certification or registration. Design and review must be performed by professional interior designers with significant interior design experience, to include multiple NAVFAC projects. Provide documentation to identify specific NAVFAC projects and assigned NAVFAC ID(s). Experience with use of GSA contracts is required. Writing non-proprietary, technical performance criteria and the evaluation of vendor proposals for competitive furniture and specialty equipment Best Value Determinations (BVDs) is required and must be clearly indicated in the interior designer's resume. 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 AND PROCESSES FOR DESIGN-BID-BUILD (DBB)

There are three (3) Interior Design Services processes for FF&E design and specification for Design Bid Build (DBB) projects. Verify the level of development (Process 1, Process 2 or Process 3) required for the FF&E Package or Specialty CEQ Package with the SAES or *UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND EQUIPMENT PACKAGE*, NAVFAC ID and Contract Specialist. For NAVFAC PAC projects, verify the level of development required for the CEQ Buy Package or Specialty CEQ Package with the SAES or *UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND EQUIPMENT PACKAGE*, the NAVFAC ID, CNIC CEQ Program Manager - PAC and Contract Specialist.

**Chapters 5 through 8 elaborate on the requirements and deliverables for each ID Services Process for Pre-Award and Post-Award.**

##### 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 Concept (Schematic) 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 Concept (Schematic) 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 Contractor's Interior Designer must validate the Final FF&E Package pricing and product availability with the best value recommended vendor(s), and submit any required changes to the Government for approval prior to award of the FF&E Option Item. During validation of pricing, new quote requests from unsuccessful vendors who participated in the BVD phase are not required. The Construction Contractor may not hire the ID who prepared the Concept (Schematic) 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 Price and is separate and excluded from the FF&E Option Item 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, Concept (Schematic) 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 Option Item. During validation of pricing, new quote requests from unsuccessful vendors who participated in the BVD phase are not required. 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 Price and is separate and excluded from the FF&E Option Item.

#### **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, Concept (Schematic) 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. During validation of pricing, new quote requests from unsuccessful vendors who participated in the BVD phase are not required. The updated and approved Final FF&E Package is provided to the Construction Contractor prior to award of the FF&E Option Item.

# 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 CONCEPT (SCHEMATIC) DESIGN:

**5-1.1.1 FF&E Plan(s):** Refine the FF&E Plan(s) developed during the Charrette to indicate all FF&E that is required to support facility functions. Develop the project-specific dimensioned plan views and isometric and/or elevation views for workstation/desking typicals and unique or custom product. Indicate 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.

**5-1.1.2 FF&E Estimated Cost Summary:** Develop a FF&E Estimated Cost Summary keyed to all items identified on the FF&E Plan(s). Categorize Item Codes in the list (i.e., C# for Chairs/Seating, D# for Desking, WS# for Workstations, A# for Accessories, etc.). Verify the Item Code system with the NAVFAC ID or CNIC CEQ Program Manager/SME. Include proposed FF&E Item Descriptions for all items to convey basic salient characteristics.

**5-1.1.3 Develop and Present FF&E Basis of Design:** Develop and present conceptual FF&E options for each major furniture component. Provide cuts sheets, drawings and/or other images required to demonstrate how the proposed FF&E options meet the project requirements. Clearly label FF&E options and present in a "loose" and/or digital format for NAVFAC review and preliminary approval.

**5-1.1.4 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.

**5-1.1.5 UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND EQUIPMENT PACKAGE:**

Prepare/edit UFGS 12 00 01.00 20 using tailoring option for ID Services – Process 1. 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.

**5-1.1.6 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price 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 Concept design (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 Concept (Schematic) Package, GSA and mandatory sources to consider. Submit the itemized FF&E Estimated Cost Summary within 21 days to the NAVFAC ID to review.

**5-1.2.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Basis of Design Presentation meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting at NAVFAC, the Activity's location or virtually.

**5-1.2.3 FF&E Basis of Design Meeting:** 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 NAVFAC, Activity's location or virtually, as deemed necessary by the NAVFAC ID. Attendees include the Contractor's Project Manager and ID, Activity, AMB/ SMD (USMC projects), NAVFAC OICC/ Project Manager/ ID and Electrical Engineer (if required).

## **5-1.3 SUBMITTALS**

### **5-1.3.1 Concept (Schematic) FF&E Package:** Submit in conjunction with the **Project Pre-Final (100%) Design Submittal**

#### **5-1.3.1.1 Concept (Schematic) FF&E Package Binder.**

- FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary. Include the project-specific FF&E dimensioned plan views and isometric and/or elevation views for workstation/deskings typicals and unique or custom product.
- FF&E Estimated Cost Summary

#### **5-1.3.1.2 UFGS 12 00 01.00 20 FURNITURE, FIXTURES AND EQUIPMENT PACKAGE**

**5-1.3.1.3 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

### **5-1.3.2 Concept (Schematic) FF&E Package:** Submit in conjunction with the **Project Final Design Submittal**

#### **5-1.3.2.1 Concept (Schematic) FF&E Package Binder.**

- Refined FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary. Include the project-specific FF&E dimensioned plan views and isometric and/or elevation views for workstation/deskings typicals and unique or custom product.
- FF&E Estimated Cost Summary

#### **5-1.3.2.1 UFGS 12 00 01.00 20:** Prepare Final UFGS 12 00 01.00 20.

**5-1.3.2.2 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

## 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 Concept (Schematic) 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 Concept (Schematic) 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 Concept (Schematic) Package to indicate all FF&E that is required to support facility functions.

**5-2.1.3 FF&E Estimated Cost Summary:** Develop a FF&E Estimated Cost Summary 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 Item Codes in the list (i.e., C# for Chairs/Seating, D# for Desking, WS# for Workstations, A# for Accessories, etc.). Verify the Item Code system with the NAVFAC ID or CEQ Program Manager/SME.

**5-2.1.4 Develop and Present FF&E Basis of Design:** Develop and present conceptual FF&E options for each major furniture component. Provide cuts sheets, drawings and/or other images required to demonstrate how the proposed FF&E options meet the project requirements. Clearly label FF&E options and present in a "loose" and/or digital format for NAVFAC review and 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 PACKAGE(S):** Prepare the BVD RFQ Package. Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.3 BVD:** Perform the BVD. Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.4 BVD FF&E MOCK-UP(S):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.5 PRE-FINAL FF&E DESIGN:** 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.

**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:** Refine FF&E Cost Summary.

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

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

#### 5-2.6 FINAL FF&E 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.

**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:** Finalize FF&E Final Cost Summary.

**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 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 Concept design (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 RFQ Package, mandatory sources to consider, GSA, review the BVD process, and discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary 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, the Activity's location or virtually.

**5-2.7.3 FF&E Basis of Design Meeting:** 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 NAVFAC, Activity's location or virtually, as deemed necessary by the NAVFAC ID. Attendees include the Contractor's Project Manager and ID, Activity, AMB/ SMD (USMC projects), NAVFAC OICC/ Project Manager/ ID and Electrical Engineer (if required). Email photos documenting the selections 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 RFQ Package(s) and to review the GSA vendor lists. 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, Activity's location or virtually.

**5-2.7.5 BVD FF&E Mock-up(s):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.7.6 BVD Meeting:** Provide the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting at NAVFAC, Activity's location or virtually.

**5-2.7.7 Pre-Final FF&E Meeting:** Provide to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final FF&E, fabric and finish selections from the Best Valued vendors prior to preparing the FF&E Pre-Final Submittal. Hold meeting at NAVFAC, Activity's location or virtually, as deemed necessary by the NAVFAC ID.

## 5-2.8 SUBMITTALS

**5-2.8.1 FF&E Basis of Design:** Submit within two (2) months after Pre-Construction Conference (PRECON) or as directed in the contract schedule.

- Catalog cut sheets and visuals from various manufacturers for each major FF&E item.
- Cut sheets depicting commonly available options.
- Clearly label cut sheets and samples with the item numbers used in the FF&E Basis of Design Submittal and FF&E plans.
- Generic fabric and finish recommendations to assess durability and appropriateness.
- FF&E Plans
- FF&E Estimated Cost Summary

**5-2.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.8.3 BVD RFQ Package(s):** Submit no later than 15 months prior to Contract Completion Date (CCD) or as directed in the contract schedule. Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.8.4 BVD Package Submittal:** Submit no later than 13 months prior to CCD or as directed in the contract schedule. Provide in accordance with Chapters 1, 2 and 3 of this document.

**5-2.8.5 Pre-Final FF&E Package "Over the Shoulder" Submittal Review Meeting:**

**5-2.8.5.1 Pre-Final FF&E Package "Over the Shoulder" Submittal:** Submit the following prior to meeting:

- Catalog cut sheets and visuals for each major FF&E item.
- Clearly label cut sheets and samples with the item numbers used in the Pre-Final FF&E Submittal and FF&E plans.
- Fabric and finish selections and additional alternate options.
- Furniture Plans coded to the cut sheets, FF&E Legend and FF&E Cost Summary.

**5-2.8.6 Pre-Final FF&E Package Submittal:** Submit in conjunction with 100% Pre-Final Design Submittal. Submit no later than 12 months prior to CCD or as directed in the contract schedule.

**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, if required):

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value vendor(s))
- FF&E Cost Summary
- Procurement Data Sheets completed for each item
- Furniture Plans coded to the FF&E Cost Summary 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 Pre-Final FF&E Submittal.
- Electronic copy of Pre-Final FF&E Submittal
- If required, 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 10 months prior to CCD or as directed in the contract schedule.

**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 vendor(s))
- FF&E Final Cost Summary
- Procurement Data Sheets completed for each item
- Final FF&E Plans coded to the FF&E Final Cost Summary 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 (BVD) Guidelines forms (completed and signed by the ID)
- BVD RFQ Scope of Work (SOW) included in BVD RFQ Package that was sent to vendors.
- Written guarantees from all vendors to hold pricing for a minimum of 120 days.
- Electronic copy of Final FF&E Submittal (**Provide individual native/“live” and PDF files for all documents and drawings. In addition, provide a consolidated, bookmarked PDF of the entire 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 with the recommended best-value vendor(s) for the entire Final FF&E Package, if required and as directed by NAVFAC ID, typically just prior to award of the FF&E Option Item. Written quote(s) with expiration date is (are) required. Submit in Final FF&E Package format with PDF and with updated live (native) files for all documents.

### 5-2.9.2 FF&E On-Site Mock-up(s):

**5-2.9.2.1** Coordinate FF&E On-Site Mock-up(s) for review of FF&E items as identified in the BVD FF&E SOW.

**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, AMB/SMD (USMC projects) 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 Option Item.

### 5-2.9.3 Walk Through(s) and Punch List(s):

**5-2.9.3.1** The ID and other specialty consultants, if applicable, will attend at least one (1) punch list site visit. Attendance at a second walk-through may be required. Other attendees will include the FF&E Vendor(s)/Dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, AMB/SMD (USMC projects) and the Activity.

**5-2.9.3.2** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Vendor's 98% completion and must identify all punch list items.

**5-2.9.3.3** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Vendor's 100% completion) and 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. CONCEPT (SCHEMATIC) FF&E DESIGN:

**6-1.1.1 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.

**6-1.1.2 FF&E Estimated Cost Summary:** Develop a FF&E Estimated Cost Summary 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 Item Codes in the list (i.e., C# for Chairs/Seating, D# for Desking, WS# for Workstations, A# for Accessories, etc.). Verify the Item Code system with the NAVFAC ID or CEQ Program Manager/SME.

**6-1.1.3 Develop and Present Preliminary FF&E:** Develop and present conceptual FF&E options for each major furniture component. Provide cuts sheets, drawings and/or other images required to demonstrate how the proposed FF&E options meet the project requirements. Clearly label FF&E options and present in a "loose" and/or digital format for NAVFAC review and preliminary approval.

**6-1.1.4 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.

**6-1.2 BVD RFQ (RFQ) PACKAGE(S):** Prepare the BVD RFQ Package. Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.3 BVD:** Perform the BVD. Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.4 BVD FF&E MOCK-UP(s):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.5 PRE-FINAL FF&E DESIGN:** 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.

**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:** Refine FF&E Cost Summary

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

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

**6-1.5.7 UFGS 12 00 01.00 20:** Prepare/edit UFGS 12 00 01.00 20 using tailoring option for ID Services – Process 2. 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.)

**6-1.5.8 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

## **6-1.6 FINAL FF&E 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.

**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:** Finalize FF&E Final Cost Summary.

**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 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 UFGS 12 00 01.00 20:** Prepare Final UFGS 12 00 01.00 20.

**6-1.6.9 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price 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 Concept design (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 RFQ Package, mandatory sources to consider, GSA, review the BVD process, and discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary within 21 days to the NAVFAC ID.

**6-1.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Concept (Schematic) Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting at NAVFAC, Activity's location or virtually.

**6-1.7.3 Concept (Schematic) FF&E Presentation (FF&E Basis of Design):** Present the NAVFAC-approved Concept (Schematic) FF&E choices for the FF&E Basis of Design Package to the Activity for approval. Hold meeting at NAVFAC, Activity's location or virtually, as deemed necessary by the NAVFAC ID. Schedule in conjunction with the SID presentation to the Activity. Attendees include the A/E's Project Manager and ID, Activity, AMB/SMD (USMC projects), NAVFAC OICC/ Project Manager/ ID and Electrical Engineer, if required. Email photos documenting the selections to the NAVFAC ID within seven (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 RFQ Package(s) and to review the GSA vendor lists. 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, the Activity's location or virtually.

**6-1.7.5 BVD FF&E Mock-up(s):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.7.6 BVD Meeting:** Provide the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting at NAVFAC, the Activity's location or virtually.

**6-1.7.7 Pre-Final FF&E Meeting:** Provide to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final FF&E, fabric and finish selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final Submittal. Hold meeting at NAVFAC, the Activity's location or virtually, as deemed necessary by the NAVFAC ID.

## **6-1.8 SUBMITTALS**

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

### **6-1.8.1.1 Concept (Schematic) FF&E Package Binder.**

- FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary. Include the project-specific FF&E dimensioned plan views and isometric and/or elevation views for workstation/desking typicals and unique or custom product.
- FF&E Estimated Cost Summary

**6-1.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.8.3 BVD RFQ Package(s):** Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.8.4 BVD Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.8.5 FF&E/CEQ Pre-Final Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**6-1.8.6 Pre-Final 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, if required):

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value vendor(s))
- FF&E Cost Summary
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary 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 Pre-Final FF&E Submittal.
- Electronic copy of Pre-Final FF&E Submittal
- If required, 16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent

**6-1.8.6.2 UFGS 12 00 01.00 20:** Provide edited UFGS 12 00 01.00 20. (Include with Project Specifications.)

**6-1.8.6.3 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

**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 vendor(s))
- FF&E Final Cost Summary
- Procurement Data Sheets completed for each product
- Final FF&E Plans coded to the FF&E Final Cost Summary 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 (BVD Guidelines forms (completed and signed by the ID)
- BVD RFQ Scope of Work (SOW) included in BVD RFQ Package that was sent to vendors.
- Written guarantees from all vendors to hold pricing for a minimum of 120 days.
- Electronic copy of Final FF&E Submittal in PDF and with live (native) files for all documents.

**6-1.8.7.2 Final UFGS 12 00 01.00 20:** Provide final, edited UFGS 12 00 01.00 20. (Include with Project Specifications.)

**6-1.8.7.3 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

## **6-2 DBB PROCESS 2 POST-AWARD:**

*Performed by Construction Contractor's ID (2nd ID)*

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

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

**6-2.1.1 Final FF&E Package Price Validation:** Validate all pricing and product availability with the recommended best-value vendor(s) for the entire Final FF&E Package, as directed by NAVFAC ID, typically just prior to award of the FF&E Option Item. Written quote(s) with expiration date is (are) required. Submit in Final FF&E Package format with PDF and with updated live (native) files for all documents.

#### **6-2.1.2 FF&E On-Site Mock-up(s):**

**6-2.1.2.1** Coordinate FF&E On-Site Mock-up(s) for review of FF&E items as identified in the BVD FF&E SOW.

**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, AMB/SMD (USMC projects) 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 Option Item.

#### **6-2.1.3 Walk Through(s) and Punch List(s):**

**6-2.1.3.1** The ID and other specialty consultants, if applicable, will attend at least one (1) punch list site visits. Attendance at a second walk-through may be required. Other attendees will include the FF&E Vendor(s)/Dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, AMB/SMD (USMC projects) and the Activity.

**6-2.1.3.2** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Dealer's 98% completion and must identify all punch list items.

**6-2.1.3.3** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Dealer's 100% completion) and 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. CONCEPT (SCHEMATIC) 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:** Develop a FF&E Estimated Cost Summary 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 Item Codes in the list (i.e., C# for Chairs/Seating, D# for Desking, WS# for Workstations, A# for Accessories, etc.). Verify the Item Code system with the NAVFAC ID or CEQ Program Manager/SME.

**7-1.1.3 Develop and Present Preliminary FF&E:** Develop and present conceptual FF&E options for each major furniture component. Provide cuts sheets, drawings and/or other images required to demonstrate how the proposed FF&E options meet the project requirements. Clearly label FF&E options and present in a "loose" and/or digital format for NAVFAC review and 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, 2 and 3 of this document.

**7-1.3 BVD:** Perform the BVD. Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.4 FF&E MOCK-UP(S):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.5 PRE-FINAL FF&E DESIGN:** 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.

**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:** Refine FF&E Cost Summary

**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 UFGS 12 00 01.00 20:** Prepare/edit UFGS 12 00 01.00 20 using tailoring option ID Services – Process 3. 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.)

**7-1.5.8 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

## **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.

**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:** Finalize FF&E Final Cost Summary.

**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 UFGS 12 00 01.00 20:** Prepare Final UFGS 12 00 01.00 20.

**7-1.6.9 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price 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 Concept design (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 RFQ Package, GSA, mandatory sources to consider, review the BVD process, and discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary within 21 days to the NAVFAC ID.

**7-1.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Concept (Schematic) Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting at NAVFAC, the Activity's location or virtually.

**7-1.7.3 Concept (Schematic) FF&E Presentation (FF&E Basis of Design):** Present the NAVFAC-approved Concept (Schematic) FF&E choices for the FF&E Basis of Design Package to the Activity for approval. Hold meeting at NAVFAC, the Activity's location or virtually, as deemed necessary by the NAVFAC ID. Schedule in conjunction with the SID presentation to the Activity. Attendees include the A/E's Project Manager and ID, Activity, NAVFAC OICC/ Project Manager/ ID and Electrical Engineer, if required. Email photos documenting all selections to the NAVFAC ID within seven (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 RFQ Package(s) and to review the most current GSA 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, the Activity's location or virtually.

**7-1.7.5 BVD FF&E Mock-up(s):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.7.6 BVD Meeting:** Provide the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting at NAVFAC, the Activity's location or virtually.

**7-1.7.7 Pre-Final FF&E Meeting:** Provide to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final FF&E, fabric and finish selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final Submittal. Hold meeting at NAVFAC, the Activity's location or virtually, as deemed necessary by the NAVFAC ID.

## **7-1.8 SUBMITTALS**

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

### **7-1.8.1.1 Concept (Schematic) FF&E Package Binder.**

- FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary. Include the project-specific FF&E dimensioned plan views and isometric and/or elevation views for workstation/desking typicals and unique or custom product.
- FF&E Estimated Cost Summary

**7-1.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.8.3 BVD RFQ Package(s):** Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.8.4 BVD Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.8.5 FF&E Pre-Final Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**7-1.8.6 Pre-Final 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, if required):

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value vendor(s))
- FF&E Cost Summary
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary 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.
- Electronic copy of Pre-Final FF&E Submittal
- If required, 16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent.

**7-1.8.6.2 UFGS 12 00 01.00 20:** Provide edited UFGS 12 00 01.00 20. (Include with Project Specifications.)

**7-1.8.6.3 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

**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 vendor(s))
- FF&E Final Cost Summary
- Procurement Data Sheets completed for each item
- Final FF&E Plans coded to the FF&E Final Cost Summary 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 (BVD Guidelines forms (completed and signed by the ID)
- BVD RFQ Scope of Work (SOW) included in BVD RFQ Package that was sent to vendors.
- Written guarantees from all vendors to hold pricing for a minimum of 120 days.
- Electronic copy of Final FF&E Submittal

**7-1.8.7.2 UFGS 12 00 01.00 20:** Provide final, edited UFGS 12 00 01.00 20. (Include with Project Specifications.)

**7-1.8.7.3 Price Schedule:** Coordinate with Design Team Project Manager and Design Manager to ensure FF&E Option Item with Government Estimate is included in the Price Schedule.

## **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 with the recommended best-value vendor(s) for the entire Final FF&E Package, if required and as directed by NAVFAC ID, typically just prior to award of the FF&E Option Item. Written quote(s) with expiration date is (are) required. Submit any substitutions due to product non-availability for NAVFAC ID approval. Submit in Final FF&E Package format with PDF and with updated live (native) files for all documents.

### **7-2.2 FF&E On-Site Mock-up(s):**

**7-2.2.1** Coordinate FF&E On-Site Mock-up(s) for review of FF&E items as identified in the BVD FF&E SOW.

**7-2.2.2** 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.

**7-2.2.3** The reviewers will include the ID, Construction Contractor, NAVFAC ID, Construction Manager and Contracting Officer, AMB/SMD (USMC projects) and the Activity. The vendor(s) will be available on-site to respond to questions.

**7-2.2.4** Complete mock-up exercise prior to the submittal of the FF&E Package Price Validation and award of the FF&E Option Item.

### **7-2.3 Walk Through(s) and Punch List(s):**

**7-2.3.1** The ID and other specialty consultants, if applicable, will attend at least one (1) punch list site visit. Attendance at a second walk-through may be required. Other attendees will include the FF&E Vendor(s)/Dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, (AMB/SMD (USMC project)) and the Activity.

**7-2.3.2** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Dealer's 98% completion and must identify all punch list items.

**7-2.3.3** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Dealer's 100% completion and must confirm that all punch list items have been resolved.

## CHAPTER 8

### DESIGN BUILD (DB) POST-AWARD:

*(Performed by DB Construction Contractor & A/E's ID)*

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

Part 3, E20 is the project ESR specific section tailored to meet the specific requirements of the project. The Construction Contractor & A/E'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 CONCEPT (SCHEMATIC) 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:** Develop a FF&E Estimated Cost Summary 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 Item Codes in the list (i.e., C# for Chairs/Seating, D# for Desking, WS# for Workstations, A# for Accessories, etc.). Verify the Item Code system with the NAVFAC ID or CEQ Program Manager/SME.

**8-1.1.3 Develop and Present Preliminary FF&E:** Develop and present conceptual FF&E options for each major furniture component. Provide cuts sheets, drawings and/or other images required to demonstrate how the proposed FF&E options meet the project requirements. Clearly label FF&E options and present in a "loose" and/or digital format for NAVFAC review and 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, 2 and 3 of this document.

**8-1.3 BVD:** Perform the BVD. Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.4 FF&E MOCK-UP(s):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.5 PRE-FINAL FF&E DESIGN:** 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.

**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:** Refine FF&E Cost Summary

**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.

**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:** Finalize FF&E Final Cost Summary.

**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 Concept design (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 RFQ Package, GSA, mandatory sources to consider, review the BVD process, and discuss the number of BVDs required. Submit the itemized FF&E Estimated Cost Summary within 21 days to the NAVFAC ID.

**8-1.7.2 FF&E "Over the Shoulder" Review Meeting:** Prior to the FF&E Concept (Schematic) Presentation and BVD, meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting at NAVFAC, the Activity's location or virtually.

**8-1.7.3 Concept (Schematic) FF&E Presentation (FF&E Basis of Design):** Present the NAVFAC-approved Concept (Schematic) FF&E choices for the FF&E Basis of Design Package to the Activity for approval. Hold meeting at NAVFAC, the Activity's location or virtually, as deemed necessary by the NAVFAC ID. Schedule in conjunction with the SID presentation to the Activity. Attendees include the A/E's and Contractor's Project Managers and ID, Activity, NAVFAC OICC, Project Manager, ID and Electrical Engineer. Email photos documenting all selections to the NAVFAC ID within seven (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 RFQ Package(s) and to review the GSA vendor lists. 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, the Activity's location or virtually.

**8-1.7.5 BVD FF&E Mock-up(s):** If required. Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.7.6 BVD Meeting:** Present the recommendation and supporting documentation of the Best Value vendor(s) to the NAVFAC ID, Contracting Officer, and Activity. Hold meeting at NAVFAC, the Activity's location or virtually.

**8-1.7.7 Pre-Final FF&E Meeting:** Present to the NAVFAC ID, Contracting Officer, and Activity, the Pre-Final FF&E, fabric and finish selections from the Best Valued vendors prior to preparing and the FF&E Pre-Final Submittal.

## 8-1.8 SUBMITTALS

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

### **8-1.8.1.1 Concept (Schematic) FF&E Package Binder.**

- FF&E Plan(s) developed in the SID with all FF&E items keyed to the Estimated Cost Summary. Include the project-specific FF&E dimensioned plan views and isometric and/or elevation views for workstation/desking typicals and unique or custom product.
- FF&E Estimated Cost Summary

**8-1.8.2 Best Value Determination (BVD) RFQ Package(s) "Over the Shoulder Review" Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.8.3 BVD RFQ Package(s):** Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.8.4 BVD Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.8.5 Pre-Final FF&E Meeting Submittal:** Provide in accordance with Chapters 1, 2 and 3 of this document.

**8-1.8.6 Pre-Final 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, if required):

- Cover Title Page (project name, project #, submittal date, submittal title)
- Table of Contents
- Point of Contact List (includes contact info for recommended Best Value vendor(s))
- FF&E Cost Summary
- Procurement Data Sheets completed for each product
- Furniture Plans coded to the FF&E Cost Summary 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 Pre-Final FF&E Submittal.
- Electronic copy of Pre-Final FF&E Submittal
- If required, 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 vendor(s))
- FF&E Final Cost Summary
- Procurement Data Sheets completed for each product
- Final FF&E Plans coded to the FF&E Final Cost Summary 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 (BVD Guidelines forms (completed and signed by the ID)
- BVD RFQ Scope of Work (SOW) included in BVD RFQ Package that was sent to vendors.
- Written guarantees from all vendors to hold pricing for a minimum of 120 days.
- Electronic 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 with the recommended best-value vendor(s) for the entire Final FF&E Package, if required and as directed by NAVFAC ID, typically just prior to award of the FF&E Option Item. Written quote(s) with expiration date is (are) required. Submit in Final FF&E Package format with PDF and with updated live (native) files for all documents.

### **8-1.9.2 FF&E On-Site Mock-up(s):**

**8-1.9.2.1** Coordinate FF&E On-Site Mock-up(s) with the selected, best-valued vendor(s) for review of FF&E items as identified in the BVD FF&E SOW.

**8-1.9.2.2** 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.

**8-1.9.2.3** The reviewers will include the ID, Construction Contractor, NAVFAC ID, Construction Manager and Contracting Officer, AMB/SMD (USMC projects) and the Activity. The vendor(s) will be available on-site to respond to questions.

**8-1.9.2.4** Complete mock-up exercise prior to the submittal of the FF&E Package Price Validation and award of the FF&E Option Item.

### **8-1.9.3 Walk Through(s) and Punch List(s):**

**8-1.9.3.1** The ID and other specialty consultants, if applicable, will attend at least one (1) punch list site visits. Attendance at a second walk-through may be required. Other attendees will include the FF&E Vendor(s)/Dealer(s) representative and installation superintendent, NAVFAC ID, FEAD/ROICC, AMB/SMD (USMC projects) and the Activity.

**8-1.9.3.2** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Dealer's 98% completion and must identify all punch list items.

**8-1.9.3.3** The ID and other specialty consultants, if applicable, will attend a site visit at the installation Dealer's 100% completion) and must confirm that all punch list items have been resolved.

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

Part 4, E20 is the PTS containing 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 GSA and other Government Supply Sources. 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**